

Finance & Audit Committee Meeting Minutes
Paid Family and Medical Leave Insurance Authority

Friday, October 23, 2020

Participating Voting Members: Paul Potamianos, Mike Soltis, Adrienne Cochrane, Daryle Dudzinski

Participating Nonvoting Member: None

Absent: John Scott, Alexander Marcellino

Also Present: Andrea Barton Reeves, Amber Forrest, David Marcone, Tracie Knapsack

I. Welcome and call to order

Paul Potamianos, Committee Chair, called the meeting to order at 9:01 am.

Committee member attendance taken by Amber Forrest by roll call and verified the existence of a quorum.

II. Approval of the September 25, 2020 Finance and Audit Committee meeting minutes

Paul Potamianos asked the members of the committee to consider adopting the draft minutes: https://portal.ct.gov/-/media/DAS/Communications/PFMLI/Minutes-and-Agendas/2020/Finance-and-Audit/PFMLI_Finance_Committee_Minutes_09_25_2020.pdf

Mike Soltis motioned their adoption, seconded by Daryle Dudzinski. There was no discussion. The motion was adopted unanimously.

III. Budget Review Spending to Date

CT Paid Leave Insurance Authority Controller Dave Marcone reported on prior and current fiscal year expenses, cumulative budget, and bond funds.

Discussion was had regarding the approval of future bond fund allocations. Further questions and discussions were had regarding future hiring plans through the end of the calendar year and the fiscal year.

No further questions were posed regarding the financial reports.

IV. Contact Center Update

Andrea Barton Reeves reported that the agency will be launching a contact center mid November 2020, to help the Paid Leave Authority respond more timely to its constituents who contact the Authority through the website's 'Contact Us' feature. CT Paid Leave partner United Way 211 will hire staff to respond to email inquiries and outbound calls with very limited inbound calls. This approach allows the Paid Leave Authority to respond to inquiries within its available financial resources.

Further discussion was had regarding training, key performance indicators for service by 211 staff, requirements for background checks and the inclusion of contract language that would permit the Paid Leave Authority to seize computers and information from 211 to help support anti-fraud efforts.

V. Insurance Update

Andrea Barton Reeves reported that of the 15 companies to whom the request for proposal was distributed, 2 attended the bidder's conference. The Paid Leave Authority's Plan of Operations requires that bids from at least three vendors be considered for competitive bidding. The RFP will be revised and reissued in order to encourage more vendors to bid on the work.

VI. Old Business

Discussion was had regarding progress on the employer registration process.

Andrea Barton Reeves responded that CT Paid Leave's pilot group is currently testing, and registration with a select user group is set to start November 12th. Systems changes needed to accommodate the needs of third-party administrators are being implemented, which will change the final date that registration will open for all employers. The final registration date will be soon determined and publicly reported.

VII. New Business – None

VIII. Adjourn

Motion to adjourn made by Paul Potamianos motioned to adjourn the meeting, seconded by Mike Soltis. There was no discussion and the motion was adopted unanimously. The meeting adjourned at 9:41 am.