

POLICY & PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, June 4, 2024

Committee Members in Attendance via Electronic Device: Eva Bermudez Zimmerman, Ellen McKitterick, Alice Pritchard, David Salazar, Mike Soltis

Committee Members Absent: Holly Williams

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

1. Welcome & Call to Order

Committee Chair, Mike Soltis called the meeting to order at 9:02 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 May 7, 2024, Meeting Minutes

Mr. Soltis asked the Committee for a review of the May 7, 2024, minutes, and a motion to approve. Alice Pritchard motioned, and Ellen McKitterick seconded the motion. All were in favor. None opposed. None abstained. The motion carried.

3. Discussion regarding the Contribution Rate Policy

General Counsel Michael Cisar led the discussion regarding the Annual Review Contribution Rate, including rate calculation considerations. Controller Dave Marcone shared the Elements of Rate Calculation Formula. The Committee reviewed and provided their edits to the policy. The Authority will ask the Board that this policy be posted for public comments.

4. Discussion regarding Reporting Procedures

CEO Erin Choquette led the discussion regarding venues for reporting concerns. Language and reporting mechanisms in place are found in the following:

- Discrimination & Retaliation Issues (Handbook)
- Ethics Issues
- Open Door Policy

The Committee discussed potential additions to the Handbook which the Authority staff will develop.

5. Policy Roadmap for rest of Calendar Year 2024

Mr. Cisar shared with the Committee the plan for the Authority to review and revise existing policies over the remainder of the year.

- Consolidated Policies
- Private Plan Policies and Procedures
- Employee Handbook
- Finance & Accounting Manual

6. Old Business

None

7. New Business

None

8. Adjournment

Mr. Soltis asked the Committee for a motion to adjourn. Dr. Pritchard motioned the adjournment, and Ms. McKitterick seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:44 a.m.

Meeting Recording Here: <https://youtu.be/hrJ-EKg65Qc>

Attachment: Item 3- Contribution Rate Policy Draft
Item 4- Reporting Procedures
Item 5- Policy Roadmap for CY 2025