

**PAID FAMILY & MEDICAL LEAVE INSURANCE AUTHORITY**

**Board of Directors Meeting**

**450 Columbus Boulevard, Hartford, CT  
Plaza Conference Rooms C & D**

**Friday, October 4, 2019,  
8:30 a.m. – 10:30 a.m.**

**Attendance:**

Voting Members: Josh Geballe, Adrienne Cochrane, Daryle Dudzinski, Richard Duffy, Fran Pastore, Paul Vitamano, John Scott (by phone), Michael Solis, Glenadwyn Thames, Margaret Williamson, Henry Zaccardi and Justin Zarmin.

Absent: Sal Luciano

Nonvoting Members: Eva Bernader Zimmerman and Daniel Krupnick.

Presenters: Erin Choquette, Tom Henrick and Sara Jane Glynn

**1. Call to Order:**

Noting the presence of a quorum, Josh Geballe, Chairperson of the Board, called the meeting to order at 8:35 a.m.

**2. Introductions:**

Board members provided an overview of their back grounds. Senator Kushner addressed the Board to commemorate the historical moment, express her support for the mission of the Authority and give thanks to the Board and the advocate community.

**3. Administration of the Oath of Office to Board Members:**

Erin Choquette administered the oath of office to the Board Members who were physically present.

John Scott (on phone) had taken the oath, and submitted it prior to the meeting.

**4. Overview of the Code of Ethics for State Officials and Freedom of Information Act:**

Tom Henrick gave a brief overview of the Freedom of Information Act.

Erin Choquette gave a brief overview of the Code of Ethics and advised the Board members to review the material compiled by the Office of the State Ethics that had been provided to the Board members by email prior to the meeting.

**5. Overview of Paid Family Medical Leave in CT and other states:**

Sarah Jean Glynn from the Institute For Women's Policy Research summarized the paid family medical leave law enacted in Connecticut and provided an overview of the paid family and medical leave programs in operation in other states.

**6. Review, Possible Modification, and Adoption of By-Laws:**

During the discussion of the bylaws, only one question was raised: Are the quorum requirements for the board the same requirements for sub-committees? The answer was Yes

Upon motion the Board members voted unanimously to approve Paid Family Medical Leave Insurance Authority By-Laws as presented.

**7. Review, Possible Modification, and Vote on resolution granting signature and contract authority to the Chairperson of the Board:**

Upon motion the Board members voted unanimously to approve the resolution granting limited signature and contract authority to the Chairperson of the Board as presented.

**8. Review, Possible Modification, and Vote on resolution establishing an executive search committee:**

During the discussion, Chairperson Geballe requested members to let him know if they were interested in serving on the executive search committee to review proposals from the search firm and conduct interviews, with a goal to have a CEO in place by early January 2020. A question was raised as to whether the Board had to meet to approve the selection of the members to serve on the executive search committee. The answer was that the bylaws authorized the Chairperson to appoint the committee members.

Upon motion the Board members voted unanimously to the resolution establishing an executive search committee as presented.

**9. Discussion on draft posting for Chief Executive Officer position:**

The Board reviewed a draft for the CEO position and discussed the benchmarks for establishing the salary range, revising the draft to include information about leave benefits and expanding the list of attributes an ideal candidate will have. Chairperson Geballe will circulate a revised draft to Board members. Members may send thoughts on draft to members of the executive search committee for their review.

**10. Discussion on draft memorandum of understanding between the Authority and the Department of Administrative Services:**

The Board reviewed a draft memorandum of understanding between the Authority and DAS allowing DAS to provide back office functions to the Authority until the Authority is staffed appropriately. In response to a question about the availability for funds for the Authority, Chairperson Geballe explained that funding in the amount of approximately \$5 million was included in the 2019 budget bill to provide to the Authority monies to conduct business.

**11. Discussion on outreach and stakeholder engagement:**

The Board discussed the importance for outreach and stakeholder engagement, including the need to reach out to various communities, employers, employees, industry groups and health care providers. Board members expressed particular concern about the need to educate and correct misconceptions. Board members agreed that it would be appropriate to hold quarterly outreach meetings, develop marketing campaigns, and leverage other state agency resources.

Molly Williamson offered to coordinate outreach efforts. Board members were encouraged to send their ideas to Ms. Williamson who will consolidate them into a proposal for the next meeting.

**12. Discussion on future meeting schedule and meeting topics:**

Board will establish a monthly meeting schedule.

Topics for future meetings include inviting colleagues from NY & MA to share what their experiences and best practices, electing a Vice-Chair & Secretary, and continuing to discuss outreach efforts.

**13. Other Business:**

Chairperson Geballe thanked the representatives of the Governor's Office, the Lieutenant Governor's Office and DAS, as well as representatives from the PFMLA advocacy groups, who attended the meeting.

Chairperson Geballe also opened the meeting to receive comments from the public. No members of the public spoke.

**14. Adjournment:**

Upon a motion the Board voted unanimously in favor of adjourning the October 4, 2019 meeting at 10:22a.m.

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3. Administration of the Oath of Office to Board Members
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5. Overview of Paid Family Medical Leave in CT and other states
6. Review, Possible Modification, and Adoption of By-Laws
7. Review, Possible Modification, and Vote on resolution granting signature and contract authority to the Chairperson of the Board
8. Review, Possible Modification, and Vote on resolution establishing an executive search committee
9. Discussion on draft posting for Chief Executive Officer position
10. Discussion on draft memorandum of understanding between the Authority and the Department of Administrative Services
11. Discussion on outreach and stakeholder engagement
12. Discussion on future meeting schedule and meeting topics
13. Other Business
14. Adjourn

