

CTPL Board of Directors Meeting Minutes Thursday, August 12, 2021, 9-11 am

Board Members in Attendance Electronically: Eva Bermudez Zimmerman, Adrienne Cochrane, Daryle Dudzinski, Sal Luciano, John Scott, Michael Soltis, Molly Weston Williamson, Justin Zartman

Board Members Absent: Easha Canada, Josh Geballe, Alexander Marcellino, Fran Pastore, Paul Potamianos, Glendowlyn Thames

CTPL Staff in Attendance: Nancy Barrow, Andrea Barton Reeves, Erin Choquette, Laure Dickson, Amber Forrest, Dave Marcone, Loc Pho, Jessica Vargas

1. Call to Order & Welcome

John Scott, Presiding Chair, called the meeting to order at 9:05 am.

Amber Forrest took attendance by roll call and, at 9:08, confirmed the existence of a quorum.

Presiding chair acknowledged members of the public.

2. Review & approval of [July 8, 2021 Board Meeting Minutes](#)

Presiding Chair called for a review of the minutes, asked for any corrections, then asked for a motion to approve the minutes. Mike Soltis motioned, Daryle Dudzinski seconded that motion. All were in favor, none against, no abstentions. The motion carried

3. Update on Claims Administration

Andrea Barton Reeves provided a PowerPoint presentation to review updates on claims administration. In response to a question from the Board, Andrea Barton Reeves confirmed that the claims forms will be vetted for compliance with the ADA and will be available in Spanish.

4. Update on Finance and Accounting Manual

Erin Choquette reported that after the last board meeting, CTPL posted the manual to the CT Law Journal for the required 30-day notice and comment period. As of August 12th, CTPL has received 1 request for a copy of the manual and no comments to date. Period ends on August 20, 2021.

5. Staffing Update

Andrea Barton Reeves provided a staffing update, noting CTPL's acting COO has taken another role outside the Agency, and CTPL's Chief of External Affairs has also taken another role outside the Agency. Those positions will likely be posted in 2-3 weeks. CTPL is actively



searching for a Quality Control Specialist and received 120 applications. As CTPL transitions away from Slalom, the IT Director will be adding support to her staff.

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

Jessica Vargas provided a PowerPoint presentation on the updates to registrations and contribution portal project.

The Board asked the Authority what the percentage of employees have enrolled in a private plan? Erin Choquette reported that as of August 1, 2021, approximately 30,000 employees are covered by approved private plans, from an estimated CT workforce of 1.5 million employees.

The Board also asked how many registered businesses still need to be reached.

Andrea Barton Reeves reported that per DOL and DECD data, CTPL identified approximately 17,000 business that still needed to register. Accordingly, CTPL sent postcards to those unregistered employers as reminders to register and how to do so. CTPL received several new registrations after that outreach effort and intends to send a follow-up messages to the remainder.

7. **Committee Reports**

- **Outreach & Engagement Committee**

Eva Bermudez Zimmerman reported that the Outreach & Engagement Committee met in July to review the Authority's outreach efforts. Jessica Vargas shared a video that explains the difference between CT Paid Leave for income replacement and CT FMLA for job protection as well as plans for an HR Toolkit which will be available to employers in the early fall.

That video can be viewed in English here: <https://youtu.be/a3GMgvq27Pc>

Spanish here: <https://youtu.be/ZrqqWSnrwA>

- **Finance & Audit Committee**

Presiding Chair noted that the Finance and Audit Committee Chair would not be able to join the meeting and asked Dave Marcone to provide the financial reports.

Dave Marcone reported that the Finance & Audit Committee met in July to review the Authority's financials including the Budget versus the Actual Expenses for the month of June 2021, the Cumulative Budget vs. Actual Budget through June 2021, and an update on the use of the bond funds and contribution activity through the end of the fiscal year. The Finance team has positions posted to hire a Contribution Examiner and Compliance and Contribution Manager.

He then provided the financial reports to the board and asked if there were any questions.



Presiding Chair had to leave the meeting and assigned Daryle Dudzinski to complete the meeting.

- **Policy & Personnel Committee**

Daryle Dudzinski reported that the Policy & Personnel Committee met in July. The Authority shared the draft private plan documents consisting of a draft insurance policy form, a checklist to be submitted with that form to CID, and a revised version of the private plan policy and procedures. That last document includes a template for self-insured plans, a revised plain language guide and updated procedures relating to the life cycle of private plans from creation to termination. The Policy & Personnel committee has been asked to provide feedback to the Authority so that they can incorporate that feedback into the versions of the documents that will be presented to the Board in September. If any other Board member would like to review the documents, Erin Choquette will send the documents to them.

8. CEO Report

Andrea Barton Reeves reported that CTPL has been asked to partner with NASHP to provide information on access to benefits for caregivers of vulnerable populations.

9. Old Business- None

10. New Business

Andrea Barton Reeves reported that Board Member, Governor at Large, Henry Zaccardi has tendered his resignation to the Board. CTPL thanks him profusely for all his service. The Board noted that he is a dear colleague and mentor and will be missed.

11. Adjournment

Presiding Chair asked the board for a motion to adjourn. Mike Soltis motioned, and Adrienne Cochrane seconded that motion. All were in favor, none were against, no abstentions. The motion carried and the meeting adjourned at 9:50 AM.

This recorded meeting can be found at: https://youtu.be/IX5dlxc1_-8

