

## BOARD MEETING MINUTES

Thursday, July 10, 2025

**Board Members in Attendance via Electronic Device:** Eva Bermudez Zimmerman, Michelle Gilman, Sheila Hummel, Ellen McKitterick, David Salazar-Austin, Mike Soltis, Holly Williams, Janée Woods Weber

**Board Members Absent:** Easha Canada, Adrienne Cochrane, Andrea Comer, Molly Weston Williamson, Justin Zartman

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

**1. Welcome & Call to Order**

Board Vice Chair Michele Gilman called the meeting to order at 9:03 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 June 12, 2025, Meeting Minutes**

Ms. Gilman asked for a review of the June 12, 2025, meeting minutes and a motion to approve. There were no corrections. Mike Soltis motioned to approve the minutes, and Holly Williams seconded that motion. There was no further discussion. All but Ms. Gilman were in favor. None opposed. Ms. Gilman abstained. The motion carried.

**3. Discussion & Vote to adopt the proposed revisions to the Consolidated Policies posted for public comment.**

General Counsel Michael Cisar provided an update regarding the posted revisions to the Consolidated Policies which include the following:

- Merged Glossary into Consolidated Policies
- Employer Eligibility related to regional educational service centers and charter schools
- Contributions/Social Security Cap when there is a successor employer
- Claim Documentation
- Employer Portal Claim Access process
- Third Party Authorization

Mr. Cisar reported that the Authority did receive one public comment, but no changes were made based on that comment.

Per C.G.S. 1-121, a quasi-public agency may only adopt a proposed procedure by a two-thirds vote of the full membership of the Board of Directors of the quasi-public agency. Because 2/3 of the full membership of the Board was not present at the meeting, voting on this item was tabled for the next Board meeting.

**4. Discussion & vote to authorize the Authority to post in the CT Law Journal for public comment revisions to the Consolidated Policies relating to Public Act 25-174**

Mr. Cisar led the discussion regarding the recommended revisions to the consolidated policies based on Public Act 25-174. The relevant portion of this public act mandates and extends CT Paid Leave coverage to employees of public-school operators and non-public elementary and secondary schools whose positions do not require

certification. It also allows for alternate calculation of base periods for these school employees. Revisions to the consolidated policies are necessary to reflect changes to the law.

Ms. Gilman asked for a motion to authorize the Authority to post the notice on the proposed revisions to the consolidated policies for public comment.

Mr. Soltis motioned, and Eva Bermudez Zimmerman seconded that motion. All were in favor. None opposed. None abstained. The motion carried.

## 5. Outreach & Engagement Quarterly Update

Chief Experience Officer Jessica Vargas provided the Outreach & Engagement Quarterly Update.

Ms. Vargas also reported that the Authority staff are working to analyze and improve the Contact Us process to provide a better experience for workers, employers and other stakeholders who submit questions via the website.

## 6. Committee Reports-

### a. Policy & Personnel

Mr. Soltis reported that the Committee met last week and received an update on the proposed revisions to the consolidated policies, as well as the revisions to the consolidated policies relating to Public Act 25-174, which were presented today. There was also discussion regarding the functions of Board Officers. The next scheduled meeting is Sept 2nd.

### b. Outreach & Engagement

Ms. Vargas reported that the Committee did not meet in June. The next meeting is scheduled for July 17th.

### c. Finance & Audit

Ms. Williams reported that the Committee did not meet in June. The next meeting is scheduled for July 25<sup>th</sup>. The Committee also received a review of the regularly reported financials. Controller Dave Marcone provided the following financial reports:

- Actual to Budget Operating Funds for the Month of May 2025
- Actual to Budget Bond Funds for the Month of May 2025
- Bond Schedule (Inception to Date)
- Actual to Budget Contribution Trust Funds for the Month of May 2025
- Contribution Schedule (Inception to Date)
- Statement of Fiduciary Net Position as of May 2025
- Operating Projection for FY2025
- Contribution Projection for FY2025
- Draft Expenditures and Contributions for June 2025

## 7. CEO Report

CEO Erin Choquette reported:

- The Authority has finalized the contract with the preferred vendor for the Third-Party Administrator.
- The Legislative report, which was distributed last week, focused on Public Act 25-174, including an expected reduction in the Authority's bond authorization.

- The Authority is currently working on the Annual Report which is due in September.

8. Old Business- None

9. New Business- None

10. Adjournment-

Ms. Gilman asked the Board for a motion to adjourn. Ms. Bermudez Zimmerman motioned, and Ms. Williams seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:50a.m.

*Meeting Recording Here: <https://youtu.be/QTWaD3OxcJ8>*

*Agenda Attachments:*

- *Item 3- Revisions to the Consolidated Policies*
- *Item 4- Revisions to the Consolidated Policies relating to Public Act 25-174*
- *Item 5- Outreach & Engagement Quarterly Update*
- *Item 6- Financials*