**Approved Minutes**

**Thursday, November 2, 2017** - **10:00 a.m.**

**Special Meeting of the Board- Hartford Parking Authority**

**11 Asylum Street, Hartford, CT 06103**

**Commissioners Present**

William Breetz, Chairman

Rex Fowler, Commissioner

Mitchell Jackson, Commissioner

Mat Jasinski, Commissioner

**Present for HPA:**

Eric M. Boone, CEO/Executive Director

Kenya Smith, Associate Director/Director of Operations

**Guests:**

Gina Varano-Counsel

1. **Call to Order –** Mr. Breetz called the November 2, 2017 Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 10:30 a.m.
2. **Roll Call of Commissioners –**The Secretaryconducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments –** Mr. Breetz extended warm greetings.

**PUBLIC COMMENT**– None

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee**-Mr. Jasinski

Mr. Jasinski spoke of a severance policy going forward immediately after this special meeting. Mr. Jasinski reiterated that HPA’s objective in adopting the severance policy is to provide stability to its workforce and employee’s in accordance with its authority *(See Attached Policy).*

**VOTED:** To adopt a Severance Policy.

 (Ayes – Breetz, Fowler, Jackson, and Jasinski)

**NOTICE: HPA WILL PROMPTLY PROVIDE A COMPLETE COPY OF ANY REPORT OR OTHER DOCUMENT IDENTIFIED IN THESE MINUTES TO ANY PERSON WHO WISHES TO REVIEW THE FULL TEXT OF THE DOCUMENTATION.**

1. **Finance Committee**- Mr. Boone

Mr. Boone indicated the need to modify items within HPA’s budget to accommodate certain anticipated expenditures. These modified expenditures were not originally budgeted. All adjustments/modifications were made to certain expense and revenue items, while maintaining the same budgeted total net income for this fiscal year. *(See Finance Management Memo, Reports and amended Operating Budget)*.

**VOTED:** To accept the Amendment of the Operating Budget.

 (Ayes – Breetz, Fowler, Jackson, and Jasinski)

**ADJOURNMENT**- Mr. Breetz polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Fowler, seconded by Mr. Jasinski, passing unanimously to -

**VOTED:** Adjourn the November 2, 2017 Special Board Meeting at 10:52 A.M.

 (Ayes – Breetz, Fowler, Jackson and Jasinski)

Respectfully submitted,

# Kenya Smith

Ms. Kenya Smith, CCMC

Secretary to the Board