

PAID FAMILY & MEDICAL LEAVE INSURANCE AUTHORITY

MINUTES

Board of Directors Meeting

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Conference ID: 716 543 651#

Thursday, April 23, 2020

9:00 a.m. to 11:00 a.m.

Attending via Microsoft Teams:

Participating Voting Members: Adrienne Cochrane, Daryle Dudzinski, Fran Pastore, Paul Potamianos, John Scott, Michael Soltis, Glendowlyn Thames, Molly Williamson, Henry Zaccardi, Justin Zartman

Participating Nonvoting Members: Eva Bermudez Zimmerman, Daniel Krupnick

Absent: Josh Geballe, Sal Luciano, Richard Duffy, Paul Potamianos

Presenters: Andrea Barton Reeves, Kris Floyd, Kim Nardone (Cohn Reznick)

1. Call to Order & Welcome

Noting the presence of a quorum, Vice Chairperson, Fran Pastore, called the meeting to order at 9:05.

Noting that there were several members of the public participating in the meeting via Microsoft Teams, Vice Chairperson Pastore and CEO Andrea Barton Reeves acknowledged the attendance of Senator Julie Kushner, Representative Robyn Porter and Sonya Jelks.

2. Review & approval of March 12, 2020 board meeting minutes

Vice Chairperson Pastore asked the members of the Board to consider adopting the draft minutes from the March 12, 2020 Board meeting. John Scott moved their adoption, seconded by Mike Soltis. Upon a roll call vote, the motion was adopted unanimously.

3. Report from CEO

Andrea Barton Reeves provided a summary of the PFMLIA's proposed staffing plan and explained that, based on her conversations with the OPM Secretary, the Authority needed to complete various steps, including drafting personnel and financial policies and developing a budget in order for the appropriated funding and bond funds to be released. CEP Barton Reeves explained that, pursuant to C.G.S. §1-121, the Board would need to vote to adopt the policies and budget provisionally, pending a 30-day public notice and comment period. The Authority would then review any comments received, determine how to respond to such

comments, determine if any amendments would be necessary and then vote to adopt the final versions of the documents. She also reported that the release of funding would not be delayed by the C.G.S. §1-121 process. Michael Soltis explained that he had a number of comments regarding several of the policies. After discussing Mr. Soltis' proposed edits to several policies, the Board determined that Mr. Soltis would send all of his written comments to CEO Barton Reeves for consideration.

4. Reports from Board Committees:

- Policy and Personnel

Daryle Dudzinski, Chair

CEO Barton Reeves thanked Committee Chair Daryle Dudzinski for all of his work on COVID-19 related unemployment claims. Henry Zaccardi described the committee's process for developing the policies.

- Outreach and Engagement

Committee Chair Molly Weston Williamson reported that the committee had developed an initial working draft of an engagement and outreach plan, identifying the people with whom the committee wanted to connect. Kris Floyd reported that she and CEO Barton Reeves are preparing to launch a series of informational webinars beginning in May, partnering with advocacy groups, legislative partners and others. Ms. Floyd also reported that the committee is using the DAS marketing master contract to identify 6 vendors to help provide marketing support. She explained that because the solution for the employee contributions will include website development, the marketing support would focus more on the development of content than website design.

- Finance

CEO Barton Reeves introduced Kim Nardone from Cohn Reznick, who has been retained to assist with the development of the financial procedures and budget, and they explained the various assumptions and factors formed the basis of the budget. John Scott asked whether the numbers used for anticipated employee contributions pre-dated the COVID-19 unemployment surge. CEO Barton Reeves explained that the numbers utilized in the budget pre-dated COVID-19 and described her ongoing efforts to obtain a revised actuarial analysis in light of the changed economy.

5. Vote to provisionally adopt Authority policies and budget

John Scott moved to provisionally adopt the policies listed below to be posted for review and comment per C.G.S. §1-121 and Adrienne Cochran seconded the motion. Mr. Scott also moved to adopt the provision budget, to be posted for review and comment and Eva Bermudez Zimmerman seconded the motion. During a roll call vote, the voting board members voted unanimous to approve both motions.

- Equal Employment Opportunity Policies
- Affirmative Action Policy
- Surplus Policy
- Deficit Policy
- Business and Travel Expense Policy

- Ethics policy
- Employee handbook

6. Old Business

Due to lack of time, the Board did not raise any old business

7. New Business

Due to lack of time, the Board did not raise any new business

8. Executive Session

(requires affirmative vote of 2/3 of the voting members present at the meeting)

At 10:40, John Scott moved to go into executive session for the purpose of discussing the responses to the request for proposals and related documents relating to the Employee Contribution solution. Fran Pastore seconded the motion and the members approved the motion unanimously.

CEO Barton Reeves certifies that the public interest in the disclosure of such information is outweighed by the public interest in the confidentiality of such information

9. Discussion and vote on Resolution to approve vendor selection committee's recommendation for employee contribution system build

At 11:00, the Board left executive session. John Scott moved to vote on Resolution to approve vendor selection committee's recommendation for employee contribution system build. Mike Soltis seconded the motion and the members approved the motion unanimously.

10. Adjournment

Vice Chair Pastore adjourned the meeting at 11:10.