

## RETIREMENT BOARD MEETING MINUTES

**Date:** September 23, 2019

**Location:** 200 W Oak St, Fort Collins, CO; Lake Loveland, 2<sup>nd</sup> Floor

Board Members	TIAA/Innovest Representatives	HR/Finance Representatives	Guests
<i>Nancy Baker (not present)</i>	Brenton Becker	Jennifer Glover	
<i>Matthew Behunin (not present)</i>	Paul Krajcir	Kathy Harris	
Irene Josey	Jared Martin		
Jim Saulnier (phone)	Gordon Tewell		
Laura Walker			

The meeting was called to order at 9:00 a.m.

No public comment. Employee who was scheduled to attend the meeting to pose a question about a self-directed IRA plan did not attend.

Jennifer Glover presented the updated retirement website, a project to consolidate several different webpages with benefit and retirement board information.

The retirement pages currently account for only 1% of visits to the HR benefits pages. The Board will continue to review the updated retirement pages and change to fit the needs and continue more targeted messaging based on any report back from HR regarding page visits and other feedback.

Innovest suggested placement of options on the page that will both give employees information and help keep assets in the Plan. The Board also discussed with HR about adding language and information about staying in the Plan when off-boarding from Larimer County.

Irene Josey noted that the Treasurer's office will be taking on additional duties in the next several months and would like the board to consider moving minute-taking and recordkeeping responsibilities outside of her office's scope. Innovest can provide these services as part of the existing agreement. Innovest has a client portal for meeting minutes and other pertinent documents that can be accessed as the Board sees fit.

Irene Josey will check with the County Attorney regarding any concerns related to recordkeeping and bylaws. The Board will discuss next steps at the following board meeting.





Laura Walker noted that the agenda can be managed internally and shared with the voting board members to add anything before the meetings.

Minutes were approved as submitted.

HR provided documentation that the plan deposits were distributed, received, and posted. The email confirmation was \$0.03 off, HR will ask for another confirmation from the Treasurer's office.

The following terminations were reported:

Amidon, Erin J.	Gray, Christopher H.	Morrison, Theresa M.	Shubin, Nathaniel
Armfield Jr., Henry M.	Heyne, Tyler M.	Nelson, Marissa G.	Thompson II, Alaric M.
Chenkin, Amanda	Jensen, Edward A.	Pagonis, Jason F.	Townsend, Adam W.
Cobb, Elaina M.	Jersvig, Jeremy W.	Quam, Starr M.	Tyler, Robert M.
Edwards, Kelsey R.	Kaul, Susan R.	Ray, Robin E.	Youngson, Lesley L.
Friedel, Alyse A.	Miller, Heath E.	Robertson, Paige M.	
Gorgemans, Victoria N.	Morman, Joseph R.	Seedorf, Aaron B.	

Due to two Board members not in attendance, the 2020 meeting schedule will be determined at the next board meeting. Laura Walker recommends quarterly or every other month. The Board leadership will also take on the duties of sending future meeting invites.

Laura Walker will reach out to the employee who wanted to come to the meeting regarding their self-directed IRA question. She will connect him and TIAA to help understand the specifics of his question and help direct him accordingly.

The meeting adjourned at 9:42 a.m.

Respectfully submitted,  
Lauren Mehl