



# Unemployment Insurance Advisory Committee

## Meeting details

**Date:** Wednesday, August 19, 2020

**Time:** 10:00 a.m. to 12:00 p.m.

**Location:** Zoom

### Committee members present

- Robert Battles
- Julia Gorton
- Tammie Hetrick
- Sybill Hyppolite
- Kevin Perkey
- Cindy Richardson
- Josh Swanson
- Jerry VanderWood
- Brenda Wiest

### Committee members absent

- None

### ESD staff

- Joy Adams
- Sara Crosby
- Nick Demerice
- Wendy Goldmark
- Matt LaPalm
- Scott Michael
- Larry Sheahan
- Dan Zeitlin

## Summary

### Meeting Recorded

This meeting was recorded and is available at <https://esd.wa.gov/newsroom/UIAC/recordings>.

### Welcome and Opening Remarks

Employment Security Department (ESD) Policy Director, Dan Zeitlin, welcomed everyone and asked Wendy Goldmark to take roll. All committee members were present.

## **Agenda**

Dan Zeitlin reviewed the meeting agenda and asked if anyone had any questions. (See Addendum I.)

## **Meeting Minutes**

Dan Zeitlin requested that everyone review the meeting minutes for August 3, 2020 and provide their feedback. Kevin Perkey made a motion to approve the minutes for August 3, 2020. Josh Swanson seconded the motion. Dan asked for all members that approve say, “Aye”. All members responded, “Aye”. Dan asked for all members that disapprove to say, “Nay”. No one responded. The Committee Charter was approved. Meeting minutes were approved.

## **Committee Charter**

Dan Zeitlin requested that everyone review the Committee Charter. There was discussion regarding a longer term for members and the following wordage was agreed to:

- Members are appointed by the Commissioner to serve an initial term through the end of calendar year 2020. Following the initial term, the Commissioner will work with current members to determine future terms for the committee.

There was discussion regarding consensus decision-making. The following wordage was agreed to:

- The members agree to use the *Robert's Rules of Order Newly Revised*. Advisory recommendations to policy makers of the committee shall be made on a consensus basis (consensus allows the majority of members to vote in favor of a recommendation while others abstain).

Kevin Perkey made a motion to approve the Committee Charter with amended wordage. Josh Swanson seconded the motion. Dan asked for all members that approve say, “Aye”. All members responded, “Aye”. Dan asked for all members that disapprove to say, “Nay”. No one responded. The Committee Charter was approved. (See Addendum II.)

## **CARES Act Update**

Dan Zeitlin provided an update on the CARES Act and the Lost Wages Assistance Program.

## **UI Tax 101**

Scott Michael, Manager of Legal Appeals and Rules Coordination at the Employment Security Department gave a UI Tax 101 presentation which highlighted the following areas:

- Quarterly Reporting Requirements
- Taxable Wage Base
- Tax Rates and Benefit Charging
- Reimbursable Employers

The full UI Tax 101 slide presentation can be found [here](#).

## **Action Items**

- **Average weekly wage rate calculation:** it was requested that on the Committee further explore average weekly wage rate calculation so the committee can have a deeper understanding of how it works.

**Trust Fund Solvency:** A number of members expressed the importance of discussing UI trust fund solvency and supplementing the trust fund with monies authorized in the CARES Act. Dan Zeitlin noted the request for ESD consideration as it develops the agenda for the next meeting.

**Agenda Items for Next Meeting**

- TBD

**Public Comments**

Suzanne Schmidt, ABC IPC

Carol Logue

**Adjourned**

Dan Zeitlin thanked everyone for their continued active participation and for their commitment to this work, then ended the meeting at 12:00 p.m.

**Next meeting**

The next Unemployment Insurance Advisory Committee meeting is on Wednesday, September 2, 2020 from 10 am to 12 pm via Zoom.

Addendum I

Agenda

Unemployment Insurance Advisory Committee (UIAC)

Wednesday, August 19, 2020 | 10:00 am - 12:00 pm | Via Zoom

Agenda Items

Time	Topic
10:00 am	Welcome from Dan Zeitlin, Director of Policy, Data, Performance & Integrity, Employment Security Department (ESD) <ul style="list-style-type: none"> <li>• Agenda Review</li> </ul>
10:05 am	Approval of August 3 Meeting Minutes
10:10 am	Approval of UIAC Charter <ul style="list-style-type: none"> <li>• Areas for considered changes:               <ul style="list-style-type: none"> <li>○ Longer term for members</li> <li>○ Consensus decision-making</li> </ul> </li> </ul>
10:20 am	CARES Act Update-Dan Zeitlin/Joy Adams (ESD) <ul style="list-style-type: none"> <li>• Lost Wages Assistance Program</li> </ul>
10:30 am	UI Tax 101 – Scott Michael, Manager of Legal Appeals and Rules Coordination, Employment Security Department (ESD) <ul style="list-style-type: none"> <li>• Quarterly Reporting Requirements</li> <li>• Taxable Wage Base</li> <li>• Tax Rates and Benefit Charging</li> <li>• Reimbursable Employers</li> </ul>
11:45 am	Administration <ul style="list-style-type: none"> <li>• OPMA Training Date/Time</li> </ul>
11:50 pm	Public Comments
12:00 pm	Adjourn

For more information, please visit the UIAC website at <https://esd.wa.gov/newsroom/UIAC>

**RECORDING DISCLAIMER:**

This meeting may be recorded. Please be advised that if the meeting is recorded, your image and voice will be captured and recorded during the videoconference. Your participation in this videoconference equals consent to be recorded as required by law.

## Addendum II

# UNEMPLOYMENT INSURANCE ADVISORY COMMITTEE CHARTER

## PURPOSE

The Unemployment Insurance Advisory Committee (UIAC) shall provide comment on Unemployment Insurance (UI) policy and operations, as well as other issues the Committee determines require its consideration. The Committee will provide a forum for listening to concerns of stakeholders and seeking input to improve the UI program to best serve workers and business.

## GOALS

The national and state response to the Coronavirus pandemic is having far-reaching economic ramifications for Washington workers and businesses to include historic use of the UI program, which provides critical financial support for workers while bolstering the broader economy. Effectively identifying lessons learned from the crisis and avenues to improve the UI program so that it better supports workers and businesses, including in times of economic crisis, is a vital endeavor.

The committee will intensively focus on challenges related to the UI program surfacing or made more evident by the Coronavirus pandemic, as well as the appropriate responses. This includes considering and providing recommendations to the Governor, legislature and department regarding:

- Changes to state law that would lead to improvements in the unemployment benefits and tax system, as well as enhance the solvency and stability of the unemployment trust fund.
- Employment Security Department (ESD) UI rulemaking to include review of Coronavirus emergency rules and the Department's broader UI rulemaking agenda in order to facilitate the agency's decision-making and prioritization of UI rules.
- ESD and its system partners' ability to prepare for, respond to and recover from major economic shifts.

This further includes goals to:

- Foster community and stakeholder engagement in considering improvements.
- Commit to timely, robust, and open communication to the public, and to engaged stakeholder communities.

## MEMBERSHIP

This committee is made up of ten people. Four members appointed to represent employee interests. Four members appointed to represent employer interests. One representative appointed to represent Workforce Development Councils. One Chair appointed by the Commissioner. At the time of this Charter's creation, the following members have been appointed by the Commissioner:

**Department Representative (Chair):** Dan Zeitlin, Employment System Policy Director  
**Employee Representative:** Sybill Hyppolite, Washington State Labor Council  
**Employee Representative:** Cindy Richardson, UNITE HERE Local 8  
**Employee Representative:** Josh Swanson, Operating Engineers 302  
**Employee Representative:** Brenda Wiest, Teamsters 117  
**Employer Representative:** Bob Battles, Association of Washington Business  
**Employer Representative:** Julia Gorton, Washington Hospitality Association  
**Employer Representative:** Tammie Hetrick, Washington Food Industry Association  
**Employer Representative:** Jerry Vanderwood, Association of General Contractors  
**Workforce Development Council Representative:** Kevin Perkey, Washington Workforce Association

## MEMBER APPOINTMENT

### TERMS

Members are appointed by the Commissioner to serve an initial term through the end of calendar year 2020. Following the initial term, the Commissioner will work with current members to determine future terms for the committee.

### MEMBER REPLACEMENT

Should a member resign from the committee during their term, the Commissioner will appoint a replacement member.

## MEMBER EXPECTATIONS

### MEMBER COMMUNICATIONS WITH ONE ANOTHER OUTSIDE OF MEETINGS

Members may communicate outside of the committee meetings. Member communications outside of the committee are not on *behalf* of the advisory committee and individual members are not authorized by the committee to make decisions for the Committee.

### MEMBERS COMPENSATION

The members shall serve without compensation but are entitled to reimbursement for travel expenses as provided in RCW 43.03.050 and 43.03.060. The committee may utilize such personnel and facilities of the department as it needs, without charge. Given the health and safety measures in place, however, it is anticipated that all committee meetings will be virtual.

## COUNCIL MEETINGS

### MEMBER MEETINGS- CADENCE

Members agree to meet every two weeks unless otherwise needed.

### MEMBER MEETINGS- PROXY

Members may, after giving notice via email or telephone of at least 24 hours to the Chair, send a proxy member to the meeting. The proxy member will have full authority to act on behalf of the appointed member. If a proxy member attends and participates in the meeting as a member, the appointed member for whom a proxy was sent may not attend the meeting in his or her capacity as an appointed member.

### MEMBER MEETINGS- QUORUM

The members agree that a quorum constitutes a simple majority of the total number of members excluding the Chair.

### MEMBER MEETINGS- PROCESS

The members agree to use the *Robert's Rules of Order Newly Revised*. Advisory recommendations to policy makers of the committee shall be made on a consensus basis (consensus allows the majority of members to vote in favor of a recommendation while others abstain).