

**LEARN Executive Committee Meeting Summary**  
**October 22, 2021**  
**LEARN, 44 Hatchedts Hill Road**  
**Old Lyme , CT 06371**

*Hybrid meeting: LEARN, Room 216 & Zoom*

Present: Craig Esposito; Chair, Aaron Daniels; Vice Chair, Robert Mitchell; Fiscal Officer, Rita Volkmann; Secretary, Katherine Ericson; LEARN Executive Director, Cynthia Ritchie; Superintendent, New London Public Schools

Not in attendance: Maryann O'Donnell; Superintendent, Clinton Public Schools

Meeting began at 8:31 am

1.0 Review Draft Audit

1.1 CLA (CliftonLarsonAllen) CPA, Nikoleta McTigue, presented to the Executive Committee the draft overview of the audit results. By and large, the fiscal health of the agency is strong. Some operational efficiencies were made this past year.

2.0 Review November Agenda

3.0 Procurement Cards

LEARN will be establishing a system to distribute agency purchasing cards for a small number of designated employees. LEARN CFO, Mike Belden, presented the processes and protocols he will establish to ensure high levels of oversight of the new program and will bring before the Board in November.

4.0 Ocean Avenue Planning & Zoning Discussion

Kate Ericson informed the Executive Committee that the New London Planning and Zoning meeting was cancelled October 21, 2021. The next Planning and Zoning meeting will be November 4, 2021.

5.0 Administration Appointments

5.1 Assistant Superintendent of Pathways & Partnerships – Matthew Dadona

**Motion to approve Matthew Dadona as the Assistant Superintendent of Pathways & Partnerships at a salary of \$150,000 by Mitchell, second by Esposito. Motion Approved 4-0**

5.2 Assistant Director of Young Children & Families – Adrenna (D'Orlando) Paolillo

**Motion to approve Adrenna (D'Orlando) Paolillo as the Assistant Director of Young Children and Families at a salary of \$95,000 by Daniels, second by Mitchell. Motion Approved 4-0**

5.0 LEARN HR Director- Roles/ Responsibilities- title/salary adjustment

Executive Director Ericson requested that the Board officers amend the Human Resource Director Title to state Chief Human Resource Director. Ms. Ericson provided a summary of the impact that Christine Pemberton has had across the agency in less than a full year. She also requested a salary adjustment for the new Chief Human Resource Director.

**Motion to approve the title amend of the Human Resource Director to the Chief Human Resource Director, and to approve a salary adjustment to \$143,000 by Mitchell, second by Daniels. Motion Approved 4-0.**

6.0 Review of Executive Director's Goals

Executive Committee discussed Ms. Ericson's goals for the year.

**Motion to adjourn meeting by Esposito, second by Mitchell @ 10:06 am**