

## BOARD MEETING MINUTES

### Thursday, September 11, 2025

**Board Members in Attendance via Electronic Device:** Eva Bermudez Zimmerman, Easha Canada, Eleanor Michael, Fran Pastore, David Salazar-Austin, Mike Soltis, Molly Weston Williamson, Janée Woods Weber, Justin Zartman, Melissa Ziobron

**Board Members Absent:** Adrienne Cochrane, Andrea Comer, Sheila Hummel, Ellen McKittrick

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

#### 1. Welcome & Call to Order

Board Chair, Fran Pastore, called the meeting to order at 9:08 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 August 14, 2025, Meeting Minutes

Ms. Pastore asked for a review of the August 14, 2025, meeting minutes and a motion to approve. There were no corrections. Mike Soltis motioned to approve the minutes, and Easha Canada seconded that motion. There was no further discussion. Holly Williams abstained. None opposed. The motion carried.

#### 3. Discussion & Vote to Adopt the Proposed Revisions to the Consolidated Policies based on Public Act 25-174

General Counsel Michael Cisar led the discussion on the proposed revisions to the Consolidated Policies based on Public Act 25-174 and asked the Board to Adopt the Policy. Board members stated that they agreed with the clarifications to the policy language.

Ms. Pastore asked for a motion to adopt the proposed revisions to the Consolidated Policies based on Act 25-174. Justin Zartman motioned the adoption and Mr. Soltis seconded that motion. All were in favor. None opposed. None abstained. The motion carried

#### **4. Quarterly Update and Contribution Rate Discussion**

Harindra Sebastian of Spring Group provided the Quarterly update and rate review. Ms. Choquette stated that the Authority staff recommended that the contribution rate remain at 0.5% for 2026. Several board members asked questions about the details included in the presentation and requested that the staff provide more in-depth analysis of Authority expenses in addition to continued information about claim activity.

#### **5. Vote on the 2026 Contribution Rate**

Ms. Pastore asked for a motion to maintain the current contribution rate of 0.5% for the 2026 contribution year. Eleanor Michael motioned, and Eva Bermudez Zimmerman seconded that motion. Amber Forrest took attendance by roll call. All voting members of the Board voted in favor of maintaining the 0.5% contribution rate for 2026. None opposed. None abstained. The motion carried.

#### **6. Discussion and vote to Authorize the Authority to post the proposed revisions to the Finance & Accounting Manuals in the CT Law Journal for public comment**

Controller Dave Marcone led the discussion regarding the proposed revisions to the Finance & Accounting Manuals for public comment which included;

- Contribution & Benefit Overpayment Receivables and Reserve
- Credit Card Policy

Ms. Pastore asked for a motion to authorize the Authority to post the proposed revisions to the Finance & Accounting Manuals in the CT Law Journal for public comment. Mr. Zartman motioned the adoption and Molly Weston Williamson seconded that motion. All were in favor. None opposed. None abstained. The motion carried.

#### **7. Committee Reports-**

##### **a. Policy & Personnel**

Mr. Soltis reported that the Committee met earlier in September and discussed the proposed revisions to the Consolidated Policies based on Public Act 25-174, as well as the revisions to the Finance & Accounting manuals which were presented today. The next meeting is on Nov 4<sup>th</sup>.

##### **b. Outreach & Engagement**

Ms. Weston Williamson reported that the Committee did not meet in August, and the next meeting is on September 18th.

### c. Finance & Audit

Holly Williams reported that the Committee met in August, during which Spring Group provided the Quarterly Actuarial update and the Committee discussed the contribution rate.

Mr. Marcone shared the July financial reports:

- *Actual to Budget Operating Funds for the Month of July 2025*
- *Actual to Budget Bond Funds for the Month of June 2025 (Revised)*
- *Actual to Budget Bond Funds for the Month of July 2025*
- *Bond Schedule (Inception to Date)*
- *Actual to Budget Contribution Trust Funds for the Month of July 2025*
- *Contribution Schedule (Inception to Date)*
- *Statement of Fiduciary Net Position as of July 2025*
- *Draft expenditures and contributions for August 2025*

## 8. CEO Report

CEO, Erin Choquette, reported the following:

- The Auditors of Public Account issued the Authority's annual audit with zero findings
- Whittlesey is currently in the process of completing the Authority's external audit.
- At the end of August, the Authority published its Annual Report, a summary of the work and fiscal information for the past year. It can be found on the website.
- Ms. Choquette, together with Mr. Marcone and Walter Hay attended the NASWA Paid Leave Work Group annual conference. Mr. Marcone and Mr. Hay presented to the other paid leave states about Connecticut's fund recovery efforts
- The Authority has been hosting webinars for schools and school employees so that they can be prepared for the October 1<sup>st</sup> effective date of the revisions to CT Paid Leave and CT FMLA enacted in P.A. 25-174.

## 9. Old Business- None

## 10. New Business- None

## 11. Adjournment-

Ms. Pastore asked the Board for a motion to adjourn. Melissa Ziobron motioned, and Ms. Canada seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 10:23 A.M.

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

*Agenda Attachments:*

- *Item 3- Proposed Revisions to the Consolidated Policies*
- *Item 4- Quarterly Update and Contribution Rate*
- *Item 6 -Proposed Revisions to the Finance and Accounting Manuals*
- *Item 7- July Financial Reports*