

Policy & Personnel Committee Meeting Minutes

Wednesday, September 1, 2021

Committee Members in Attendance via Electronic Device: Eva Bermudez-Zimmerman, Paul Potamianos, Mike Soltis

Committee Members Absent: Daryle Dudzinski

CTPL Staff in Attendance via Electronic Device: Andrea Barton Reeves, Erin Choquette, Michael Cisar, Amber Forrest

The meeting was chaired by committee member Mike Soltis

1. Call to Order & Attendance

Mike Soltis called the meeting to order at 8:32 AM.

Amber Forrest took roll call of the committee and confirmed the existence of a quorum.

2. Review and approve the [August 3, 2021 meeting minutes](#)

Mike Soltis asked the committee for a motion to approve the August 3, 2021 meeting minutes. Eva Bermudez Zimmerman motioned, Paul Potamianos seconded the motion. None were opposed, none abstained; the motion carried.

3. Update on the Comment Status of the Private Plan Documents

Erin Choquette reported that comments were received from several board members and other stakeholders. She asked that any additional comments be submitted to Michael Cisar, Associate General Counsel, by the end of the week. The goal is to present the documents at the September 12 board meeting for approval in order to post the proposed Private Plan documents for public comment.

4. Report on proposed changes to the Employment Handbook

Erin Choquette reported that there are proposed revisions to the employee handbook which were made to assure that CTPL policies are consistent with State policies. The proposed changes are particularly important in that some employees will become unionized as of January 1, 2022. Changes were also made to reflect the Agency's current staffing model, which now includes managers with teams, eliminating the need for the CEO to approve routine requests for matters such as PTO requests and small expenditures. The committee was asked for its feedback on the proposed changes in order to present the draft to the Board for its approval for public comment in October.



5. Report on proposed claims administration policies

Michael Cisar, CTPL Associate General Counsel, provided a PowerPoint presentation on the creation and drafting of policies for claims administration.

6. Old Business

None

7. New Business

Andrea Barton Reeves reminded the Committee that only 90 days remain until CTPL will begin accepting applications for paid leave benefits. She also reported that CTPL staff will be active participants in training the third-party administrator's staff in all aspects of paid leave and claims administration.

8. Adjourn

Mike Soltis asked the committee for a motion to adjourn. Paul Potamianos motioned the adjournment and Eva Bermudez Zimmerman seconded that motion. None were opposed, none abstained, the motion carried, and the meeting adjourned at 8:51 AM.

Meeting recording at: <https://youtu.be/HQvBO1XK5C0>

