State of Oregon
Employment Department

Meeting:	**Advisory Committee**						
Date/time:	**05/06/2020	1:30 – 3:30 pm**						
Location:	**Via online virtual meeting**						
Attendees:	P (Present)		A (Absent)		C (Conference Caller)		F (Facilitator)
P	David Gerstenfeld (Chair)	P	Linda Herrera (Member)	P	Eva Rippeteau (Member)	A	Kay Erickson (Executive Sponsor)
P	Amanda Dalton (Member)	P	Eric Hunter (Member)	P	Paloma Sparks (Member)	A	Jeannine Beatrice (Executive Sponsor)
P	Jenny Dresler (Member)	P	Andrea Paluso (Member)	P	Jessica Giannettino Villatoro (Member)	P	Phoebe Colman (Staff)
P	Greg Byler (Staff)	P	Lois Williams (Staff)	P	Gerhard Taeubel (Staff)	P	Cameron Buzzell (Staff)

Supporting Materials

1. 4.15.2020 PFMLI Advisory Committee Agenda. Meeting Notes – Final 20200420

Agenda

	Topic	Purpose	Time		Presenter
1.	Welcome, agenda review, outcomes Outcomes from today's meeting will be to: 1) Provide an update on Employment's COVID-19 response 2) Revisit discussion about Advisory Committee meetings being open to the public 3) Provide program updates 4) Discuss workgroup activity	Discuss	1:30	1:40	David Gerstenfeld
2.	Employment Department's COVID-19 response Four staff members have returned to PFMLI work after temporarily assisting in UI. There have been lessons learned from the pandemic response; in particular, the crisis has underscored the importance of effective communication channels, flexible systems, and scalability. COVID-19 has slowed PFMLI somewhat, but things should be able to get back on track without too much of an adverse impact.	Discuss	1:40	1:45	David Gerstenfeld
3.	Open meetings follow-up discussion At last meeting, members noted that they would like to have further discussion: There remains a strong desire by several Advisory Committee (AC) members to make AC processes more transparent by opening these meetings to the public. Members of the public - many of whom may not be represented by an AC member - are interested in updates about the program's progress, and it may be	Inform/Discuss	1:45	2:05	Lois Williams

| | burdensome to AC members to expect that they effectively provide that information to all interested parties.

Some reluctance was expressed that having open meetings may result in some comments being misconstrued. There was also concern that opening meetings for public comment may present practical and logistical challenges. Some portions of the public may have limited access to technology even if meetings are open. Currently, meeting notes are posted on the PFMLI website after approval by the AC.

AC members voted and by consensus recommend that the department allow the public to listen but not comment during AC meetings. This recommendation will be forwarded to the Director for her consideration. | | | | |
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| 4. | Program updates:

1) Approval of April 15, 2020 meeting notes
   − Meeting minutes were approved.
2) Other updates
   − All General Fund programs have been asked to identify potential budget cuts for the current biennium. PFMLI has responded to this request and, at this point, does not anticipate cuts slowing progress.
   − Lots of work in progress: The program is preparing to launch workgroups and looking at how PFMLI work will coincide with Employment's Modernization effort.
   − The agency received three responses to the RFI for third-party benefits administration. Those responses are currently under review; additional information will be shared in the near future.
   − A question was asked about the amount of time needed to complete the state's Stage Gate process. It can vary widely, but is sometimes estimated to take one year per stage of the process; however, the agency has been up front with its partners that the statutory timeline is very aggressive. The possibility of combining efforts with UI Modernization may help speed things up as well.
3) Updated Handbook materials (distributed electronically separately)
   a) Advisory Committee travel expense reimbursement process
   − Materials developed by the department's accounting section were sent to AC members earlier in the month. Contact Lois with any questions. | Discuss/ Approve | 2:05 | 2:20 | Lois Williams, David Gerstenfeld |
| 5. | Further discussion of revised workgroup plans

In response to the suggestions of AC members, the agency is proposing to reduce the number of workgroups and restructure planned work. Appeals processes will be included within each workgroup, as applicable, with some cross-pollination and | Discuss | 2:20 | 2:50 | Lois Williams, David Gerstenfeld |

collaboration necessary across groups. Equivalent Plans and Contributions will be separate workgroups. A Tribal Governments workgroup will not be formed, but the agency will reach out to tribes separately. Although an Outreach workgroup will also not be formed, outreach remains a major priority. Nine-12 people per workgroup has been identified as a manageable number for workgroups, and membership is currently being solicited for the remaining three workgroups.

1) Status of Equivalent Plans Workgroup

Applicants for this workgroup represent three perspectives: Employers, Employees, and Other (insurance industry), all of which are valuable and can provide insights as the department develops these aspects of the program. However, more interest for this workgroup has been expressed to date from employer representatives than employee representatives. After discussion, the group reached consensus on expanding the number of individuals for this group to achieve a more balanced membership by including more individuals representing Employees, bringing the proposed workgroup size to 14.

2) Status of Contributions Workgroup

The AC determined that additional employee representatives are also needed on this workgroup. Two additional members representing the employee perspective will be added to this workgroup, bringing the total to 15 prospective members.

3) Solicitation for remaining workgroups

Solicitation of members for additional workgroups will begin this week; applicants can submit their interest through May 25th.

Workgroups may initially need to meet more frequently. In preparation for the workgroups, PFMLI staff is starting to research and develop policy issues and questions to bring to the workgroups to consider for recommendations and administrative rulemaking.

Lois will contact the selected workgroup applicants and will provide an updated workgroup roster to the AC by the week of May 11th. Unsuccessful applicants will be notified and encouraged to apply for one of the remaining workgroups.

6.	Review action items and decisions	Discuss	2:50	3:00	Lois Williams

- AC members will identify and recommend workgroup members for the remaining workgroups.
- AC members commented that today's use of a virtual conference tool was successful and support continuing to meet using this technology solution until such time that in-person meetings may be convened.

Action Items

Action	Assigned	Date Due	Completed

Develop remaining workgroups member solicitation plan	*Lois Williams*	*March 4, 2020*	*Complete*
Draft proposed template workgroup charters	*Lois Williams*	*April 1, 2020*	*In progress*
Provide any further changes, areas of interest, recommendations for workgroup members and what perspectives or expertise are particularly important to include in various workgroups, assistance with helping to communicate workgroup membership solicitation through networks.	*Committee Members*	*March 13, 2020*	*Complete*
Provide any further suggestions on workgroups – their relative scope (should any be combined, etc.), timelines and related matters	*Committee Members*	*March 13, 2020*	*Complete*
Evaluate and respond to members' suggestions to consolidate and reduce the number of workgroups	*Lois Williams*	*April 23, 2020*	*Complete*
Explore virtual meeting tools that include video options	*Lois Williams*	*May 6, 2020*	*Complete*
Respond to the department with questions/concerns/comments about department's revised workgroup plans	*Committee Members*	*EOD April 28, 2020*	*Complete*
Forward to Director AC's recommendation that the department allow the public to listen but not comment during AC meetings.	*Lois Williams*	*May 11, 2020*	
Provide AC with updated workgroup rosters for Equivalent Plans and Contributions Workgroups	*Lois Williams*	*May 15, 2020*	

Recommendations

Advisory Committee members by consensus recommend that the department allow the public to listen but not comment during AC meetings.