

Policy & Personnel Committee

Tuesday, October 13, 2020, 8:15-9:15 am

Present Committee Members	Absent Committee Members	Guest/Additional Attendees
Daryle Dudzinski Henry Zaccardi Eva Bermudez Zimmerman	Paul Potamianos Richard Duffy	Andrea Barton Reeves (Leave Authority) Erin Choquette (Leave Authority) Amber Forrest (Leave Authority) Andrea Comer (Leave Authority)

1. Welcome and call to order

Henry Zaccardi called the meeting to order at 8:30 am, taking attendance and confirming the existence of a quorum.

2. Approval of minutes from July 30, 2020 & September 8, 2020 meetings

Henry Zaccardi asked the committee to adopt the July 30, 2020 minutes. Adoption motioned by Daryle Dudzinski, seconded by Henry Zaccardi. There was no discussion. The motion was adopted unanimously.

Henry Zaccardi asked the committee to adopt the September 8, 2020 minutes. Adoption motioned by Daryle Dudzinski, seconded by Eva Bermudez Zimmerman. There was no discussion. The motion was adopted unanimously.

3. Introduction of Chief of Staff, Andrea Comer -

Andrea formally introduced Chief of Staff, Andrea Comer, to the committee. Andrea Comer gave a brief professional background and expressed her excitement to be working with the CTPL team.

4. Discussion regarding staffing needs -

Andrea Barton Reeves discussed the expectation of the agency's staffing needs and those roles with the transparency of the financial limitations of the agency's budget. Immediate upcoming roles to be filled include a Senior Director of Marketing and Outreach Coordinator and a Benefits Administrator. Andrea Barton Reeves also highlighted the partnership with 211, which will provide a 15-agent contact point to review questions and concerns and respond within a 48-hour time frame via email. Once registration begins in November, the agency will be looking to hire a Fraud and Audit administrator to audit private plans. Looking ahead, the agency will also hire 1-2 personnel to support the agency's General Counsel, Erin Choquette.

5. Discussion regarding claims administration -

Andrea Barton Reeves reported that there has been guidance through discussions with other states paid leave programs that have been providing data which Kris Floyd and Andrea Comer are currently analyzing in terms of hiring an internal benefits administrator vs. external benefits administrator. Once the analysis of staffing models are complete, the agency will select staffing based on the financial capacity of the agency's budget.

6. Old Business –

Henry Zaccardi shared his thoughts on the requirements of records retention for the future. Andrea Barton Reeves noted that Erin Choquette, who is a new member of our team will be our counsel regarding record retention and managing Freedom of Information requests.

7. New Business – none

8. Adjournment -

A motion was called to adjourn the meeting by Henry Zaccardi, motion to adjourn was approved by Daryle Dudzinski and seconded by Eva Bermudez Zimmerman. The motion was approved by unanimously. The meeting adjourned at 9:06 am.