

PAID FAMILY & MEDICAL LEAVE INSURANCE AUTHORITY

POLICY & PERSONNEL COMMITTEE

(REVISED) AGENDA

**Tuesday, February 2, 2021
8:30 – 9:30 a.m.**

Join Zoom Meeting

<https://zoom.us/j/99551356701?pwd=cDV6R3R0WWV1bUpuZVBmVDJZb0E5Zz09>

Meeting ID: 995 5135 6701

Passcode: 362841

One tap mobile

+13017158592,,99551356701# US (Washington D.C)

1. Call to Order & Welcome Henry Zaccardi
 - Committee member Roll Call
 - Acknowledgment of public members

2. Review & approval of the [January 8, 2021 Committee meeting minutes](#) Henry Zaccardi

3. Review of job descriptions – Andrea Barton Reeves
 - Assistant Controller Dave Marconi
 - Contribution Manager
 - Contribution Accountants
 - Associate General Counsel Erin Choquette

4. Update on Credit Card Policy Dave Marcone

5. Plan of Operations Andrea Barton Reeves

6. Hiring updates Andrea Barton Reeves

7. Old Business Henry Zaccardi

8. New Business Henry Zaccardi

9. Adjournment Henry Zaccardi