

BOARD MEETING MINUTES

Thursday, May 9, 2024

Board Members in Attendance via Electronic Device: Eva Bermudez Zimmerman, Andrea Comer, Sheila Hummel, Ellen McKitterick, Alice Pritchard, David Salazar-Austin, Mike Soltis, Janee Woods Weber, Holly Williams, Justin Zartman

Board Members Absent: Easha Canada, Adrienne Cochrane, Fran Pastore, John Scott, Molly Weston Williamson

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 Vice Chair, Alice Pritchard called the meeting to order at 9:02 a.m. Executive Assistant, Amber Forrest took attendance by Roll Call and confirmed the existence of a quorum. Dr. Pritchard acknowledged members of the public in attendance.

2. Review & Approve April 11, 2024, Meeting Minutes-

Dr. Pritchard asked for a review of the April 11, 2024, minutes, and a motion to approve. There were no corrections. Justin Zartman motioned to approve the minutes, and Mike Soltis seconded that motion. There was no further discussion. All in favor, none opposed. Mr. Salazar-Austin, Ms. McKitterick, and Ms. Williams abstained. The motion carried.

3. Discussion and Vote regarding the Draft Budget Fiscal Year 2024-2025-

Controller, David Marcone reviewed the draft budget for fiscal year 2024-2025.

Dr. Pritchard asked for a motion to adopt the Budget for the fiscal year 2024-2025. Andrea Comer motioned the adoption, and Ms. Williams 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 the Proposed Revisions to the Business Travel & Related Expense Policy Posted for Public Comment-

General Counsel, Michael Cisar explained that 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. Today's meeting attendance did not fulfill this requirement, so this item is tabled until the June board meeting.

5. Quarterly Outreach & Engagement Update-

Chief Marketing and Communication Officer, Jessica Vargas provided the quarterly Outreach & Engagement update.

6. Quarterly Legislative Update-

Government & Community Relations Manager, Madeline Granato provided the Quarterly Legislative update.

7. Committee Reports-

a. Policy & Personnel

Mr. Soltis reported that the Committee met this month and reviewed the contribution rate-setting process and received an update on the 2024 legislation.

b. Outreach & Engagement

Ms. Vargas reported the Committee met last month and received the Outreach and Engagement Efforts and Legislative updates.

c. Finance & Audit

Ms. Williams 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 contribution rate and the formula process.

i. Financial Reports

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

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

8. CEO Report-

CEO, Erin Choquette provided some updates:

- The RFP for a Community Education position has been posted.
- There will be a discussion about the contribution rate process at the June Board meeting.

9. Old Business- None

10. New Business- None

11. Adjournment-

Dr. Pritchard asked the Board for a motion to adjourn. Mr. Soltis motioned, and Eva Bermudez Zimmerman seconded that motion. All were in favor. None were opposed. None abstained. The motion carried. The meeting adjourned at 10:02 a.m.

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

Agenda Attachments:

- *Item 3 - Draft Budget Fiscal Year 2024-2025*
- *Item 5 - Quarterly Outreach & Engagement Committee Update*
- *Item 6- Quarterly Legislative Update*