

Location	Employment Security Department 212 Maple Park AVE SE, Olympia WA.
Time	1:30 p.m. – 3:00 p.m.
Attendees	Department Representative: Carla Reyes, Paid Family and Medical Leave Director Employer’s Interests Representative: Bob Battles Employee’s Interests Representative: Joe Kendo Employee’s Interests Representative: Maggie Humphreys Employee’s Interests Representative: Marilyn Watkins Employer’s Interests Representative: Christine Brewer (Phone) Employer’s Interests Representative: Tammie Hetrick (Phone) Employer’s Interests Representative: Julia Gorton (phone) Employee’s Interests Representative: Samantha Grad Paid Family and Medical Leave Act Ombuds: Edsonya Charles
Guests	PFML Communications Manager: Clare DeLong PFML Product Owner: Matt Buelow PFML Business Design Specialist, Emily Regan PFML Assistant Ombuds: Wendy Galloway PFML Assistant to the Director: Tracy Moore
Members Absent	None
Scribe	Linda Kleingartner

Welcome and Introductions: Carla Reyes

- Introductions at the table.
- March Meeting Minutes reviewed and approved as submitted.

Paid Family and Medical Leave Budget – Xia Zhan

Xia Zhan provided an update the on the Paid Family and Medical Leave budget (refer to presentation documents). Carla clarified the loan payback amount, interest and the anticipated premium payments will cover this, in addition to providing a residual amount for program operations. Also clarified the reference to the FY quarters versus calendar quarters, and providing a table below to crosswalk:

	Jan.-March	April- June	July – Sept.	Oct. – Dec.	Jan. - March
Calendar Year	2019- 1 st Qtr	2019- 2 nd Qtr	2019- 3 rd Qtr	2019- 4 th Qtr	2020- 1 st Qtr
Fiscal Year (FY)	FY2019- 3 rd Qtr	FY2019- 4 th Qtr	FY2020- 1 st Qtr	FY2020- 2 nd Qtr	FY2020- 3 rd Qtr

Group discussed the projected premium collections, clarifying these numbers were developed early in the bill analysis and the program will continue to use them until we have actual data to update. Carla offered to bring in the ESD Division that created the early projections if interested. Xia also shared the detailed (operating budget) provides the specifics around program expenditures for each program (e.g. policy, communications, etc).

Paid Family and Medical Leave System Demonstration – Matt Buelow

Matt provided a live demo of the Paid Family and Medical Leave externally facing system, specifically how to register as an employer, file a wage report and make a premium payment. Below is a summary of the Question & Answer (*in italics*):

- Is there a template to upload the file? *Yes, available on the paidleave.wa website and the site provides the ability to test the file in advance as well*
- In July, for those employers just entering the system and filing for two quarters, will they have to file twice? *Yes, these are two different reports for two different periods and there is a drop-down box to select the quarter they are filing for.*
- When the employer files their wage report will the system immediately notify the amount due? *No always, the system has messaging to expect a delay between the wage filing and the premium amount due (3-5 days is worst case). The number of users on the system and the size of the wage file could impact the turnaround time. Beta 1 and Beta 2 offers us the opportunity to see actual wait times.*
 - Suggestion: create express lanes for smaller filers
- Will the system account for Employers who pay the employee's portion? *Not until Beta 2.*
- Can we auto-populate the amount due on the PayPoint site (OR) provide notes on the Paid Family and Medical Leave System to indicate the Employer / Employer Agent should write that number down? *We will include instructions to the employers / employer agents. PayPoint is an external system and we have limitations on what we can and cannot do.*
- What happens if a filer's computer accidentally shuts down while in the system? *The Paid Family and Medical Leave System saves the work along the way.*
- How soon will the payment be shown as received for the status? *Payment batches are done every night, and so the balance due will not be updated until the following day.*
 - Suggestion: update the text on the page from "3-5 days" to state the balance due will be updated the following day after the payment batch posts.
- If they are self-employed will this be the same way? *Yes. After the self-employed employer opts in, for the next three years they will need to report quarterly.*
- How will the system clarify if a self-employed employer pays for their themselves versus their employee? *This feature is not built yet. Future updates to the system will address, and we can bring this back to Advisory Committee in a future demo.*
- As an employee working for different employers, will I be able to look at all of my employers in the system? *That is the intention of how the system can work with Benefits. It has not been built yet.*

Bob Battles acknowledged there is a lot more work to be completed. Carla Reyes agreed, the focus is working to complete the build for wage filing and premium payments, and Benefits is also a large undertaking.

Julia Gordon commented in her discussion with her members who deal with state systems / agencies in the nation, that Washington State's website is the best and easiest to navigate. Also commented the Rule making team is great to work with. Thank you!

Christine Brewer asked if we are still looking for participants for Beta 1 and Beta 2. Carla confirmed we are, and any interested employer names and contacts should be forwarded directly to Carla Reyes ASAP.

Open Comment

One Advisory Committee member asked whether the May meeting still needs to occur on Friday (scheduled for 5/17) since it appears Legislative Session will come to a close in April. Carla cautioned these dates were reviewed and approved for the entire year and we would need to confirm the entire Committee's desire to change the date before we do.

ACTION Tracy- Find out whether Friday 5/17 Advisory Committee meeting needs to be rescheduled.

No comments were posed by the Public.

Meeting Close