

Board of Directors Meeting Minutes CTPL Thursday, July 8, 2021, 9-11 am

Participating Voting Members Via Electronic Device: Easha Canada, Daryle Dudzinski, Fran Pastore, Paul Potamianos, John Scott, Michael Soltis, Glendowlyn Thames, Molly Weston Williamson, Justin Zartman

Participating Nonvoting Members Via Electronic Device: Eva Bermudez Zimmerman

Absent: Adrienne Cochrane, Josh Geballe, Sal Luciano, Alex Marcellino, Henry Zaccardi

CT Paid Leave Staff: Andrea Barton Reeves, Erin Choquette, Michael Cisar, Andrea Comer, Laure Dickson, Amber Forrest, Walter Hay, Dave Marcone, Loc Pho

1. Call to Order & Welcome

Fran Pastore, Board Vice Chair, called the meeting to order at 9:01 am.

Amber Forrest took attendance of the Board members by roll call and verified the existence of a quorum.

Fran Pastore acknowledged the members of the public attending the meeting.

2. Review and approval of the [June 10, 2021 meeting minutes](#)

Fran Pastore, Board Vice Chair, asked the members of the Board to consider adopting the drafted [June 10, 2021 meeting minutes](#). John Scott motioned the adoption and Daryle Dudzinski seconded that motion. The motion carried unanimously.

3. Update on Accounting Manual and Related Documents

Dave Marcone, Controller for the CTPL, provided an update on the accounting manual and related documents, noting the changes and additions added to the manual and documents. In addition to adding an appendix relating the contribution process, the revisions included updates to processes to reflect staffing changes, to allow for segregation of duties, and to describe the electronic (as opposed to physical) workflows.

4. Vote to approve the updated accounting manual and related documents to be posted for public comment.

Fran Pastore, Board Vice Chair, asked the Board for a motion to approve the updated accounting manual and related documents to be posted in the Connecticut Law Journal.

Paul Potamianos motioned the approval and John Scott seconded that motion. The motion carried unanimously.

5. Contribution Portal Project / Outreach & Engagement Updates

Andrea Comer, Chief of External Affairs for the CTPL, provided an update via PowerPoint Presentation on the Contribution Portal Project and the Outreach and Engagement Updates.



6. Committee Reports

- **Outreach & Engagement Committee**

Eva Bermudez Zimmerman reported that the committee met to discuss the Outreach and Engagement updates provided by Andrea Comer and asked the board if they have any questions. They were none.

- **Finance & Audit Committee**

Paul Potamianos reported that the Finance and Audit Committee met last month. Dave Marcone, Controller for the CTPL, reported on the Authority's budget vs. actual expenses through the month of May 2021, as well as an update of expenditures paid in June and contributions collected by the end of June. The fiscal year-end expenditures projected for June 30, 2021 are expected to be less than budgeted.

- **Policy & Personnel**

The Policy and Personnel Committee did not meet this month.

7. CEO Report

Andrea Barton Reeves reported that contributions for quarter 2 and employers catching up on quarter 1 payments are due on or before July 31, 2021. She also reported that the Authority has secured full insurance coverage.

8. Old Business

None

9. New Business

None

10. Adjournment

Fran Pastore asked the board for a motion to adjourn. John Scott motioned the adjournment and Daryle Dudzinski seconded that motion. The motion carried and the meeting adjourned at 9:28 am.

A recording of this meeting can be found at [July 8, 2021 Board Meeting Recording](#)

