



BOARD MEETING MINUTES

Thursday, February 13, 2025

Board Members in Attendance via Electronic Device: Eva Bermudez Zimmerman, Easha Canada, Michelle Gilman, Sheila Hummel, Ellen McKitterick, David Salazar-Austin, Janée Woods Weber

Board Members Absent: Adrienne Cochrane, Andrea Comer, Fran Pastore, Mike Soltis, Holly Williams

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

1. Welcome & Call to Order

Board Vice Chair, Michelle Gilman, 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. Gilman acknowledged members of the public in attendance.

2. Review & Approve January 9, 2025, Meeting Minutes

Ms. Gilman asked for a review of the January 9, 2025, minutes and a motion to approve. There were no corrections. Sheila Hummel motioned to approve the minutes, and Easha Canada seconded that motion. There was no further discussion. None opposed. John Scott and Justin Zartman abstained. The motion carried.

3. Claims Administrative Update

Benefits Manager, John Simonetti, provided the Claims Administrative Update.

4. Committee Reports-

a. Policy & Personnel

General Counsel, Michael Cisar, reported that the Committee did not meet this month, and the next meeting will be in March.

b. Outreach & Engagement

Molly Weston Williamson, reported that the Committee met in January and received an Outreach and Engagement update, including the upcoming Community Education Coordinator Initiative training that took place in the office on January 24th. Nancy provided an update on the podcast and Maddie provided a legislative update. There are currently a few bills relating to our program which the Authority will continue to monitor. The next meeting will be in March.

c. Finance & Audit

Controller, Dave Marcone, reported the Committee met in January and received the Quarterly Financial Actuarial Report. There was a discussion and vote regarding the frequency of Committee meetings. The Committee voted to maintain monthly meetings. Also, Mr. Marcone presented a draft timeline for a request for proposal of a vendor of actuarial services, as well as the presentation of the regular financial reports.

i. Financial Reports

Mr. Marcone provided the financial reports for the Month of December

- Actual to Budget Operating Funds for the Month of December 2024
- Actual to Budget Bond Funds for the Month of December 2024
- Bond Schedule (Inception to Date)

- Actual to Budget Contribution Trust Funds for the Month of December 2024
- Contribution Schedule (Inception to Date)
- Statement of Fiduciary Net Position as of December 2024
- Operating Projection for FY2025
- Contribution Projection for FY2025
- Draft expenditures and contributions for January 2025

5. CEO Report

CEO, Erin Choquette, provided the following updates:

- The Authority is currently working on the fiscal year 2026 budget which will be presented to the Finance and Audit Committee in March and to the full Board in May.
- The Authority conducted its final training session with Community Education Coordinator Partners at an in-person event led by Virginia Rzesutock. Information regarding CEC has been added to the CT Paid Leave website on the Resources page, which will be expanded over time.
- Currently Government and Community Affairs Manager, Madeline Granato, is tracking over 100 bills and arranged opportunities for us to brief the legislative leaders and state caucuses, as well as the federal delegation.
- Ms. Choquette reminded the Board to complete the Office of State Ethics training. Completed certificates should be sent to Ms. Forrest.
- The staff recommendation regarding the RFP for Claims Administration will be presented to the Board for discussion in March.
- Revisions to the employee handbook was posted for public comment and will be presented to the Board for a vote in March.

6. Old Business- None

7. New Business- None

8. Adjournment-

Ms. Gilman asked the Board for a motion to adjourn. Mr. Zartman motioned, and David Salazar Austin seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:39 a.m.

Recording Here: <https://youtu.be/r702qQZbqMM>

Agenda Attachments:

- *Item 3 - Claims Administrative Update*
- *Item 4- Financial Reports*