

POLICY & PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, March 4, 2025

Committee Members in Attendance via Electronic Device: Eva Bermudez Zimmerman, Ellen McKitterick, Holly Williams

Committee Members Absent: David-Salazar Austin, Mike Soltis

CT Paid Leave Staff in Attendance via Electronic Device: Joe Cale, Erin Choquette, Michael Cisar, Stephanie Oliveras

1. Welcome & Call to Order

Committee Member, Holly Williams, 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. Williams welcomed members of the public.

2. Review & Approval of January 7, 2025, Meeting Minutes

Ms. Williams asked the Committee for a review of the January 7, 2025, minutes, and a motion to approve. Ellen McKitterick motioned, and Eva Bermudez Zimmerman seconded the motion. All were in favor. None opposed. None abstained. The motion carried.

3. Update on the provisions to the Employee Handbook

General Counsel, Mr. Cisar, provided the following updates on the proposed revisions to the Employee Handbook which include language relating to the following:

- The new Paid Sick Leave Laws
- Expanded use of Sick Family
- Regular work schedule outside of Core hours
- Flextime
- Vacation time/Comp time
- Recurrent Occasions

The proposed revisions will be presented to the full Board for a vote on adoption.

4. Update on Staffing

CEO, Erin Choquette, provided the following updates on staffing:

- The Authority currently has 45 staff members.
- Ms. Choquette would like to provide promotional opportunities and career development for existing staff members. The first promotion will be to promote Jessica Vargas, to the role of Chief Experience Officer. This new position will add to Ms. Vargas's existing outreach and engagement responsibilities and will include a renewed focus on the experience of employers in addition to workers and other stakeholders.
- Ms. Choquette and Senior staff have been working to identify other potential growth opportunities for staff, including the creation of "working lead" titles.

5. Discussion about process for setting and reviewing Salary Levels

Ms. Choquette led the discussion regarding the factors that are considered when setting and reviewing salary levels for unclassified Authority employees, including benchmarking against similar classified state jobs, jobs within other quasi-public agencies, positions at other paid leave programs, and positions in the general market, with a focus on non-profits. Ms. Choquette also explained that the Authority works with its HR partners at DAS in this process. Ms. Choquette noted that Authority employees who are in positions that are equivalent to unionized positions in traditional agencies are, by statute, classified employees represented by the applicable unions and thus their salaries are set by the State.

6. Old Business

None

7. New Business

None

8. Adjournment

Ms. Williams asked the Committee for a motion to adjourn. Ms. McKitterick motioned, and Ms. Bermudez Zimmerman seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:25 a.m.

Meeting Recording Here: <https://youtu.be/2TBtcsPhrGY>

Attachment: Item #3 Update on revisions to the Employee Handbook