

Board of Directors Meeting Minutes
Paid Family and Medical Leave Insurance Authority
Thursday, April 8, 2021

Participating Voting Members: Easha Canada, Adrienne Cochrane, Daryle Dudzinski, Josh Geballe, Alex Marcellino, Paul Potamianos, John Scott, Michael Soltis, Glendowlyn Thames, Molly Weston Williamson, Henry Zaccardi, Justin Zartman

Participating Nonvoting Members: Alexander Marcellino, Eva Bermudez Zimmerman

Absent: Fran Pastore

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

I. Welcome and call to order

John Scott, presiding officer, called the meeting to order at 9:00am.

Amber Forrest took attendance of the Board members by roll call and verified the existence of a quorum.

John Scott acknowledged the members of the public attending the meeting.

II. Review & approval of the March 11, 2021 Board meeting minutes

John Scott asked the members of the Board to consider adopting the drafted [March 11, 2021 Board Minutes](#). Daryle Dudzinski motioned the adoption and Henry Zaccardi seconded that motion. The motion carried unanimously.

III. Vote on the CT Paid Leave 2022 Fiscal Budget

John Scott asked Paul Potamianos and Dave Marcone to discuss the details of the draft budget for fiscal year 2021-2022.

Dave Marcone provided a presentation on the details of the drafted budget for fiscal year 2021-2022.

John Scott asked the board for a motion to adopt the Fiscal Year 2021- 2022 Fiscal Budget. Paul Potamianos motioned the adoption and Daryle Dudzinski seconded that motion. The motion carried unanimously.

IV. Vote on the Proposed Changes to the Plan of Operations

John Scott asked Erin Choquette to present on the proposed changes to the Plan of Operations, which including revising the time frame for the budget adoption process and a contingency plan should the board be unable to meet to approve a budget for any given budget year.

Paul Potamianos spoke in favor of the changes reiterating the Authority's prudence of building in a contingency plan.

John Scott asked the board for a motion to approve the Plan of Operations to be posted for public comment. Justin Zartman motioned the approval to post for public comment and Daryle Dudzinski seconded that motion. The motion carried unanimously.

V. Registration & Contribution Portal Project Update/ Outreach & Engagement

Kris Floyd provided an update on the registration and contribution portal project. As of April 7, 2021, 77,743 businesses have registered of those. Erin Choquette reported that as of March 31, 2021 the Authority approved 250 private plans, noting those employers represent approximately 23,000 employees.

Kris Floyd also reported an update on the employer contribution payment processing portal through online and batch payments processes. The Authority is now receiving payments daily, primarily coming in through the payment portal. The team will continue to work on refinements through the end of April. Kris Floyd also highlighted on the chatbot development and its anticipated deployment mid-May.

Dave Marcone noted that between March 19, 2021 and April 7, 2021, the Authority received \$1.6M in contribution payments.

Andrea Comer provided an update on the Authority's outreach and engagement efforts, highlighting the CT Paid Leave Site Visits, April webinars, and noting the Authority has identified areas where many small businesses which are not affiliated with local chambers and has developed a plan for continued effort to make contact and educate these employers .

VI. Committee Reports

- **Outreach & Engagement Committee**

Molly Weston Williamson asked the board if there are any additional questions on the outreach and engagement update. There were none.

- **Finance & Audit Committee**

Paul Potamianos reported that the Finance and Audit Committee met last month to review the budget spending to date, the draft budgets for Fiscal Year June 30, 2022 and to receive an update on the RFP for Audit Services.

Dave Marcone provided the board with the following financial reports: February Estimated Budget vs. Actual, February Cumulative Budget (noting the Authority is under budget by \$13M,) and February use of Bond Funds, as well as March Expenses.

Dave Marcone also provided an update on the Audit RFP process noting that the deadline for submitted proposal was last Friday, interviews are occurring this week, and next week the RFP committee will meet to make a recommendation to the board. The Authority staff has requested that the Board hold a special meeting to vote on a selected candidate and authorize the staff to start contract negotiations.

- **Policy & Personnel Committee**

Henry Zaccardi thanked Paul Potamianos, Erin Choquette, Dave Marccone and Kris Floyd for providing their reports and asked the board if they had any other questions. There were none.

VII. CEO Report

Andrea Barton Reeves reminded the board members to submit their Statements of Financial Interest to the Office of State Ethics, by May 1st.

VIII. Old Business –

None

IX. New Business -

None

X. Adjournment

John Scott asked the board for a motion to adjourn. Paul Potamianos motioned the adjournment and Mike Soltis seconded that motion. The motion carried unanimously. The meeting adjourned at 10:20 am.