



BOARD MEETING MINUTES

Thursday, January 8, 2026

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

Board Members Absent: Easha Canada, Andrea Comer, Eleanor Michael, Fran Pastore

CT Paid Leave Staff in Attendance via Electronic Device: Matthew Bielawski, 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 Vice Chair Molly Weston Williamson 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. Weston Williamson acknowledged members of the public in attendance.

2. Review & Approve December 11, 2025, Meeting Minutes-

Ms. Weston Williamson asked for a review of the December 11, 2025, meeting minutes and a motion to approve. There were no corrections. Justin Zartman motioned to approve the minutes, and Holly Williams seconded that motion. There was no further discussion. None abstained. None opposed. The motion carried.

3. Discussion and Vote to Adopt Proposed Revisions to the Finance and Accounting Manual

General Counsel Michael Cisar provided an update on the revisions to the Finance and Accounting Manual, consisting of the Finance and Accounting Policy and the Credit Card Policy. No public comments were received.

Ms. Weston Williamson asked for a motion to adopt the proposed revisions to the manual. Adrienne Cochrane motioned, and Melissa Ziobron seconded that motion. There was no further discussion. None abstained. None opposed. The motion carried.

4. Discussion and Vote to Adopt Proposed Revisions to the Private Plan Audit Guide-

Mr. Cisar provided an update on the revisions to the Private Plan Audit Guide. There were no public comments, but the Authority did have an internal conversation which led to the additional language to confirm that employers are sharing any notices required by law or policy.

Ms. Weston Williamson asked for a motion to adopt the proposed revisions to the Private Plan Audit Guide. Mr. Zartman motioned, and Sheila Hummel seconded that motion. There was no further discussion. None abstained. None opposed. The motion carried.

5. State of Business Update: Private Plan Audits-

Mr. Cisar shared with the Board that the private plan audits are going well. Mr. Cisar provided an overview of the current state of private plans, highlighting that as of

January 1, 2026, there are 851 employers with active private plans, and approximately 59,000 employees covered by these plans. Other updates included:

- Total approved Applications by Effective Date
- Approved Applications- New vs Renewal
- Approved Applications-New vs. Renewal After 3 Years vs. Early Renewal
- Approved Applications by Type & Terminated Plans
- Total Active Private Plans
- Private Plan Participation- Comparison to Other States

6. State of Business Update: Information Technology-

Information Technology Director Matthew Bielawski provided an overview of the current State of Information Technology which included 2026 IT Priorities.

7. Committee Reports-

a. Policy & Personnel

David Salazar-Austin reported that the Committee met on Tuesday and received updates on the proposed changes to the Finance and Accounting Manuals as well as the Private Plan Audit Guide. The Committee also received an overview about private plans and discussed the policy priorities the Authority will focus on in 2026. The next scheduled meeting is March 3rd.

b. Outreach & Engagement

Eva Bermudez Zimmerman reported that the Committee will meet January 15th.

c. Finance & Audit

Ms. Williams reported that the Finance & Audit Committee met in December and received the presentation of the regular financial reports. Dave Marcone shared the November Financial Reports:

- Actual to Budget Operating Funds for the Month of November 2025
- Actual to Budget Bond Funds for the Month of November 2025
- Bond Schedule (Inception to Date)
- Actual to Budget Contribution Trust Funds for the Month of November 2025
- Contribution Schedule (Inception to Date)
- Statement of Fiduciary Net Position as of November 2025
- Operating Projection FY2026
- Contribution Projection for FY2026
- Draft expenditures and contributions for December 2025

8. CEO Report-

Ms. Choquette acknowledged the 5-year anniversary of the beginning of CT Paid Leave contributions. She noted that the Outreach Team is currently revisiting and reinvigorating their outreach efforts to the employer population.

Ms. Choquette also asked the Board to let her know if there are any topics or issues, like the IT and private plan overview, that the Board would like to learn about and reminded the members they may always contact her with any questions.

9. Old Business- None

10. New Business- None

11. Adjournment-

Ms. Weston Williamson asked the Board for a motion to adjourn. Ms. Ziobron motioned, Mr. Salazar-Austin seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 10:25 A.M.

Meeting Recording Here:

Agenda Attachments: <https://youtu.be/ZGWCFC3SfHI>

- *Item 3- Proposed Revisions to the Finance and Accounting Manual*
- *Item 4- Proposed Revisions to the Private Plan Audit Guide*
- *Item 5- State of Business Update: Private Plan Audits*
- *Item 6- State of Business Update: Informational Technology*
- *Item 7- November Financial Reports*