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Location	Department of Commerce – Town Square, Building 5 Floor 3, Large Room 307, Employee of Quarter
Purpose	Introduction to Paid Family and Medical Leave Program
Attendees	• Shelley Ackroyd • Linda Alongi • Jeff Baughman • Ryan Colon • Aaron Everett • • Lynn Fetch • Rose Gundersen • Scott Hitchcock • Kim Johnson • Edmon Lee • • Matt LePalm • Rachael Lindstedt • Servando Patlan • Grant Pfeifer • • Laura Raymond • Patrick Reed • Janet Shimabukuro • Nancy Skewis • • Peter Vernie • Teva Weissman •

Agenda Highlights

- **Welcome and Agenda Overview**
- **Upcoming Agency Events**
- **Introduction to Paid Family and Medical Leave Program**
- **Subgroup Report Out:** Liaison/Regulatory, Relationship, and Outreach

Welcome and Agenda overview

Scott Hitchcock, Office for Regulatory Innovation and Assistance

- Reviewed Agenda, introductions and upcoming events.
- **Aaron Everett, ORIA** – Thank you for all your hard work
 - Meeting with each of the SBLT member agency directors to work on the Executive Order and:
 - Reinforce the importance of the SBLT
 - Gauge the level of interest for investing in the small business committee
 - Update and reengage in the priorities of the small business community; determine their needs by:
 - Coordinating roundtable discussions with stakeholders and appropriate agencies – September – want more feedback from business owners so aiming for 10 business owners and 3-4 agency contacts

- Organizing small forums with business committees (internal and external) – November / December
 - ✓ **SBLT Recommendation:** When setting up roundtable discussions, should consider the timing as specific businesses will have a higher likelihood of being available; i.e. October is Manufacturing Month; November is Rural Small Business month (ResultsWA) and Fall focuses on Agricultural businesses

Upcoming Events

- [Washington Small Business Fair](#)¹ on September 29 at the Renton Technical College
- [Employment Security Department - SharedWork Program](#)²
 - *Layoff Aversion Strategies and Employee Retention Training* on August 15 at the Chambers Bay Environmental Services Building in University Place
 - *Business Friendly Programs & Layoff Aversion Strategies* on September 13 in Port Angeles
- [Washington Workforce Conference](#)³ on November 6 & 7 at Doubletree by Hilton in Sea Tac

Introduction to Paid Family and Medical Leave Program

Clair Delong, Matt LaPalm and Silvia Lugo with the Employment Security Department

- **Matt LaPalm** passed out flyers with information on the Paid Family and Medical Leave program
 - [What is PAID FAMILY & MEDICAL LEAVE](#)⁴
 - [Washington's Paid Family and Medical Leave Program](#)⁵
 - Premiums will start being held in 2019 and employees can begin using the benefits in 2020
 - Organized like an insurance program (i.e. employees and employers pay) and covers:
 - Employee
 - Family members (spouse, parents, siblings, grandparents, etc.)
 - Children (birth, foster, adoption)
 - Certain military events

- Employers with less than 50 employees are exempt from paying the premiums, but still required to collect and remit premiums and grants to assist with paying premiums are available to employers with less than 150 employees
- Employers can opt out of program; however, they must provide plans that meet or exceed the state benefits
- 8 hour minimum for family medical leave and no additional proof required once claims process completed
- **Request:** Any help or advice the Small Business Liaison Team members can provide in terms of outreach would be much appreciated.
- **Recommendation:** Add the information into the Small Business Guide and AGR Small Farm & Direct Marketing Handbook
- Call Center will be available on August 15 and you can also feel free to refer customers to Matt LaPalm with any questions and for more information, visit:
<https://esd.wa.gov/paid-family-medical-leave/employers>

Subgroup Report Out

Scott Hitchcock with the Office for Regulatory Innovation and Assistance

Each subgroup met twice and worked on the purpose

Liaison/Regulatory

- Agencies are working on leaning their processes, but not always focused on what the businesses actually need to comply or how to resolve the conflicts
- **Rose Gundersen, LNI:** See [presentation](#)⁶
 - Contractor Roadmap is now available; developed by Commerce team that developed the Manufacturing and Restaurant maps
 - Currently Commerce team is working on expanding the Manufacturing roadmap to make it broader and applicable to more than one city or county
 - **Recommendations:** Best practices may help with some of the funding to redevelop Small Business Roadmap
- **Grant Pfeifer, ECY:** Spoke about the “One Ecology” program
 - Goal to minimize conflicts or silos within the organization by shifting the culture and work practices from competition to cooperation by:
 - Emphasizing ECY is ONE Department – current state shows some programs creating own logos

- Training managers to work outside their program's work plan (think outside the box)
- Inspire staff to learn something new and be creative and innovative on implementing the rules / programs; some challenges include:
 - Wastewater treatment, which makes water clean enough for reuse, is conflicting with other programs which do not allow the use of treated water
 - Environmental contaminants (pcp) standards for one program is 10k times more strict than another
- Broaden the understanding of what ECY does by instituting "field trips" to different programs to diversify and understand each other's roles better

Relationships

- Creating brand identity for SBLT or better way to describe our team
- Creating advisory team
- Creating a contact repository
- Creating a combined distributed newsletter

Outreach

- On a regular basis connect with businesses and help them understand what SBLT offers
- Short Term: Small forums to get the voice of the customers
- Long Term: Agency communication team together to collaborate and have events

Referenced Hyperlinks

- ¹ **Washington Small Business Fair** <http://www.bizfair.org/>
- ² **Employment Security Department, SharedWork Program**
<https://esd.wa.gov/SharedWork/events>
- ³ **Washington Workforce Conference**
<https://www.conferenceabstracts.com/cfp2/login.asp?EventKey=RAKKWYNV>
- ⁴ **What is PAID FAMILY & MEDICAL LEAVE**
https://www.ezview.wa.gov/Portals/1729/Documents/Presentations/PFML_Employer_Overview.pdf
- ⁵ **Washington's Paid Family and Medical Leave Program**
<https://www.ezview.wa.gov/Portals/1729/Documents/Presentations/PFML-Infographic-071018.pdf>
- ⁶ **presentation**
https://www.ezview.wa.gov/Portals/1729/Documents/Presentations/Regulatory_workgroup_presentation- Rose Gunderson.pdf