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:
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](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](https://www.peakdemocracy.com/portals/289/Issue_5799)  

**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.