

STATE OF CONNECTICUT

SOCIAL EQUITY COUNCIL | MEETING OF THE PERSONNEL COMMITTEE **DRAFT**

April 24, 2024 Meeting 10:00 A.M.

Virtual Meeting via Zoom

1) Call to Order and Welcome

Michael Jefferson called the meeting to order at 10:03 am and welcomed committee members, council colleagues, SEC staff and members of the public.

2) Roll Call

Michael Jefferson  
Corrie Betts  
Andrea Hawkins - Absent  
Shirley Skyers-Thomas  
Kelli-Marie Vallieres - Absent

Staff: Ginne-Rae Clay

3) Purpose of the Meeting

Michael Jefferson initiated the discussion by outlining the purpose of the meeting, which focused on establishing guidelines and expectations for the chair and executive director through letters of expectations. These letters were drafted and sent out, with Councilwoman Hawkins being the only respondent. Michael noted that only one person responded to the draft letters, indicating a need for further discussion.

Additionally, bullet points on the purpose of the personnel committee were circulated, and Councilwoman Hawkins also responded to this, adding an item that required further elaboration. However, since there were no responses from others, it was assumed that the committee members were generally fine with the outlined duties.

4) Approval of Minutes

The meeting proceeded with the approval of minutes from the previous session, which was motioned by Shirley Skyers-Thomas and seconded by Corrie Betts, followed by unanimous approval.

5) Executive Session

Afterward, the meeting moved into executive session with a motion from Shirley Skyers-Thomas and a second from Corrie Betts, receiving unanimous approval.

6) Roll Call

Michael Jefferson  
Corrie Betts  
Andrea Hawkins  
Shirley Skyers-Thomas  
Kelli-Marie Vallieres

7) Recommendations to the full council

Michael Jefferson led the discussion by proposing to send the letters of expectations to the full council for review and approval. These letters outline guidelines and expectations for the chair and executive director. He also suggested submitting the duties of the personnel committee and addressing performance objectives and annual goals for the executive director. Michael emphasized that these matters are not finalized until approved by the full council.

8) Adjourn

Michael Jefferson called a motion to adjourn.

Motion – by Shirley Skyers-Thomas  
Second – by Corrie Betts  
In Favor – All  
Opposed – None  
Abstentions – None  
Motion passed unanimously.



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**Date: April 24, 2024**

**RE: Minutes: April SEC Personnel Committee Minutes (Draft)**

**Please be advised that the above-referenced typewritten minutes are a true and accurate description of the proceedings obtained from the recorded conversations to the extent that the audio could be clearly heard/understood. Portions that could not be heard/understood have been notated with a (an “inaudible” or “?...”).**

**Sincerely,**

*Brenda LaFleur*

**Brenda LaFleur**  
**Owner, A Plus Reporting Service, LLC**

**I certify that this document is a true and accurate description of the proceedings obtained from the recorded conversations contained in the listed audio file.**

*Boden Truitt*

**Boden Truitt,**  
**Transcriber**