

Meeting:	PFMLI Advisory Committee						
Date/time:	12/19/2019 8:00 am						
Location:	Employment Dept., 875 Union St. NE, Salem Call in: 888-636-3807, participant code 952898						
Attendees:	P (Present)	A (Absent)	G (Guest)	C (Conference Caller)	S (Staff)	Sp (Sponsor)	
P	David Gerstenfeld (Chair)	P	Linda Herrera	P	Eva Rippeteau	Sp	Kay Erickson
C	Amanda Dalton	C	Eric Hunter	P	Paloma Sparks	Sp	Jeannine Beatrice
P	Jenny Dresler	P	Andrea Paluso	P	Jessica Giannettino Villatoro	S	Phoebe Colman
G	Michelle Deister			S	Andrea Fogue	S	Eric Smith

Supporting Materials

Advisory Committee Charter; Draft Ground Rules; Program overview presentation

Agenda

	Topic	Purpose	Time	Presenter
1.	<p>Welcome, agenda review, outcomes</p> <p>Outcomes from today's meeting will be to:</p> <ol style="list-style-type: none"> 1) Get to know each other 2) Review and discuss committee charter 3) Discuss ground rules and how we want to operate as a committee 4) Program overview 5) Discuss committee objectives (e.g. recommendations, administrative rules, legislative changes, etc.). 6) Future meetings 7) Discuss and select a name for the program 	Inform / Discuss / Recommend	8:00 10 min	Kay Erickson, David Gerstenfeld
2.	<p>Get to know each other – brief introductions, interests</p> <ul style="list-style-type: none"> • Members introduced themselves, described the stakeholders they represent, and their key interests in the program's administration. 	Discuss	8:10 25 min	All
3.	Review and discuss Charter; provide feedback.	Discuss/Recommend	8:35 15 min	All

	<ul style="list-style-type: none"> Discussed Charter. No immediate concerns or changes were identified. Committee members will provide any additional feedback by January 20, 2020. 				
4.	<p>Ground rules to guide how committee operates</p> <ul style="list-style-type: none"> Discussed Ground Rules. No immediate concerns or changes were identified. Committee members will provide additional feedback by January 20, 2020. 	Discuss/Agree	8:50	10 min	All
5.	<p>PFMLI program overview</p> <ul style="list-style-type: none"> David presented the program overview that was given in November to the Legislature. No comments or concerns. 	Discuss	9:00	10 min.	David Gerstenfeld
6.	<p>Discuss committee objectives</p> <ol style="list-style-type: none"> Legislative changes Administrative rules Initial workgroups Approach to exploring third party administration of some or all of PFMLI <ul style="list-style-type: none"> The committee discussed these topics and added their thoughts for committee objectives. See “Recommendations” below for more detail. The committee will consider who to engage in the administrative rules workgroup and provide input by January 20, 2020. The committee will provide insight and offer suggestions for the RFI to explore third party benefits administration interest. 	Discuss/Recommend	9:10	25 min	All
7.	<p>Future meetings logistics</p> <ul style="list-style-type: none"> Discussed days and times that may not work for some. OED will follow-up 	Discuss/Agree	9:35	10 min	All

	with a process to identify times that will work for standing committee meetings, and identify a suitable location for future meetings with a method for interested parties to listen.				
8.	<p>Discuss and recommend a name for the program</p> <ul style="list-style-type: none"> The committee discussed options for the program's name. For now it will continue as the Paid Family and Medical Leave Insurance program. Engagement with outreach experts may inform future modes of communicating about the program. 	Discuss/Recommend	9:45	5 min	All
9.	<p>Other Topics</p> <ul style="list-style-type: none"> The Advisory Committee will reflect on how OED vision, values, and operating principles will guide the work of the Advisory Committee. 	Discuss/Recommend	9:50	5 min	All
10.	Review action items and recommendations	Discuss/Recommend	9:55	5 min	David Gerstenfeld

Action Items

Action	Assigned	Date Due	Completed
Provide feedback to Advisory Committee on draft Charter	All committee members	January 20, 2020	
Provide feedback to Advisory Committee on draft ground rules	All committee members	January 20, 2020	
Outreach to identify potential members for rules work group and other work groups	All committee members	January 20, 2020	
Share insights on questions to ask through RFI to explore third party administration of some or all of PFMLI	All committee members	January 20, 2020	
Electronic poll to committee members to identify days/times for standing meetings	David Gerstenfeld	January 10, 2020	
Explore meeting location and public listening options	David Gerstenfeld	January 10, 2020	
Share contact information with committee, and circulate strategic planning materials	Phoebe Colman	December 27, 2019	

Recommendations

Agenda Item 6 – Committee Objectives:

- **Legislative changes:** The Advisory Committee will review possible legislative changes (technical fixes) that may be needed going forward. Commitment from Advisory Committee members: HB 2005 (2019) will be implemented as written unless technical fixes are needed for successful implementation. Potential issues will be brought to the Advisory Committee for discussion prior to initiating any proposed legislative action.
- **Administrative rules work group:** The Advisory Committee will sponsor a work group to assist in developing proposed rules to be reviewed by the Committee prior to circulating for public comment. The work group will develop a proposed timeline/sequence for rulemaking, establishing a phased rulemaking process similar to Washington's. The group should include at least one committee member each from business and labor. Andrea and Jenny will co-sponsor. Amanda will participate also.
- **Initial work groups:** Each group will include at least one person from the Advisory Committee. Committee members will also work with their networks to identify additional work group members. PFMLI staff will staff and participate in work groups. Initial workgroups may focus on the following topics:
 - Employer equivalent plans
 - Payroll reporting and contributions
 - Self-employed workers, home care workers, and child care workers
 - Small businesses (including job protection and grants)
 - Tribal governments (consider working w/Legislative Commission on Indian Services?)
 - Benefit eligibility determinations, part-time employees, employees w/multiple employers
 - Outreach
 - Appeals

The Department will prioritize the issues, draft a timeline, and define the scope of each workgroup; board members will consider who may be interested in participating on workgroups. (Note – this may not be complete prior to the January 2020 meeting, depending on when new PFMLI Division employees start working.)

Agenda Item 7: Future Meetings and Logistics

- Consider a different location that is set-up for interested parties to listen to meetings, or possibly watch the meeting online or at a later time.
- Provide an early notice of topics to committee members so they have ample time to discuss with their constituents prior to the meeting. This will enable broader perspectives for committee discussions.

Agenda Item 8: Name for the Program

- **Name for the program:** At this stage, use Paid Family and Medical Leave Insurance (PFMLI). When we engage with public marketing/outreach, we may develop other name/branding. When exploring this, we will take into account how the program name will translate into other languages.

Agenda Item 9: Other Topics

- **Values and culture:** The Advisory Committee will reflect on how OED vision, values, and operating principles will guide the work of the Advisory Committee.