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|  | **Paid Family & Medical Leave Advisory Council** | | |
| **Meeting** | **Date:** October 27, 2016 | **Time:**  1:00 p.m. – 4:00 p.m. | **Location:** ESD Maple Park Building, Maple Leaf Conference Room |
| **Attendees** | * Department Representative: Cami Feek, Paid Family and Medical Leave Director * Employer’s Interests Representative: Bob Battles * Employer’s Interests Representative: Christine Brewer * Employer’s Interests Representative: Julia Gorton * Employer’s Interests Representative: Tammie Hetrick * Employee’s Interests Representative: Joe Kendo * Employee’s Interests Representative: Samantha Grad   Guests  Employment Security Department Policy & Rules Manager: Matt Buelow | | |
| **Members Absent** | * Employee’s Interests Representative: Ms. Maggie Humphreys * Employee’s Interests Representative: Ms. Marilyn Watkins * Paid Family and Medical Leave Act Ombuds: TBD | | |
| **Minutes** | Tarissa Robbins | | |

**Welcome and Introductions: Cami Feek, Paid Family and Medical Leave Director**

* Introduction roundtable of those present.
  + Recommendation by committee that audience are included in introductions.

**Open Public Meeting Act: All**

* All attendees reviewed Open Public Meetings ACT (OPMA) training – <https://youtu.be/n3B7_Xm3I8c>
* Although advisory and not a governance committee, OPMA applies because established by legislation.
* Meetings through end of year are considered special meetings as law doesn’t contemplate committee formation part way through a year.
* Established schedule for 2018 will be identified and filed to begin regular meetings.
* **ACTION ITEM:** ESD will verify that members have the ability to communicate outside of meetings, as long as decisions aren’t being made and work product isn’t being created by a quorum.

Committee Charter: Cami Feek, Paid Family and Medical Leave Director

* Committee reviewed draft charter and made suggestions:
  + Update Julia Gorton’s name to fix misspelling.
  + **ACTION ITEM:** Members will provide suggestions for committee goals, prior to next meeting for consideration and approval at meeting.
  + **ACTION ITEM:** Consider establishing one or more meetings at location north of Olympia, closer to King County and making part of the charter. This is helpful for inclusion.
  + **ACTION ITEM:** Add language to set forth 2 year terms to which members can be reappointed.
  + **ACTION ITEM:** Add language to allow member replacement during a term, if necessary.
  + It was clarified that language to allow proxy members is to ensure a Quorum can be achieved. Members are not required to send a proxy if they are unable to attend. The Chair and the Ombuds are not voting members.
* Committee discussed the location and timing of meetings.
* **ACTION ITEM:** Charter will be revised to incorporate items above and brought to next meeting for adoption.

**Update on Paid Family & Medical Leave (PFML) Program: Cami Feek, Paid Family and Medical Leave Director**

* IT system update was provided.
  + Platform for accounting and customer management identified and will be purchased off state master contract.
  + RFP issued to create external portal where employees and employers will complete necessary functions for the PFML program.
  + RFP issued to configure the accounting and customer management system to meet the specific needs of PFML.
  + RFP issued have a vendor develop integration necessary for all parts of the system to effectively communicate and work together.
  + RFP’s are user story based, meaning we place the customer’s needs at the center of our development strategy. The user stories will inform how the system works based on the users specific focus. Director Feek explained that this is a customer centric approach used throughout the PFML program to design not only the IT system, but to build rules, policies, business processes and business rules.
  + In November and December RFP evaluation and contract award will occur.
  + Committee members asked if their participation in the RFP would be helpful and volunteered to participate if it would be helpful.
* Program staffing update was provided.
  + Large focus to bring on the right talent to be successful on the project and fit PFML environment.
  + Program has doubled in size the last month, growing from five employees to 11 (including a Quality Assurance (QA) contractor).
  + Expect that the program will double again in the next month.
* Program business process update was provided.
  + Will be developed in agile way. Agile was explained as a method that puts the customer in the middle by developing program in small pieces that are shared with the customer, to get feedback as they are developed, rather than designing the entire program and then getting feedback when everything is complete.
  + The IT system, rules and policies, business processes and rules will be mapped together, considering each part together for each piece of the PFML system (all parts of the program).
  + The decision will rely on user stories to consider impacts for customers.

**Policy and Rule Making Update: Matt Buelow, Paid Family & Medical Leave Rules and Policy Manager**

* Update of rules and policy making was provided.
  + Introduced new PFML Rules Coordinator, Adrienne Stuart.
  + PFML is planning to build an engagement site similar to what Labor and Industries used for the rule making for the paid sick leave rules.
  + The PFML Law codified this week - <http://app.leg.wa.gov/rcw/default.aspx?Cite=50A>
  + Preparing to file CR 101’s soon. ESD will solicit public input prior to circulating pre CR 102 drafts for input and comment.
  + Committee members emphasized pre 102 drafts are critical, that stakeholders need time in the beginning, there should be reasonable size audience for dialogue to occur, small group interaction is helpful and suggested industry based stakeholder engagement could be helpful.
  + First group of rules will be premium liability, voluntary plans and collective bargaining provisions.
  + The Advisory Committee is not where the public comment will be collected for rule making. There will be meetings established specifically for that purpose. Committee members requested that there be work to establish the framework prior to the next meeting.

**Next Steps: Cami Feek, Paid Family and Medical Leave Director**

* Communications with advisory committee members and stakeholders were discussed.
  + Stakeholders can expect more consistent program updates, on a weekly or bi-weekly basis.
  + It was suggested that PFML add LNI’s stakeholders to the PFML stakeholder list. LNI will be contacted to see if a message be sent to LNI’s list providing a link to sign up for will PFML’s notifications.

**For the Good of the Order, All**

A representative from LeaveLogic congratulated the Department on using practices around agile and innovation around policy. Recommended considering including representation from administration view including third party administrators, disability carriers and PEO’s.