



**Employment
Security
Department**
WASHINGTON STATE

PAID FAMILY & MEDICAL LEAVE ADVISORY COMMITTEE MEETING MINUTES

JANUARY 16, 2018

MEETING DATE	January 16, 2018
TIME	1:00 p.m. to 4:00 p.m.
LOCATION	Employment Security Department 212 Maple Park AVE SE Olympia
ATTENDEES	<i>Department Representative:</i> Cami Feek, Paid Family and Medical Leave Director <i>Employer's Interests Representative:</i> Julia Gorton <i>Employer's Interest Representative:</i> Tammie Hetrick <i>Employee's Interests Representative:</i> Samantha Grad <i>Employee's Interests Representative:</i> Maggie Humphreys <i>Employee's Interests Representative:</i> Joe Kendo <i>Employee's Interests Representative:</i> Marilyn Watkins Guests Nick Streuli, Legislative and Executive Operations Director Adrienne Stuart, Employment Security Department Rules Coordinator
MEMBERS ABSENT	<i>Paid Family and Medical Leave Act Ombuds:</i> TBD <i>Employer's Interests Representative:</i> Bob Battles <i>Employer's Interests Representative:</i> Christine Brewer
SCRIBE	Tracy Moore

WELCOME AND INTRODUCTIONS

Cami Feek, Paid Family and Medical Leave Director

- The meeting started with a roundtable introduction of those present.
- Reviewed previous meeting minutes and approved to be posted.

PROGRAM UPDATE

Cami Feek spoke about the following:

- Technology Procurement
 - a. Investment plan in progress
 - b. Integrated project plan in progress
 - c. Development of user stories completed
- Talent Acquisition
 - a. Hired:
 - i. 6 Business Design Specialists
 - ii. Communications Manager – working on building communications team
 - iii. Treasury Manager
 - b. Currently Recruiting for:



PAID FAMILY & MEDICAL LEAVE PROGRAM DASHBOARD REPORT

REPORTING PERIOD: MM/DD/YY – MM/DD/YY

- i. Many technical positions
 - ii. Training Manager
 - iii. Organizational Change Manager
 - iv. Operations Manager (to be posted)
- o Business Process Development
 - a. Contracts to be signed and goal to have vendors onboard mid-February
 - b. Partnering with WaTech for Usability Lab – No final agreement
 - c. Partnering with State HR to create new classification to fully reflect work
 - d. Permanent location for PFML to remain in 640 Building – after work to determine projected resource levels it was determined the program could stay in the building where the project space is located which saves millions of dollars in one time and ongoing costs, as well as reducing the risk to timelines associated with relocating during the project.

STAKEHOLDER MEETING UPDATE

Policy Team

- **Adrienne Stuart:**
 - o Stakeholder Meetings are finalized and posted on Engagement Website <https://www.peakdemocracy.com/portals/289/pages/408-timeline>
 - o Engagement Website has been launched and comments are being accepted https://www.peakdemocracy.com/portals/289/issue_5799
 - o Rules Update – first draft posted and available for comments/feedback <https://www.peakdemocracy.com/portals/289/pages/405-draft-rules>

RULES TIMELINE

Adrienne Stuart:

- Discussed Overall High-level Timeline with projections and deadlines

SICK LEAVE VS. PFML HANDOUT

- Suggestions made by committee:
 - o Provide clarification on 'caring for others'
 - o Also include user stories

PUBLIC COMMENT

- Comment collected by Matt to answer offline.