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

- Introduction roundtable of those present.
- Discussed previous meeting minutes – approved to be posted

Communications Update: Clare DeLong, Communications Manager Paid Family and Medical Leave

Key things on Public Comment Portal and ESD Website
- Walk thru of ESD Website and Portal
- Outreach update, Media/Ads
- Website: Posted resources, FAQ employers/employees, draft rules
- Voluntary Plan
- Survey – Clare to post survey to website; encouraged to share and take survey
- Small business survey specific to the rules writing process –
Adam Lind explained in more detail what the survey entails – large and small employers – **small business impact economic study**

- Branding effort

Committee suggested: Ads/messaging campaign from ESD helpful for employers/employees to help get concept out and encourage why it’s a good thing;

- Confusion on PFML and sick leave, timeline, message in a positive not a negative way; get people excited for the program

**Policy Update: Matt Buelow and Jason Barrett**

- Discussion of Rules – Rule Making Timeline
- Online portal – able to provide comment if cannot attend in person
- Christine Brewer – Suggests minimum of every phase to hold meeting in East side and West side of state
  - Samantha Grad – Send Rulemaking meetings calendar invites to Advisory Committee meeting
  - Copy of transcripts and link of where they are posted given to advisory committee meeting so they can distribute

**General Program Updates: Cami Feek, Director**

- Technology
  - Successful Vendor – Portal and Integration; Deloitte Staffing – over 40 FTE employees
- Hired Carla Reyes, Operations manager - start date 04/01/2018
- Career Fair/Hiring Fair
  - Seven technical positions hired
- Policy positions
- Communications positions
- Project Management (PMO)

Christine Brewer – Question for Cami Feek - How many FTE totals and talk through timeline for claims staff?

Resource plan to ramp up claims portion, will start hiring in April/May and train

Tour of Paid Family and Medical Leave space in 640 Woodland Square Loop SE