

**Board of Directors Meeting Minutes**  
**Paid Family and Medical Leave Insurance Authority**  
**Thursday, January 14, 2021**

**Participating Voting Members:** Adrienne Cochrane, Daryle Dudzinski, Josh Geballe, Sal Luciano, Alexander Marcellino, Fran Pastore, Paul Potamianos, John Scott, Michael Soltis, Molly Weston Williamson, Justin Zartman

**Participating Nonvoting Member:** Eva Bermudez Zimmerman

**Absent:** Henry Zaccardi, Glendowlyn Thames

**CT Paid Leave Staff:** Amber Forrest, Andrea Barton Reeves, Andrea Comer, Dave Marcone, Erin Choquette, Kris Floyd, Laure Dickson

**I. Welcome and call to order**

Fran Pastore, Board Vice Chair, called the meeting to order at 9:00 am.

Amber Forrest took attendance of the Board members by roll call and verified the existence of a quorum.

**II. Review & approval of the December 10, 2020 Board meeting minutes**

Vice Chairperson Pastore asked the members of the Board to consider adopting the draft minutes: [December 10, 2020 Board Minutes](#)

Molly Weston Williamson asked the minutes to be amended to correct the spelling of her last name. Paul Potamianos moved that the Board adopt the minutes as amended, John Scott seconded the motion, and the motion was adopted unanimously.

- III.** At the request of Sal Luciano, who had to leave the Board meeting at 10:00 a.m., Fran Pastore asked the board for a motion to move the vote on draft RFP for a third-party administrator for claims administration, to the top of the agenda. Paul Potamianos made the motion, which was seconded by Sal Luciano. There was no discussion. The motion was adopted unanimously.

Fran Pastore asked John Scott to lead the vote and discussion on the draft RFP for a third-party administrator for claims administration.

**IV. Vote on draft RFP for a third-party administrator: Claims Administration**

Fran Pastore asked John Scott to lead the vote and discussion on the draft RFP for a third-party administrator for claims administration.

John Scott asked the board for a motion to approve the draft proposal for submission to the public for comment. Sal Luciano made the motion, which was seconded by Paul Potamianos seconded. The motion was adopted unanimously.

John Scott led the board in a discussion on the draft RFP for a third-party administration for claims administration. After a robust discussion about the RFP process, the roles of the Authority vis-a-vis a third-party administrator, and the contents of the draft RFP, Erin Choquette summarized the proposed revisions:

- Changing references from Employee to claimant to include qualified former employees and self-employed individuals/sole proprietors
- Changing references from internal appeals to escalation to prevent confusion about the formal DOL appeal process
- Changing the statement that the Authority prefers a fraud hotline to a request for information about the proposers' recommendations regarding fraud identification measures
- Clarification of the language relating to the calculation of benefits and offsets for employer-provided benefits including a request for information about threatened as well as actual litigation
- Excluding minor traffic violations from requested information
- Adding a question about whether the proposer has any contracts or provides any services that could present a conflict of interest in connection with the work to be performed for the CT Paid Leave program
- In sentence about FOIA obligations, change reference from State to Authority

John Scott asked the board for a motion to adopt the original motion to adopt the RFP for publication as amended. Mike Soltis made the motion, which was seconded by Paul Potamianos seconded. The motion was adopted, with one opposing vote from Molly Weston Williamson. As a non-voting member of the Board, Eva Bermudez Zimmerman asked to put on record that she opposed the RFP as well.

## V. Committee Reports

- **Policy & Personnel Committee:**  
Daryle Dudzinski reported that during the Committee meeting, the members discussed the draft RFP and the Authority's proposed staffing model.
- **Finance & Audit Committee:**  
Dave Marcone reported on CT Paid Leave Authority's financials, noting that CT Paid Leave Authority is currently \$10 million ahead of budget. The board has requested a report in future meeting on revenue projections, including information on how many employers are applying for approval for a private plan.
- **Outreach & Engagement Committee:**

Andrea Comer reported on outreach and engagement efforts via email communications which continues to increase, efforts with Patty McQueen which have led to an increase of CT Paid Leave Authority's media presence, as well as an increase in social media following. She also noted on the implementation of the [ctpaidleave.org](http://ctpaidleave.org) calendar of events. Andrea Barton Reeves was named one of the Hartford Business Journal's 'Top 5 Leaders to watch in 2021'. CT Paid Leave Authority has pivoted to developing a strategy to address small businesses and employees.

**VI. Registration & Contribution Portal Project Update**

Kris Floyd provided updates on the CT Paid Leave Portal and Employer Contribution Collection scope to date. As of January 14, 2021, 38,990 employers have registered. The contribution online portal to go live the end of the month as well as the private plan application process.

**VII. Report from CEO**

Andrea Barton Reeves reported CT Paid Leave Authority is actively looking to add more staff, including a Salesforce expert, a benefits manager, bookkeeper, contributions manager and contribution accountants.

**VIII. Old Business**

Josh Geballe complimented the work of Andrea Barton Reeves and the CT Paid Leave Authority.

**IX. New Business - None**

**X. Adjournment:**

Fran Pastore asked to board for a motion to adjourn. John Scott made the motion, which was seconded by Paul Potamianos. There was no further discussion and the motion was adopted unanimously. The meeting adjourned at 10:40 am