

**OHA Advisory Committee Meeting**  
**July 26, 2022**  
**12:00 p.m. to 12:30 pm**  
**Via Teams**  
**Minutes**

Attendance: **Members in attendance:** Lynne Ide, Dina Berlyn, Mark DeWaele, Steve Wanczyk-Karp  
**Absent:** Susan Halpin  
**OHA Staff:** Ted Doolittle, Adam Prizio, Maria Zayas

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*Meeting convened at 12:01 pm*

**1. Welcome & Approval of Agenda and Minutes**

- Motion to approve July 26, 2022, agenda; Mark DeWaele motioned to approve, and Steve Wanczyk- Karp seconded; No discussion, no nays, motion carried unanimously.
- Motion to approve May 10, 2021, minutes: Lynne Ide motioned to approve, and Mark DeWaele seconded; No discussion; no nays, motion carried unanimously.

**2. 2020 Advisory Committee Evaluation**

- Every two years each state agency gets audited by the auditor of public accounts and we're undergoing our audit right now which is going well. They did draw to our attention that this year's Advisory Committee Evaluation that goes to the governor is all set but last years the evaluation for 2020 was drafted, circulated internally and by the looks of email evidence Ted has been able to see it just never made it to the committee and wasn't voted on. Ted wanted to let the committee know and let them decide how to proceed. They can decide to file it late or to skip that year and take a mulligan, whatever the committee wants to do is fine with the team at OHA. Lynne Ide made a motion to approve it and move it forward. Steve Wanczyk- Karp seconded. Motion carried unanimously.

**3. Administration Report**

**a) Budget**

- No budget news.

**b) Personnel**

- Sherri Koss, the administrative assistant for the agency, took the opportunity and retired before the July 1<sup>st</sup> deadline, after which there was some diminution in pension calculations. Her position is vacant. We are at a very advanced stage in terms of getting that posting out. Ted had hoped it would be out late last week, but our HR is now centralized to DAS for personnel reasons and our assigned HR person, Victoria Cruse has been out for the past few days. She is going to be in tomorrow and Ted is hoping the position will be posted ASAP. Ted wanted to let the committee know as the members ally have great connections around the state that he thinks this is a really good job. When he reviewed the classifications, it looked like Sherri was not operating at the top of the classification. This is the most senior position in the clerical and secretarial line in the state. The person in this position can act as a right-hand person for the agency head and even represent the agency head at meetings. This person can keep our website updated; Sherri was able to post but she didn't do any real content creation. This person is able to draft complex correspondence which sounds a lot like

an appeal letter. Position will be involved in basic clerical work but there's a lot of opportunity above that.

- OHA's staff attorney search was completed. She is joining us tomorrow; her name is Sarah Carr and she graduated law school about 19 years ago. She worked as a legislative or caucus aide in the Connecticut General Assembly from 1997 to 2001 while she was going to law school. Then she joined Oxford Healthcare before it was taken over by UHC. She was with Oxford as an associate general counsel in the regulatory affairs division for five years and then the takeover occurred with United Health Group. She then was transferred to UHC, and she was in the legal department there in operations and regulatory department for a decade. Now she has been out on her own for a fairly short time, a year or two. She has a good background for OHA and the minute she gets to the office she is going to be our go to person on insurance law as she has literally 15 years of experience.

**c) Auditors of Public Accounts**

- Audit is going well, and we answered all their questions. Per the Committee's instructions today, OHA staff will get the 2020 advisory committee evaluation out as soon as possible and let the auditors know that was done

**4. Data Reports**

- Ted reviews data report.
  - We continue to see an uptick in our cases as we did last quarter. As you know the Covid depression is waning so that's good for our office. Everything else was in line with the last quarterly report.

**5. COVID Update**

- The office status is the same as it has been. Ted goes to the office every day. Sarah will be starting tomorrow so she will be in the office for the first week or two. Ted will be there all the time and Adam and Sean will be there at least through the first week and beyond that they have some training planned. Kim Davis also going to make an effort to be at the office to assist with training Sarah.
- In terms of the office Ted let the staff know that depending on the Covid status in January he will be requiring people to come in a day or two per week. Hopefully that will give everybody time to prepare for returning to the office.

**5. Other**

- Steve Wanczyk-Karp asked if there is a date yet for the insurance hearing. Ted advised that there is a date of August 15<sup>th</sup> but is not set in stone. Senator Kelly and Senator Hwang sent a letter to the commissioner asking him to hold it at the Capitol and Ted heard that it's going to be at the LOB. It hasn't been announced but it could be August 15<sup>th</sup> for the rate hearings.

Lynne Ide motioned to adjourn, and Mark DeWaele seconded; meeting adjourned at 12:20 PM.

**The next meeting is scheduled for Tuesday, October 25 at 12:00 PM**