



POLICY & PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, February 6, 2024

Committee Members in Attendance via Electronic Device: Ellen McKitterick, Alice Pritchard, Mike Soltis, Holly Williams

Committee Members Absent: Eva Bermudez Zimmerman

CT Paid Leave Staff in Attendance via Electronic Device: Joe Cale, Erin Choquette, Michael Cisar, Madeline Granato, Stephanie Oliveras

1. Welcome & Call to Order

Committee Chair Mike Soltis, called the meeting to order at 9:00 a.m. CTPL Clerical Assistant, Stephanie Oliveras, took attendance by Roll Call and confirmed the existence of a quorum. Mr. Soltis welcomed members of the public.

2. Review & Approval of January 4, 2024, Meeting Minutes

Mr. Soltis asked the Committee for a review of the January 4, 2024, minutes, and a motion to approve. Ellen McKitterick motioned, and Holly Williams seconded the motion. All were in favor. None opposed. None abstained. The motion carried.

3. Discussion on CEO Performance Review Process

Mr. Soltis led the discussion regarding the CEO performance review process. This topic will be kept on the agenda every month until the process is completed. The proposed edits to the competencies were reviewed. The timeline was reviewed and adjusted. The methods and timing for Board members and senior staff to provide feedback were also discussed.

4. Discussion regarding proposed revisions to the Business Travel & Related Expense Policy

CTPL General Counsel, Michael Cisar, provided an overview of recommended changes to the CTPL Business Travel and 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.

5. Old Business

None

6. New Business

None

7. Adjournment

Mr. Soltis asked the Committee for a motion to adjourn. Ms. Williams motioned the adjournment, and Ms. McKitterick seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:54 a.m.

Meeting Recording Here: <https://youtu.be/-lipoWUxiFw>

Attachment: Item 3- Policy & Personnel Committee Slides 02.06.24
Item 4- Business Travel & Related Expense Policy Update