

JOINT FINANCE AND POLICY AND PERSONNEL COMMITTEE

MEETING MINUTES

THURSDAY, APRIL 2, 2020

2:00 P.M.

- 1) Call to order at 2:05 p.m.
- 2) Discussion and review of draft organizational chart
 - a. Andrea Barton Reeves, CEO, presented a draft of the Authority's proposed organizational structure. A suggestion was made that a Chief of Staff position be added, and the Executive Secretary position be an administrative assistant role. That change will be made and recirculated to the committee for their review
- 3) Discussion was had regarding job descriptions for all positions on the proposed organizational chart. Policy and Personnel Committee member Mike Soltis offered a number of changes to individual job descriptions and global changes and additions to all of the job descriptions. Erin Choquette (DAS), emphasized that the documents being reviewed by the committee are job specifications that will become that job descriptions formatted by DAS to conform with the State's job description and posting requirements. Andrea will make the changes and recirculate to the committee for further review.
- 4) Discussion was also held regarding the Authority's proposed budget. Ms. Barton Reeves reported that she has had frequent communication with staff at the Office of Policy and Management (OPM) and Secretary McCaw regarding the requirements the Authority must meet in order to accomplish two tasks: (a) secure OPM's approval to release the appropriated seed money to stand up the Authority and (2) place the Authority on the Bond Commission's May 2020 agenda to authorize the release of funds for building the employee contribution system, the Authority's website and marketing efforts and building the Authority's claims payment system.

The draft budget provided to the committee was not discussed, as changes were being made to the budget to provide more detail, pursuant to direction from OPM. Ms. Barton Reeves also reported that CohnReznick has been retained to complete a detailed budget and financial policies that conform

to the requirements of the Governor's office regarding quasi-governmental agency management and safeguards.

Ms. Barton Reeves further reported that the budget that the board of directors will be asked to approve at its April 23 meeting will include salary, fringe costs and other personnel-related costs that reflect state employee health and benefit payment structures. These costs will be significantly higher than some common health and benefit cost structures found in the private sector.

After further discussion, the meeting was adjourned at 3:17 p.m.