

BOARD MEETING MINUTES

Thursday, October 10, 2024

Board Members in Attendance via Electronic Device: Eva Bermudez Zimmerman, Easha Canada, Adrienne Cochrane, Sheila Hummel, Ellen McKitterick, David Salazar-Austin, Mike Soltis, Molly Weston Williamson, Holly Williams, Janée Woods Weber, Justin Zartman

Board Members Absent: Andrea Comer, Fran Pastore, Alice Pritchard, John Scott

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

1. Welcome & Call to Order

Board Chair Member, Mike Soltis, called the meeting to order at 9:01 a.m. Executive Assistant, Amber Forrest, took attendance by roll call and confirmed the existence of a quorum. Mr. Soltis acknowledged members of the public in attendance.

2. Review & Approve September 12, 2024, Meeting Minutes

Mr. Soltis asked for a review of the September 12, 2024, minutes, and a motion to approve. There were no corrections. Molly Weston Williamson motioned to approve the minutes, and Eva Bermudez Zimmerman seconded that motion. There was no further discussion. All but Justin Zartman was in favor. None opposed. Mr. Zartman abstained. The motion carried.

3. Discussion & Vote of Revised Consolidated Policies

General Counsel, Michael Cisar, led the discussion regarding the consolidated Policies. Mr. Cisar reported that no comments were received and asked the Board to adopt the policy.

Mr. Soltis then asked the Board for a motion to adopt the Consolidated Policies. Holly Williams motioned, and Easha Canada seconded the motion. There was no further discussion. All in favor. None opposed. None abstained. The motion carried.

4. Discussion & Vote of the Revised Finance and Accounting Policies

Mr. Cisar led the discussion regarding Finance and Accounting Policies. Mr. Cisar reported that no comments were received and asked the Board to adopt the policy.

Mr. Soltis then asked the Board for a motion to adopt the Finance and Accounting Policies. Mr. Zartman motioned, and Ms. Bermudez Zimmerman seconded the motion. There was no further discussion. All in favor. None opposed. None abstained. The motion carried.

5. Quarterly Outreach & Engagement Update

Chief Marketing and Communications Manager, Jessica Vargas, provided the Quarterly Outreach & Engagement Update through a slide presentation.

6. Legislative Update

Government & Community Relations Manager, Madeline Granato, provided the Legislative Update through a slide presentation. Per the request of the Board, Erin provided some clarity as to employers that are excluded from coverage under the CT Paid Leave Act.

7. Committee Reports-

a. Policy & Personnel

Mr. Soltis reported that the Committee met this month and discussed the revisions to the Consolidated Policies and the Finance & Accounting Policies which the Board adopted today.

b. Outreach & Engagement

Ms. Weston Williamson reported that the Committee met last month. The committee met last month and received the Outreach and Legislative Update that was provided earlier in the meeting today.

c. Finance & Audit

Holly Williams reported the Committee met last month and received an update on the status of the audits and the financial reports.

i. Financial Reports

Mr. Marcone provided the financial reports for the month of August.

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

8. CEO Report-

CEO, Erin Choquette, announced the 5th Anniversary of the Authority. The Authority has been working with other paid leave states and the National Association of State Workforce Agencies to establish a Paid Leave working group.

9. Old Business- None

10. New Business- None

11. Adjournment-

Mr. Soltis asked the Board for a motion to adjourn. Mr. Zartman motioned, and Ms. Williams seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:53 a.m.

Meeting Recording Here: <https://youtu.be/iL4SmfUruck>

Agenda Attachments:

- *Item 3 – Consolidated Policies*
- *Item 4 – Finance and Accounting Policies*
- *Item 5- Quarterly Outreach & Engagement Update*
- *Item 6- Legislative Update*
- *Item 7- Financial Reports*
- *Item 8- 5th Anniversary*