

Meeting of the Paid Family and Medical Leave Benefits Authority

Tuesday December 17, 2024 9:00am

Frances Perkins Room, 45 Commerce Drive, Augusta ME

Authority members in attendance:

- Maria Fox, Chair
- Samuel Hight, Vice-chair (remote)
- David Barber (remote)
- Tina Bonney
- Benjamin Grant (remote)
- Joan Cohen
- Douglas Cotnoir
- Sarah Conroy
- Michelle Corry (remote)
- Ranae L'Italien
- Jay Naliboff
- Kimberly Smith
- Jenni Tilton-Flood (remote)
- Christopher Washburn

Staff members in attendance

- Director Luke Monahan
- Deputy Director Reggie Parson
- Claims Administration Division Director Sarah Brydon
- Finance and Audit Division Director Tim Applegate
- AAG Nancy Macirowski
- Management Analyst II Safiya Khalid
- Senior Hearings Examiner Judith Shaw
- Audit and Compliance Unit Manager Stephanie Harfoush
- Contributions Unit Manager Carl Robbins

Chair Fox welcomed attendees and opened the meeting.

Authority Member Naliboff made a motion to approve the minutes of the September 30, 2024 meeting, seconded by Authority Member Cotnoir. The Authority voted unanimously to approve them as distributed.

Chair Fox acknowledged staff for the work involved in finalization of the program rules.

Staff updates were as follows:

- Maine Paid Leave Contributions Portal will go live January 6, 2024.
- Call center with 40 trained customer service agents will go live on the same day.
- Recent webinars (for employees and for Third Party Administrators) have been done to show how the portal works – they were well attended and the recordings are available online.
- Claims Administration RFP is posted: questions are due by 12/20/2024 and proposals are due by 1/24/2025.
- Actuary RFP will be next, in order to have the actuarial study available in advance of the February 2026 Authority vote regarding solvency and the benefit start date.
- Communication and outreach efforts are driving increased traffic to maine.gov/paidleave.

Finance and Audit Division Director Tim Applegate led the Authority through a demo of the Maine Paid Leave Contributions Portal, which included the employer registration process, submitting a quarterly wage report, and applying for a private plan substitution.

The Authority discussed the need to hold a meeting that includes the opportunity for public comment. That meeting will happen on February 25, 2025.

Authority Member Cotnoir made a motion to defer to the Chair, in collaboration with Department staff, for the purposes of defining logistics and procedures for taking public comment at the February 25, 2025 Authority meeting. Authority Member Naliboff seconded the motion. The Authority voted unanimously in favor.

Authority Member Cotnoir moved to adjourn, seconded by Authority Member Naliboff. The Authority voted unanimously to adjourn at 10:49am.