

BOARD MEETING MINUTES

Thursday, February 8, 2024

Board Members in Attendance via Electronic Device: Eva Bermudez Zimmerman, Easha Canada, Adrienne Cochrane, Andrea Comer, Ellen McKitterick, Fran Pastore, Alice Pritchard, John Scott, Mike Soltis, Molly Weston Williamson, Janee Woods Weber, Justin Zartman

Board Members Absent: Sheila Hummel, Holly Williams

CT Paid Leave Staff in Attendance via Electronic Device: Joe Cale, Erin Choquette, Michael Cisar, Laure Dickson, Amber Forrest, Madeline Granato, David Marcone, Stephanie Oliveras, Loc Pho, John Simonetti, Priscilla Torcello, Jessica Vargas

1. Welcome & Call to Order

Board Chair Fran Pastore called the meeting to order at 9:02 a.m. CTPL Executive Assistant Amber Forrest took attendance by Roll Call and confirmed the existence of a quorum. Ms. Pastore acknowledged members of the public in attendance.

2. Review & approve the January 11, 2024, meeting minutes

Ms. Pastore asked for a review of the January 11, 2024, minutes, and a motion to approve. There were no corrections. John Scott motioned to approve the minutes, and Eva Bermudez Zimmerman seconded that motion. There was no further discussion. All but Alice Pritchard was in favor. None were opposed. Ms. Pritchard abstained. The motion carried.

3. Update on Outreach & Engagement and Governmental Affairs

CTPL Chief Marketing & Communications Officer, Jessica Vargas & Government & Community Relations Manager, Madeline Granato provided an update on the outreach, engagement, and governmental affairs activities. The Board engaged in a discussion regarding the messaging behind one of the new testimonials shared. Ms. Vargas assured the Board that the Authority will take their feedback into consideration and revisit the content.

4. Discussion and Vote on Community Education Coordinator Initiative

Ms. Granato led the Board in a discussion regarding the Community Education Coordinator Initiative and asked the Board to consider a vote to authorize the initiative.

Ms. Pastore asked the Board for a motion to authorize the Authority to move forward with the Community Education Coordinator Initiative. Adrienne Cochrane motioned, and Molly Weston Williamson seconded that motion. All were in favor. None were opposed. None abstained. The motion carried.

5. Discussion on proposed revisions to the Business Travel and Related Expense Policy and vote to post the policy in the public law journal for comment.

CTPL General Counsel, Michael Cisar led the Board in a discussion on the proposed revisions to the Business Travel & Related Expense Policy. Those changes include:

- Updates that reflect the current status of employees as remote workers.
- Adjustments to remove items that are not necessary to reimburse.
- Adding consistency for reimbursement of travel expenses.
- Adding clarity and adjusting format to help readability.

Ms. Pastore asked the Board for a motion to authorize the Authority to post the proposed revisions to the Business Travel & Related Expense Policy in the Public Law Journal for public comment. Justin Zartman motioned, and Ms. Pritchard seconded that motion. All were in favor. None opposed. None abstained. The motion carried.

6. Committee Reports -

a. Policy & Personnel

Committee Chair, Mike Soltis, reported the committee met last week and discussed the proposed changes to the Business Travel & Related Expense Policy and continued its discussion of the CEO Performance evaluation process.

b. Outreach & Engagement

Committee Chair, Ms. Weston Williamson, reported the committee met in January and received an overview of all the items shared by Jessica and Maddie today.

c. Finance & Audit

CTPL Controller, David Marcone reported the committee met last month and received the report of the budget review and spending to date. The 2025 Budget will be presented to the Board in May. There is a current RFP for Audit services.

i. Financial Reports

Mr. Marcone, provided the financial reports Operating - actual vs. budget for the month of December.

- *Actual to Budget Operating Funds for the Month of December 2023*
- *Actual to Budget Bond Funds for the Month of December 2023*
- *Bond Schedule (Inception to Date)*
- *Actual to Budget Contribution Trust Funds for the Month of December 2023*
- *Contribution Schedule (Inception to Date)*
- *Statement of Fiduciary Net Position as of December*
- *Operating Projection for FY2024*
- *Contribution Projection for FY2024*
- *Draft expenditures and contributions for December 2023*

7. CEO Report

CEO, Erin Choquette, reported that the Authority will be sending the Board a copy of Public Officials and State Employees Guide to the Code of Ethics as well as some general guidelines surrounding the Freedom of Information Act (FOIA) as a reminder. In addition, she encouraged Board members to start on their SFI's (Statements of Financial Interest) which are due May 1st.

8. Executive Session

Ms. Pastore asked the Board for a motion to enter Executive Session pursuant to CGS 1-200(6)(A) for the purpose of a discussion regarding the performance evaluation of the CEO. Mr. Scott motioned, and Andrea Comer seconded the motion. All were in favor. None opposed. None abstained. The motion carried.

The Board entered Executive Session at 10:03 AM.

The Board returned to the Board meeting from Executive Session at 10:49 AM.

Discussion and vote regarding CEO performance evaluation

Ms. Pastore welcome the Board back to the meeting and shared the Board's consensus that Ms. Choquette is doing a very good job. Ms. Pastore noted she will convene with Ms. Choquette for further discussion in a 1:1. Ms. Pastore asked Ms. Pritchard to lead the Board in motion regarding performance compensation.

Ms. Pritchard asked the Board that in recognition of Ms. Choquette's performance they ask the Board to make a motion to grant Ms. Choquette a raise in line with what was given to the other Authority employees, with the clarification that this raise be retroactive to January 1, 2024. Ms. Pritchard motioned, and Mr. Scott seconded that motion. All were in favor. None were opposed. None abstained. The motion carried.

9. Old Business - None

10. New Business - None

11. Adjournment

Ms. Pastore asked the Board for a motion to adjourn. Mr. Scott motioned, and Mr. Zartman seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting ended at 10:53 a.m.

Meeting Recording Here: <https://youtu.be/3OQqdaTBg2M>

Agenda Attachments:

- *Item 3 - Update on Outreach & Engagement and Governmental Affairs*
- *Item 5- Business Travel and Related Expense Policy*