

RETIREMENT BOARD MEETING MINUTES

Date: June 24, 2019

Location: 200 W Oak St, Fort Collins, CO; Lake Estes, 3rd Floor

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

The meeting was called to order at 9:01a.m.

Minutes were approved as submitted.

No public comment.

HR provided documentation that the plan deposits were distributed, received, and posted. First loan payments have been received and will be officially added to the report in the future.

The following terminations were reported:

Allison, Benjamin J.	Den Hoed, Elaine M.	Langer, Joan L.	Nelson, William D.
Andersen, Cynthia S.	Dieterle, Nicole R.	Mabon, Jessie A.	Perkins, Richard E.
Armagost, Ryan C.	Ellison, Emilia A.	Maffett, Erika M.	Rees, Paul R.
Benson, Jonathan G.	Eslinger, Tracy M.	Magdziuk, Callie P.	Reifschneider, Erik V.
Bettters, Mary	Fetyko, Ashley P.	Malone, Jasmine A.	Rosoff, Ingrid K.
Bohanan, Robert M.	Frye, Bradford J.	Markussen, Wesley D.	Routzahn I, Gabriel J.
Boltz, Jeffrey D.	Griep, Stanley V.	Matonte, Ashley A.	Sammartino, Felicia J.
Boswell, Michelle A.	Hand, Lauren E.	McDonald, Patricia J.	Simmer, Jason C.
Bunsness, Liangyin G.	Haselden, Cheryl L.	Miller, Renee N.	Smartt, Mabel L.
Cardenas Jr., Jesus	Johnson, Jennifer R.	Milner, Allison M.	Stoker, Gary C.
Chester, Patricia A.	Jones, Clancie L.	Morando, Joanne E.	Sutherlin, Zachary L.
Conway, Trisha L.	Kelly, Lindsay E.	Morrell, Darrell L.	Wages Jr., Richard A.
Crist, Gary A.	Kuhlman, Brittan A.	Morton, Diana J.	Williams, Patricia A.
Deason, Linda L.	LaBella, Soaraphina	Murr, Lindsay A.	York, Natasha C.

No communications to the board to report.

Innovest is continuing to update the Summary Plan Description.

Following up from questions from the last board meeting, the TIAA beneficiary services team verified that the Plan's hierarchy is being followed, so if no beneficiary has been chosen, the spouse becomes the default beneficiary followed by the estate.

Jim Saulnier stated again that he would like to add children as part of the default beneficiary hierarchy. It was also reiterated that if a plan member names a beneficiary, this discussion does not pertain to them, since what the board is considering is for language added regarding default beneficiary or beneficiaries if one or more is not selected.

Regarding adding children to the default beneficiary hierarchy, HR suggested beginning with the broad language of the definition of a child as stated in the County's life insurance policy and drilling down from there. The board asked HR to put together some preliminary language to add children to the plan as beneficiaries.

TIAA has generated a list of plan members regarding their beneficiary status but asked for clarity around what information is on this list and who has access to this list. Jim Saulnier noted that he preferred not to get the list but would be open to discussions regarding numbers or specific cases. HR suggested TIAA should limit the amount of information being disseminated to first name, last name, address, and email address. Laura Walker will work directly with HR to come up with a communications plan for contacting the individuals that have not named a beneficiary. Matthew Behunin suggested including Jennifer Glover in the communications plan. Innovest highlighted the importance of additional general communication, as the direct outreach for those who have not named a beneficiary would not be inclusive of those whose named beneficiaries may be outdated.

When real estate loans were approved by the board, spousal waivers were also required for loan transactions. However, since spousal waivers cannot be required on a transactional basis and separated out just for loans, it is a blanket administrative requirement for every transaction because of TIAA's system. Jim Saulnier reported a plan member and former employee shared with him that they had a very difficult experience recently withdrawing money from the plan. It was suggested that the spousal waiver requirement meant to prevent plan leakage, may have the opposite effect by being a transactional burden.

TIAA will look into any scenarios when a global waiver may be able to be used. The board will revisit next meeting regarding whether or not the board will keep the spousal waiver requirement for all transactions or take it back out due to unintended consequences.

The board briefly discussed the suggestion from last meeting regarding increasing vesting percentages at the highest tier. Matthew Behunin reviewed the budget information he sent regarding the vesting percentage increase. HR benefits asked Innovest and TIAA to bring data from similar agencies regarding vesting percentages and matching.

The board took a brief break at 9:50 a.m.
The board resumed the meeting at 9:55 a.m.

TIAA presented the Q1 report. IAA noted that \$15.7 million was distributed this past year, which included 16 plan members moving money to Edward Jones and 16 plan members moving money to Fidelity. TIAA will look deeper into these cases. Despite this, the plan has still maintained positive net flow. In an effort of asset retention and education, TIAA would like to partner with Larimer County to be involved in discussions with retiring employees.

There is a new loan activity summary reporting page as part of the quarterly reports. There is one loan to report as of the end of Q1.
Following up on a board question, TIAA will send the board information regarding where the peer average asset data is being pulled from.

HR informed the board that there was an Ulitpro \$750 interface fee pending for the work needed to process the new loan information.
Nancy Baker moved to have this fee covered from the county budget. Matthew Behunin seconded. The motion carried unanimously. HR will proceed with paying this fee.

The Retirement Board budget falls under the HR budget. Matthew Behunin presented a 2019 budget and actuals as well as an updated 2020 budget. The board discussed use of county funds versus using RCA funds for various items. Matthew Behunin will bring forth an estimated budget to HR in the amount \$27,600 for 2020 with line items as distributed in the meeting.

As presented, the board will renew the Innovest contract for July 1, 2019 through June 30, 2020.

Innovest won the last bid as the third-party consultant in 2015 as a one-year contract with several one-year renewals. The board discussed its fiduciary responsibility to make sure the county is getting the best rates and the typical time period is to go to bid every five years. Matthew Behunin proposed going out for bid next year. HR suggested inviting Heather McMillan from Purchasing to talk through the process. There was a continued discussion regarding the history of the RFP process as a board.

The meeting adjourned at 10:45 a.m.

Respectfully submitted,
Lauren Mehl