



BOARD MEETING MINUTES

Thursday, April 11, 2024

Board Members in Attendance via Electronic Device: Eva Bermudez Zimmerman, Adrienne Cochrane, Alice Pritchard, John Scott, Mike Soltis, Molly Weston Williamson, Janee Woods Weber, Justin Zartman

Board Members Absent: Easha Canada, Andrea Comer, Sheila Hummel, Ellen McKitterick, Fran Pastore, Holly Williams

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

1. Welcome & Call to Order

Board Vice Chair, Alice Pritchard called the meeting to order at 9:04 a.m. CTPL Executive Assistant, Amber Forrest took attendance by Roll Call and confirmed there was not a quorum at that time. At 9:08, an additional Board member joined the meeting, which brought the Board to a quorum. Ms. Pritchard acknowledged members of the public in attendance.

2. Review & Approve the March 14, 2024, Meeting Minutes

Ms. Pritchard asked for a review of the March 14, 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 were in favor. None were opposed. None abstained. The motion carried. Note: The motion to approve the minutes was deferred until the Board had a quorum.

3. Discussion and Vote to adopt the CEO Performance Review Process

Committee Chair, Mike Soltis shared the draft CEO Performance Review process, competencies, and timeline.

Ms. Pritchard asked for a motion to adopt the CEO Performance Review Process. Justin Zartman motioned to adopt the process, and Mr. Scott seconded that motion. There was no further discussion. All were in favor. None were opposed. None abstained. The motion carried.

4. Discussion and Vote on Proposed Revisions to the Business Travel & Related Expense Policy Posted for Public Comment

General Counsel, Michael Cisar shared with the Committee that no public comments were received but based on feedback from the Board and staff, the following revisions have been made to the policy.

- Flexibility in the manner in which the expenses are shared for budget and the monthly financial reports.
- Removed the restrictions on purchasing travel insurance.

Per statute, 2/3 of the voting members of a quasi-public agency's Board of Directors must vote in favor of a formal policy in order for it to be adopted. Because there was not sufficient board presence, this item was tabled until the May board meeting.

5. Quarterly Finance Update- Fund Recovery

Contributions Manager, Walter Hay provided the Fund Recovery Update.

6. Committee Reports

a. Policy & Personnel

Committee Chair, Mr. Soltis reported the Committee met this month and discussed whether the contribution calculation process should be developed as a formal policy. He also reported that the committee discussed the CEO performance review process and the proposed revisions to the Business Travel & Related Expense policy.

b. Outreach & Engagement

Committee Chair, Molly Weston Williamson reported the Committee met last month and received an update on the Authority's outreach and legislative work.

c. Finance & Audit

Controller, David Marcone, reported the Committee met last month and received the budget review and spending-to-date reports as well as the review of the draft budget for fiscal year 2024-2025. In addition, the Committee discussed the process for developing the contribution rate.

i. Financial Reports

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

- *Actual to Budget Operating Funds for the Month of February 2024*
- *Actual to Budget Bond Funds for the Month of February 2024*
- *Bond Schedule (Inception to Date)*
- *Actual to Budget Contribution Trust Funds for the Month of February 2024*
- *Contribution Schedule (Inception to Date)*
- *Statement of Fiduciary Net Position as of February*
- *Operating Projection for FY2024*

- *Contribution Projection for FY2024*
- *Draft expenditures and contributions for February 2024*

7. CEO Report

CEO Erin Choquette shared several updates:

- The Authority hit a record high of weekly claims paid during the week that ended on April 6th.
- Senate Bill 222 was voted out of Committee and the Authority hopes it will be raised by the Senate.

- The Authority has added a new page on the website where Board and Committee meeting dates and materials can be accessed.
- The Authority is currently working on the RFP for the Community Education Coordinator

8. **Old Business** - None

9. **New Business**- None

10. **Adjournment**

Ms. Pritchard asked the Board for a motion to adjourn. Mr. Soltis motioned, and Mr. Scott seconded that motion. All were in favor. None were opposed. None abstained. The motion carried. The meeting adjourned at 9:48 a.m.

Meeting Recording Here: <https://youtu.be/m3AESjfYMWI>

Agenda Attachments:

- *Item 3 - CEO Performance Review Process*
- *Item 5-Quarterly Finance Update- Fund Recovery*