

## Policy & Personnel Committee

Tuesday, December 8, 2020, 8:15-9:15 a.m.

Present Committee Members	Absent Committee Members	Guest/Additional Attendees
Daryle Dudzinski Eva Bermudez Zimmerman Henry Zaccardi Mike Soltis Paul Potamianos		Amber Forrest (Leave Authority) Andrea Barton Reeves (Leave Authority) Andrea Comer (Leave Authority) Dave Marcone (Leave Authority) Erin Choquette (Leave Authority)

**1. Welcome and call to order.**

Henry Zaccardi called the meeting to order at 8:15 a.m., taking attendance and confirming the existence of a quorum.

Henry Zaccardi asked the committee to consider moving New Business to top of agenda. Paul Potamianos motioned, seconded by Mike Soltis. The motion was approved unanimously.

**2. New Business**

Erin Choquette and Andrea Barton Reeves gave a presentation of recommendations made by the Paid Leave Authority staff regarding the claims administration process, and discussion was had by the committee.

**3. Approval of minutes from November 10, 2020 meeting**

Henry Zaccardi asked the committee to adopt the November 10, 2020 minutes. Adoption motioned by Eva Bermudez Zimmerman, seconded by Daryle Dudzinski. There was no discussion. The motion was adopted unanimously.

**4. Update on Liability Insurance**

Andrea Comer provided an update on the RFP. She reported that a decision regarding an insurance provider is likely to be made by the end of the week.

**5. Discussion regarding draft credit card policy, use agreements and lost receipt certification**

Dave Marcone reported that he had adopted the changes suggested in the last board meeting to the credit card policy, lost receipt certification form, and employee manual as well as credit card use agreement.

**6. Discussion regarding potential changes to surety bond requirements**

Erin Choquette reported the agency received a recommendation to change the rating from AM Best to Treasury ratings, as well as a question about the frequency of the bond renewal requirement. Erin asked the committee to consider changing the reference from AM Best to Treasury and if the committee continued to agree that the surety bond should be renewed on a yearly basis. The committee agrees.

**7. Report on public comments to the proposed Glossary of Terms and discussion regarding recommended revisions**

Erin Choquette reported on the public comments to the proposed Glossary of Terms and asked the committee to consider the recommended changes to the language within the document.

**8. Discussion on scheduling of committee meetings in 2021**

Erin Choquette asked the committee to consider changing their monthly meeting from the second Tuesday of the month to the first Tuesday of every month and were asked if they would like to change the meeting time. The committee agreed to move the monthly meeting to the first Tuesday of the month and change the start time from 8:15 a.m. to 8:30 a.m.

**9. Old Business - None**

**10. New Business –[Moved to top of agenda by vote of the committee]**

**11. Adjournment** - There being no further business to discuss, Henry Zaccardi asked the committee consider adjournment. Mike Soltis moved to adjourn, seconded by Eva Bermudez Zimmerman. There was no discussion. The motion was adopted unanimously, and the meeting adjourned at 9:18 a.m.