

PAID FAMILY & MEDICAL LEAVE INSURANCE

AUTHORITY MINUTES

Board of Directors
Meeting
450 Columbus Boulevard, Hartford,
CT Plaza Conference Rooms C & D
Thursday, March 12, 2020
9:00 a.m. to 10:30 a.m.

Attending:

Participating Voting Members: Daryle Dudzinski, Fran Pastore, Paul Potamianos, John Scott, Michael Soltis, Glendowlyn Thames, Molly Williamson (on phone), Henry Zaccardi, Justin Zartman

Participating Nonvoting Members: Eva Bermudez Zimmerman (on phone), Daniel Krupnick

Absent: Josh Geballe, Sal Luciano; Adrienne Cochrane, Richard Duffy

Presenters: Erin Choquette and Andrea Barton Reeves

1. Call to Order & Approval of draft minutes of February 13, 2020 board meeting

Noting the presence of a quorum, Vice Chairperson, Fran Pastore, called the meeting to order at 9:05.

Vice Chairperson Pastore asked the members of the Board to consider adopting the draft minutes from the February 13, 2020 Board meeting.

A motion was made, seconded and approved unanimously.

2. Review, Possible Modification, and Vote on resolution granting signature and contract authority to the CEO of the Authority

Erin Choquette summarized the draft resolution granting signature and contract authority to the CEO. After discussion, the members asked for the draft to be revised to incorporate a reference to compliance with the Authority's Plan of Operations.

A motion was made to adopt the revised resolution, seconded and approved unanimously.

3. Reports from Board Committees:

a. Policy and Personnel

• Presentation & vote on Authority's Plan of Operations

Daryle Dudzinski, Chair of the Policy and Personnel Committee, summarized the proposed Plan of Operations. Michael Soltis asked why the plan separated the requirements for contracts valued at below \$100,000 and contracts valued at above

Approved by the PFMLIA Board of Directors
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\$100,000 when the procedures were the same. Daryle Dudzinski explained that the committee felt it was important to keep the levels distinct even though the procedures were the same.

A motion was made to adopt the Plan of Operations as drafted, seconded, and approved unanimously.

- **Report on status of Personnel Policies**

Daryle Dudzinski reported that the committee is continuing to work on a draft of the personnel policies.

b. Outreach and Engagement

Molly Weston Williamson, Chair of the Outreach and Engagement Committee reported that the Committee is scheduled to meet on Wednesday March 18, 2020.

- **Presentation and vote on resolution to authorizing the CEO to contract for website design**

CEO Reeves and Erin Choquette summarized the draft resolution authorizing the CEO to utilize the media and marketing contract competitively procured by DAS to solicit quotes from 3 or more vendors from the 35 vendors on the master contract. ViceChair Pastore suggested amending the resolution to include marketing and to increase the maximum contract amount to \$300,000.

After discussion, a motion was made to adopt the revised resolution, seconded and approved unanimously.

c. Finance

Paul Potamianos, Chair of the Finance Committee, reported that the committee has not yet met but is in the process of scheduling a meeting and has circulated a list of topics and draft policies to discuss at that meeting,

CEO Barton Reeves reported that she has met with the DAS Business Office and Human Resources and is developing a draft budget that she will present to the Finance Committee for consideration before presenting to the Board as a whole.

4. Report on RFP for Employer Contribution system

CEO Barton Reeves reported that the RFP has been posted on the State Contracting Portal; a pre-proposal conference attended by several vendors was held on March 3, 2020, the deadline for the notice of intent to respond was March 12, 2020; and responses are due on March 23, 2020. The committee to review the RFP responses will meet to review responses and shortlist vendors who will present their solutions in April, with the goal to award a contract on April

17th.

5. Update on proposed changes to the statute

CEO Barton Reeves reported that she and Erin Choquette met with DOL to discuss the proposed changes to the paid family & medical leave insurance statute requested by DOL and presented the PFMLIA and DOL requested changes to the chairs of the Labor & Public Employees Committee. The Chairs will take the requested changes under advisement.

6. Presentation and vote on resolution to retain a consultant to assist PFMLIA in Employer Contribution system build and implementation

CEO Barton Reeves described the immediate need a consultant who is experienced in insurance, IT and vendor management to assist her with the Employer Contribution RFP selection and implementation and described her process which led to her identification of Kris Floyd to fill this need. After discussion, the Board agreed that there was an immediate need to retain a consultant and that Ms. Floyd fulfilled this need. After a discussion led by Michael Soltis about the PFMLIA's ability to retain a consultant on a sole source basis, the members asked that the resolution be revised to explain the basis for the sole source procurement,

A motion was made to adopt the revised resolution, seconded, and approved unanimously.

7. Old Business

Daryle Dudzinski provided an update on the status of the Washington State paid FMLA program.

8. New Business

- Molly Williamson reported that there are a number of proposals on the federal level to expand FMLA to address pandemics and other future health crises. This prompted a discussion about the potential future role of the PFMLIA in addressing such claims, as well as the impact such claims may have on the Authority's resources and actuarial modelling,
- Glendowlyn Thames asked CEO Barton Reeves to provide an update on additional staff needed. Vice Chairperson Pastore asked the CEO to identify other immediate staffing needs, including administrative assistance.
- Vice Chairperson Pastore raised the question of whether the Board has ways to meet electronically and whether it needs to meet more than once per month. John Scott

suggested that the PFMLIA consider solutions that allow online meetings, such as ZOOM. Erin Choquette stated that she will research what options already exist for the Board's consideration.

9. Adjournment

Vice Chairperson Pastore adjourned the meeting at 10:11 a.m.