

# CT PAID LEAVE

## BOARD OF DIRECTORS

### MEETING MINUTES

Thursday, July 9, 2026

## Roll Call

- Board Members in Attendance: Eva Bermúdez Zimmerman, Easha Canada, Adrienne Cochrane, Andrea Comer, Sheila Hummel, Ellen McKitterick, David Salazar-Austin, Michael Soltis, Molly Weston Williamson, Holly Williams, Janée Woods Weber, Justin Zartman, Melissa Ziobron
- Board Members Absent: Eleanor Michael, Fran Pastore
- CT Paid Leave Staff Present: Matthew Bielawski, Erin Choquette, Michael Cisar, Amber Forrest, Madeline Granato, David Marcone, Stephanie Oliveras, Loc Pho, Priscilla Torcello, Jessica Vargas

## Meeting Minutes

### Welcome and Call to Order

Board Vice Chair Molly Weston Williamson called the meeting to order at 9:01 AM. Executive Assistant Amber Forrest took attendance by roll call and confirmed the existence of a quorum. Ms. Weston Williamson acknowledged the members of the public in attendance.

### Review & Approve June 11, 2026, Meeting Minutes

Ms. Weston Williamson asked the board for a review of the June 11, 2026, meeting minutes. Andrea Comer motioned to approve the minutes, Justin Zartman seconded that motion. There was no further discussion. All were in favor. None opposed. None abstained. The motion carried.

### Discussion and Vote to Adopt the Revised Consolidated Policies Posted for Public Comment in the CT Law Journal

General Counsel Michael Cisar led a discussion regarding the proposed changes to the consolidated policies which included:

- Cosmetic Changes/Typos
- Clarification of Language (without changing intent)
- Process Updates

The Authority did receive comments from the public (specifically, insurance carriers). These comments prompted changes to the draft revised policy, which were shared with the committee, specifically:

- Making “Paid Leave Start Date” a defined term
- In the section about good cause for late filed claims, specifying that misinformation must be material to the delay to be considered a potential justification for a late filing
- Reverting back to the original “shall” instead of “may” in Section CTPL-010-SPSE (h), as noted in the May Board Meeting
- Correcting a few typos.

The board members had a robust discussion related to the impact of employers’ failure to provide the required notices to employees on employees’ ability to comply with the filing deadlines. The board agreed that it is appropriate to move forward with the proposed language relating to material misrepresentations as an element of good cause for late filing but also felt that an employer’s failure to provide the required notices, if such failure was material to the delay, should be a separate element in the good cause analysis.

Ms. Weston Williamson asked the board for a motion to adopt the proposed revisions to the consolidated policies including the revisions based on the public comments and the revision agreed upon by the board during the discussion of the policy during today's meeting.

Eva Bermúdez Zimmerman motioned to adopt the policy, and Adrienne Cochrane seconded that motion. All were in favor. None opposed. None abstained. The motion carried.

## Private Plan Update

Mr. Cisar provided an update on the current state of private plans. Mr. Cisar was asked if the Authority knew whether the breakdown of private plan employers by employee size correlates to the overall number of businesses in CT by employee size. The Authority will explore the options to obtain the analysis and provide it to the board.

## Committee Reports

### *Policy & Personnel*

Committee Chair David Salazar-Austin reported that the committee met this past Tuesday and received an update on the revisions to the consolidated policies posted for public comment which were adopted today. The next scheduled meeting is September 1st.

### *Outreach & Engagement*

Committee Chair Ms. Bermudez Zimmerman reported that the committee did not meet in June due to the biweekly meeting schedule. The next scheduled meeting is on July 16th.

## *Finance & Audit*

Committee Chair Holly Williams reported that the committee met in June and received an update on the two types of audits that are underway. The committee also received the presentation of the regular financial reports.

### Financial Reports

- Actual to Budget Operating Funds for the Month of May 2026
- Actual to Budget Bond Funds for the Month of May 2026
- Bond Schedule (Inception to Date)
- Actual to Budget Contribution Trust Funds for the Month of May 2026
- Contribution Schedule (Inception to Date)
- Statement of Fiduciary Net Position as of May 2026
- Operating Projection FY2026
- Contribution Projection for FY2026
- Draft expenditures and contributions for June 2026]

## CEO Mid/Year Activity Update

CEO Erin Choquette provided a power point presentation update on her mid-year activity which included:

- Development of strategies for long-term health and growth of the program
- Mentoring staff and creating development opportunities for senior staff
- Continuing efforts to elevate the national reputation of the Authority and self
- Continuing oversight expanded support to CT employers

## Executive Session

Ms. Weston Williamson asked the Board for a motion to enter into executive session pursuant to C.G.S. § 1-200(6)(A) for the purpose of a discussion regarding the performance evaluation of an employee, which requires affirmative vote of 2/3 of the voting members present at the meeting to enable the board to discuss the CEO's mid-year performance review.

Mr. Salazar-Austin motioned, Melissa Ziobron seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The board entered executive session at 10:06 AM.

The board returned from executive session and the regular meeting resumed at 10:46 AM.

## Old Business

None

## New Business

None

## Adjournment

Ms. Weston Williamson asked the board for a motion to adjourn. Mr. Zartman motioned and Ms. Ziobron seconded the adjournment. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 10:47AM.

[Watch meeting recording at https://youtu.be/DuXZEJl-cfE](https://youtu.be/DuXZEJl-cfE)

## Attachments

- Item #2 June 11, 2026, Meeting minutes
- Item #3 Revisions to the Consolidated Policies
- Item #4 Private Plan Update
- Item #5 June Financial Report
- Item #6 CEO/Mid-Year Activity Update