

**POLICY & PERSONNEL COMMITTEE**

**Thursday, August 3, 2021**

**8:30 – 9:30 a.m.**

**Committee Members in Attendance:** Eva Bermudez Zimmerman,  
Daryle Dudzinski, Paul Potamianos, Mike Soltis

**Committee Members Absent:**

**CT Paid Leave Authority Staff in Attendance:** Andrea Barton Reeves, Erin Choquette, Michael Cisar, Amber Forrest

**1. Call to Order & Attendance**

Daryle Dudzinski called the meeting to order at 8:32 am. Amber Forrest took attendance by roll call and confirmed the existence of a quorum.

**2. Review and Approval of the [June 2, 2021 meeting minutes](#)**

Daryle Dudzinski asked the committee for a motion to approve the June 2, 2021 draft meeting minutes. Mike Soltis motioned, Eva Bermudez Zimmerman seconded that motion. There was no discussion. The minutes were adopted unanimously.

**3. Update on Private Plan Policy & Procedures**

Erin Choquette provided a brief update on the Private Plan Policy and procedures, asking the committee to please review and provide feedback on the draft CID Notice of the Policy Form Template, Policy Checklist, and Revised Private Plan Policy & Procedures. The goal is to have the final draft reviewed by the Board in September for October implementation.

**4. Update on Claims Administration**

Andrea Barton Reeves provided an update on Claims Administration, noting the recent press release announcing Aflac as the Third-Party Administrator selected to provide claims functions for CTPL. She described the work that the Authority staff and Aflac has already completed in connection with developing the processes and procedures for claims administration. There has been significant work done on wage verification with the help of Board Member, Daryle Dudzinski and staff from the CT DOL. CTPL will begin training with Aflac staff for appropriate processes. Andrea Barton Reeves added that Aflac has begun recruiting for employees to staff the customer care center. In addition to the hiring that is happening at Aflac, CTPL is also hiring a Mulesoft Developer, Compliance Specialist, Quality Control Reviewers (2), Small Business Support.

In response to a question from the committee, Andrea Barton Reeves noted that CTPL is creating an HR toolkit comprehensive of information, forms and links to the website



which will be provided to employers as a tool they can use to navigate FMLA and CTPL. The Authority is working diligently with CT DOL to develop tools to help employers understand both the CT FMLA and CTPL.

#### **5. Update on Finance and Accounting Manual**

Erin Choquette provided an update on the Finance and Accounting Manual reporting that after the Board approved the Manual, it was posted in the CT Law Journal comment period ends on August 20<sup>th</sup> and to date, and the Authority has received 1 request for copy and no comments. The Manual will be brought back to the board for final approval in September.

#### **6. Staffing Update**

Andrea Barton Reeves informed the committee that last month Kris Floyd, Acting COO of CTPL has moved to another position. CTPL is creating a job description to look for her successor. Refilling this position is a priority

Also, Andrea Comer is moving to DCP the end of August.

Andrea Barton Reeves noted that CTPL has two senior staff leading our outreach and engagement efforts. CTPL will be looking for a candidate with strong experience in legislation, outreach, and engagement. CTPL will draft a job description for the new position for discussion with the committee.

#### **7. Old Business - none**

#### **8. New Business**

Andrea Barton Reeves announced that Board and Committee member, Henry Zaccardi has tendered his resignation to the board. His role as a Governor Appointee at Large may take some time to fill. CTPL will work with the Board Chair to find a replacement. CTPL and the Committee expressed their gratitude for the opportunity to have worked Henry Zaccardi.

#### **9. Adjourn**

Daryle Dudzinski asked the committee for a motion to adjourn.

Eva Bermudez Zimmerman motioned, Mike Soltis seconded that motion. None were opposed. The motion carried. The meeting adjourned at 8:57 am

This recorded meeting can be found at: <https://youtu.be/kNg5AR0DXIU>

