

**Board of Directors Meeting Minutes**  
**Paid Family and Medical Leave Insurance Authority**  
**Thursday, February 11, 2021**

**Participating Voting Members:** Adrienne Cochrane, Daryle Dudzinski, Fran Pastore, Glendowlyn Thames, Henry Zaccardi, John Scott, Josh Geballe, Justin Zartman, Michael Soltis, Molly Weston Williamson, Sal Luciano

**Participating Nonvoting Member:** Alexander Marcellino, Eva Bermudez Zimmerman

**Absent:** Paul Potamianos

**CT Paid Leave Staff:** Amber Forrest, Andrea Barton Reeves, Andrea Comer, Dave Marccone, Erin Choquette, Jessica Vargas, 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 January 14, 2021 Board meeting minutes**

Vice Chairperson Pastore asked the members of the Board to consider adopting the draft minutes: [January 14, 2021 Board Minutes](#). John Scott motioned the adoption and Daryle Dudzinski seconded that motion. There was no discussion. The motion was adopted unanimously.

**III. Vote on Draft Credit Card Policy**

Vice Chairperson Pastore asked Dave Marccone to report on the status of the Draft Credit Card Policy. Dave Marccone reported that the draft credit card policy had been posted for public comment but did not receive any comments.

Vice Chairperson Pastore asked the board for a motion to approve the credit card policy. Henry Zaccardi motioned the approval and Mike Soltis seconded that motion. All were in favor. There were no abstentions. The motion carried.

**IV. Vote on the Draft RFP for Audit Services for the Authority's Finances**

Vice Chairperson Pastore asked Dave Marccone to report on the status of the Draft RFP for audit services of the Authority's finances. Dave Marccone reported that the draft RFP was ready for the board's approval.

Vice Chairperson Pastore asked the board for a motion to approve the RFP. Mike Soltis motioned the approval and Henry Zaccardi seconded that motion. All were in favor. There were no abstentions. The motion carried.

**V. Update on RFP Claims Administration**

Andrea Barton Reeves reported on the responses to the RFP for claims administration noting that the deadline is February 16, 2021. There were 37 attendees at the Bidder's Conference. Of those 37 there were 9 unique bidders. The Authority received approximately 80 questions in respect to the RFP, the answers to which were posted on Tuesday, February 9, 2021.

**VI. Update on Private Plan Portal**

Erin Choquette provided the board with an update on the Private Plan Portal. Since the portal's launch on Friday, February 5, 2021 the Authority had received 10 applications: 3 have been approved, 3 have been denied (notifying the applicants the reasons and giving them the opportunity to re-apply), 2 are currently under review and 2 were pending because they had just been received.

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

Kris Floyd provided an update on the Registration and Contribution Portal. Approximately 43,000 businesses have registered. Of those, approximately 2,982 are third-party administrators and 484 of registrants indicated they are interested in a private plan.

Kris Floyd commented on the phenomenal work the United Way contact center team is doing responding to inquiries. Kris Floyd also report that the Authority had issued a survey to the National Payroll Reporters Consortium to determine how many consortium members planned to register on behalf of their clients and when they planned to do so. The survey results indicated that the many of the consortium members planned to register on behalf of their clients and had not yet done so. For example, one member reported that it will be registering approximately 27,000 Connecticut businesses.

**VIII. Hiring Update**

Andera Comer introduced Jessica Vargas, the Authority's newest team member, who will serve as the Senior Marketing Director, to the Authority from Cumulus radio. Jessica Vargas has spent a great deal of time going through registrations to see which regions need the most immediate outreach.

Jessica Vargas says she is excited to be on the team and to work with the board and committees.

**IX. Committee Reports**

***a. Outreach & Engagement Committee***

- i. Molly Weston Williamson turned the report over to Andrea Comer. Andrea Comer gave an update on the Authority's outreach and engagement efforts, which include a media push to remind businesses to register through radio (including WNPR), TV, (in English and Spanish,) and in print. Also, on February 10, 2021, Andrea Barton Reeves joined an

online event with Congresswoman Rosa DeLauro and CWEALF's Maddie Granato to discuss a federal PFMLA program.

**b. Finance & Audit Committee**

Dave Marcone reported on the month of December's Budget vs. actual expenses, Cumulative Budget, noting it is under budget by \$9.1 M dollars. Major expenses cumulatively went to the build of the website with Slalom totaling \$4.7M through December. Dave Marcone also reported on the projection expected through July 30, 2021. The Authority is projected to be under budget by \$5M by the end of the fiscal year.

**c. Policy & Personnel Committee**

- i. Henry Zaccardi reported on the Policy and Personnel Committee's discussion regarding the draft job positions, noting that with the suggestions made by Mike Soltis and Daryle Dudzinski, the job descriptions are supported. The Authority has continued to work with CohnReznick for internal audit preparation of the external report.

**X. CEO Report**

Andrea Barton Reeves reported that the Authority has been looking for a benefits manager to oversee the claims administration and has identified a candidate who has experience working with the state and standing up a call center, who is expected to join the Authority on February 26, 2021. Andrea Barton Reeves noted that all positions reported are budgeted and that the Authority will not be spending more than what is budgeted but reminded the board that the Authority is going to need support in the near future, especially as contributions begin to be remitted. Also, Andrea reported that the Authority is working with the Department of Public Health to execute a MOU to that we can provide DPH with our IT solution regarding data sharing to help with the COVID-19 vaccination process.

**XI. Old Business**

None

**XII. New Business**

None

**XIII. Adjournment**

Vice Chairperson Pastore asked the board for a motion to adjourn. Henry Zaccardi motioned the adjournment and Glendowlyn Thames seconded that motion. All were in favor. There was no discussion. The meeting adjourned at 9:54 am.