

**Board of Directors Meeting Minutes**  
**Paid Family and Medical Leave Insurance Authority**  
**Thursday, December 10, 2020**

**Participating Voting Members:** 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:** Adrienne Cochrane, Alexander Marcellino

**CT Paid Leave Staff:** Amber Forrest, Andrea Barton Reeves, Andrea Comer, Dave Marcone, Erin Choquette, Kris Floyd, Laure Dickson, Tracie Knapsack

**Legislators/Guests:** Senator Julie Kushner, Representative Robyn Porter, Senator Paul Formica

**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.** Fran Pastore, Board Vice Chair, asked the board for a motion to move the Finance and Audit Committee Report to the top of the agenda following the approval of the November 12, 2020 meeting minutes. Sal Luciano motioned, Henry Zaccardi seconded. There was no discussion. The motion was adopted unanimously.

**III. Approval of the November 12, 2020 Board of Directors meeting minutes**

Vice Chairperson Pastore asked the members of the Board to consider adopting the draft minutes: [November 12, 2020 Board Meeting Minutes](#)

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

- IV. Finance & Audit Committee Report:** Dave Marcone provided reports of the Budget vs. Actual Oct. 2020, Bond Funds Oct. 2020, Budget vs. Actual Fiscal Year (FY) 2020, Cumulative Budget vs. Actual Finance Oct. 2020, and the November 2020 Expenses.

**V. Vote on the 'Glossary of Terms'**

Erin Choquette led the discussion on the Glossary of Terms through presentation on a summary of the public comments. Fran Pastore asked the board to consider the adoption of the Glossary of Terms as revised in accordance with staff recommendations. Sal Luciano moved for a motion, Justin Zartman seconded. The motion was adopted unanimously. There was no discussion.

**VI. Discussion on Claims Administration**

Andrea Barton Reeves led a discussion on recommendations regarding claims administration through PowerPoint presentation. Fran Pastore, Vice board chair, asked the board to adopt the recommendation of the CT Paid Leave staff to draft the RFP for a third-party administrator. Paul Potamianos motioned, John Scott seconded. The motion was adopted unanimously.

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

Kris Floyd provided updates on the CT Paid Leave Portal and Employer Contribution Collection scope through summary. Registration opened on November 1. By the end of November 4, 400 businesses had registered and as of this morning 7,900 businesses have already registered. Through outreach and engagement with Miranda Creative, over one million emails are going out.

**VIII. Committee Reports**

- **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:** Dave Marccone reported on the draft credit card policy, employee-use agreement, and lost receipt certification. Henry Zaccardi reported on the consideration of the recommended Glossary of Terms and the revised credit card policy documents. Henry noted that the committee approved the decision to change the rating agency for surety bonds from AM Best to Treasury and decided not to change the requirement to have the surety bonds be renewed yearly. Henry Zaccardi also reported that the Policy and Personnel Committee has changed their monthly meeting schedule to the first Tuesday of the month to allow time before board meeting.

Fran Pastore asked the board to consider adopting the revised credit card policy documents, to be posted for public comment. Molly Weston Williamson motioned, Justin Zartman seconded. There was no discussion and the motion was adopted unanimously.

**IX. Report from CEO**

Andrea Barton Reeves asked Andrea Comer to report on engagement in the community. Andrea Comer reported on past and upcoming radio appearances, news media and articles. Andrea Comer reported on the pilot group process, which includes 15 employers and Third-Party

Administrators who have been navigating the site and registration process to provide feedback. The group met Monday to discuss that feedback. Data has been captured and Slalom will be working to address the issues raised by this group. Andrea Comer presented the paycheck insert, noted that the contribution estimator has been refined for employees and the Authority is now reaching out to employees.

- X. **Old Business** – Daryle Dudzinski reported that the Department of Labor will include a notice about the Paid Leave Program in its annual notice to 90,000 contributing employers about unemployment insurance ratings.
- XI. **New Business** – N/A
- XII. **Adjournment:**  
Fran Pastore asked the board for a motion to adjourn. John Scott motioned, Daryle Dudzinski seconded. There was no further discussion and the motion was adopted unanimously. The meeting adjourned at 10:51 am.