

Meeting:	Advisory Committee							
Date/time:	12/2/2020 1:30 – 3:30 pm (Virtual)							
Location:	Advisory Committee meetings are open to the public with the ability to listen by audio via Zoom. If you have questions about the PFML program, please Email us							
	Join ZoomGov Meeting							
	https://www.zoomgov.com/j/1601312041?pwd=YTI3Y0drUi9YT2pXK3RYQ1ZQajlmUT09							
	Meeting ID: 160 131 2041 Passcode: 549125							
Attendees:	P (Present)		A (Absent)		C (Conference Caller)		F (Facilitator)	
P	Gerhard Taeubel (Chair)	P	Linda Herrera (Member)	P	Eva Rippeteau (Member)	P	David Gerstenfeld (Executive Sponsor)	
P	Amanda Dalton (Member)	P	Eric Hunter (Member)	P	Paloma Sparks (Member)	A	Jeannine Beatrice (Executive Sponsor)	
P	Jenny Dresler (Member)	P	Andrea Paluso (Member)	P	Jessica Giannettino Villatoro (Member)	P	Phoebe Colman (Staff)	
P	Lois Williams (Staff)	P	Lili Hoag (Staff)	P	Bre McGehee (Staff)	P	Dean Johnson (Staff)	
P	Jason Bouley (Staff)							

Supporting Materials

1. PFMLI Advisory Committee 11-4-2020 Meeting Notes – Final

Agenda

	Topic
1.	<p>Welcome, agenda review, outcomes</p> <p>Outcomes for today’s meeting:</p> <ol style="list-style-type: none"> 1) Share Employment Department updates 2) Provide PFMLI program updates, including update on third-party benefits administration recommendation 3) Provide communications and outreach updates 4) Provide workgroup activity updates
2.	<p>Approval of November 4, 2020 meeting notes</p> <ul style="list-style-type: none"> - No comments from committee members. Meeting notes were approved.
3.	<p>Employment Department updates</p> <ol style="list-style-type: none"> 1) UI Programs <ul style="list-style-type: none"> - Waiting week payments are now being issued to claimants. - High extended benefits will no longer be available to claimants. - The agency is expecting a significant number of jobs (potentially more than 50,000) to be impacted by the statewide COVID freeze. The agency is now in a better place to deal with the influx of unemployment insurance claims as compared to March.
4.	<p>PFMLI Program updates:</p> <ol style="list-style-type: none"> 1) Update on third-party benefits administration recommendation

- One of the major decisions to be made concerning the PFMLI program is whether the benefits portion of the program will be self-administered or whether the agency will contract with a third party.
- Early on, the agency decided that it wanted to explore what, if any, advantages and disadvantages would be of contracting with a third party to administer benefits. An RFI was issued to gather information around this topic.
- Many months have passed and further analysis of the responses has been delayed due to impacts on the department from the pandemic.
- David is asking that the committee offer advice to him on this recommendation coming from the program.
- Gerhard covered the identified advantages and disadvantages of contracting with a third-party administrator and opened the discussion to get feedback from the committee members.

Discussion with Committee Members:

- Overall concern shared around the theoretical and unclear estimate of cost for a third party to administer benefits v. what it would cost the department.
- Concerns were voiced about the timeline of the Stage Gate process needed through a large DAS procurement and the program being able to meet statutory deadlines for implementation. Overall request for additional information on the estimated Stage Gate timeline vs. the agency self-administering.
- Some committee members voiced that they were concerned with the timeline and felt that it was necessary to make this decision quickly to move forward with the procurement process.
- One committee member commented in agreement with the draft recommendation, saying the agency is headed in the right direction. Further, this committee member commented that self-administration would make the agency more transparent, and that the agency already has experience with managing similar programs. This member voiced that they hope the IT system is designed in a way that provides access to customers in an equitable way and is not complicated and/or overbearing.
- One member requested that there be an acknowledgement within the draft recommendation of concerns shared within this discussion, as well as the timing of the proposed Stage Gate process for the development of the benefits administration by the agency.
- Overall consensus that committee members would like more time to read the draft recommendation.
- Gerhard explained that even if the agency were to contract with a third-party administrator, we would still need to provide oversight and have the ability to audit, and would need a system to interact and integrate with that third-party administrator's system. In order to do that, we would probably still have to go through the Stage Gate process. The complexity of integrating a third-party administrator into our contributions system was a factor in the draft recommendation in terms of risk analysis.
- Lois: December 11th would give members 10 more days to contact us with questions and to provide input.
- Consensus from AC members that Friday, December 11th is enough time to provide feedback.
- Lois recommended that members send input to Lois in writing to capture their thoughts and, if necessary, a special meeting can be called for further discussion.

2) Other

- The Governor made available her recommended budget for the 2021-23 biennium on December 1. The full amount requested by the agency for PFMLI was included in the Governor's Recommended Budget, covering both staffing and a technology solution for delivery of both contributions and benefits.
- The Governor's Recommended Budget also includes revenues from contributions coming into the PFMLI Fund, which would be used to repay the General Fund for implementation of the program.

5. Communications and outreach updates:
 - 1) Proposed administrative rule drafts online
 - Our workgroups have been discussing and vetting different policy options for different processes that the program is trying to build, and the feature teams are beginning early drafts of administrative rules.
 - The contributions team is currently working on a set of about 8-10 draft rules dealing with the definition of wages.
 - Once draft rules have been posted for public input, we will utilize input received and revise the rules as needed. We will then bring those drafts to the Advisory Committee before beginning the formal rulemaking process.
 - Our first targeted date to post draft rules was December 1. We did not meet that deadline, but we are very close and plan to have the first draft rules out later this week, where they will be posted online for public input.
 - Once rules are posted, they will be available to the public for input for about four weeks.
 - 2) Status of Communications RFP
 - The RFP was officially released Monday, November 30 and will close Friday, January 8. The goal is to have a vendor in place by spring 2021.
 - 3) Town Hall Listening Sessions
 - Since the middle of October the program has been holding virtual town halls. To date, we have held four town halls, and our final town hall is scheduled for December 8th from 6:30-7:30 on Self Employed and Independent Contractors.
 - With the four town halls combined, we've had a little over 800 participants and over 1,300 YouTube views.
 - Each town hall is recorded and placed on the PFMLI website.
 - 4) Tribal Government Outreach
 - The program has been working on outreach to tribal governments.
 - On November 20, David Gerstenfeld and Gerhard Taeubel gave an overview of the program to the Economic Development and Community Services Cluster with the intent of notifying representatives of our desire to reach out to tribal leaders.
 - The communications team has now reached out to tribal leaders.
 - We have received our first request for a meeting from Grand Ronde's HR Director that will take place on December 7th.
 - The communications team is continuing to schedule meetings with the tribes individually and will assess interest as we move forward.
 - Depending on the level of interest, we may find a way to convene together with the tribes.
6. Workgroup Activity:
Lois reviewed the slides that recap each workgroup's recent and upcoming discussion topics. See the separate slides for details. She noted that some workgroup meetings may be cancelled due to the holidays.
7. Review action items and decisions

Action Items

Action	Assigned	Date Due	Completed
<i>Committee Members to send Lois input on the Third Party Administration benefits analysis memo by Friday, December 11.</i>	<i>Committee Members</i>	<i>December 11, 2020</i>	
<i>Lois will send out workgroup slides and the RFI (or a link to the RFI) to committee members</i>	<i>Lois Williams</i>	<i>December 4, 2020</i>	

Recommendations