



## POLICY & PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, November 4, 2025

**Committee Members in Attendance via Electronic Device:** Eva Bermudez Zimmerman, Ellen McKitterick, David-Salazar Austin, Mike Soltis, Holly Williams

**Committee Members Absent:** None

**CT Paid Leave Staff in Attendance via Electronic Device:** Erin Choquette, Michael Cisar, Amber Forrest, Stephanie Oliveras

### 1. Welcome & Call to Order

Committee Chair Mike Soltis called the meeting to order at 9:01 a.m. 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 September 2, 2025, Meeting Minutes

Mr. Soltis asked the Committee for a review of the September 2, 2025, minutes, and a motion to approve. Eva Bermudez Zimmerman motioned, and Holly Williams seconded the motion. All were in favor. None opposed. None abstained. The motion carried.

### 3. Discussion on the proposed revisions to the Private Plan Audit Guide

General Counsel Michael Cisar presented the proposed revisions to the Private Plan Audit Guide which included the following:

- Private Plan Audits launched by year/type
- Lessons Learned
- Style/Formatting Updates
- Technical Process Changes
- Substantive Changes

This will be presented to the Board for approval to post for public comments.

### 4. Review of Bylaws and Plan of Operations

CEO Erin Choquette advised the Committee that the Bylaws included a requirement that they be revised every three years. The Bylaws and Plan of Operations were last amended in November 2022. Neither the Authority staff nor the Committee suggested any changes to either document.

### 5. Staffing Update

Following up on an inquiry from a previous Board meeting, Ms. Choquette shared the organizational chart depicting the union/non-union staff breakdown. Ms. Choquette also updated the Committee on the development of new job specifications in areas where the nature and complexity of work has changed.

### 6. Old Business

None

### 7. New Business

The Committee discussed and reached consensus on maintaining the every other month meeting cadence.

## 8. Adjournment

Mr. Soltis asked the Committee for a motion to adjourn. Ms. Williams motioned, and Ellen McKitterick seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:33 a.m.

*Meeting Recording Here:* <https://youtu.be/OFNsWKpeHrw>

*Attachment: Item #3- Proposed revisions to the Private Plan Audit Guide  
Item #5- Staffing Update*