

BOARD MEETING MINUTES

Thursday, June 13, 2024

Board Members in Attendance via Electronic Device: Easha Canada, Sheila Hummel, Ellen McKitterick, Fran Pastore, Alice Pritchard, David Salazar-Austin, John Scott, Molly Weston Williamson, Janée Woods Weber, Justin Zartman

Board Members Absent: Eva Bermudez Zimmerman, Adrienne Cochrane, Andrea Comer, Mike Soltis, Holly Williams

CT Paid Leave Staff in Attendance via Electronic Device: Joe Cale, Erin Choquette, Michael Cisar, Laure Dickson, Amber Forrest, Madeline Granato, David Marcone, Stephanie Oliveras, Loc Pho, John Simonetti, Priscilla Torcello

1. Welcome & Call to Order-

Board Chair, Fran Pastore, called the meeting to order at 9:02 a.m. Executive Assistant, Amber Forrest, took attendance by Roll Call and confirmed the existence of a quorum. Ms. Pastore acknowledged members of the public in attendance.

2. Review & Approve May 9, 2024, Meeting Minutes-

Ms. Pastore asked for a review of the May 9, 2024, minutes, and a motion to approve. There were no corrections. John Scott motioned to approve the minutes, and Dr. Alice Pritchard seconded that motion. There was no further discussion. None opposed. Easha Canada and Molly Weston Williamson abstained. The motion carried.

3. Actuary Quarterly Update-

Harindra Sebastian, of Spring Group Consultants, provided the quarterly update of the actuarial report.

4. Discussion and Vote regarding the posting of the Contribution Rate Policy to be posted in the CT Law Journal for public comment-

CEO, Erin Choquette, led the discussion regarding the contribution rate policy, including rate calculation considerations. Controller, Dave Marcone, reviewed the elements of a rate calculation formula that the staff has developed with the actuaries.

Ms. Pastore asked the Board for a motion to authorize the Authority to post the draft contribution rate policy in the CT Public Law Journal for public comment. Ms. Weston Williamson motioned, and Mr. Scott seconded that motion. All were in favor. None opposed. None abstained. The motion carried.

5. Discussion and vote regarding the Travel & Business-Related Expense Policy-

General Counsel, Michael Cisar, summarized the Travel & Business-Related Expense Policy which was posted for public comment in February.

Ms. Pastore asked the Board for a motion to adopt the Travel & Business-Related Expense Policy. Dr. Pritchard motioned, and Mr. Scott seconded that motion. All were in favor. None opposed. None abstained. The motion carried.

6. Discussion and vote regarding COLA increases for non-union staff-

Ms. Choquette led the discussion regarding the COLA increases for non-unionized Authority staff and asked the Board to approve.

Ms. Pastore asked the Board for a motion to approve COLA increases for non-union Authority staff including the CEO. Dr. Pritchard motioned, and Mr. Scott seconded that motion. All were in favor. None opposed. None abstained. The motion carried.

7. Committee Reports-

a. Policy & Personnel

Mr. Cisar reported that the Committee met this month and reviewed the draft contribution rate-setting policy which was reviewed today. The Committee also discussed existing and potential additional options available to staff if they had concerns, they wished to raise. The Committee also received a preview of the expected policy work that will be occurring.

b. Outreach & Engagement

Ms. Weston Williamson reported the Committee met last month and received the Outreach and Engagement Efforts and Legislative updates.

c. Finance & Audit

Mr. Marcone reported the Committee did not meet last month but the financials were shared with the Committee.

i. Financial Reports

Mr. Marcone provided the financial reports Operating - actual vs. budget for the month of April.

- *Actual to Budget Operating Funds for the Month of April 2024*
- *Actual to Budget Bond Funds for the Month of April 2024*
- *Bond Schedule (Inception to Date)*
- *Actual to Budget Contribution Trust Funds for the Month of April 2024*
- *Contribution Schedule (Inception to Date)*
- *Statement of Fiduciary Net Position as of April*
- *Operating Projection for FY2024*
- *Contribution Projection for FY2024*
- *Draft expenditures and contributions for April 2024*

8. CEO Report-

Ms. Choquette provided the following updates:

- The Authority made the annual bond repayment to OPM.
- The Authority has completed vulnerability tests on the website as part of ongoing efforts to maintain a secure environment.
- The external auditors and public accounts auditors have begun their annual audits. We anticipate receiving results in early Fall.
- A few Authority staff will be attending a convening of paid leave states in Washington D.C. hosted by CLASP.

- The Community Education Coordinator Initiative request proposal responses are due this month.
- The Authority continues to complete outreach work for upcoming changes to Public Act 24-5 (Senate Bill 222).

9. Old Business- None

10. New Business- None

11. Adjournment-

Ms. Pastore asked the Board for a motion to adjourn. Mr. Scott motioned, and Ms. Canada seconded that motion. All were in favor. None were opposed. None abstained. The motion carried. The meeting adjourned at 9:47 a.m.

Meeting Recording Here: <https://youtu.be/M8qiHtyw2al>

Agenda Attachments:

- *Item 3 - Quarterly Actuary Update*
- *Item 4 - Contribution Rate Policy*
- *Item 5- Travel & Business-Related Expense Policy*
- *Item 7- Financial Reports*