

PAID FAMILY & MEDICAL LEAVE INSURANCE AUTHORITY

POLICY & PERSONNEL COMMITTEE

MINUTES

**Thursday, July 30, 2020
1:00-2:00**

[Join Microsoft Teams Meeting](#)

[+1 860-840-2075](#) United States, Hartford (Toll)

Conference ID: 134 870 927#

Participating Committee members:

Daryle Dudzinski, Paul Potamianos, Michael Soltis, Henry Zaccardi, Eva Bermudez Zimmerman

Also in attendance: Erin Choquette

1. Call to Order & Attendance

Henry Zaccardi called the meeting to order at 1:04 and took attendance, verifying the existence of a quorum.

2. Review and approve minutes from the June 10, 2020 meeting of the Policy & Personnel Committee

Mr. Zaccardi noted that the June 10, 2020 minute mis-spelled his name in one section. Paul Potamianos moved to adopt the minutes as revised to correct Mr. Zaccardi's name. Mike Soltis seconded the motion. The motion passed unanimously.

3. Review and discuss potential edits to the Use of Outside Legal Services policy

Mr. Soltis explained the background of the American Bar Association's creation of a uniform diversity questionnaire and described his proposed edits to the policy and questionnaire. The committee discussed whether to streamline the questionnaire further but decided that additional edits were not necessary. The committee will offer the Use of Outside Legal Services policy, as edited by Mr. Soltis to the full Board.

4. Discussion of committee's priorities regarding other policies, procedures and topics the committee plans to address

The committee identified the following policies/procedures that they believe they should address: standardizing when votes are required at committee meetings;

developing a process for FOIA requests; developing protocols for responding to press and legislative inquiries; developing process for accepting legal service/subpoenas; and records retention processes, including whether the CT Paid Leave Authority requires specific records retention schedules. The committee also decided to ask the full Board if it had any policy priorities that the committee should address.

5. Establishment of dates for future committee meetings

The committee agreed to meet on the second Tuesday of every month from 8:15 to 9:15.

6. Old Business

Erin Choquette reminded the committee about CEO Andrea Barton Reeves' report at the Board meeting regarding staffing efforts.

7. New Business

There was no new business raised.

8. Adjourn

The committee adjourned at 1:51 p.m.