

BOARD MEETING MINUTES

Thursday, November 13, 2025

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

Board Members Absent: Easha Canada

CT Paid Leave Staff in Attendance via Electronic Device: Matthew Bielawski, Erin Choquette, Michael Cisar, 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 9:02 a.m. Clerical Assistant Stephanie Oliveras took attendance by roll call and confirmed the existence of a quorum. Ms. Pastore acknowledged members of the public in attendance.

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

Ms. Pastore asked for a review of October 9, 2025, meeting minutes and a motion to approve. There were no corrections. Adrienne Cochrane motioned to approve the minutes, and Holly Williams seconded that motion. There was no further discussion. Mike Soltis and Ms. Pastore abstained. None opposed. The motion carried.

3. Presentation of Audited Financial Statements for the Fiscal Year ended June 30, 2025

Whittlesey presented the Audited Financial Statements for the Fiscal Year Ended June 30, 2025.

4. Discussion on the Proposed Revisions to the Private Plan Audit Guide

General Counsel Michael Cisar presented the proposed revisions to the Private Plan Audit Guide which included the following:

- Private Plan Audits launched by year/type
- Lessons Learned
- Style/Formatting Updates
- Technical Process Changes
- Substantive Changes

5. Vote to Post Notice of Proposed Revisions to the Private Plan Audit Guide in the CT Law Journal for Public Comment

Ms. Pastore asked for a motion to authorize the Authority to post a notice of the proposed revisions to the Private Plan Audit Guide in the CT Law Journal for public comment. Ms. Cochrane motioned, and Melissa Ziobron. There was no further discussion. None abstained. None opposed. The motion carried.

6. Review of Bylaws

CEO Erin Choquette advised the Board that the Bylaws included a requirement that they be revised every three years. The Bylaws and Plan of Operations were last amended in November 2022. Neither the Authority staff nor the Board suggested any changes to either document.

7. Quarterly Claims Administration Update

Benefits Manager John Simonetti provided the Quarterly Claims Administration update, noting that claim volume in FY 25 increased approximately 10.92% compared to FY 24.

8. CT Paid Leave Compared with Other State Programs

Molly Weston Williamson led a discussion about the CT Paid Leave program compared with other states' paid leave programs. The Board discussed the comparisons and various benefit-related scenarios.

9. Voting on Board Officers

Ms. Pastore announced that the Board received nominations for Molly Weston Williamson as Vice Chair and Eleanor Michael as Secretary. There were no other nominations.

Ms. Pastore asked for a motion to elect Molly Weston Williamson as Vice Chair and Eleanor Michael as Secretary. Andrea Comer motioned, and Ms. Cochrane seconded that motion. There was no further discussion. None abstained. None opposed. The motion carried.

10. Committee Reports-

a. Policy & Personnel

Mike Soltis reported that the Policy & Personnel Committee met last week and reviewed the proposed revisions to the Private Plan Audit Guide. The committee also reviewed the Bylaws and Plan of Operations and concluded that no revisions were necessary. Finally, the committee received the Staffing Update. The next meeting is in Jan 2026.

b. Outreach & Engagement

Molly Weston Williamson reported the Outreach & Engagement Committee did not meet in October. The next meeting is on Nov 20th.

c. Finance & Audit

Holly Williams reported that the Finance & Audit Committee met at the end of October and received an update on the Audited Financial Statements which were presented today. Mr. Marcone shared the September financial reports:

- Actual to Budget Operating Funds for the Month of September 2025
- Actual to Budget Bond Funds for the Month of September 2025
- Bond Schedule (Inception to Date)
- Actual to Budget Contribution Trust Funds for the Month of September 2025
- Contribution Schedule (Inception to Date)

- Statement of Fiduciary Net Position as of September 2025
- Draft expenditures and contributions for October 2025

11. CEO Report

Ms. Choquette thanked Ms. Weston Williamson and Eleanor Michael for their willingness to serve as Board officers. She reminded the Board members to notify Ms. Pastore and herself if they want to make any changes to their committee assignments and asked the committees to confirm their 2026 meeting cadence when they meet. She also advised the Board that in response to previous requests for information, the Authority will share the organizational chart with union designations with the meeting materials and is working with OPM and DAS to obtain the data about state employees' leave usage necessary for the actuaries to assess the potential impact on the program if state employee unions negotiated for participation. Finally, she asked Board members to let her know if there are topics or issues that they would like to see included in future board meetings.

12. Old Business- None

13. New Business- None

14. Adjournment-

Ms. Pastore asked the Board for a motion to adjourn. Mr. Soltis motioned, and Ms. Ziobron seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 10:19 A.M.

Meeting Recording Here: <https://youtu.be/jbt7yeBO3iY>

Agenda Attachments:

- *Item 3- Presentation of Audited Financial Statements for the Fiscal Year ended June 30, 2025*
- *Item 4- Proposed Revisions to the Private Plan Audit Guide*
- *Item 7- Quarterly Claims Administration Update*
- *Item 8- CT Paid Leave Compared with other State Programs Update*
- *Item 10- September Financial Reports*