GENERAL PENSION BOARD

MINUTES

AUGUST 17, 2017

1:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

William Palmer, Secretary
Samantha Brem, Member
Ray Gallant, Member

ABSENT:

William Schroeder, Chairman

ALSO PRESENT:

Lee Dehner, Christansen & Dehner
Charles Mulfinger, Graystone Consulting
Scott Owens, Graystone Consulting
Lynn Skinner, Salem Trust
Mary Jo Murphy, Deputy City Clerk

1. Changes to the Agenda

There were no changes to the agenda.

2. Audience Comments

There were no comments from the audience.

3. Approval of Minutes

a. April 20, 2017 – Quarterly Meeting
b. May 18, 2017 – Special Meeting

Member Brem made a motion to approve the minutes from the April 20th quarterly meeting and the May 18th special meeting. The motion was seconded by Member Gallant and unanimously approved by a voice vote, (3 yeses – 0 nos).

4. Agenda Items

a. Payment of Invoices

There was board discussion in regard to the invoices received from the following entities:

Christiansen & Dehner, P.A.	$1,569.60
Christiansen & Dehner, P.A.	$3,633.06
Anchor Capital Advisors	$2,486.16
Graystone Consulting	$4,375.00
Salem Trust	$2,950.00
Insight Investment	$2,364.48

Member Gallant made a motion to pay the invoices.

Member Brem commented that Chairman Schroeder had asked to check on the possibility of lowering the fees with Anchor Capital Advisors.

Mr. Charles Mulfinger, Graystone Consultant, responded that they did contact Anchor and asked them to reduce their fees. Their response was that they had priced this with a 25 percent discount below their normal charge and could not lower the fees.

The motion was seconded by Member Brem and unanimously approved by a voice vote, (3 yeses – 0 nos).

b. Reports – Graystone Consultants and Salem Trust

Graystone Consulting

Charles Mulfinger, Graystone Consulting, gave a presentation to the board in regard to the Investment Policy Statement. The following changes were reviewed with the board:

- Page 1, changed date: ~~October 20, 2016~~ August 17, 2017
- Page 3, added following verbiage:
  "The Board may select a passive approach to invest in a particular asset class. This may be accomplished by using open-end mutual funds, Exchange Traded Funds (ETFs), or Separately Managed

Accounts. The criteria used for active manager or fund evaluation will not apply to passive investments."

Secretary Palmer asked for a motion to approve the Investment Policy Statement.

Member Brem made a motion to approve the revised Investment Policy Statement. The motion was seconded by Member Gallant and unanimously approved by a voice vote, (3 yeses – 0 nos).

Attorney Dehner instructed the board that the Investment Policy Statement needed to be filed with the following:

- State
- City
- Actuary

Scott Owens, Graystone Consulting, gave a presentation to the board in regard to the economy and the market.

Mr. Mulfinger gave a presentation to the board in regard to the performance portfolio, individual managers and reviewed the following documents:

- Summary of Relevant Facts
- Quarterly Performance Evaluation as of June 30, 2017
- Quarterly Performance Summary as of June 30, 2017

<u>Salem Trust</u>

Lynn Skinner, Salem Trust, introduced Ashley Pelletier, a new employee with Salem Trust, to the General Pension Board and gave a presentation to the board highlighting the following topics:

- need to update the signature form
- document changing the Finance Director from Elaine Edmunds to Vincent Tenaglia enabling Mr. Tenaglia to receive statements for the plan
- letter authorizing Salem Trust to allow Colette Graston, Human Resources Administrator, access to the pension payment system
- class action form needs signature

c. Renewal of Fiduciary Liability Insurance

Secretary Palmer informed the board that a quote had been received from Travelers Casualty and Surety Company of America for the renewal of the Fiduciary Liability Insurance.

Member Gallant made a motion for the renewal of the Fiduciary Liability Insurance through Travelers. The motion was seconded by Member Brem and unanimously approved by a voice vote, (3 yeses – 0 nos).

d. Authorize HR Administrator to have access to Salem Trust General Employee Retirement System accounts.

Ms. Skinner discussed with the board examples for the HR Administrator, Colette Graston, needing to access the pension payment system and that it would be accessible in a read-only view.

Secretary Palmer called for a motion.

Member Brem made a motion to approve granting Colette Graston access to the retirement account system. The motion was seconded by Member Gallant and unanimously approved by a voice vote, (3 yeses – 0 nos).

e. Attorney Report

<u>Christiansen & Dehner</u>

Attorney Dehner discussed the following with the Board:

- 17/18 budget needs to be prepared and filed prior to October 1, 2017
  - ✓ approved by the board
  - ✓ filed with the City
  - ✓ filed with the State
  - ✓ Special Meeting to approve the budget set for September 20, 2017 at 10:30 a.m.
- report of actual expenses incurred through the year of 2017 to be prepared and filed
- legislative update
- public records – post a notice of the custodian of records on door and website

5. Adjournment

There being no further business, the meeting was adjourned at 10:37 a.m.

Attest:

Rebecca C. Haynes, City Clerk

William Schroeder, Chairman

Minutes approved on: 10/19/17