

**Board of Directors Meeting Minutes**  
**Paid Family and Medical Leave Insurance Authority**  
**Thursday, November 12, 2020**

**Participating Voting Members:** Adrienne Cochrane, Daryle Dudzinski, Josh Geballe, Sal Luciano, Fran Pastore, Paul Potamianos, John Scott, Mike Soltis, Glendowlyn Thames, Molly Weston Williamson, Henry Zaccardi, Justin Zartman

**Participating Nonvoting Member:** Eva Bermudez Zimmerman

**Absent:** Rich Duffy, Alexander Marcellino

**Also Present:** Andrea Barton Reeves, Erin Choquette, Andrea Comer, Laure Dickson, Kris Floyd, Amber Forrest, David Marcone, Tracie Knapsack

**I. Welcome and call to order**

Fran Pastore, Board Vice Chair, called the meeting to order at 9:01am. Board member attendance taken by Amber Forrest by roll call and verified the existence of a quorum.

**II. Approval of the October 8, 2020 Board of Directors meeting minutes**

Vice Chairperson Pastore asked the members of the Board to consider adopting the draft minutes: [October 8, 2020 meeting minutes](#)

Sal Luciano motioned their adoption, seconded by Paul Potamianos. There was no discussion. The motion was adopted unanimously.

**III. Registration & Contribution Portal Project Update**

Andrea Barton Reeves provided updates on the CT Paid Leave Portal and Employer Contribution Collection scope through summary. Andrea Barton Reeves also reported on the November Registration Pilot timeline, noting that 350 businesses have already registered, of that 350 registrants, 28 are third party administrators.

Kris Floyd reported that the Contact Center with United Way /211, launched today and currently has 6-7 resources onboard as well as 4 temporary employees which are collaborating with the 211 team on training. This team will be actively responding to the agency's 'contact us' feature.

**IV. Committee Reports**

- **Finance & Audit Committee Report:** Dave Marcone provided reports of the First fiscal year through 30/ 2020, Budget vs. Actual 2020 Fiscal Year, Quarter to date through September 30, 2020, financial report since inception through September 2020, bond

funds and draft expenditures through the end of October 31, 2020. Dave also reported that the agency is currently under budget.

- **Outreach & Engagement Committee:** Andrea Comer reported on Outreach and Engagement, Web and Social Media efforts, including metrics on traffic to [www.ctpaidleave.org](http://www.ctpaidleave.org); webinars held, scheduled and in development; media outreach and the creation of the 'Employer tool kit'.
- **Policy & Personnel Committee:** Henry Zaccardi reported on the draft credit card policy and employee-use agreements. The documents will be edited and then will be posted. Surety bond requirements will continue to be explored.

**V. Report from CEO**

Andrea Barton Reeves reported that in addition to the agency's outreach and engagement efforts, the agency has contracted Patty McQueen for publicity marketing. The agency will continue editorial boards, radio options and digital broadcasting as well as partnering with other organizations on webinar opportunities and providing webinars hosted by the agency itself. She also reported on the status of the recruitment for a senior marketing officer.

- VI. Old Business** - John Scott requested an update on directors and officer's insurance. Andrea Comer noted that the agency has issued an RFP for general liability. RFP's were submitted initially but the agency did not get a robust number of applicants, so RFP's were reissued. Deadline is Monday 11.16.20.

- VII. New Business** - none

**VIII. Adjournment:**

Adjournment Fran asked the board for a motion to adjourn. Sal Luciano motioned the adjournment and John Scott seconded. The meeting adjourned at 9:43am.