

CT PAID LEAVE

POLICY AND PERSONNEL COMMITTEE

MEETING MINUTES

Tuesday, September 1, 2026

Roll Call

- Committee Members in Attendance: Eva Bermudez Zimmerman, Eleanor Michael, Ellen McKitterick, David Salazar Austin, Holly Williams
- CT Paid Leave Staff Present: Erin Choquette, Michael Cisar, Amber Forrest, Alexa Greenberg, Dave Marccone

Meeting Minutes

Welcome and Call to Order

Committee Chair David Salazar-Austin called the meeting to order at 9:02 AM. Executive Assistant Amber Forrest took attendance by roll call and confirmed the existence of a quorum. Mr. Salazar-Austin acknowledged the members of the public in attendance.

Review & Approve July 7, 2026, Meeting Minutes

Mr. Salazar-Austin asked the committee for a review of the July 7, 2026, meeting minutes. Ellen McKitterick motioned to approve the minutes, Eva Bermudez Zimmerman seconded that motion. There was no further discussion. None abstained. All were in favor. None opposed. The motion carried/failed.

Discussion on the Proposed Revisions to the Finance & Accounting Policies

CT Paid Leave General Counsel Michael Cisar led the committee in a discussion on the proposed revisions to the Finance and Accounting policies, sharing a presentation of the proposed changes and the reasons for the changes.

Discussion regarding Private Plan Compliance Topics and Potential Actions

- Mr. Cisar led the committee in a discussion on the administrative compliance of private plans. He shared a presentation of the scenarios that the Authority has encountered, including the following: Employers who have been

approved for and enrolled in an active private plan but also continue to pay contribution to CT Paid Leave in addition to their Paid Leave insurance carrier.

- Employers who fail to update their employer contacts in the employer portal
- Employers who fail to notify the Authority about intentions at the end of their 3-year approval period
- Employers who are no longer covered by their insurance policy
- Employers who are no longer in business or no longer have CT employees
- Employers who fail to submit their annual report

The committee asked if there is a specific profile of employers that experience the issues discussed. Mr. Cisar clarified that the issues do not appear to be specific to any employer's size, but the Authority will investigate the data a little further.

The Committee discussed various options to incentive compliance including additional penalties and suspensions. Regarding penalties, there was discussion as to how much to penalize each employer and whether that should be based on employer size (CT employee count), and if those penalties should be scaled by dollar amount rather than a percentage.

Regarding the length of suspension, it was suggested that an employer should not be eligible to re-apply for a private plan again until the completion of a minimum 1-year suspension.

Regarding communication with employers, it was clarified that contact with employers in non-compliance is automated directly from Salesforce, noting it is possible messages are getting caught by spam filters however, Mr. Cisar noted the effort he and his team make to ensure communications are being sent directly from the team.

Regarding preemptive efforts, a suggestion came from the committee for engagement with private plan employers. CEO Erin Choquette clarified that there are additional communications sent to employers via a private plan newsletter.

Old Business

None

New Business

None

Adjournment

Mr. Salazar-Austin asked the committee for a motion to adjourn. Ms. Bermudez Zimmerman motioned the adjournment, and Ms. McKitterick seconded that motion. There was no further discussion. None abstained. All were in favor. None opposed. The motion carried. The meeting adjourned at 9:42 AM.

[Watch meeting recording at https://youtu.be/6U7HXcK3S1o](https://youtu.be/6U7HXcK3S1o)

Attachments

- Item 3 - Summary of Finance and Accounting Policy Changes
- Item 4 - Private Plan Administrative Compliance