

**MINUTES OF THE
CONNECTICUT AIRPORT AUTHORITY
HUMAN RESOURCES AND GOVERNANCE COMMITTEE
MONDAY, NOVEMBER 20, 2017, AT 9:30 AM
Bradley International Airport
Administration Conference Room
Windsor Locks, CT**

MEMBERS PRESENT (via telephone):	STAFF PRESENT BY STATUTE:
Bob Aaronson, Committee Chair	Kevin A. Dillon, A.A.E.
Charles Gray	
Karen Jarmoc	STAFF PRESENT:
Michael Long	Alex Peterson

1. Call to Order:

Committee Chair Aaronson called the meeting to order at 9:30 a.m. and noted a quorum.

2. Approval of Minutes – June 30, 2017 Human Resources and Governance Committee Meeting:

Mr. Gray made a motion (Seconded: Mr. Long) to approve the minutes from the June 30, 2017 Human Resources and Governance Committee meeting. **Voice Vote – motion passed unanimously.**

3. Discussion Items:

(a) Discussion of Workforce Readiness Review Committee

Mr. Dillon reported on a recent committee that has been formed, the Workforce Readiness Review Committee, which is comprised of Deputy Executive Director – Administration Sharon Traficante and Deputy Executive Director – Finance Michael Shea. The committee has met with all CAA unclassified employees to understand workforce strengths and weaknesses, opportunities, training needs, and a potential mentoring program. General discussion ensued regarding the receptiveness of CAA unclassified employees to the series of meetings, as well as potential next steps for correcting workforce issues.

(b) Discussion of Human Resources and Governance Committee Role.

Committee Chair Aaronson reported that the committee would strive to schedule an in-person meeting to discuss the direction of the committee and its goals moving forward.

4. Executive Session:

Ms. Jarmoc made a motion (Seconded: Mr. Gray) to go into Executive Session at 9:52 a.m. for the purpose of discussing the item listed below. **Voice vote – motion passed unanimously.**

(a) Discussion of Annual Executive Director Performance Review (Personnel Matter).

The committee came out of Executive Session at 10:27 a.m.

5. Action Items:

- (a) **Consideration of and Action Upon Approval of the Executive Director's Achievements of the 2017 Goals and Objectives.**
- (b) **Consideration of and Action Upon Approval of the Executive Director's 2018 Goals and Objectives.**

Committee Chair Aaronson reported that the committee would be deferring official action on Action Items (a) and (b) until the committee's next meeting.

6. Adjournment:

Ms. Jarmoc made a motion (Seconded: Mr. Gray) to adjourn the Committee meeting at 10:28 a.m., **Voice vote – motion passed unanimously.**