

Meeting:		<b>Advisory Committee</b>					
Date/time:		<b>04/15/2020   1:30 – 3:30 pm (04/01/2020 meeting postponed due to COVID-19)</b>					
Location:		<b>Conference Call Only – 888-636-3807, participant code 952898</b>					
Attendees:		P (Present)	A (Absent)	C (Conference Caller)	F (Facilitator)		
C	David Gerstenfeld (Chair)	C	Linda Herrera (Member)	C	Eva Rippeteau (Member)	C	Kay Erickson (Executive Sponsor)
C	Amanda Dalton (Member)	C	Eric Hunter (Member)	C	Paloma Sparks (Member)	C	Jeannine Beatrice (Executive Sponsor)
C	Jenny Dresler (Member)	C	Andrea Paluso (Member)	C	Jessica Giannettino Villatoro (Member)	C	Phoebe Colman (Staff)
C	Jeff Hayes (Guest)	C	Lois Williams (Staff)	C	Gerhard Taeubel (Staff)	A	Ayesha Khalid (Staff)
						C	Breanna McGehee (Staff)

## Supporting Materials

1. Background and Introduction for 2.17.2020 Actuarial Report (reattaching - previously provided for 3-4-2020 meeting)
2. Estimating Benefit Costs for Oregon Paid Family and Medical Leave 17Feb2020 (reattaching – previously provided for 3-4-2020 meeting)
3. Revised Proposed PFMLI Workgroup timeline – DRAFT 20200311
4. Revised Proposed PFMLI Workgroups CHART – DRAFT 20200311
5. 3-4-2020 PFMLI Advisory Committee Meeting Notes FINAL 20200311
6. PFMLI Advisory Committee Handbook (distributed electronically separately)

## Agenda

	Topic	Purpose	Time		Presenter
1.	Welcome, agenda review, outcomes  Outcomes from today’s meeting will be to: 1) Discuss actuarial report with Jeff Hayes 2) Provide updates on workgroups 3) High-level update of Employment’s response to COVID-19 4) Confirm no further input on open meetings 5) Explain updated handbook materials (sent electronically separately)	Discuss	1:30	1:40	David Gerstenfeld
2.	Actuarial report – opportunity for discussion with:  Jeff Hayes, PhD, Program Director, Job Quality & Income Security, Institute for Women’s Policy Research Washington DC  - Jeff Hayes opened up a Q&A forum.	Discuss	1:40	2:15	David Gerstenfeld, Jeff Hayes

<ul style="list-style-type: none"> <li>- Members asked for a walk-through of big unknowns, big assumptions, and how close Oregon is to the 1% contributions cap.</li> <li>- Jeff explained that his goal was to re-estimate the model based on the final legislative bill, and go into more detail on some features that hadn't been considered during legislative work groups (e.g. small business opt in and use of grants). When re-estimating the model, Jeff added five percent for administrative costs; this was based on findings from California and Rhode Island – combined costs for TDI and Family Leave in those states.</li> <li>- Jeff attempted to look at which businesses would be opting out of contributions. He explained that at 1 percent, the fund should be solvent for the first five years even under 'worst case' cost and revenue scenarios.</li> <li>- Other factors: Jeff attempted to tailor these models as much as possible to Oregon's law and circumstances. Safe leave is an innovation. Jeff tried to account for legal and practical needs for safe leave, but found it difficult to find data on this topic. Additionally, Covid-19 could change how projections actually materialize. Jeff Indicated it would be beneficial to review analysis after the next couple of revenue forecasts.</li> </ul>				
<p>3. Workgroup Update</p> <p>Lois shared:</p> <ul style="list-style-type: none"> <li>- A revised timeline with the group that incorporated feedback from the last meeting;</li> <li>- A copy of Andrea's email with some suggestions for how the department might consider making changes to the workgroups; and</li> <li>- The department's initial tentative listing of workgroup members for the first two workgroups.</li> </ul> <p>1) Revised workgroup timeline (reflecting input from last month):</p> <ol style="list-style-type: none"> <li>a) Includes starting the Small Employers workgroup sooner;</li> <li>b) Changed self-employed "workers" to "independent contractors"; and</li> <li>c) Built in another meeting after the initial listening sessions to incorporate public input.</li> </ol> <ul style="list-style-type: none"> <li>- Lois explained that the timeline is merely a starting point. The department envisions holding consolidated listening sessions on multiple topics, depending upon which topics are ready for public input. Some of the groups will move through their material quicker than others. The department will need to explore options for virtual meetings or other ways to solicit public input that don't involve pulling together large groups of people in confined spaces.</li> </ul>	Inform/Discuss	2:15	2:30	Lois Williams

2) Revised workgroup chart (reflecting input from last month)

This document reflects the timing and wording changes mentioned above for the workgroup timeline. These descriptions were used as the basis for workgroup descriptions now shown on the PFMLI webpage.

- 3) PFMLI Website Updates – includes workgroup descriptions and anticipated timeframes.
- 4) Workgroup solicitation and response update

Lois explained the department’s process for soliciting workgroup members:

- Posted workgroup descriptions on PFMLI webpage
- Sent listserv to everyone signed up to receive it (including link to apply)
- Sent targeted emails (via Communications) to associations, stakeholder organizations
- Lois sent emails to all applicants that had previously applied to be on the advisory committee
- Lois sent individual emails to all who were referred by advisory committee members and others. Those that responded are included on the lists. Those that did not respond were not included on the lists.

Lois explained that the tentative lists were compiled with the following considerations:

- The applicant’s choice of workgroup, where possible;
- Whether the individual had been referred directly by an Advisory Committee member or other stakeholder;
- Amount of description of interest level, beyond submission of contact information;
- Whether multiple applicants represent the same organization (if so, would suggest different workgroups or only one from the organization);
- Two Advisory Committee members indicated they wanted to be on these workgroups;
- Note: for Contributions, anticipate a representative from Department of Revenue will be a part of the workgroup – that person has not yet been identified.

**Discussion:**

A suggestion was made to consolidate and reduce the number of total workgroups, including consolidating Equivalent Plans with Contributions. The full suggestion was emailed to Lois. The department will evaluate and send a response proposal to AC members by April 23, 2020.

Size of workgroups: If they are too large, they won’t be productive. Suggestion of 9-12 members maximum. To ensure balance of employers and employees and broader perspective,

	limit the number of Advisory Committee members on each workgroup to leave room for other voices.				
4.	<p>Employment Department's COVID-19 response</p> <p>OED is very busy dealing with the COVID-19 situation. Six PFMLI staff (including David) have been helping the UI program meet their overwhelming need. OED has been processing claims incredibly quickly, but demand is high. The agency has pulled employees from other parts of the agency to assist. This has had an impact on the agency's ability to move forward with PFMLI, and it isn't yet known how long and how severe that impact will be.</p>	Inform	2:30	2:40	David Gerstenfeld
5.	<p>Open meetings follow-up discussion</p> <ul style="list-style-type: none"> <li>- Discussion around prior conversations relating to whether Advisory Committee meetings should be open to the public or not. Does the committee want to make a recommendation to the agency?</li> <li>- AC members noted that they would still like to have discussion around this topic.</li> <li>- David suggested scheduling 20 minutes during the next AC meeting for this discussion.</li> </ul>	Discuss	2:40	2:50	David Gerstenfeld
6.	<p>Program updates:</p> <ol style="list-style-type: none"> <li>1) Approval of March 4, 2020 meeting notes <ol style="list-style-type: none"> <li>a) Approved</li> </ol> </li> <li>2) RFI for Third-Party Administration of Benefits <ol style="list-style-type: none"> <li>b) The RFI closed. The department has done some analysis and is working on evaluating responses. Will be making a recommendation that will be shared with the Advisory Committee.</li> </ol> </li> <li>3) Updated Handbook materials (distributed electronically separately) <ol style="list-style-type: none"> <li>c) Lois sent out a complete copy of the Handbook materials. A few items had been revised. The roster will be kept up to date, and as the workgroups are formed, the rosters will be updated. Included was a brief explanation of other statutory references mentioned in ORS chapter 657B relating to PFMLI. The agency plans to provide similar handbooks to the workgroup participants once they are formed.</li> </ol> </li> </ol>	Discuss/ Approve	2:50	3:00	Lois Williams, David Gerstenfeld
7.	Review action items and decisions	Discuss	2:50	3:00	David Gerstenfeld

## Action Items

Action	Assigned	Date Due	Completed
<i>Develop workgroup member solicitation plan</i>	<i>Lois Williams</i>	<i>March 4, 2020</i>	<i>In progress</i>
<i>Draft proposed template workgroup charter</i>	<i>Lois Williams</i>	<i>April 1, 2020</i>	<i>In progress</i>

<i>Re-send the FAQ and One-pager when finalized</i>	<i>David Gerstenfeld</i>	<i>March 9, 2020</i>	<i>Complete</i>
<i>Provide handbooks in electronic format</i>	<i>Lois Williams</i>	<i>April 1, 2020</i>	<i>Complete</i>
<i>Invite Jeff Hayes to next meeting to discuss report</i>	<i>David Gerstenfeld</i>	<i>April 1, 2020</i>	<i>Complete</i>
<i>Send recap of meeting discussion to members and ask for their further thoughts within the next week. Include clarification on rulemaking timeline.</i>	<i>David Gerstenfeld</i>	<i>March 9, 2020</i>	<i>Complete</i>
<i>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.</i>	<i>Committee Members</i>	<i>March 13, 2020</i>	<i>In progress</i>
<i>Provide any further suggestions on workgroups – their relative scope (should any be combined, etc.), timelines and related matters</i>	<i>Committee Members</i>	<i>March 13, 2020</i>	<i>In progress</i>
<i>Evaluate and respond to members' suggestions to consolidate and reduce the number of workgroups</i>	<i>Lois Williams</i>	<i>April 23, 2020</i>	
<i>Explore virtual meeting tools that include video options</i>	<i>Lois Williams</i>	<i>May 6, 2020</i>	
<i>Respond to the Department with questions/concerns/comments about department's revised workgroup plans</i>	<i>Committee Members</i>	<i>EOD April 28, 2020</i>	

## Recommendations