paid family and medical leave Advisory Committee charter

# purpose

The Paid Family and Medical Leave Advisory Committee shall provide comment on department rule making, policies, implementation of the Paid Family and Medical Leave (PFML) Program, including utilization of benefits, and study issues the Committee determines to require its consideration. The Committee will provide a forum for listening to concerns of stakeholders and seeking input on the implementation and operations of the Paid Family and Medical Leave Act.

# Goals

Provide advice that supports delivery and ongoing operation of the most customer-centered paid family and medical leave program in the nation that serves Washington State employers and employees quickly, thoroughly and accurately, while allowing them ease of access to participate and reap the benefits of the program.

This includes specific goals to:

* Continue to identify improvements to the PFML program beyond initial start-up and rule making.
* Foster community and stakeholder engagement during initial program development, and for future improvements.
* Commit to timely, robust, and open communication to the public, and to engaged stakeholder communities.
* Ensure accessibility to the program by beneficiaries.
* Provide support to the PFML program by partnering with the department and the legislature to create reports about program outcomes.

# membership

This committee is made up of ten people. Four members appointed by labor. Four members appointed by business. One Ombuds. One Chair appointed by the Commissioner. The Ombuds and the Chair are non-voting members. At the time of this Charter’s creation, the following members have been appointed by the Commissioner:   
 **Paid Family and Medical Leave Act Ombuds:** TBD  
**Department Representative:** Ms. Cami Feek  
**Employer’s Interests Representative** Mr. Bob Battles  
**Employer’s Interests Representative** Ms. Christine Brewer  
**Employer’s Interests Representative** Ms. Julia Gorton  
**Employer’s Interests Representative** Ms. Tammie Hetrick  
**Employee’s Interests Representative** Mr. Joe Kendo  
**Employee’s Interests Representative** Ms. Samantha Grad  
**Employee’s Interests Representative** Ms. Maggie Humphreys  
**Employee’s Interests Representative** Ms. Marilyn Watkins

# Member Appointment

## TERMS

Members will be appointed by the Commissioner to serve an initial term to establish the program from October 2017- October 2021. Following the initial four year term, members will serve tw0 year terms. At the end of each term, members may either be replaced or re-appointed by the Commissioner. There is no term limit.

## MEMBER REPLACEMENT

Should a member resign from the Committee during their term, the Commissioner will appoint a replacement member.

# Member expectations

## member communications with one another outside of meetings

Members may communicate outside of the Committee meetings. Member communications outside of the Committee are not on *behalf* of the advisory committee and individual members are not authorized by the Committee to make decisions for the Committee.

## Members COMPENSATION

The members shall serve without compensation, but are entitled to reimbursement for travel expenses as provided in RCW 43.03.050 and 43.03.060. The committee may utilize such personnel and facilities of the department as it needs, without charge. All expenses of the committee must be paid by the family and medical leave insurance account.

# COuncil Meetings

## member meetings- cadence

Members agree to meet quarterly unless otherwise needed.

## member meetings- proxy

Members may, after giving notice via email or telephone of at least 24 hours to the Chair, send a proxy member to the meeting. The proxy member will have full authority to act on behalf of the appointed member. If a proxy member attends and participates in the meeting as a member, the appointed member for whom a proxy was sent may not attend the meeting in his or her capacity as an appointed member.

## member meetings- quorum

The members agree that a quorum constitutes a simple majority of the total number of voting members. The Chair and the Ombuds are not voting members.

## decision making structure

The members agree to use the *Robert's Rules of Order Newly Revised* to propose and agree upon decisions before the committee.