

**PAID FAMILY & MEDICAL LEAVE INSURANCE AUTHORITY
FINANCE & AUDIT COMMITTEE MINUTES**

Friday, June 25, 2021

9-10:30 a.m.

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

Absent: Alex Marcellino, John Scott

Also Present: Andrea Barton Reeves, Andréa Comer, Erin Choquette, Walter Hay, David Marcone, Loc Pho, Amy Stuart

1. Welcome, Call to Order, Roll Call, & Acknowledgement of Public Members

Paul Potamianos, Committee Chair, called the meeting to order at 9:00 am.

Roll call was taken and quorum was verified.

Paul Potamianos acknowledged members of the public.

2. Review and approval of the [May 28, 2021 meeting minutes](#)

Paul Potamianos asked the committee for a motion to adopt the May 28, 2021 meeting minutes. Daryle Dudzinski motioned the adoption and Mike Soltis seconded. The motion was adopted unanimously.

3. Budget Review of Spending to Date

The CT Paid Leave Authority Controller, Dave Marcone, reported on the Authority's financials including the Budget versus the Actual Expenses for the month of May 2021, the Cumulative Budget through May 2021 since the Authority's inception, an update on the use of the bond funds and contribution activity, and the Projected Expenditures through the remainder of the fiscal year. Dave Marcone also noted the Authority has received approximately \$105M in contribution remittances through May 31, 2021.

4. Update on the Audit Vendor RFP

Dave Marcone provided an update of the Audit RFP, noting that the Authority has selected Marcum LLP as the audit vendor, and that an engagement letter has been signed. A preliminary meeting has been held and a schedule of activities has been developed. The goal is to present the plan to the Finance & Audit Committee at the September meeting. The committee asked if the auditors were prepared to interact virtually, and both David Marcone and Andrea Barton Reeves affirmed that all vendors were asked about conducting virtual audits. Marcum LLP has been doing so for more than a year, and Andrea Barton Reeves indicated that the Authority has been preparing for virtual work implementation from its onset.

5. Update on Accounting Manual and Related Documents

Dave Marcone provided an overview of the revised accounting manual, which ensures that documentation is appropriate and aligned with best practices, including separation of duties and powers, updated narratives, and other refinements. He also presented the expenditure procedures, which incorporates automation, and the establishment of the Authority's

refund policy and process. The committee asked if the previously approved credit card policy was being superseded by the expenditure policies. Dave Marcone stated that the credit card policy was still in effect and the expenditure procedures, where applicable, support that policy.

6. Employee Contribution Collection System Update

Andrea Barton Reeves provided an update on progress of the employee contribution collection system, indicating that refinements are continuing but are winding down. The refinements include making registration and payment processes easier and providing customization for large employers. She added that the rest of the build will be targeted towards accommodating claims and focusing on small business. Andréa Comer provided additional context on the small business landing page, which will feature small employer narratives and tailored resources.

7. Old Business

The committee asked for clarity around the timeline and build of the appeals process. Andrea Barton Reeves indicated that language was included in an implementer bill that would streamline the process, and Chair Potamianos and Erin Choquette confirmed that the bill had been signed this week. Andrea Barton Reeves indicated that the next step would be to seek bids from vendors.

8. New Business

The committee asked if the status of some Authority staff becoming part of a bargaining unit in January 2021 would incur an additional salary or operational cost. Andrea Barton Reeves stated that the FY22 budget already accounted for a potential increase to align with the change in status, and that the largest issue is telework, which does not appear to have a cost impact. Erin Choquette added that the Authority has been using the state's JobAps system and will confer with the Dept. of Administrative Services to determine if other changes are warranted.

9. Adjourn

Paul Potamianos asked the committee for a motion to adjourn. Mike Soltis motioned and Daryle Dudzinski seconded. The motion was unanimously approved, and the meeting adjourned at 9:49 am.