

BOARD MEETING MINUTES

Thursday, March 13, 2025

Board Members in Attendance via Electronic Device: Eva Bermudez Zimmerman, Easha Canada, Andrea Comer, Michelle Gillman, Sheila Hummel, Ellen McKitterick, Fran Pastore, John Scott, Mike Soltis, Molly Weston Williamson, Holly Williams, Justin Zartman

Board Members Absent: Adrienne Cochrane, David Salazar-Austin, Janée Woods Weber

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

1. Welcome & Call to Order

Board Chair, Fran Pastore, 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. Pastore acknowledged members of the public in attendance.

2. Review & Approve February 13, 2025, Meeting Minutes

Ms. Pastore asked for a review of the February 13, 2025, minutes and a motion to approve. There were no corrections. John Scott motioned to approve the minutes, and Eva Bermudez Zimmerman seconded that motion. There was no further discussion. Mike Soltis, Andrea Comer, Holly Williams, and Ms. Pastore abstained. The remaining members in favor. None opposed. The motion carried.

3. Actuarial Quarterly Update

Harindra Sebastian, of Spring Group, provided the Actuarial Quarterly Report.

4. Discussion and vote to adopt the proposed revisions to the Employee Handbook

General Counsel, Michael Cisar, led the discussion regarding the proposed revisions to the Employee Handbook and asked the Board for a vote to adopt the Employee Handbook.

Ms. Pastore asked the Board for a motion to adopt the proposed revisions to the Employee Handbook. Justin Zartman motioned, and Mr. Soltis seconded that motion. All were in favor. None opposed. None abstained. The motion carried.

5. Review of TPAS vs. In-House Administration Analysis

CEO, Erin Choquette, reviewed the TPA vs in-House Administration Analysis.

6. **Executive Session for the purpose of discussing the responses to a request for proposal, pursuant to CGS 1-200(6)(E), 1-210(b)(24) and 1-225(f) (requires affirmative vote of 2/3 of the voting members present at the meeting)**

Ms. Pastore asked the Board for a motion to enter into the Executive Session pursuant to CGS 1-200(6)(A) for the purposes of discussing the responses to the RFP for Claims Administration. The executive session is necessary because the public's interest in the disclosure of such responses is outweighed by the public interest in the confidentiality of such responses. Ms. Pastore also requested with this motion that Authority staff; Joe Cale, Mr. Cisar, Ms. Choquette, Laure Dickson, John Simonetti, and Priscilla Torcello be invited into the Executive Session.

Commissioner, Michelle Gilman motioned, and Molly Weston Williamson seconded that motion. All were in favor. None opposed. None abstained. The motion carried.

The Board entered into Executive Session at 9:35 AM.

The Board returned from Executive Session at 10:10 AM

7. **Vote to authorize the Authority staff to negotiate and execute a contract with the proposed vendor.**

Ms. Pastore asked for a motion to authorize the Authority staff to negotiate and execute the contract with the Authority's proposed vendor. Ms. Comer motioned, and Ms. Gilman seconded that motion. All were in favor. None opposed. None abstained. The motion carried.

8. Committee Reports-

a. Policy & Personnel

Ms. Williams reported that the Committee met last week and received an update on the proposed revisions to the Employee Handbook, which was shared today, along with an update on staffing. The Committee also discussed the process of setting and reviewing salary levels.

b. Outreach & Engagement

Ms. Weston Williamson reported that the Committee did not meet last month. The next meeting is on March 20th.

c. Finance & Audit

Ms. Williams reported the Committee met last month and received the Actuarial Quarterly Report, as well as the financial reports. Dave Marcone provided the following financial reports:

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

9. CEO Report

Ms. Choquette reported that the Authority received several responses to the RFP for claims administration.

She also reported that the Authority's IT Director, Laure Dickson, will be retiring in April, noting that Laure is the Authority's longest tenured staff member and thanking her for her vital role in standing up the agency.

10. Old Business- None

11. New Business- None

12. Adjournment-

Ms. Pastore asked the Board for a motion to adjourn. Mr. Soltis motioned, and Ms. Comer seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 10:26 a.m.

Meeting Recording Here: <https://youtu.be/BAm61CuE9Pc>

Agenda Attachments:

- *Item 3 -Actuarial Quarterly Update*
- *Item 4- Revisions to the Employee Handbook*
- *Item 5- Review of TPA vs. In-House Administration Analysis*