

Meeting:	Advisory Committee							
Date/time:	12/1/2021 1:00 pm (Virtual)							
Location:	Advisory Committee meetings are open to the public with the ability to listen by audio via Zoom. If you have questions about the PFML program, please Email us Join ZoomGov Meeting https://www.zoomgov.com/j/1611695979?pwd=Zis5LzdNUDF5dVBNNs9zY1E0cElqQT09							
Attendees:	P (Present)		A (Absent)		C (Conference Caller)		F (Facilitator)	
F	Karen Humelbaugh (Chair)	P	Linda Herrera (Member)	P	Eva Rippeteau (Member)	P	David Gerstenfeld (Executive Sponsor)	
	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	Kaitlynn Chritton (Staff)	
P	Jason Bouley (Staff)	P	Shannon Ball (Staff)	P	Mackenzie Hanley (Staff)	P	Dean Johnson (Staff)	
A	Rebeka Gipson-King (Staff)	P	Kelley Ofoni (Staff)	P	Cameron Buzzell (Staff)			

Supporting Materials

1. October 2021 Project Status Report*

*email already sent by Kaitlynn Chritton but attached here for easy reference should you have any questions.

Agenda

	Topic	Purpose	Time		Presenter
1.	Welcome, agenda review, outcomes Outcomes for today's meeting: <ul style="list-style-type: none"> • Provide department updates • Provide program updates, including transition planning • Rulemaking status • Benefits administrative rules • Communications update 	Discuss	1:00	1:10	Karen Humelbaugh
No comments or edits from Advisory Committee members, notes approved.					
2.	October 2021 Project Status Report	Questions?	1:10	1:15	Kaitlynn Chritton
Kaitlynn Chritton reviewed the provided October PFML Status Report.					
3.	Program updates	Inform	1:15	1:40	David Gerstenfeld; Karen Humelbaugh

- Transition Planning

David Gerstenfeld shared agency-wide updates. OED gave a couple presentations during the legislative days which included an update on the interagency compliance network and information on HB 3389, which is providing tax relief to Oregon employers on their unemployment insurance (UI) tax rate starting next year. About 10 states are borrowing money to pay regular benefits, most are seeing an increase in tax rates and some are facing possible loss for their employers federal tax credits. Oregon’s trust fund is in good shape and the state is looking at going to an overall lower set of tax rates.

Additionally, the agency is:

- Piloting partnerships with LinkedIn and Google to help provide new skills and certifications
- Watching closely the looming expiration of the federal continuing resolution.
- Has exceeded their target of answering 90% of the calls that come in for UI within 5 minutes and hope to see continued improvement.

Karen Madden Humelbaugh provided division-wide updates. David Gerstenfeld’s initial goals for Karen as the new PFMLI Director included emphasizing DEI as a priority in all work, to hire a vendor to work with both leadership and the division on DEI and lastly, to fill the leadership vacancies. In the month she has been here, Karen has worked towards these goals in the following ways:

- Established new communications tools.
- Reviewed the results of the climate survey that staff took during the summer and began discussing what actions the team can take.
- Met with staff individually for one-on-one introductions.
- Held sessions with staff on change management.
- Began talking about utilization of agency’s equity framework and finalizing division framework.
- Surveyed the team on what DEI-related topics they’d like to learn more about first. Top two choices were tribal sovereignty and institutional racism.
- Interviewed Deputy Director candidates and hopes to offer the position by end of next week
- Just closed recruitment for three other managers, interviews to begin soon.
- Other critical job openings coming in next couple weeks; Karen asks the committee members to distribute postings widely to help recruit a diverse candidate pool.
- In final phases of the DEI vendor selection who will come on board to support incoming leadership for the division and provide a deeper understanding of DEI topics including institutional racism and women in leadership.

Andrea Paluso asked if there are there concrete steps within the DEI consultant contract that the agency is taking internally to better train staff and facilitate more conversations around DEI. Karen shared that the first step is individual training with leadership. The PFMLI team will send the committee members the contract deliverables.

4.	<p>Rulemaking update:</p> <ul style="list-style-type: none"> • Status of Batch 1 rules • Status of Batch 2 rules • Status of Batch 3 rules 	Inform	1:40	1:50	Kelley Ofoni
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Kelley Ofoni provided a brief overview of the status of batches 1, 2 and 3 rules.

Batch 1 – Rules involving contributions, self-employed elective coverage, employer size, assistance grants and outreach. Rules were published to the Oregon Bulletin on November 1. The first public hearing took place yesterday, November 30, and the second public hearing is scheduled for December 9.

Batch 2 – Rules primarily consist of equivalent plans. The first Rules Advisory Committee (RAC) meeting is scheduled for tomorrow, December 2 and the second RAC is scheduled for December 7. The team intends to publish this batch in the Oregon Bulletin on February 1.

Kelley Ofoni requests for committee feedback on communication efforts regarding the RAC meetings and public hearings. The team has seen a larger turn out for the RAC meetings than the public hearing and wants to be sure the purpose of each of those meetings is clear to stakeholders.

Batch 3 – Rules are focused on benefits. The RAC meetings are scheduled for March 10 and March 17. The team aims to publish in Oregon Bulletin on May 1 and public hearings will take place that month.

5.	Benefits policies and rules	Discuss	1:50	2:30	Kelley Ofoni; Cameron Buzzell
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Cameron Buzzell and Kelley Ofoni shared a presentation on the qualifying purposes and verification for the benefits provided with PFMLI including medical leave, family leave, safe leave and limitations related to pregnancy. The presentation that outlines these policies is attached.

Andrea Paluso urges the PFMLI team to consider if accepting doctors’ notes in lieu of a different form could be feasible. She suggests finding a way to accept documentation that is more streamlined and easier for healthcare providers to submit. The PFMLI team will continue looking in to these options.

In relation to Family Leave - Bonding verification, Andrea Paluso shares that Washington state is in process of changing/extending their pre-application timeline and asked if the team is aware of how long they are now allowing for pre-applications.

Eva Rippeteau asked if family leave - bonding includes people who may not be assigned as a legal guardian but are family members who are heavily involved in a child/family members’ life. Cameron Buzzell shared that the Family leave - care is defined broadly and inclusively while family leave - bonding is more restrictive. The team will continue to look in to this.

6.	Communications update	Discuss	2:30	2:50	Rebeka Gipson-King
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Sergey Kukharik, PFMLI Project Manager shared the status of the Brink Communications contract. The contract is on schedule and just completed the business research phase. They conducted a business survey and received a good representative sample of businesses across Oregon, with about twice as many responses than anticipated. 3 of 5 business owners answered they were unaware of PFMLI. The top perceived positive impact was employee morale and most negative was the time spent on paperwork and increased cost of doing business. Brink will use the results for their communications plan.

Brink intends to request feedback from key stakeholders, including the PFMLI Advisory Committee. They will reach out to committee members to present documents including their communications plan and key messages to seek input.

7.	Review action items and decisions	Discuss	2:50	3:00	Karen Humelbaugh
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Karen Humelbaugh shared that during leadership transition the team lost context on the first action item, “Follow up on job protections and small businesses” and asked for any information that the committee could provide so the team can complete the task. Jenny Dressler provided her recollection of the conversation which was about using quarterly employee counts for the basis of counting employees for farm and seasonal businesses.

Action Items

Action	Assigned	Date Due	Completed
<i>Follow up on job protections and small businesses</i>	<i>Ashley Carson Cottingham</i>	<i>10/1/2021</i>	
<i>Send Doodle poll for future RAC meeting times to members</i>	<i>Mackenzie Hanley</i>		<i>Complete</i>
<i>Update rulemaking chart and send to members</i>	<i>Lois Williams</i>		<i>Complete</i>
<i>Send equity framework documents to members once finalized</i>	<i>Karen Madden Humelbaugh</i>		
<i>Send members DEI consultant contract deliverables</i>	<i>Karen Madden Humelbaugh</i>		

Recommendations