| Program Leadership	Program Overview
Executive Sponsor: David Gerstenfeld, Acting Agency Director **Program Sponsor**: Gerhard Taeubel, Acting PFMLI Director **Program Manager**: Phoebe Colman	The PFMLI Implementation Program will deliver the services set forth in ORS chapter 657B, signed into law in 2019. This entirely new statewide program requires the creation of policies and rules, business processes and infrastructure, outreach and education efforts, technology systems, and the program management and governance structures needed to support the implementation. Technology to support PFMLI contributions will be delivered through the agency's Modernization Program.

Program Headlines

- House Bill 3398, which would adjust the implementation dates for the PFMLI program, received a public hearing on May 20. The work session for the bill in the House Rules Committee is scheduled for June 1.
- Contract negotiations have concluded with Brink Communications to provide support services to the PFMLI program. The contract is under review by Department of Administrative Services (DAS) and Department of Justice (DOJ), and is expected to be finalized and signed in June.
- The PFMLI Implementation Program Executive Steering Committee (ESC) launched in May. This group will provide oversight, direction and support for the PFMLI implementation as part of the implementation program's governance framework.

Program Status by Delivery Workstream

	Education and Outreach		Policy, Legislation, and Rules		Operations		Program Management		Technology	
Status:	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current
Key:	On Target		In Mitigation		High Risk		No Data			

Summary: Program status is high risk for all active workstreams, reflecting the aggressive implementation timeline for such a large and complex initiative; proposed adjustments to the statutory timeline are being considered by the Legislature. Pending decisions on the benefits implementation approach are another key risk factor. When decisions are made on these items, the program will be better positioned to move workstream statuses toward in mitigation or on target.

| Highlights				
• First external newsletter went out • Finalized internal outreach plans • Disseminated communications collateral for external audiences about proposed timeline change	• Monitored 2021 legislation, including HB 3398 (PFMLI timeline change) • Prioritized policy decisions needed for Modernization system design • Began identifying and developing legislative concepts for 2022 • Continue onboarding and training new staff • Ongoing planning for administrative rulemaking	• Refined cross-walk of contributions business requirements to prepare for UI Modernization project • Continued planning for accounting, cash management, and related functions • Continued initiation activities for Staffing and Organizational Development project • Refined policy option packages for PFMLI resource needs in the agency budget	• Concluded contract negotiation process with Brink Communications • Launched PFMLI Executive Steering Committee (ESC) • Prepared for launch of Operations and Policy Team • Collaborated with UI Modernization project team to prepare for technology development kickoff	*Technology infrastructure to support PFMLI contributions will be delivered through the UI Modernization project and technology solutions. Analysis is underway to determine if PFMLI benefits technology components should also be delivered through the Modernization Program.*

S:\00 Program Management\Reporting\Monthly Status Reports\2021-05 PFMLI Monthly Status Report.docx
Last revised: 6/16/21 11:48 AM

Page 1 of 5

State of Oregon
Employment Department
Paid Family and Medical
Leave Insurance

	Education and Outreach	Policy, Legislation, and Rules	Operations	Program Management	Technology
Next Steps	• Distribute internal and external newsletters • Initiation of coaching and resistance planning for staff • Finalize and sign contract with Brink Communications	• Establish plans, tracking tools, and training for administrative rulemaking • • Continue monitoring PFMLI-related legislation and HB 3398 during 2021 legislative session • Continue prioritizing policy decisions needed for Modernization system design	• Create tools and process for tracing contributions system requirements to policies still under development • Update contributions business process maps in readiness for UI Modernization project • Identify accounting and cash management deliverables for contributions rollout • Complete hiring plan timeline for staffing and organizational development project	• Launch Operations and Policy Team • Continue collaboration with UI Modernization project team to prepare for technology development kickoff • Develop summary-level planning documentation for publication on PFMLI website	*PFMLI benefits solutions analysis and decision criteria will be reviewed by the PFMLI ESC in June. If the ESC supports delivery of PFMLI Benefits technology through the Modernization Program, the proposal will be further analyzed through the Modernization change control process.*

Risk and Issue Highlights
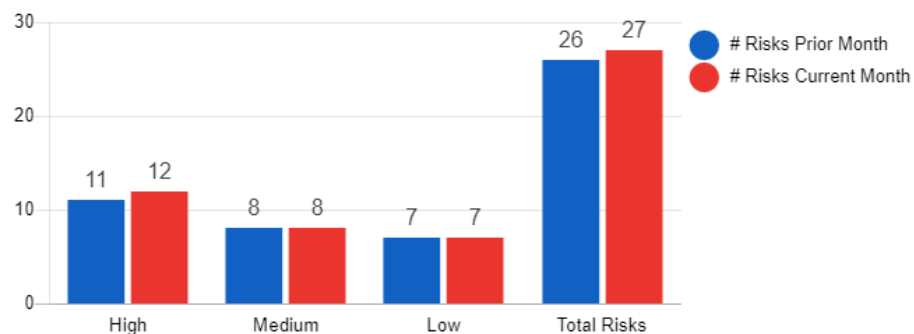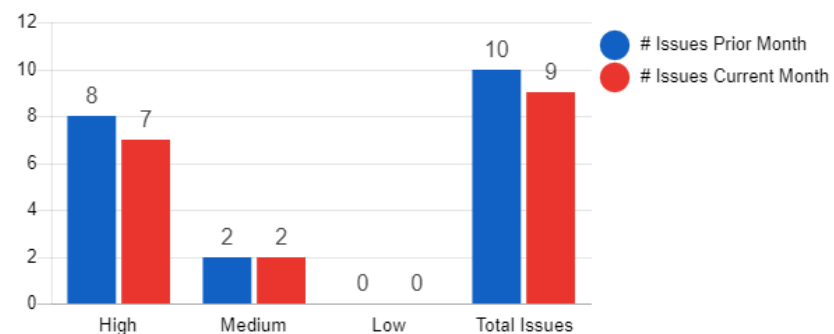
Risks: There are **27 total risks** being monitored at this time: **12 High Priority**, **8 Medium Priority**, and **7 Low Priority**.

- No **Risks** are recommended to close.
- One **Issue** closed **#1002** and will be monitored as a risk **#1087** (related to availability of agency legislative advisory to focus on PFMLI).

Issues: There are **9 total issues** being monitored at this time: **7 High Priority** and **2 Medium Priority.**

- One **Issue** closed **#1002** and will be monitored as a risk **#1087** (related to availability of agency legislative advisory to focus on PFMLI).

Common themes and mitigations for top risks and issues:

- **Complex decision-making processes on key decisions.** Mitigations include: leveraging the agency Executive Team Charter and criteria for escalating decisions to Executive Team; revising and strengthening PFMLI governance model; launching PFMLI Executive Steering Committee and Operations and Policy teams.
- **Aggressive implementation timeline for PFMLI.** Mitigations continue to include: alternatives analysis of PFMLI implementation strategies to understand business and customer impacts; securing Executive Team and Executive Steering Committee decisions on possible PFMLI implementation approaches; analysis and outreach to evaluate a potential change to the implementation timeline, now introduced in the Oregon Legislature as HB 3398.

A detailed risk and issue report is prepared separately and a link distributed to the Risk and Issue Management Team (RIMT).

Schedule Report

Schedule performance is trending green as the PFMLI team focused on tasks and activities to prepare for the Modernization solution vendor onboard. Contributions business requirements crosswalk refinement is advancing and on schedule for UI Modernization vendor collaboration. The policy team has been reviewing Unemployment Insurance business requirements to identify additional policies and administrative rules needed for PFMLI in order to be ready for system design sessions with Modernization. The Policy team continued ongoing tracking of PFMLI-related legislation, including development of and support for our legislative concept to change the PFMLI implementation timeline.

Policy and rules development, ABS Epic, and staffing and organizational development are in preliminary stages of schedule development. ABS Epic project definition and scope are defined and a work breakdown structure is being developed. A hiring plan timeline is in development for the staffing and organizational development project.

The "Milestones by Date" link in the graphic below links to real-time data, so information in the linked report may differ slightly from the graphic shown in this status report.

State of Oregon
Employment Department
Paid Family and Medical
Leave Insurance

Milestone Progress by Workstream

Milestone Progress Summary Report

Percent of total number of milestones for each work stream

Milestones occurring during the current three month window (prior month, current month, next month)

Link to Milestones by Date   06/03/21

Link to Milestones by Date

Budget Report (as of April 2021)

PFMLI was under budget for the month. In April 2021, there were $619,858 of expenditures against a budget of $772,585. The program had spending in Capital Outlays totaling $239,171 for the SQL servers related to the PFMLI portion of the UI Modernization project. Further, the $346,933 of personal services was nearly $60,000 over the March 2021 total. This increase reflects the staffing increase in April including four OPA 2, three OPA 3, one OPA 4, and one ESS 1 positions.

PFMLI is under budget for the biennium, having spent $4.070 million of a $7.963 million budget. 83% of the expenditures are related to personal services. For the biennium, PFMLI is expected to be $3.522 million under budget, largely as a result of the being under budget in services and supplies.

		2019-21 Biennium											
		Current Month					**Biennium-to-Date**				**Projected End-of-Biennium**		
	Legislatively Approved Budget	**Budget** April 2021	**Expenditures** April 2021	**$ Variance (Under) / Over**	**% Variance**	**Biennium to date Approved Budget**	**Actual Expenditures thru April 2021**	**$ Variance (Under) / Over**	**% Variance**	**Remaining Projected Expenditures**	**Total Expenditures (Actual + Projections)**	**Projected $ Variance (Under) / Over**	**Projected % Variance (Under) / Over**
Program													
Personal Services Total	$ 4,380,586	$ 359,727	$ 346,933	$ (12,794)	-4%	$ 4,678,360	$ 3,392,122	$ (1,286,238)	-27%	$ 873,341	$ 4,265,463	$ (115,123)	-3%
Services & Supplies Total	$ 5,128,000	$ 412,858	$ 33,755	$ (379,104)	-92%	$ 3,285,055	$ 442,518	$ (2,842,538)	-87%	$ 327,169	$ 769,687	$ (4,358,313)	-85%
Capital Outlays Total	$ -	$ -	$ 239,171	$ 239,171	0%	$ -	$ 235,585	$ 235,585	0%	$ 715,829	$ 951,414	$ 951,414	N/A
	$ 9,508,586	$ 772,585	$ 619,858	$ (152,727)	-20%	$ 7,963,415	$ 4,070,225	$ (3,893,191)	-49%	$ 1,916,340	$ 5,986,564	$ (3,522,022)	-37%
Budgeted Position Totals	33												
	$ 15,688,586	Original Budget for 2019-21 biennium				Contributions		-					

	Expenditures by Biennium		**Program Life to Date**
Fund Type	**2019-21**	**2021-23**	
General Fund	4,070,225	-	4,070,225
Other Funds Administration	-	-	-
Other Funds Benefits	-	-	-
Total Funds	**4,070,225**	**-**	**4,070,225**

GF Loan Repayment		
2019-21	GF Expenditures	4,070,225
2021-23	GF Expenditures	-
	Total	4,070,225
2021-23	GF Repayment	-

Report Distribution

David Gerstenfeld	Employment Department Executive Team	Tamara Brickman, CFO	Cecily Warren, EIS
Gerhard Taeubel	PFMLI Executive Steering Committee	Sean McSpaden, LFO	Jennifer Lechuga-Berg, EIS
PFMLI Leadership Team	PFMLI Advisory Committee	Michelle Deister, LFO	
PFMLI Implementation Team	PFMLI State Partners Team		

S:\00 Program Management\Reporting\Monthly Status Reports\2021-05 PFMLI Monthly Status Report.docx
Last revised: 6/16/21 11:48 AM

Page 5 of 5