



POLICY & PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, January 6, 2026

Committee Members in Attendance via Electronic Device: Ellen McKitterick, Eleanor Michael, David-Salazar Austin, Holly Williams

Committee Members Absent: Eva Bermudez Zimmerman

CT Paid Leave Staff in Attendance via Electronic Device: Michael Cisar, Amber Forrest, Stephanie Oliveras

1. Welcome & Call to Order

Committee Chair David Salazar-Austin 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.

Mr. Salazar-Austin welcomed members of the public.

2. Review & Approval of November 4, 2025, Meeting Minutes

Mr. Salazar-Austin asked the Committee for a review of the November 4, 2025, minutes, and a motion to approve. Ellen McKitterick motioned, and Holly Williams seconded the motion. All were in favor. None opposed. None abstained. The motion carried.

3. Overview of the Current State of Private Plans

General Counsel Michael Cisar provided an overview of the current State of Private Plans highlighting that as January 1, 2026, there are 851 employers with active Private Plans. Mr. Cisar also provided Private Plan Participation comparison to other States. Other updates included:

- Total approved Applications by Effective Date
- Approved Applications- New vs renewal
- Approved Applications-New vs. Renewal After 3 Years vs. Early Renewal
- Approved Applications by Type & Terminated Plans
- Total Active Private Plans

4. Update on Revisions to the Private Plan Audit Guide

Mr. Cisar provided an update on the revisions to the Private Plan Audit Guide. There were no public comments, but the Authority did receive an internal comment which led to the audit process confirming that employers are sharing any required notice.

This will be presented to the Board for approval to adopt.

5. Update on Revisions to Finance and Accounting Manuals

Mr. Cisar provided an update on the revisions to the Finance and Accounting Policy along with the Credit Card Policy. No public comments were received.

This will be presented to the Board for approval to adopt.

6. 2026 Policy Priorities

Mr. Cisar led the discussion on the 2026 Policy Priorities. The Authority will be reviewing the Employee Handbook and Travel Policy to determine if changes are needed.

The Authority will review whether updates are necessary to the Private Plan Policies and Procedures as a result of Private Plan employers who continue to pay into the Public Program. Penalties are already in place to minimize this issue.

Consolidate Policies will be reviewed this year, particularly in regard to School employees that the Authority has covered starting October 2025.

7. Old Business

None

8. New Business

None

9. Adjournment

Mr. Salazar-Austin asked the Committee for a motion to adjourn. Eleanor Michael motioned, and Holly Williams seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:29a.m.

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

*Attachment: Item #3- Overview of the Current State of Private Plans
Item#4- Update on Revisions to the Private Plan Audit Guide*