

Meeting:	PFMLI Advisory Committee						
Date/time:	1/28/2020 1:30 pm						
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)	F (Facilitator)		
P	David Gerstenfeld (Chair)	P	Linda Herrera	C	Eva Rippeteau	P	Kay Erickson
C	Amanda Dalton	C	Eric Hunter	P	Paloma Sparks	P	Jeannine Beatrice
P	Jenny Dresler	C	Andrea Paluso	C	Jessica Giannettino Villatoro	G	Phoebe Colman
				P	Gerhard Taeubel	P	Lois Williams

Supporting Materials

Agenda

Topic	Purpose	Time	Presenter	
<p>1. Welcome, agenda review, outcomes Outcomes from today's meeting will be to:</p> <ul style="list-style-type: none"> a) Share updates b) Share feedback from prior meeting c) Preparing for future meetings 	Inform / Discuss / Recommend	1:30	1:40	David Gerstenfeld
<p>2. Staffing updates and new employee introductions</p> <p>David introduced Lois Williams and Gerhard Taeubel, the two new Policy Leads for the PFMLI program. Lois and Gerhard described their prior experience as it relates to PFMLI.</p> <p>Eric Smith is retiring the end of January. Major recruitment under way for additional policy analyst roles. PFMLI actuary starting in February. Positions will be filled soon for help with communications, budget, procurement, and IT. Refining staffing plans as we move forward, working with legislature as appropriate to make adjustments.</p>	Discuss	1:40	1:55	David Gerstenfeld
<p>3. Program updates</p> <ul style="list-style-type: none"> a) State Partners Team b) Actuarial review c) Upcoming actions <p>SPT: Meeting quarterly to coordinate with other state agencies.</p> <p>Actuarial review – Final report will be coming soon (intent is to circulate prior to and then discuss at the next meeting). Report presents a range of scenarios due to several variables, resulting in a range of outcomes; once there is a final report, we will share with committee members and discuss; identify</p>	Discuss	1:55	2:15	David Gerstenfeld

<p>variables to monitor. Small business grant program adds uncertainty compared with earlier analysis that was presented to the Legislature; Opt-out and voluntary plan provisions were also explored in more detail in this report (compared with models that were previously presented to a legislative workgroup). Benefit levels and other variables also changed from what was previously reviewed with a legislative workgroup. We plan to refine assumptions once we can compare with data from other states.</p> <p>RFI for potential third-party benefits administration: Will be working on this.</p> <p>Communications: Draft FAQ and One-pager. These will evolve over time, but want to start sharing information early. Intended audience for these documents is the general public. Will explore more targeted communication strategies in the future with incoming Communications staff. (Right amount of information at right level.) Invite feedback (staff will circulate via email)</p> <p>Timing and sequencing of work groups – we are working on this. Will provide this information prior to next meeting. Please continue to identify more names for potential workgroup participants.</p> <p>Continuing work to explore options for alignment with Modernization program.</p> <p>Working on planning documents (Business Case, project planning, Communications planning, etc.)</p>				
<p>4. February legislative session</p> <p>So far haven't seen any bills that would impact PFMLI; members of the committee also have not heard anything. Planning presentation to Ways and Means subcommittee (educating about program, Advisory Committee members, budget, etc.); updates for House and Senate policy committees similar to what we're providing for Ways and Means.</p>	Discuss	2:15	2:25	David Gerstenfeld
<p>5. Follow up from feedback on items from December meeting</p> <ol style="list-style-type: none"> a) Charter b) Ground rules c) Request For Information d) Additional workgroups <ul style="list-style-type: none"> • No feedback received on the draft Charter or draft ground rules. We will be operating with the versions presented at the December meeting, and will circulate the finalized documents to the Committee. 	Discuss/ Agree	2:25	2:35	Phoebe Colman

<ul style="list-style-type: none"> Received feedback related to RFI for third-party administration of benefits, including suggested questions to include in the RFI. We will use this material as we move forward with drafting the RFI. Received suggestions for work group participants. Also received feedback that more information is needed about timing, sequencing, and time commitment of work groups in order to identify possible participants. We will be working on timing and sequence between now and the next meeting. 				
<p>6. Meeting logistics</p> <p>a) Posting of meeting notes b) Future regular meetings c) Upcoming topics</p> <p>Group agreed to schedule regular monthly meetings: 1:30-3:30 on 1st Wednesday of each month. Please put hold on March 4, 2020; invite will be forthcoming.</p> <p>Meeting notes will be distributed with the agenda for the next meeting for the committee’s review and approval. Once approved, the notes will be posted to the PFMLI website.</p> <p>The committee approved the December meeting notes.</p> <p>Next meeting:</p> <ul style="list-style-type: none"> High-level sequence of work and decision-points (gaps in the law that require further analysis, rules, recommendations, etc.); also, what’s on the plate for the next quarter (give both long-term and short-term perspectives) Formation of work groups (scope, sequence, timing, perspectives needed) Equity lens: How are we going to have the conversations; how are we going to keep this work focused to benefit all people. Document about how the committee will interact with each other as they consider what recommendations to offer to OED. Common understanding of equity goals, building trust. Department will work with Linda to plan a discussion on this topic. Actuarial review <p>Other items for Committee to think about:</p> <ul style="list-style-type: none"> More discussion of WA approach to implementing their program. New ways to engage communities/groups that OED doesn’t currently engage with. Other topics: OED Strategic Plan, how we do onboarding, internal equity lens, teambuilding. 	Discuss/ Recommend	2:35	3:00	All
<p>7. Round table – open discussion</p>	Discuss	3:00	3:15	All

<ul style="list-style-type: none"> Use listserv as vehicle for pushing out updates about program progress. We intend to leverage this channel more as we get communications staff on board. Importance of multi-lingual communications. 				
8. Review action items and decisions	Discuss	3:15	3:20	David Gerstenfeld

Action Items

Action	Assigned	Date Due	Status
<i>Provide feedback to Advisory Committee on draft Charter</i>	<i>All committee members</i>	<i>January 10, 2020</i>	<i>Complete</i>
<i>Provide feedback to Advisory Committee on ground rules</i>	<i>All committee members</i>	<i>January 10, 2020</i>	<i>Complete</i>
<i>Draft charter for rulemaking workgroup, perhaps other workgroups as well. Work w/chair(s) of that group to solicit membership and get 1st meeting scheduled</i>	<i>David Gerstenfeld</i>	<i>January 17, 2020</i>	<i>In progress</i>
<i>Schedule meetings for 2020</i>	<i>Lois Williams</i>	<i>January 17, 2020</i>	
<i>Distribute one-pager and FAQ documents to committee electronically</i>	<i>Lois Williams</i>	<i>January 31, 2020</i>	
<i>Distribute final actuarial report prior to next meeting</i>	<i>David Gerstenfeld</i>	<i>February 28, 2020 (if finalized)</i>	
<i>Distribute timing and sequencing of workgroups</i>	<i>Lois Williams</i>	<i>February 28, 2020</i>	
<i>Distribute finalized charter and meeting ground rules</i>	<i>Lois Williams</i>	<i>February 28, 2020</i>	
<i>Contact Lina Herrera to explore equity lens discussion</i>	<i>Lois Williams</i>	<i>February 28, 2020</i>	

Recommendations