

Board of Directors Meeting Minutes Thursday, September 9, 2021, 9-11 am

Board Members in Attendance Electronically: Eva Bermudez Zimmerman, Easha Canada, Adrienne Cochrane, Brit-Marie Cole-Johnson, Fran Pastore, Paul Potamianos, John Scott, Michael Soltis, Molly Weston Williamson, Justin Zartman

Board Members Absent: Daryle Dudzinski, Josh Geballe, Sal Luciano, Alexander Marcellino, Glendowlyn Thames

CTPL Staff in Attendance: Nancy Barrow, Andrea Barton Reeves, Erin Choquette, Laure Dickson, Amber Forrest, Walter Hay, Kathy Mychajluk, Loc Pho, Jessica Vargas

1. Call to Order & Welcome

Fran Pastore, Vice Chair, called the meeting to order at 9:02 am.

Amber Forrest took attendance by roll call and confirmed the existence of a quorum.

Vice Chair acknowledged members of the public and welcomed new board member Brit-Marie Cole-Johnson to the Board.

Vice Chair asked the board for a motion to move the Registration & Contribution Portal Project Update to the top of the agenda following the approval of the August 12, 2021 meeting minutes. Adrienne Cochrane motioned, and John Scott seconded that motion, all were in favor, none were against, no abstentions. The motion carried.

2. Review & approval of [August 12, 2021 meeting minutes](#)

Vice Chair asked the board for a motion to approve the August 12, 2021 meeting minutes.

John Scott motioned, and Mike Soltis seconded that motion. All were in favor, none against, no abstentions. The motion carried.

4. Registration & Contribution Portal Project Update (moved up)

Jessica Vargas provided a PowerPoint Presentation on the Registration and contribution portal project updates.

3. Vote to approve the Finance & Accounting Manual Documents for Implementation

Vice Chair reported that the updated accounting manual and related documents for implementation were posted for public comment, the Agency did not receive any comments and are now ready to be voted on for full adoption.



Vice Chair asked the board for a motion to adopt the updated finance and accounting manual as an Agency policy.

Paul Potamianos motioned, and John Scott seconded. The motion carried with one abstention.

4. Vote to authorize the posting of the Private Plan Policy documents for public comment

Vice Chair asked the board for a motion to authorize the posting of the updated private plan policy documents for public comment. John Scott motioned, and Justin Zartman seconded, all were in favor, none against, no abstentions. The motion carried.

5. Update on Claims Administration

Andrea Barton Reeves provided a PowerPoint Presentation regarding updates on claims administration.

In response to questions from the Board, Andrea Barton Reeves reported that the Agency has factored in performance testing to website before in preparation for the go live date and has solicited stakeholder input on educational materials.

6. Staffing Update

Andrea Barton Reeves reported that the Agency is hiring in the Finance and Benefit Administration departments. Finance will be hiring two staff to monitor payment compliance and reconciliations as well as monitoring that employers are submitting contributions correctly.

Benefits and claims will be hiring 5 staff to focus on compliance and quality assurance with Aflac. These new staff will also function as business liaisons by providing guidance to employers through assurance work and supporting businesses.

All new staff are anticipated to start between the end of September through October.

7. Committee Reports

- **Policy & Personnel Committee**

Mike Soltis reported that the Policy and Personnel Committee met this month and discussed the Private Plan Policy & Procedures documents and the Authority's progress on Claims Administration.

- **Outreach & Engagement Committee**

Molly Weston Williamson reported that the Outreach and Engagement Committee did not meet last month due to a lack of quorum.

- **Finance Committee**

Paul Potamianos reported that the Finance and Audit Committee did not meet last month due to lack of quorum. He then asked the Agency's Assistant Controller, Loc Pho, to provide the financial reports.



Loc Pho provided the financial reports including the Budget vs. Actual Finance for July, Cumulative Budget, Contributions through July 31, 2021, noting that \$98M in contributions were collected through July, and Review of the August 2021 Expenditures.

8.CEO Report

Andrea Barton Reeves provided an update on the progress of the outside Auditor, Marcum, on its audit of the Authority. Although the original audit plan anticipated that Marcum would complete its report by mid-September, this inaugural audit is taking more time than originally scheduled, due to complications associated with auditing a brand-new entity. Accordingly, the report from Audit will be issued in October.

9.Old Business

None

10.New Business

None

11.Adjournment

Vice Chair asked the board for a motion to adjourn. Justin Zartman motioned, and John Scott seconded. All were in favor, none against, there were no abstentions. The motion carried and the meeting adjourned at 9:47 am.

This recorded meeting can be found: <https://youtu.be/1mweg6-v4nE>

As of January 1, 2022 CT Paid Leave Board and Committee meeting agendas and minutes will no longer be available on <https://portal.ct.gov/DAS/> .

These documents are and will continue to be, available on the [Connecticut State Agency Public Meeting Calendar](https://portal.ct.gov/DAS/) as well as [calendar of Events](https://portal.ct.gov/DAS/) ([ctpaidleave.org](https://portal.ct.gov/DAS/)).

