

POLICY & PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, February 7, 2023

Committee Members in Attendance via Electronic Device: Britt-Marie Cole-Johnson, Ellen McKitterick, Michael Soltis, Holly Williams

Committee Members Absent: Eva Bermudez Zimmerman

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

1. Welcome & Call to Order

Committee Chair Mike Soltis, called the meeting to order at 9:17 a.m.
CTPL Clerical Assistant, Stephanie Oliveras, took attendance by Roll Call and confirmed the existence of a quorum.
Mr. Soltis welcomed members of the public.

2. Review & Approval of January 3, 2023, Meeting Minutes

Mr. Soltis asked the Committee for a review of the January 3, 2023, minutes, and a motion to approve. Ellen McKitterick motioned, and Holly Williams seconded that motion. All were in favor. None were opposed. Ms. Williams and Britt-Marie Cole-Johnson abstained. The motion carried.

3. Aflac Service Level Agreement

CTPL CEO, Erin Choquette shared with the committee that CTPL has completed its yearly review with Aflac in regard to the Authority's Level Service Agreement.

In response to question from the Committee, Ms. Choquette stated that she meets with Aflac monthly to track progress on the SLAs.

4. Discussion on Revision of Consolidated Policies

CTPL General Counsel, Michael Cisar led the Committee in a discussion on the updates to the Consolidated Policies.

Corrections and revisions to the Consolidated Policies can be summarized as follows:

- a. Typos/Grammar
- b. Internal Consistency
- c. Clarifying Language on Existing Policies
- d. Claim Process Corrections
- e. Clarification of Specific Dates Impacting Claims
- f. Wages/Earnings

CTPL will ask the Board this week for approval to post for public comments and then will report back to the committee and the full Board after the comment period ends.

5. Update on Finance Policies Posted for Public Comment

CTPL CEO, Erin Choquette summarized the revisions to the Finance Policies that were posted for public comment in November 2022 and reported that the Authority did not receive any comments.

CTPL will be asking the board this week to adopt the policies without changes.

6. Old Business

None

7. New Business

None

8. Adjournment

Mr. Soltis asked the committee for a motion to adjourn. Ms. Williams motioned the adjournment, and Ms. Cole-Johnson seconded that motion. All were in favor. None opposed. None abstained. The motion carried. The meeting adjourned at 9:38 a.m.

Meeting Recording Here: <https://youtu.be/SJp3OPtbDV0>