



**Meeting Minutes  
September 21, 2022  
10:00 a.m.**

The second meeting of the New York Secure Choice Savings Program Board convened at 10:00 a.m. on September 21, 2022 at the New York State Department of Taxation and Finance, W.A. Harriman Campus - Building 9, Executive Conference Room A in Albany. Board members also participated via videoconferencing at the New York State Department of Financial Services, One State Street Plaza, Executive Board Room 19-078 in New York City. A public notice was given of the time and location of each venue in accordance with the New York State Open Meetings Law.

The following Members of the Board participated in Albany:

**Chris Curtis (representative designated for Amanda Hiller, Chairperson)**  
**Thomas Nitido (representative designated for Thomas DiNapoli)**

The following Members of the Board participated in New York City:

**Shirin Emami (representative designated for Adrienne Harris)**  
**Beth Finkel**  
**Lisa Sorin**  
**Horatio Sparkes**

Chris Curtis opened the meeting and welcomed the members. He then submitted a motion to approve the minutes of the January 26, 2022 meeting that was seconded by Tom Nitido and unanimously approved by the Board.

Chris Curtis then introduced Board Secretary Ellen Roesch. Ellen explained that since the COVID State of Emergency has expired, the regular Open Meetings Law now guides procedures for meetings using videoconferencing. Pre-COVID, videoconferencing was a permitted use under the Open Meetings Law from locations open to the public. The FY 2023 Enacted Budget temporarily expanded the authority of a public body to allow videoconferencing under limited circumstances when the member's location is not open to in-person public attendance. The new language allows a public body to adopt a policy, if it so chooses, to allow members to use videoconferencing from a private location under extraordinary circumstances, such as illness, disability, caretaking responsibilities, etc. The statute requires that a public comment period must be held before the Board adopts a policy and any proposed procedures. Ellen then opened the meeting for public comment on a proposed resolution authorizing members of the Board to attend meetings by videoconferencing under extraordinary circumstances. There were no comments. Before turning the meeting back to Chris, Ellen noted that the resolution would be voted on at the next regularly scheduled meeting of the Board.

Chris Curtis then gave a brief overview of the consultant procurement process. The Department of Taxation & Finance, under the authority delegated to it by Resolution 2022-02, released a Request for Proposals on February 3, 2022 for a consultant to assist with the development and

implementation of the Program. Three proposals were received by the March 31, 2022 response date. AKF Consulting was the only firm that received a high enough technical score to move to an oral presentation on May 11, 2022. AKF was notified of the intent to award a contract on May 17, 2022 and the final contract was signed on July 11, 2022. The contract was approved by the Office of the State Comptroller on September 6, 2022.

Chris Curtis then turned the meeting over to AKF for a presentation on the Program overview, project plan over the next quarter and questions from the Board.

Chris Curtis then stated that the agenda for the meeting was concluded and opened the floor for any other business or remarks. Hearing none, the meeting was adjourned at 10:57 a.m.

Respectfully Submitted,

Ellen Roesch  
Secretary