PAID FAMILY & MEDICAL LEAVE INSURANCE AUTHORITY

Minutes

Board of Directors Meeting
Thursday, December 12, 2019
450 Columbus Blvd., Hartford, CT 06103.

1. **Attendance:**

   Participating Voting Members: Josh Geballe, Adrienne Cochrane, Daryle Dudzinski (by phone), Sal Luciano, Fran Pastore (by phone), Paul Potamianos, John Scott, Glendowlyn Thames, Molly Williamson (by phone), Henry Zaccardi and Justin Zartman

   Participating Nonvoting Members: Eva Bermudez Zimmerman

   Absent: Richard Duffy, Daniel Krupnick (nonvoting) and Michael Soltis

   Presentor: Erin Choquette

2. **Call to Order:**

   Noting the presence of a quorum, Josh Geballe, Chairperson of the Board, called the meeting to order at 8:36 a.m.

3. **Approval of Minutes:**

   Chairperson Josh Geballe asked the members of the Board to consider the draft minutes from the November 14, 2019 Board meeting. Members voted in favor of adopting the minutes from the meeting as presented.

   Motion approved, with Paul Potamianos abstaining because he was absent from the November 14th meeting.

4. **Report out from Chairperson Geballe:**

   Chairperson Josh Geballe reported on the status of the ongoing efforts being made by Daryle Dudzinski from the Department of Labor to arrange for a gap analysis of the proposed unemployment insurance (UI) system as compared to the needs associated with the collection of PFMLIA contributions.

   Daryle Dubzinski (on phone) commented that it is an extensive process but moving forward.

Josh reminded the members of the Board to send their bios and headshots to his assistant, Cindy Rusczyk for the Authority's website.

5. **Review, Possible Modification, and Vote on resolution establishing the following Standing Committees:**
   - **Executive Committee**
   - **Outreach & Engagement Committee**
   - **Finance & Audit Committee**
   - **Policy & Personnel Committee**

   Chairperson Geballe introduced the resolution (attached) and described the four Standing Committees. Chairperson Geballe asked the members of the Board to consider the resolution establishing the Standing Committees. A motion was made, seconded and approved unanimously.

   Chairperson Geballe asked for the Board members email him listing their preferred committees in rank order.

6. **Report out from Erin Choquette:**

   Erin Choquette gave a presentation on PFMLIA Responsibilities (presentation attached). After the presentation, the members discussed various issues raised by the presentation.

7. **New Business:**

   Paul Potamianos suggested that it would be helpful to have a presentation that provided a detailed analysis of the timeline and planning considerations for the collection of contributions function of the PFMLIA.

   Eva Bermudez Zimmerman asked if the board had given any consideration to establishing a technology subcommittee. Chairperson Geballe responded that decisions about procurement options would be presented to the full Board but encouraged members to notify him if they have a particular interest in technology when they sent him their committee preferences.

8. **Executive Session: Executive Search Committee report out on status of CEO search**

   Chairperson Geballe asked the members of the Board to consider going into Executive Session for a personnel matter (the appointment of a Chief Executive

Officer) and to allow the Executive Search Committee report on the status of the CEO search. The motion was made, seconded and approved unanimously.

Chairperson Geballe asked the members of the Board to consider having Erin Choquette, Tracie Knapsack and Bo Bradstreet to be present for the executive search report out. A motion was made, seconded and approved unanimously.

The Board entered Executive Session at 9:37 a.m.

The Board ended Executive Session and returned to the regular meeting at 10:28 a.m.

9. **Vote on Executive Session Items**:

No vote required.

10. **Adjourn:**

Upon a motion, the Board voted unanimously in favor of adjourning the December 12, 2019 meeting at 10:29 a.m.

Respectfully submitted,

Josh Geballe

Chairperson
Paid Family & Medical Leave Insurance Authority

ADOPTED AT 1/9/20 MEETING