

Finance & Audit Committee Meeting Minutes
Paid Family and Medical Leave Insurance Authority
Friday, December 18, 2020

Participating Voting Members: Adrienne Cochrane, Daryle Dudzinski, John Scott, Mike Soltis, Paul Potamianos

Participating Nonvoting Member: None

Absent: Alexander Marcellino

Also Present: Amber Forrest, Andrea Barton Reeves, Andrea Barton Reeves, Andrea Comer, Erin Choquette, David Marcone, Tracie Knapsack

Legislators/Guests: Rep. Harry Arora

- I. Welcome and call to order**
Paul Potamianos, Committee Chair, called the meeting to order at 9:00 am.

- II. Roll Call**
Attendance taken by Amber Forrest by roll call and verified the existence of a quorum.

- III. Acknowledgment of Public Members**
Paul Potamianos acknowledged members of the public.

- IV. Approval of the November 16, 2020 Finance and Audit Committee meeting minutes**
Paul Potamianos asked the committee to consider a motion to adopt the [Minutes from the November 16th meeting](#). Mike Soltis motioned, Adrienne Cochrane seconded. There was no discussion. The motion was adopted unanimously.

- V. Budget Review Spending to Date**
CT Paid Leave Controller Dave Marcone reported on prior and current fiscal year expenses, cumulative budget, and bond fund expenditures to date.
No further questions were posed regarding the financial reports.

VI. Employee Contribution Collection System Update

Andrea Barton Reeves reported on the status of the Employee Contribution Collection System build. Additional discussion was had regarding the scope of work to be performed by Slalom in order to complete the Employee Contribution Collection System.

VII. Liability Insurance Update

Andrea Comer reported on the procurement of liability insurance, noting the attendance at the bidder's conference. Two proposals were received in response to the RFP. Those proposals are being reviewed, and the Paid Leave Authority will make a final decision regarding the selection of the liability insurance broker before the end of the year. John Scott noted he must abstain on a vote as he has a conflict of interest with one of the vendors.

VIII. Hiring Update

The Senior Marketing Director position has been filled. The successful candidate is scheduled to begin the role on January 18, 2021. Further hiring will include a Revenue Manager to coordinate and oversee the receipt of contributions, direct payment reconciliations and assist in working with employers who have not submitted contributions on behalf of their employees. Dave Marcone has created some job descriptions which Andrea Barton Reeves is reviewing, and the Policy and Personnel Committee will review at the next committee meeting. The Benefits Manager position has also been reposted in an effort to attract candidates with experience in establishing benefits programs. Andrea Comer and Andrea Barton Reeves are actively updating the organizational chart and will be providing a presentation of that chart to the Policy and Personnel Committee.

XI. Request for Proposal for Claims Processing

Pursuant to the board's vote at the last meeting, authorizing the Authority to draft a request for proposal for a third-party administrator to manage claims, the Authority has retained Pullman and Comley to draft the RFP and any subsequent contracts needed between the Authority and the selected vendor.

IX. Old Business - None

X. New Business – The committee was consulted with respect to setting regularly scheduled meetings for the 2021 calendar year. Meetings will be held on the fourth Friday of every month, except where holidays or other Authority business conflicts.

XI. Adjourn

Paul Potamianos asked the committee for a motion to adjourn. John Scott motioned, Mike Soltis seconded. There was no discussion and the motion was adopted unanimously. The meeting adjourned at 9:33 a.m.