

**PAID FAMILY & MEDICAL LEAVE INSURANCE AUTHORITY**

**Minutes**

**Board of Directors Meeting  
Thursday, February 13, 2020  
450 Columbus Boulevard, Hartford, CT**

**Attending:**

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

Participating Nonvoting Members: Eva Bermudez Zimmerman

Absent: Daniel Krupnick, nonvoting

Presenters: Erin Choquette and Andrea Barton Reeves

**1. Call to Order:**

Noting the presence of a quorum, Josh Geballe, Chairperson of the Board, called the meeting to order at 8:37 a.m.

**2. Approval of the Minutes:**

Chairperson Geballe asked the members of the Board to consider adopting the draft minutes from the January 9, 2020 Board meeting.

A motion was made, seconded and approved.

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

Chairperson Geballe noted that Senator Julie Kushner was present and thanked her for attending the meeting. Chairperson Geballe also welcomed the new CEO-designate, Andrea Barton Reeves.

**4. Report from committees:**

- **Executive Committee**

Chairperson Geballe reported that the Executive Committee met on February 4<sup>th</sup> at which time they developed the agenda for this meeting. At future meetings, the committee will more fully develop its role and responsibilities.

- **Outreach & Engagement Committee**

Molly Williamson, Chairperson of the Outreach & Engagement Committee, reported that the Outreach & Engagement Committee had not yet met. Fran Pastore announced that Woman Owned Business Day at the State Capitol will take place on April 1, 2020 and one of the events is a panel discussion on PFMLIA.

- **Finance & Audit Committee**

Mike Soltis reported that the Finance & Audit Committee has not met as a group yet but have been in discussions about agenda topics for its first meeting.

- **Policy & Personnel Committee**

Daryle Dudzinski, Chairperson of the Policy & Personnel Committee, reported that the Committee had met on January 30<sup>th</sup> and February 7<sup>th</sup>. At the meetings, they reviewed the PFMLIA statute and had begun drafting policy documents.

**5. Fact-finding efforts to identify potential solutions for the collection of employee contributions:**

Chairperson Geballe reported that he held informational meetings with three potential vendors who are already working on state IT projects, TCS, FAST Enterprises and Salesforce, noting that CEO-designate Barton Reeves and some other members of the Board had participated in the meetings.

After a brief discussion among the Board members about other potential vendors, short time frames within which the Board needs to act, the need for transparency and competitive bidding, and updates on the status of the Washington State roll-out of its PFML program, Chairperson Geballe transitioned the discussion to item 6 on the agenda.

**6. Review, Possible Modification and Vote on draft Request for Proposals regarding collection of employee contributions:**

The Board members reviewed the draft Request for Proposals (RFP) and discussed why the RFP is focused on the collection employee contributions (as opposed to also including the claims processing and web design); various pricing options; the need for the state to own and maintain access to its data; the importance of a solution that can integrate with partner agencies' IT solutions; and the importance of maintaining the integrity of the solution. The Board requested the following modifications to the draft RFP:

- In section 2, first paragraph, the addition of the words "contributions of up to" to clarify that the employee contribution shall be no greater than .5%.

- In section 3, subsection (4), the deletion of the requirement that the vendor possess experience in tax or unemployment systems, to be replaced with the following language: “Vendor provides a business overview that demonstrates number of years’ experience in contribution and collection systems, solutions, strategies and implementation for states or large municipalities, for example tax, unemployment or disability insurance systems, solutions, etc. “
- In section 5, the addition of the following to the description of the “Accountability” criteria: “including whether the vendor has been sued or is currently in litigation with any governmental entity.”

After these revisions were made, Chairperson Geballe asked the members of the Board to consider adopting the resolution authorizing him to issue the RFP. (Revised RFP, Attachment A; Resolution, Attachment B.)

A motion was made, seconded and approved unanimously.

Chairperson Geballe asked the members of the Board to consider a verbal resolution to create a temporary committee for the purpose of reviewing the RFP responses and selecting the vendor. A motion was made, seconded and approved unanimously.

Chairperson Geballe appointed the following individuals to serve on the committee: Josh Geballe, Richard Duffy, Eva Bermudez Zimmerman, John Scott and Andrea Barton Reeves

**7. Report from Erin Choquette regarding potential modifications to the paid family & medical leave statute:**

Erin Choquette led a discussion about the potential changes to the PFMLIA statute. (Table describing proposed changes, Attachment C).

- Regarding the proposed clarification regarding the date the collection of contributions should begin, there was consensus that January 1, 2021 was the date the obligation to make the contribution begins and that the Board, through its public policy-making process, should establish the frequency with which contributions are remitted to the Authority.
- Regarding the medical certification language, there was consensus that the Authority needs medical documentation to analyze claims and should set the criteria regarding what documentation will be necessary through its public policy-making process.
- Regarding the issue of whether individuals may seek benefits through the Authority after receiving 12 weeks (or 14 in certain circumstances) of paid time off from their employers, there was disagreement among the Board members about the legislative intent of this section.

- There was consensus that Board members who are “officers” (i.e. Chairperson, Vice-Chairperson and Secretary) should not be treated as employees and should not receive state employee benefits.
- There was consensus that the obligation of the Authority to pay back the initial start-up funds loaned to the Authority by the State should include both general fund appropriations and any bond funds.
- Daryle Dudzinski identified a few other terms in the PFMLIA statute that may require clarification but it was determined that the PFMLIA had the authority to define those terms.

Chairman Josh Geballe asked the members of the Board to consider a “symbolic” vote endorsing the proposed changes subject to a final review of draft language, noting that if anyone had any specific concerns about the language, they should raise them at that time.

A motion was made, seconded and approved unanimously, with the exception of Paul Potamianos who abstained.

**8. Report from Andrea Barton Reeves regarding vision and proposed workplan:**

Andrea Barton Reeves presented her vision and shared her proposed workplan. Presentation, Attachment D).

**9. New Business:**

Chairperson Geballe informed the Board that CEO-designated Barton Reeves has been named one of the 2020 100 Women of Color and will be honored at an event in April 2020.

**10. Adjourn:**

Upon a motion the Board voted unanimously in favor of adjourning the February 13, 2020 meeting at 10:41 a.m.

Respectfully submitted,

Josh Geballe

Chairperson of the Paid Family & Medical Leave Insurance Authority