

PAID FAMILY & MEDICAL LEAVE INSURANCE

MINUTES

Policy and Personnel Committee

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Conference ID: 930 035 630#

Friday, May 22, 2020

3:00 p.m. - 4:30 p.m.

Present Committee members: Daryle Dudzinski, Michael Soltis, Henry Zaccardi, Eva Bermudez Zimmerman

Absent Committee members: Rich Duffy, Paul Potamianos

Also present: Andrea Barton Reeves, Erin Choquette

1. Call to Order

The meeting was called to order at 3:04

2. Roll Call

Roll call was taken and the presence of a quorum was confirmed

3. Review and approve minutes from the March 6, 2020 meeting of the Policy & Personnel Committee

Eva Bermudez Zimmerman moved the adoption of the draft minutes of the March 6, 2020 meeting of the Policy & Personnel Committee. Henry Zaccardi seconded the motion. There was no comment or discussion. The motion was approved unanimously.

4. Review and approve (pending approval of Finance Committee) minutes of the April 2, 2020 Joint meeting of the Policy & Personnel and the Finance Committees

Eva Bermudez Zimmerman moved the adoption of the draft minutes of the April 2, 2020 joint meeting of the Policy & Personnel and Finance Committee meeting, on behalf of the Policy & Personnel Committee and pending approval of the Finance Committee. Henry Zaccardi seconded the motion. There was no comment or discussion. The motion was approved unanimously.

5. Review and discuss potential edits to the following:

Approved at June 10, 2020 meeting

The Committee discussed potential edits to the following policies which will be brought to the Board's attention, together with any public comments received relating to the policies, at the next meeting of the Board of Directors.

- **Plan of Operations**

Erin Choquette described her proposed changes to the procurement-related policies, which would clarify the circumstances when the Authority could engage in non-competitive procurement and ensure that the Authority does not have less flexibility than a state agency.

- **Travel & Expense Policy**

The Committee discussed adding language to clarify that every effort shall be made to keep travel expenses to a minimum; to address the possibility of ride-sharing and the use of the DAS daily rental fleet; and to clarify the daily limits for meal reimbursements. The Committee also discussed streamlining the section relating to lodging.

- **Employee Handbook**

The Committee discussed the sections of the handbook that quote the statutory provisions relating to the current status of the Authority's employees as state employees for benefits purposes only and the change in 2022 that will make some of the Authority's employees classified state employees and members of the applicable unions.

The Committee also clarified that the reference in the handbook to "service animals" meant trained services dogs and miniature horses in accordance with EEOC and Department of Justice guidance documents.

Andrea Barton Reeves asked the Committee to be prepared to discuss the Board's Use of Outside Legal Services, Equal Employment Opportunity/Affirmative Action, Surplus Property and Ethics policies at the next Committee meeting on June 9th.

6. New Business

Andrea Barton Reeves reported that, consistent with the approved budget and staffing plan, she had hired the Authority's first employee, Chuck Ward, to serve as an IT Liaison, working on the employee contribution project. She also reported that the Authority posted three additional openings: Chief of Staff, Controller and Manager of IT.

7. Adjourn

The meeting was adjourned at 4:00 p.m.