

# PAID FAMILY & MEDICAL LEAVE INSURANCE

## DRAFT MINUTES

### Policy and Personnel Committee

#### [Join Microsoft Teams Meeting](#)

[+1 860-840-2075](#) United States, Hartford (Toll)

Conference ID: 961 822 474#

**Wednesday, June 10, 2020  
11:00 a.m. - 12:00 p.m.**

**Present Committee Members:** Daryle Dudzinski, Paul Potamianos, Michael Soltis, Henry Zaccardi, Eva Bermudez Zimmerman

**Also present:** Andrea Barton Reeves, Erin Choquette

#### **1. Call to Order**

The meeting was called to order at 11:01 a.m.

#### **2. Roll Call**

Roll call was taken and the presence of a quorum was confirmed.

#### **3. Review and approve minutes from the May 22, 2020 meeting of the Policy & Personnel Committee**

Chairperson Dudzinski moved the adoption of the draft minutes of the May 22, 2020 meeting of the Policy & Personnel Committee. Henry Zaccardi seconded the motion. There was no comment or discussion. The motion was adopted unanimously.

#### **4. Review and discuss potential edits to the following:**

- **Affirmative Action policy**

Mike Soltis suggested that the Authority add information about how to request reasonable accommodations (from the Personnel Handbook) to the policy. The committee members discussed the section of the policy that require the CEO to develop practices to ensure that the policy goals are achieved. Andrea Barton Reeves suggested that the language be modified to indicate that the Chief Legal Officer, with oversight from the CEO, will make recommendations to be reviewed and approved by the Board.

- **Anti-harassment policies**

Henry Zaccardi pointed out that the Authority's anti-harassment policies are incorporated in the Personnel Handbook and thus were reviewed in the previous meeting.

- **Ethics policy**

The committee members discussed the obligation for the Board members and certain employees of the Authority to file Statements of Financial Interests, in accordance with the requirements of the Office of State Ethics and suggested that the Ethics policy include a reference to that requirement. The members also discussed whether the definition of "immediate family" in the Ethics policy should be as expansive as the definition of family member in the paid family & medical leave law but determined that it was best to keep the definition in the policy unchanged because it mirrors the State's Code of Ethics.

- **Use of Outside Legal Services policy**

Mike Soltis suggested that to be consistent with the Authority's mission and philosophy, we should add a requirement in the policy that the law firms be asked to provide statistics relating to their diversity and should require diverse staffing. CEO Barton Reeves shared that she has sample language relating to this issue, including language that the law firm be required to ensure that the requirement of diversity staffing should include a mandate that the work be substantive, appropriate to the level of the staff. Mr. Soltis also suggested that the paragraph relating to insurance coverage should include language to allow the Authority to benefit from lower legal rates negotiated by insurance companies.

- **Use of Surplus Funds policy**

Paul Potamianos noted that the last sentence of the policy actually relates to unassigned reserves, not surplus funds, and suggested that it should be deleted from this policy. He further suggested that the Authority consider drafting a separate Unassigned Reserves policy

CEO Barton Reeves reported that the Authority has not yet received any comments regarding the policies on the [PFMLIAcomments@ct.gov](mailto:PFMLIAcomments@ct.gov) email address and that the public comment period following the publication of the policies pursuant to C.G.S 1-121 ends on June 15<sup>th</sup>.

## 5. New Business

Mr. Zaccardi and Mr. Soltis reported that they have been approached by the CBIA to participate in a presentation about paid family & medical leave on June 29<sup>th</sup>. CEO Barton Reeves reported that she had tried to reach out to CBIA and that Slalom has also contacted them. She is willing and believes that she is free to participate in the event on the 29<sup>th</sup>. The members discussed whether it is

necessary to draft a policy or procedure regarding how Board Members should respond to such requests but decided that a policy is not necessary – they should just notify CEO Barton Reeves.

In other new business, CEO Barton Reeves reported CEO Andrea Barton Reeves reported that the Authority hired an IT Subject Matter Expert in May, as well as an IT Director who will start in mid-June. She reported that she is also in the process of reviewing applications and will be conducting interviews for a controller and a chief of staff. She also advised the committee members that, pursuant to the approved budget, she had entered into a contract with Miranda Creative for outreach and marketing and that we have also retained a consultant to help represent the Authority in marketing issues with Slalom. Finally, she reported that she will be bringing a resolution to the Board to extend Kris Floyd's contract until December 2020, in light of Ms. Floyd's integral involvement in the employee contribution build.

## **6. Adjourn**

The meeting was adjourned at 12:01 p.m.