

Policy & Personnel Committee

Friday, February 2, 2021, 8:30-9:30 a.m.

Present Committee Members: Daryle Dudzinski, Eva Bermudez Zimmerman, Henry Zaccardi, Mike Soltis, Paul Potamianos.

Absent Committee Members: None

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

1. Welcome and call to order.

Henry Zaccardi called the meeting to order at 8:30 a.m., taking attendance and confirming the existence of a quorum.

2. Approval of minutes from January 8, 2021 meeting

Henry Zaccardi asked the committee to adopt the January 8, 2021 minutes. Paul Potamianos motioned the adoption, seconded by Mike Soltis. No one opposed. The motion was adopted unanimously.

3. Review of job descriptions

Dave Marcone reviewed the financial position job descriptions that the CT Paid Leave Authority will need to staff to manage the contribution payments processes.

Paul Potamianos noted that these job descriptions were reviewed by the Finance and Audit Committee and that committee supported them.

Erin Choquette reviewed the associate general counsel job description, explaining that the role will assist with the provision of legal support to the Authority, including coordinating with the financial staff on auditing and compliance relations.

The Committee provided the following suggestions to the job descriptions:

- Mike Soltis recommended that the list of preferred qualifications for the legal position be amended to include experience with online research and the Microsoft office suite.
- Daryle Dudzinski recommended that experience with virtual auditing be added to the preferred qualifications for the financial positions required.

Daryle Dudzinski led the committee in a discussion regarding the CT Paid Leave Authority's preparedness for a virtual audit. Andrea Barton Reeves responded that in preparation for auditing, Amber Forrest has been compiling all documentation on the Authority's shared, secured site which includes contracts, invoicing, and the required approvals of those contracts and expenses. Andrea

also noted that the CT Paid Leave Authority is currently working with CohnReznick to review the Authority's information in anticipation of the Authority performing their own internal audit (to be held prior to the external audit.) In addition, she has also asked other quasi-public agencies for advice as to what type of information is requested for audits so that the Authority can fully prepare for what may be asked of auditors.

4. Update on Credit Card Policy

Dave Marcone reported that the Authority did not receive any comments on the draft credit card policy which was posted for public comment. This policy will be added to the board agenda for adoption at the next meeting.

5. Plan of Operations

Andrea Barton Reeves expressed the challenges of the current timeline written in the plan of operations regarding the preparation and submission of the budget for review by the Finance Committee and the Board. She noted that the Authority will be proposing changes to the budget submission section of the Plan of Operations that amends the timeline to better align with the Authority's operational needs.

6. Hiring updates

Andrea Comer introduced the CT Paid Leave Authority's newest staff member, Sr. Marketing Director, Jessica Vargas. Andrea Barton Reeves said the Authority is planning to make an offer to a Benefits Manager soon, noting that the RFP for claims administration responses are due February 16, 2021.

7. Old Business –

Daryle Dudzinski noted that he wants the Department of Labor to be prepared on staffing ability as well and asked that consideration be given because the Department of Labor needs notice for its ability to begin to hire and train staff that will be assigned to the appeals process for CT Paid Leave Authority appeals.

8. New Business –

Daryle Dudzinski asked the CT Paid Leave Authority for an update on how many employers have registered to date. Andrea Barton Reeves responded that approximately 42,000 employers have registered and that the CT Paid Leave Authority is shifting its message to remind employers that they are responsible for paying contributions if the employer has not registered and has not been withholding their employee's contributions.

Eva Bermudez Zimmerman reminded the CT Paid Leave Authority that sexual harassment training is due next Tuesday. Erin Choquette replied that the CT Paid Leave Authority completed their sexual harassment training in September 2020 apart from the Authority's newest staff member, who will receive the training within the 6 months required by statute.

9. Adjournment - There being nothing further to discuss, Henry Zaccardi asked the committee to consider adjournment. Eva Bermudez Zimmerman moved for adjournment, Daryle Dudzinski

seconded that motion. There was no discussion. The motion was adopted unanimously, and the meeting adjourned at 9:10 a.m.