

**Paid Family and Medical Leave Insurance Authority**

**Board of Directors Meeting**

**Minutes**

**Thursday, June 25, 2020, 9-11 am**

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Dial-In Number Toll number: +1 (860) 840-2075,,1223826# (Dial-in Number)

Conference ID: **1223826**

**Attending via Skype:**

Participating Voting Members: Adrienne Cochrane, Daryle Dudzinski, Josh Geballe, Sal Luciano, Fran Pastore, John Scott, Michael Soltis, Molly Williamson, Henry Zaccardi, Justin Zartman

Participating Nonvoting Members: Eva Bermudez Zimmerman, Alex Marcellino

Absent: Richard Duffy, Paul Potamianos, Glendowlyn Thames

Presenters: Andrea Barton Reeves, Kris Floyd, Erin Choquette, Maria Miranda (Miranda Creative)

**1. Call to Order & Welcome**

Noting the presence of a quorum, Vice Chairperson, Fran Pastore, called the meeting to order at 9:03.

Noting that there were several members of the public participating in the meeting via Skype, Vice Chairperson Pastore specifically acknowledged the attendance of Representative Robyn Porter.

Chairperson Josh Geballe expressed his appreciation to Vice Chairperson Pastore and CEO Andrea Barton Reeves for filling in for him at the meetings he had to miss due his responsibilities directing the state's response to the COVID-19 crisis.

CEO Barton Reeves introduced two new staff members, Laure Dickson and Chuck Ward, as well as the recently retained marketing consultant, Brian Boyer. She also advised the Board members that CT-N was recording the meeting.

**2. Review & approval of April 23, 2020 board meeting minutes**

Vice Chairperson Pastore asked the members of the Board to consider adopting the draft minutes from the April 23, 2020 Board meeting. John Scott moved their adoption, seconded by Eva Bermudez Zimmerman. There was no discussion. The motion was adopted unanimously.

**3. Reports from Board Committees:**

- Policy and Personnel

Henry Zaccardi reported that the policies that had been provisionally adopted by the Board in April had been posted to the Connecticut Law Journal for public notice and comment for the required 30 days and that the Board had not received any public comment. Mr. Zaccardi summarized the minor changes to the policies recommended by the Policy & Personnel committee, noting that copies of all of the policies with the recommended changes had been sent to the Board members for review:

- Accounting Policy and Procedure Manual
- Ethics policy
- Equal Employment and Affirmative Action Policy
- Use of Surplus Funds policy
- Employee Handbook
- Business Travel and Related Expenses Policy
- Revised Plan of Operations

Mr. Zaccardi advised the members that the Policy & Personnel Committee wanted to continue to assess potential changes to the Guidelines for Use of Legal Services, so that policy would not be voted upon at the meeting.

Sal Luciano asked why the Plan of Operations did not include any references to the State Contracting Standards Board. CEO Barton Reeves and Erin Choquette explained that the referenced section of the Plan of Operations describes procurement procedures of the Authority at a granular level and is not intended to re-state or alter any state statutes regarding contracting requirements.

Mike Soltis asked is the Authority needed a stand-alone policy relating to its solvency or if the language relating to solvency in the Plan of Operations was sufficient. CEO Barton Reeves advised that the language in the Plan of Operations was sufficient and that the Board did not need to adopt the draft stand-alone policy that had been considered previously.

Molly Weston Williamson suggested that the language regarding solvency in the Plan of Operations be revised to parallel the statutory language so that there was no ambiguity.

Mr. Scott moved that the Board adopt all of the policies as revised and presented to the Board, with the exception of the Plan of Operations. Mr. Luciano seconded the motion. The motion passed unanimously. Mr. Scott then moved that the Board amend the revised Plan of Operations to ensure that the section about the Authority's solvency re-state the statutory language and adopt the Plan as amended. Ms. Weston Williamson seconded the motion. The motion passed unanimously.

- Outreach and Engagement

Chairperson Molly Weston Williamson reported on the various outreach activities that had occurred since the April Board meeting, including 9 webinar listening tours and a well-attended update to the advocacy community. Chairperson Weston Williamson and CEO Barton Reeves reported that the Authority had selected Miranda Creative to provide marketing and outreach support. Maria Miranda shared a power-point slide presentation describing their deliverables and work status. Kris Floyd provided an update regarding the outreach calendar of events and reported that the vendor developing the employee contribution solution, Slalom Consulting, is engaging in user experience interviews with employers of all sizes.

- Finance

John Scott reported that the Finance Committee had met on June 11<sup>th</sup> and had voted to recommend various revisions to the Authority's proposed budget, which had been described in the budget notes sent to the Board members. Mr. Scott and CEO Barton Reeves summarized the proposed changes, including adjusting certain proposed salaries and job descriptions, extending Ms. Floyd's contract, postponing the hiring of the Chief Operating Officer and revising the marketing budget.

Ms. Weston Williamson asked CEO Barton Reeves to elaborate on the vision for the Director of Marketing & Communications position. CEO Barton Reeves explained that the goal is to find a person with skills and experience in outreach, education and engagement. Ms. Weston Williamson suggested that the job posting should be drafted to state that goal clearly.

Mr. Marcellino asked whether the Authority will be subject to regular outside audits. CEO Barton Reeves explained that the Authority will be subject to audits by the Auditors of Public Accounts as well as outside financial audits.

CEO Barton Reeves updated the Board about the status of the employee contribution project and the need for the Authority to set aside operating funds to pay for the contract with Slalom until the Authority receives an allocation of bond funds. She reported that the Authority has submitted all of the necessary documentation to be included on the agenda for the July bond commission agenda.

**4. Discussion and vote on proposed revised budget**

Because the members discussed the revised budget during the Finance Committee report, there was no further discussion. Mr. Luciano moved that the Board adopt the revised budget. Ms. Weston Williamson seconded the motion. There was no further discussion. The motion was adopted unanimously.

**5. Discussion and vote on adoption of Authority policies as revised**

Noting that the Board had already voted on the adoption of the policies, Vice Chairperson Pastore suggested that this item on the agenda was now duplicative. The members agreed to move to the next item on the agenda.

**6. Discussion and vote on Resolution Amending Grant of Signature and Contract Authority to CEO**

At Vice Chairperson Pastore's request, Erin Choquette explained that the purpose of the resolution was to update the CEO's signature and contract authority to reference the policies adopted by the Board earlier in the meeting – policies that did not exist at the time the Board passed the original resolution. Mr. Scott moved for adoption of the resolution. Ms. Bermudez Zimmerman seconded the motion. There was no further discussion. The motion was adopted unanimously.

**7. Discussion and vote on Resolution Authorizing the Chief Executive Officer to Amend and Extend the Contract with the Consultant Assisting with the Contribution Solution RFP & Project Implementation**

CEO Barton Reeves explained that Kris Floyd has served as the project owner for the employee contribution build and is using her considerable subject matter expertise and organization skills to ensure that the vendor is performing, the connections with other state agencies and stakeholders necessary to develop the product are in place and successful and that the project stays on track. To ensure continuity, keep the project on track to meet the key 8/1/20 and 11/1/20 deliverables and maintain the high level of quality on the project, CEO Barton Reeves recommends extending Ms. Floyd's contract through the end of the calendar year. To be most cost effective, CEO Barton Reeves proposed using the funds set-aside for the Chief Operating Officer position to pay for Ms. Floyd's contract and defer the hiring of the COO until the fall.

Mr. Scott moved to adopt the resolution. Ms. Cochrane seconded the motion. There was no further discussion. The motion passed unanimously.

#### **8. Update on Voluntary Plan option and vote on proposal**

Erin Choquette reported that she and CEO Barton Reeves have been working with the CT Department of Insurance and engaging with stakeholders to determine the requirements of a private plan that can be approved by DOI and to develop the process by which employers can apply to the Authority to utilize the private plan option. In order to apply for the private plan exception, employers must be able to acquire approved insurance policies; however, insurers cannot develop insurance products, including rates, to be reviewed by the DOI without detailed information relating to claims administration requirements that the Authority has not yet developed and cannot develop without engaging with the Department of Labor. Ms. Choquette reported that when Massachusetts was confronted with a similar problem it established a two-part process for the insurance approval: an initial Declaration of Insurance that is based upon the statutory requirements and a subsequent policy approval. The CT DOI is reviewing whether a similar two-part process is permissible under CT law.

Mr. Soltis asked when the Authority needs to establish policies regarding the employer's application for private plan approval. Ms. Choquette responded that the policies need to be developed as soon as possible and that she is working on a draft for the Board's review.

Ms. Weston Williamson noted that unlike Connecticut, Massachusetts does not include an employee vote requirement, and that CT's application process will need to reconcile the employee vote with the Declaration. Ms. Choquette suggested that the process may require a second, ratifying vote by the employees. Ms. Weston Williamson also asked about the self-insurance option. Ms. Choquette reported that DOI will require employers who seek to self-insure to use a DOI-approved insurance form and submit a surety bond. Ms. Weston Williamson suggested that there be a requirement for a self-insured employer to use a Third-Party Administrator (TPA) or demonstrate that they have the administrative capacity typically found in a TPA to administer claims in a sustainable and fair way.

Ms. Bermudez Zimmerman asked if the Authority can, in the future, make changes to whatever process it establishes initially. Ms. Weston Williamson responded that it would be possible to make changes, following the statutory policy approval process.

Because any employee application process is contingent upon the DOI's determination about the viability of the Declaration of Insurance option, there was no proposal for the Board to vote on at this time.

#### **9. Report from CEO**

CEO Barton Reeves shared a powerpoint on her first 100 days, attached.

Ms. Weston Williamson asked about the timeline for obtaining clarification from the State Department of Labor on issues under its jurisdiction. CEO Barton Reeves stated that she is not aware of DOL's timeline, particularly given the impact COVID-19 had on the agency and expressed her belief that the Authority can work cooperatively with DOL on these issues even if DOL's regulations are not finalized.

Ms. Bermudez Zimmerman asked the CEO what the Board members can do to assist her. CEO Barton Reeves responded: continue to suggest opportunities to speak with stakeholders and interested

communities; continue to share your subject matter expertise; continue to help with interviews; and be understanding about the significant impact COVID 19 has had on the work of the Authority.

**10. Old Business**

Vice Chairperson Pastore asked if anyone had any old business to bring up. No one responded.

**11. New Business**

Vice Chairperson Pastore asked if anyone had any new business to bring up. No one responded.

**12. Adjournment**

There being no further business to discuss, Vice Chairperson Pastore asked the members of the Board to consider adjournment. Mr. Luciano moved to adjourn, seconded by Mr. Scott. There was no discussion. The motion was adopted unanimously and the meeting adjourned at 10:47.