



# BURLINGTON RETIREMENT SYSTEM

City of Burlington

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City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Robert Hooper, Chairman of the Board

Munir Kasti, Vice-Chairman

Meeting – Monday, September 20, 2021

Start Time – 9:00 AM – 11:00 AM

Location – Burlington City Hall, 1<sup>st</sup> Floor, Councilor Bushor Conference Room

Or

Join Zoom Meeting:

<https://us02web.zoom.us/j/85261644826?pwd=SmI1amsvSkRmNzFSU29sV2VOMXhNUT09>

Meeting ID: 852- 6164- 4826

Passcode: 834923

You may join by phone, dial +1 929 205 6099, meeting # 852-6164-4826

1. Agenda
2. Public Forum
3. Approve Minutes
  - August 19, 2021
4. Approve Return of Contributions
  - Ali Dieng, Class B, \$15,441.04
  - Jordan Peterson, Class B, \$618.19
5. Administrative Updates
  - Job Description – Retirement Administrator
6. Fiduciant's
  - BERS Investment Portfolio Update as of August 31, 2021
7. Appoint new Fixed Asset Space Manager – expected Executive Session
  - BlackRock or PIMCO
8. Adjourn

**BURLINGTON RETIREMENT BOARD  
REMOTE MEETING WITH CALL-IN  
BURLINGTON, VERMONT  
MINUTES OF MEETING  
DRAFT  
August 19, 2021**

**MEMBERS PRESENT:**

Robert Hooper, Chairperson  
Munir Kastj, Vice-Chairperson  
Patrick Robins  
David Mount  
Ben O'Brien  
Daniel Gilligan  
Matthew Dow

**OTHERS PRESENT:**

Rich Goodwin  
Chris Rowllns  
Kate Pizzi  
Jim Strouse  
Justin St. James  
Tim Donovan  
Lu Lin  
Anna Mullin  
Casey Finneran  
Esteban Burbano

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**1.0 CALL TO ORDER**

Robert Hooper called the Retirement Board meeting to order at 9:15 AM.

**MOTION by Patrick Robins SECOND by Matthew Dow, to approve the agenda as presented.**

**VOTING: unanimous; motion carries.**

**The agenda was adopted without objection.**

**2.0 PUBLIC FORUM (VERBAL)**

2.01 Verbal Comments

Jim Strouse noted that the BERS board should have elected a chairperson and a secretary at the last meeting. He also noted that Mr. Kastj and Mr. Gilligan do not need to be reappointed by the Board, since they were elected to it by their constituents.

**MOTION by Ben O'Brien, SECOND by Patrick Robins, to reconsider the agenda.**

**VOTING: unanimous; motion carries.**

**MOTION by Ben O'Brien, SECOND by Patrick Robins, to amend the agenda to reflect the election by the BERS Board of a Chair and Vice Chair as Item #3.**

**VOTING: unanimous; motion carries.**

### **3.0 ELECTION OF CHAIR, VICE CHAIR**

3.01 Election of Chair and Vice Chair

**MOTION by Ben O'Brien, SECOND by Matthew Dow, to reappoint Robert Hooper as Chair of the BERS Board and Munir Kasti as Vice Chair of the BERS Board.**

**VOTING: unanimous; motion carries.**

**MOTION by Ben O'Brien, SECOND by Ben O'Brien, to reappoint Richard Goodwin as Secretary for the BERS Board.**

**VOTING: unanimous; motion carries.**

### **4.0 APPROVAL OF MINUTES**

4.01 July 19, 2021

**MOTION by David Mount, SECOND by Matthew Dow, to approve the minutes of July 19 as written.**

**VOTING: unanimous; motion carries.**

### **5.0 APPROVE RETIREMENT APPLICATIONS**

5.01 Approve Retirement Applicants

- Mary Provost, Class B, \$119.70
- Kim Kellington, Class B, \$3,700.35
- Linda Niedweske, Class B, \$40.18
- Lloyd McSweeney, Class B, \$534.85
- Marina Collins, Class B, \$1,981.72

**MOTION by Munir Kasti, SECOND by Matthew Dow, to approve the retirement applications as presented.**

**VOTING: unanimous; motion carries.**

## **6.0 ADMINISTRATIVE UPDATES**

### **6.01 New – Payroll and Retirement Administrator position**

Finance Director Goodwin noted that an individual was recently promoted to support both Payroll and the Retirement Board (Lisa Heald), with the ultimate goal that within six months she will be a dedicated resource for solely the Retirement Board. He said that this position would be under his supervision. Mr. Hooper asked if there is an existing job description that they should review. Finance Director Goodwin replied that he will share a job description for the Retirement Administrator with the BERS Board. Mr. Dow confirmed that this position had previously existed but has been vacant. Finance Director Goodwin noted that the position will be posted for candidates to apply and interviews conducted, with hiring ultimately to occur in six months.

### **6.02 Update: City Council and Presentation**

Mr. Hooper noted that he, Mr. Rowlins, and Ms. Pizzi presented to the City Council on August 9 on the topic of fossil fuel divestment. He noted that the Council had little discussion on the item, but the main vein of their questions was around whether this would affect their asset allocation strategy, and that he replied to the Council that it is the collective decision of the BERS Board. Mr. Rowlins and Ms. Pizzi added that the information seemed well-received by the Council. Mr. Robins asked whether the City Council is trying to direct the BERS Board's decision on this issue at this point. Mr. Hooper replied that legal counsel has advised that decisions around divestment still reside with the BERS Board. Mr. Robins asked about next steps. Mr. Hooper replied that the BERS Board has met its obligations in the resolution (to deliver the report to City Council), but that they will continue to work on this issue when they review their portfolio design and asset allocation. Ms. Pizzi noted that there has also been a resolution on weapons divestment and that Fiducient will be working on this as well. Mr. Hooper said that they are still waiting for clarification about the weapons divestment resolution prior to beginning to work on it.

## **7.0 ACTION ITEMS – REAPPOINTMENTS**

### **7.01 Munir Kasti – Burlington Electric Department – July 1, 2021—June 30, 2024**

No action or discussion needed (board member was already appointed by election).

### **7.02 Daniel Gilligan – Police Department – July 1, 2021—June 30, 2024**

No action or discussion needed (board member was already appointed by election).

## **8.0 FIDUCIENT ADVISORS PRESENTATION**

### **8.01 Manager Interviews: Dynamic Bonds, BlackRock, PIMCO**

Ms. Pizzi began by noting that there are two managers who will present their strategy with regards to a dynamic bond or flexible bond mandate to complement the fixed asset allocation in the BERS portfolio, which would be around 3% or approximately \$7.5 million.

#### *BlackRock Interview:*

Tim Donovan (VP) noted that BlackRock was founded 30 years ago as a fixed-income manager and has a large breadth of resources devoted to its fixed-income capabilities. He noted that sustainable investing is close to the Black Rock ethos (responding to the previous agenda item around divestment). He noted that BlackRock is carbon-neutral.

Lu Lin discussed strategic income opportunities. She provided an overview of BlackRock's active fixed income platform, which is the platform that the SIO strategy sits on. She said that the breadth of their fixed-income platform has allowed them to tap into different sectors of the bond market and to be as flexible and dynamic as possible in their investment approach.

Ms. Lin then discussed the Strategic Income Opportunities (SIO), whose goal is to provide flexible bond fund solutions that generates consistent returns over the broader market cycle while serving as a complement to the core bond allocation currently in the portfolio. She outlined its key advantages, which are that it is extremely flexible, diversified, and risk-aware.

Ms. Lin then showed what it means to be diversified and flexible in nature; she showed two charts comparing the source of returns over time of the US AGG versus the BlackRock SIO. She noted that in a traditional core bond allocation, return is driven by sensitivity to interest rates, whereas in the SIO allocation, what is driving the return is diverse in nature and across different strategies and sectors. She noted that the SIO risk is approximately half of that of traditional core bond funds. She added that this approach is complementary to the core bond allocation, by driving risk lower while diversifying.

Ms. Lin showed the SIO track record of performance across calendar years. She noted that SIO consistently delivered positive returns over 2010-2020, and provided examples of how the SIO has been able to be defensive where possible in order to reduce risk. Mr. Robins asked about the components of risk reduction (other than duration). Ms. Lin replied that in 2015, for example, the risk reduction was across the board from investment grade credit, high yield credit, and other different baskets within the bond market. Ms. Lin called attention to 2020 as an example of how the SIO has been able to be nimble, noting that despite volatility, SIO delivered a 7.2% return, which is more than double that of the peer group. She said that they did this by selling down the higher-risk components of the profile.

Ms. Lin then provided an overview of the SIO team and its breadth and depth of expertise. She noted that the risk managers do not report to the portfolio managers and serve as an independent monitoring team.

She concluded by emphasizing BlackRock's consistent return profile, a low-risk profile compared to peers, and the benefits of diversification.

Mr. Donovan reiterated some of Ms. Lin's comments, noting that BlackRock has been receiving questions from other municipal and state pension managers around incorporating flexibility into their fixed-income portfolios as interest rates have the potential to increase. Mr. Robins asked whether they anticipate that BlackRock will continue to perform well in the bond market. Ms. Lin replied that rates have been low and that the general consensus is that rates will pick up, though there wouldn't be a dramatic increase in a short period of time. She said that because of the flexibility around rate sensitivity, the SIO is in a good position to deliver returns over a diverse set of markets.

*PIMCO Interview:*

Anna Mullen began the presentation by noting that PIMCO's dynamic bond strategy serves as a great diversifier and that there is low correlation between fixed income and equity allocation in a typical portfolio, and that it is extremely flexible and nimble.

Esteban Burbano described PIMCO's strategy, noting the objectives of investors who seek dynamic bond strategies (a more diversified portfolio, additional sources of income return, and diversification of composition of risk), and dynamic bond manager styles, highlighting that dynamic bonds focus on diversified exposures across income risk factors and top-down and bottom-up ideas. He noted that the strategy is benchmark agnostic, meaning that it doesn't set itself against any specific index.

Mr. Burbano then walked through how PIMCO's dynamic bond strategy team functions. He noted that it includes both the dynamic bond strategy project management team as well as a dedicated risk manager. He further described both the top-down then bottom-up approach to PIMCO's dynamic bond strategy.

He then described PIMCO's dynamic bond fund positioning and the risks in a bond portfolio, which include interest rate risk, credit market risk, and currency risk. He said that PIMCO balances the portfolio's risks between these three areas and approaches them as separate levers to adjust within the portfolio.

Mr. Burbano then reviewed PIMCO's dynamic bond fund performance from 2011-2021, noting that the strategy was generally stable over the last decade and weathered a number of volatile economic events. He showed that the portfolio has delivered diversified returns.

He noted that dynamic bonds can be used in portfolios to complement core bonds and diversify interest risk while enhancing returns.

Casey Finneran concluded by noting that dynamic bond funds are a diversifier, low correlation between fixed income and equities allows moving beyond interest rates as a diversifier, it pairs well with corporate credit, and that it can replace cash on a fund's balance sheet. He added that it is also flexible and taps into PIMCO's best ideas globally, allowing it to access multiple sources of return. Finally, he noted that a big competitive advantage is the ability to leverage the resources and structure of PIMCO itself.

Ms. Pizzi noted that both managers are leaders in the fixed-income space and have leveraged trillions of dollars in the market.

**MOTION by Ben O'Brien, SECOND by Matthew Dow. to enter into executive session to make a specific finding that premature general public knowledge would place this public body at a substantial disadvantage in negotiating a contract. Executive session to include consultants and City Attorney staff.**

**VOTING: unanimous; motion carries.**

**MOTION by Patrick Robins, to select BlackRock as the manager of this portion of the funds. The motion failed without a second.**

**MOTION by David Mount, SECOND by Patrick Robins, to select PIMCO as the dynamic bond manager for the BERS Board and funds.**

**MOTION by Ben O'Brien, SECOND by Daniel Gilligan, to postpone the decision on selecting a dynamic bond manager until the next meeting of the BERS Board.**

**VOTING: unanimous; motion carries.**

8.02 Custodial Bank Discussion

**MOTION by Dan Gilligan, SECOND by Patrick Robins, to hire U.S. Bank as the BERS Board's custodial bank.**

**VOTING: unanimous; motion carries.**

## **9.0 ADJOURN**

9.01 Motion to Adjourn

**MOTION by Patrick Robins, SECOND by Munir Kasti, to adjourn the meeting.**

**VOTING: unanimous; motion carries.**

The meeting was adjourned without objection.

*RScty: AACoonrad*

# Calculation of Benefit Options

Form A

## Burlington Employees' Retirement System, Class B - School

Ali Dieng

IMPORTANT: City of Burlington reserves the right to correct any errors in the Calculation of Pension Benefit and Options. If it is determined at any time that the information provided in this Pension Distribution Kit conflicts with the terms of the Plan, the terms of the Plan will govern. Under the law, a plan must be operated in accordance with its terms and errors must be corrected.

### Type of Calculation

Vested - Regular Retirement

### Information Used in Benefit Determination

Participant Name:	Ali Dieng	Class:	B
Date of Birth:		Department:	School
Date of Hire:	09/19/2011	Vesting Percentage:	100.0000%
Date of Participation:	07/01/2012	Normal Retirement Date (NRD):	04/01/2047
Date of Termination:	06/30/2021	Payment Start Date:	09/01/2021
Beneficiary Date of Birth:		Employee Contribution Balance w/ Interest as of 09/01/2021	\$15,441.04

### Earnings

Average Final Compensation\*: \$42,495.19

### Determination of Benefit Amount

(1) Years of Creditable Service (CS)	9.00000
(2) Years of CS on or prior to 06/30/2006 [(2) + (3) is not to exceed 25 years]	0.00000
(3) Years of CS after 06/30/2006 [(2) + (3) is not to exceed 25 years]	9.00000
(4) Years of CS in excess of 25 years	N/A

### COLA Option

(5) Accrual Rate on or prior to 06/30/2006 (not to exceed 25 years)	Full COLA	1.400%
(6) Accrual Rate after 06/30/2006 (not to exceed 25 years)		1.400%
(7) Accrual Rate in excess of 25 years		0.500%
(8) Retirement Accrual Percentage = [(2) x (5)] + [(3) x (6)] + [(4) x (7)]		12.6000%
(9) Monthly Vested Benefit Payable at NRD = (8) x Average Final Compensation/12 x Vesting Percentage		\$446.20
(10) Early Retirement Reduction Factor		1.0000
(11) Monthly Vested Benefit Payable at Normal Retirement Date (9) x (10)		\$446.20

### Benefit Options – payable at Normal Retirement Date

Form of Payment	Option Factor	Full COLA	
		Initial Benefit	Survivor's Benefit (1)
Straight Life Annuity	1.0941	\$488.19	**
10 Year Certain & Life Annuity	1.0000	\$446.20	\$446.20
100% Joint & Survivor Annuity	0.9074	\$404.88	\$404.88
50% Joint & Survivor Annuity	0.9920	\$442.63	\$221.32
100% Joint & Survivor Pop-Up Annuity	0.8911	\$397.61	\$397.61
50% Joint & Survivor Pop-Up Annuity	0.9897	\$441.60	\$220.80

### Benefit Options – payable at Payment Start Date

Return of Employee Contributions (100% taxable)	N/A	\$15,441.04	N/A
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(1) **Survivor Benefits:** for the Joint and Survivor Annuity payments, the survivor's benefit is only payable if the chosen survivor is alive upon the participant's death. If the chosen survivor is not alive, then no additional benefit is payable upon participant death. The choice of survivor may not be changed after benefit payments have commenced.

\* Average is of the three highest years of base earnings

\*\* Amount in excess (if any) of accumulated employee contributions, with interest, over payments made



# Calculation of Benefit Options

Form A

Burlington Employees' Retirement System, Class B - AFSCME Local 1343 Jordan M. Peterson

IMPORTANT: City of Burlington reserves the right to correct any errors in the Calculation of Pension Benefit and Options. If it is determined at any time that the information provided in this Pension Distribution Kit conflicts with the terms of the Plan, the terms of the Plan will govern. Under the law, a plan must be operated in accordance with its terms and errors must be corrected.

## Type of Calculation

Vested - Regular Retirement

## Information Used in Benefit Determination

Participant Name:	Jordan M Peterson	Class:	B
Date of Birth:		Department:	AFSCME Local 1343
Date of Hire:	01/11/2016	Vesting Percentage:	100.0000%
Date of Termination:	07/18/2016	Normal Retirement Date (NRD):	01/14/2059
Beneficiary Date of Birth:	N/A	Payment Start Date:	09/01/2021
		Employee Contribution Balance w/ Interest as of 09/01/2021:	\$618.19

## Earnings

Average Final Compensation\*: \$31,651.80

## Determination of Benefit Amount

(1) Years of Creditable Service (CS)	0.50000
(2) Years of CS on or prior to 06/30/2006 [(2) + (3) is not to exceed 25 years]	0.00000
(3) Years of CS after 06/30/2006 [(2) + (3) is not to exceed 25 years]	0.50000
(4) Years of CS in excess of 25 years	N/A

## COLA Option

Full COLA

(5) Accrual Rate on or prior to 06/30/2006 (not to exceed 25 years)	1.400%
(6) Accrual Rate after 06/30/2006 (not to exceed 25 years)	1.400%
(7) Accrual Rate in excess of 25 years	0.500%
(8) Retirement Accrual Percentage = [(2) x (5)] + [(3) x (6)] + [(4) x (7)]	0.7000%
(9) Monthly Vested Benefit Payable at NRD = (8) x Average Final Compensation / 12 x Vesting Percentage	\$18.46
(10) Early Retirement Reduction Factor	1.0000
(11) Monthly Vested Benefit Payable at Normal Retirement Date (9) x (10)	\$18.46

## Benefit Options – payable at Normal Retirement Date

Form of Payment	Option Factor	Full COLA	
		Initial Benefit	Survivor's Benefit <sup>(1)</sup>
Straight Life Annuity	1.0941	\$20.20	**
10 Year Certain & Life Annuity	1.0000	\$18.46	\$18.46
100% Joint & Survivor Annuity	N/A	N/A	N/A
50% Joint & Survivor Annuity	N/A	N/A	N/A
100% Joint & Survivor Pop-Up Annuity	N/A	N/A	N/A
50% Joint & Survivor Pop-Up Annuity	N/A	N/A	N/A

## Benefit Options – payable at Payment Start Date

Return of Employee Contributions (100% taxable) N/A \$618.19 N/A

(1) **Survivor Benefits:** for the Joint and Survivor Annuity payments, the survivor's benefit is only payable if the chosen survivor is alive upon the participant's death. If the chosen survivor is not alive, then no additional benefit is payable upon participant death. The choice of survivor may not be changed after benefit payments have commenced.

\* Average is of the three highest years of base earnings

\*\*Amount in excess (if any) of accumulated employee contributions, with interest, over payments made

**City of Burlington**  
**Job Description**

**Position Title:** Senior Payroll and Retirement Administrator  
**Department:** Clerk/Treasurer  
**Reports to:** Payroll Manager  
**Pay Grade:** 18 **Job Code:** 1283  
**Exempt/Non-Exempt:** Non-Exempt **Union:** AFSCME

**General Purpose:** This position provides senior level responsibilities from managing and continuously improving all aspects of the City's payroll functions to include all retirement payroll services and required payroll reports. Provides technical services for payroll systems, integrations and senior level accounting services. This includes supervision in support of the City's central payroll accounting function. This position also provides in assisting the Payroll Manager to ensure the timely and accurate processing of the payroll, confidential payroll related data and other technical and administrative accounting projects. Serves as first point of contact and customer service for inquiries regarding the City Pension Plan and Retirement options.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Assist the payroll manager with budget management, and reporting. Responsible for all payroll processing aspects for the City employees including but not limited to timeliness of payroll submissions, deductions, departmental interface(s), allocations, update and maintain the Kronos timekeeping system for departments queries, schedules, etc.
- Provide high-level supervision and training of Payroll Administrator I(s) and other administrative staff, department managers, and in Payroll Managers absence. Regularly assists Payroll Manager in his/her functions including but not limited to payroll team support, project scheduling, H/R Team and addressing issues.
- Maintain payroll employee files including new hires, changes, and updates for current and terminated employees but not limited to: total hours, salary changes, tax exemptions and insurance deductions, maintenance of leave tracking records, to include maintenance of benefit value, retirement, accruals, grant, personnel records and garnishment data.
- Prepare, verify, process and analyze weekly and bi-weekly payroll submissions from departments through the Kronos time tracking system, and process the appropriate pay per policies and applicable contracts for various City departments and employees on permanent disability.
- Process and reconcile accounts payable checks related to mandatory and voluntary employee deductions.
- Maintain, verify and prepare data analysis related to union contract negotiations, grievances, and any other confidential labor related policies or information for Payroll Manager.

- Process, maintain and verify employee benefits and related deduction data weekly including but not limited to health premium, dental premium, life premium values, Domestic Partnership tax, insurance buyout, worker's compensations, short term disability, FMLA , military wage supplement, retirement and voluntary benefits.
- Prepare and execute ACH, EFT & Wire transfers for City departments and BED as needed for taxes, direct deposits net payroll and other payroll related deductions.
- Prepare and process handwritten exception payments.
- Prepare and process retroactive pay and/or deductions arrears.
- Respond, prepare and submit wage verifications, child support and social security and other payroll related requests for information.
- Create documentation for invoices related to grants and/or outside vendors.
- Develop and maintain computerized spreadsheets and database files as necessary to provide for submission to department managers and City Officials as required or requested.
- Reconcile payroll liability accounts weekly and monthly, W-2's, 1099R's annually, prepare, and provide documentation as required or as requested.
- Receive and respond to requests for payroll information from department managers and City officials in person, by phone, or in writing. Ensure that such requests receive timely response from appropriate sources.
- Assist Payroll Manager with technical development, mapping, testing and maintenance of integrated system general ledger accounts, project codes, pay rules, positions, device and other system applications to ensure optimal quality control for end users.
- Responsible for daily evaluation, preparation and application of interface data of employee information, position, pay rule/work rule assignments, hourly rates, and divisional information to ensure proper system mapping.
- Provide high-level technical support and training for departments utilizing Kronos time tracking system.
- Visit City departments to assess payroll needs and works with Payroll Manager to develop plans to improve departmental payroll functions.
- Assist Payroll Manager in assessing and implementing continuous process improvements and cost efficiency actions to include technical development, testing, maintenance of New World payroll and accounting functional processes and procedures to ensure proper control settings and workflow efficiencies.
- Maintain confidentiality of payroll information.

**Retirement Administration:**

- Serves as first point of contact and provides high level of customer service assistance and information to employees from pre-employment through retirement; meets with employees as needed.
- Consults with retiring City employees on options available for retirement benefits: prepares estimates of last day with pay; average estimates of benefits; explains retirement procedures; provides information on medical insurance, federal and state taxes, social security; and reviews actuarial benefit computations.
- Counsels vested and non-vested terminating City employees on options available to them for the contributions made to the retirement system.

- Maintains current in-depth knowledge of retirement systems administered by the Retirement Board.
- Assists the Director of Finance in preparation of materials required from the Board on Ordinances, and assists in compilation of backup materials for the Retirement Board.
- Responsible for the accurate upkeep of all information required to complete the GASB and annual valuation of the City to include length of service, total earnings, and dates of employment.
- Manages regular requests from the City's outside retirement administrator, and coordinates directly with the Burlington Electric Department (BED) and Burlington School District (BSD), in addition to City employees.
- Provides support, and reviews quality of information received from BED, and BSD before submitting to the outside retirement administrator for preliminary estimates of all future retirees.
- Works directly with the outside retirement administrator to address any questions of City retirees, and helps to streamline procedures with the Director of Finance.
- Gathers information from and supplies information to actuaries, assists as needed with auditors.
- Interprets and applies laws relating to the Burlington Employees' Retirement System, related provisions, such as collective bargaining agreements, personnel policies, and requirements of the US Internal Revenue Services.

**Non-Essential Job Functions:**

- Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- Bachelor's degree with five (5) of direct payroll related experience.
- At least one year of experience managing pension systems plus extensive knowledge of retirement systems and complex pension calculations.
- Minimum of two (2) years supervisory experience required.
- Experience in working with multiple policies and contracts and multi-departmental environments is preferred.
- Experience in a payroll computerized environment required.
- Advanced knowledge and high-level ability to use spreadsheet, pivot tables, and CSV files required.
- Advanced proficiency with payroll, accounting, and database management required.
- Advanced knowledge and ability to use word processing computer software required.
- Project and grant reporting experience required.
- Data analysis and auditing experience required.
- Technical skills or experience with electronic time tracking system or database is preferred.
- Strong problem solving skills and organizational skills required.
- Proven success in assisting implementation of a continuous process improvement environment.
- Initiative, creativity, and attention to detail required.
- Ability to train, delegate and review the work of staff in accounting procedures and processes.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to meet schedules and deadlines while working with minimal supervision.
- Experience working in a work environment that is highly regulated by law is a plus.
- Experience in budget preparation and maintenance is preferred.
- Ability to work independently and in a team environment.
- Ability to communicate effectively both orally and in writing.

- Ability to establish and maintain good relations with co-workers.
- Ability to listen to and appropriately react to a supervisor’s constructive criticism and incorporate said criticism to improve performance.
- Flexibility, adaptability and commitment to constant improvement and innovation.
- Ability to understand and comply with City standards, safety rules, confidentiality and personnel policies.
- Must successfully pass testing in spreadsheet work, 10 key ability, word processing, and accounting.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances within warehouses and offices
<input checked="" type="checkbox"/> color perception (red, green, amber)	<input checked="" type="checkbox"/> lifting (specify 30 pounds)
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> carrying (specify 30 pounds)
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> climbing
<input checked="" type="checkbox"/> touching	<input type="checkbox"/> driving
<input checked="" type="checkbox"/> dexterity <input checked="" type="checkbox"/> hand <input checked="" type="checkbox"/> finger	<input type="checkbox"/> ability to mount and dismount forklift
<input checked="" type="checkbox"/> reading – basic	<input type="checkbox"/> pushing/pulling
<input checked="" type="checkbox"/> reading – complex	<input type="checkbox"/> shift work
<input checked="" type="checkbox"/> math skills – basic	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> math skills – complex	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> writing – basic	<input type="checkbox"/> extreme heat
<input checked="" type="checkbox"/> writing – complex	<input type="checkbox"/> extreme cold
<input checked="" type="checkbox"/> analysis/comprehension	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> judgment/decision making	<input type="checkbox"/> noise
<input checked="" type="checkbox"/> clerical	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> dirt/dust
<input type="checkbox"/> outside	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> electrical equipment
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> mechanical equipment
<input checked="" type="checkbox"/> face-to-face contact	
<input checked="" type="checkbox"/> verbal contact w/others	

**Supervision:**

Directly Supervises:   0  

Indirectly Supervises:   1-2  

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

This position description is provided to AFSCME for information only. The City has no obligation to negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions

Revised 01/2006; revised 08/07; Revised 07/17/2014; Revised 6/26/2015; Revised February 2016;  
Revised July 2021



# City of Burlington Employees Retirement System

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## September 2021

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*Past performance does not indicate future performance and there is a possibility of a loss.*

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Section 1    Market & Portfolio Update





## Market & Portfolio Update



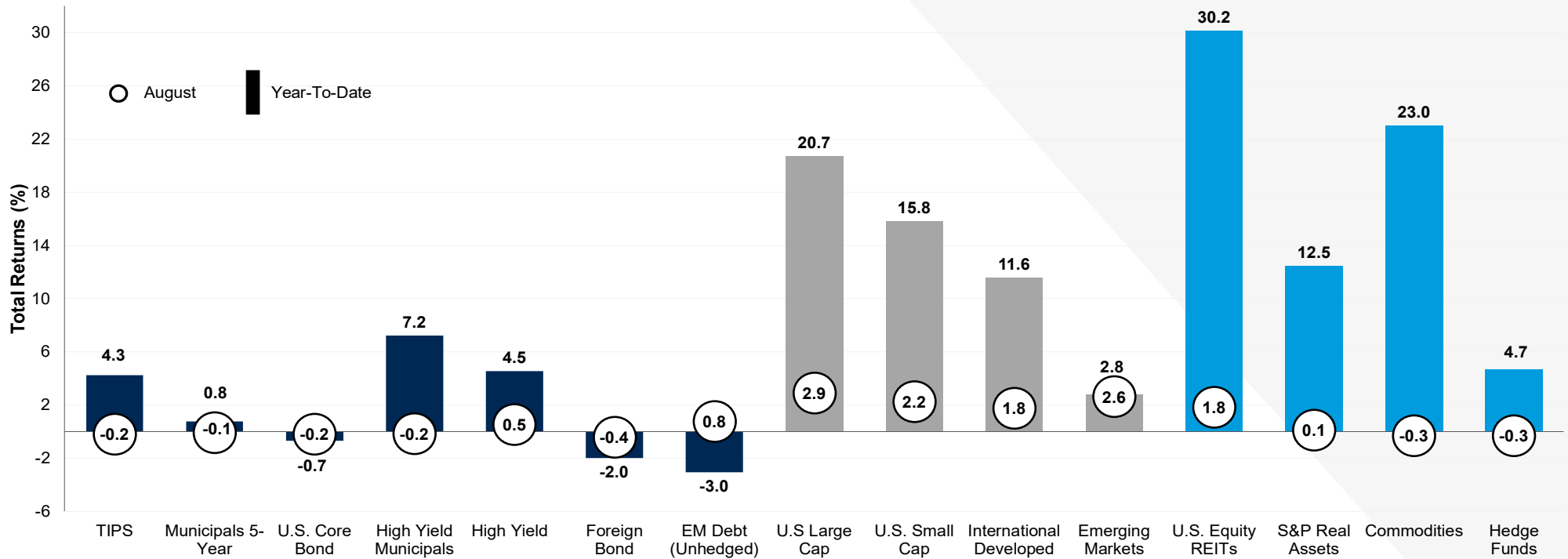
# Portfolio Update

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- BERS Assets as of 8/31/2021 totaled \$251.2 million, gaining \$4.6 million in net investment gains
  - Global equity markets were up +2.5% during August while bonds were slightly negative (-0.2%). The portfolio returned +1.8% during August.
  - Completed second tranche of quarterly rebalance to decrease US equities in favor of foreign developed market equities in accordance with long term strategic allocation approved by BERS.
- Transition to US Bank as custodian for BERS investments is in process.
- Dynamic Bond Manager Search
  - Finalists interviewed during August meeting: Blackrock Strategic Income Opportunities Fund and PIMCO Dynamic Bond Fund
  - No decision by the Board has been made.



# Asset Class Performance



\*Hedge fund returns are lagged 1 month. Sources: FactSet, J.P. Morgan, Russell, MSCI, FTSE Russell, Alerian.

## Fixed Income (August)

- + High yield spreads decreased, and investment grade spreads were largely unchanged during the period.
- Interest rates ended the month higher across the curve, despite falling from higher levels reached in the middle of the month.

## Equity (August)

- + Fiscal and monetary stimulus continued to buoy equity markets. Infrastructure spending and Fed Chair Powell's remarks at Jackson Hole helped keep equity investors at ease during the month.
- + International developed and emerging markets produced strong returns during the month as well, despite slightly trailing U.S. markets.

## Real Asset / Alternatives (August)

- + REITs continued their strong run year-to-date, aided by the low interest rate environment and strong demand within the space.
- Commodities were down slightly. Both energy and precious metals provided headwinds within the asset class.

See disclosures for list of indices representing each asset class. Past performance does not indicate future performance and there is a possibility of a loss.



# Financials Markets Performance

**Total return as of August 31, 2021**  
**Periods greater than one year are annualized**  
**All returns are in U.S. dollar terms**

<b>Global Fixed Income Markets</b>	<b>MTD</b>	<b>YTD</b>	<b>1YR</b>	<b>3YR</b>	<b>5YR</b>	<b>7YR</b>	<b>10YR</b>	<b>15YR</b>
Bloomberg Barclays 1-3-Month T-Bill	0.0%	0.0%	0.1%	1.2%	1.1%	0.8%	0.6%	1.0%
Bloomberg Barclays U.S. TIPS	-0.2%	4.3%	5.6%	7.3%	4.6%	3.6%	3.2%	4.5%
Bloomberg Barclays Municipal Bond (5 Year)	-0.1%	0.8%	1.7%	3.8%	2.4%	2.5%	2.5%	3.6%
Bloomberg Barclays High Yield Municipal Bond	-0.2%	7.2%	12.2%	7.5%	6.2%	6.3%	6.9%	5.4%
Bloomberg Barclays U.S. Aggregate	-0.2%	-0.7%	-0.1%	5.4%	3.1%	3.3%	3.2%	4.3%
Bloomberg Barclays U.S. Corporate High Yield	0.5%	4.5%	10.1%	7.1%	6.7%	5.6%	7.1%	7.4%
Bloomberg Barclays Global Aggregate ex-U.S. Hedged	-0.2%	-0.4%	1.2%	4.2%	2.9%	3.6%	4.0%	4.1%
Bloomberg Barclays Global Aggregate ex-U.S. Unhedged	-0.6%	-3.5%	0.8%	3.7%	1.8%	1.0%	0.7%	3.0%
Bloomberg Barclays U.S. Long Gov / Credit	-0.3%	-2.3%	-0.8%	10.4%	5.4%	6.2%	6.6%	7.2%
JPMorgan GBI-EM Global Diversified	0.8%	-3.0%	4.1%	5.8%	3.2%	0.3%	0.4%	4.5%
<b>Global Equity Markets</b>	<b>MTD</b>	<b>YTD</b>	<b>1YR</b>	<b>3YR</b>	<b>5YR</b>	<b>7YR</b>	<b>10YR</b>	<b>15YR</b>
S&P 500	3.0%	21.6%	31.2%	18.1%	18.0%	14.6%	16.3%	10.9%
Dow Jones Industrial Average	1.5%	17.0%	26.8%	13.3%	16.6%	13.6%	14.5%	10.6%
NASDAQ Composite	4.1%	18.9%	30.5%	24.6%	25.2%	20.0%	20.8%	15.0%
Russell 3000	2.9%	20.4%	33.0%	17.9%	18.0%	14.3%	16.2%	10.9%
Russell 1000	2.9%	20.7%	32.3%	18.4%	18.2%	14.6%	16.4%	11.1%
Russell 1000 Growth	3.7%	21.1%	28.5%	24.6%	24.4%	19.2%	19.4%	14.0%
Russell 1000 Value	2.0%	20.3%	36.4%	11.5%	11.7%	9.5%	13.0%	7.9%
Russell Mid Cap	2.5%	20.1%	41.2%	15.6%	15.4%	12.3%	14.8%	10.7%
Russell Mid Cap Growth	3.2%	15.2%	35.2%	21.0%	20.4%	15.7%	16.9%	12.5%
Russell Mid Cap Value	2.1%	22.8%	44.5%	11.4%	11.5%	9.6%	13.3%	9.1%
Russell 2000	2.2%	15.8%	47.1%	10.7%	14.4%	11.4%	13.6%	9.4%
Russell 2000 Growth	1.8%	6.9%	35.6%	12.3%	16.6%	12.9%	14.8%	10.9%
Russell 2000 Value	2.7%	25.4%	59.5%	8.4%	11.7%	9.4%	12.1%	7.7%
MSCI ACWI	2.5%	15.9%	28.6%	14.3%	14.3%	10.1%	11.3%	7.6%
MSCI ACWI ex. U.S.	1.9%	9.4%	24.9%	9.4%	9.9%	5.4%	6.6%	4.6%
MSCI EAFE	1.8%	11.6%	26.1%	9.0%	9.7%	5.7%	7.3%	4.3%
MSCI EAFE Growth	2.4%	11.2%	24.9%	13.3%	12.6%	8.7%	9.2%	6.1%
MSCI EAFE Value	1.1%	11.7%	27.0%	4.4%	6.6%	2.4%	5.3%	2.4%
MSCI EAFE Small Cap	2.9%	14.1%	32.8%	10.1%	11.8%	8.9%	9.9%	6.6%
MSCI Emerging Markets	2.6%	2.8%	21.1%	9.9%	10.4%	5.1%	4.9%	6.0%
<b>Alternatives</b>	<b>MTD</b>	<b>YTD</b>	<b>1YR</b>	<b>3YR</b>	<b>5YR</b>	<b>7YR</b>	<b>10YR</b>	<b>15YR</b>
Consumer Price Index*	0.5%	4.1%	5.3%	2.7%	2.5%	2.0%	1.9%	2.0%
FTSE NAREIT Equity REITs	1.8%	30.2%	40.5%	11.1%	7.6%	8.9%	10.6%	7.0%
S&P Real Assets	0.1%	12.5%	20.9%	7.9%	6.6%	4.1%	5.4%	5.8%
FTSE EPRA NAREIT Developed	1.8%	26.7%	36.3%	8.0%	5.3%	8.3%	10.6%	5.7%
FTSE EPRA NAREIT Developed ex U.S.	0.9%	13.0%	25.1%	6.5%	6.3%	4.7%	6.7%	3.9%
Bloomberg Commodity Total Return	-0.3%	23.0%	31.0%	5.8%	4.2%	-3.1%	-4.7%	-2.9%
HFRI Fund of Funds Composite*	-0.3%	4.7%	15.4%	6.2%	5.8%	4.1%	3.8%	3.1%
HFRI Fund Weighted Composite*	-0.9%	9.1%	22.7%	8.2%	7.4%	5.6%	5.0%	5.0%
Alerian MLP	-2.3%	35.3%	54.8%	-5.8%	-2.6%	-7.5%	0.5%	4.8%

\*One month lag.

Source: FactSet & Morningstar as of 8/31/21. Periods greater than 1 year are annualized. All returns are in U.S. dollar terms.

## Asset Allocation

As of August 31, 2021

	Asset Allocation (\$)	Asset Allocation (%)	Target Allocation (%)	Differences (%)
<b>Total Plan</b>	<b>251,171,353</b>	<b>100.0</b>	<b>100.0</b>	<b>0.0</b>
<b>Short Term Liquidity</b>	<b>2,032,142</b>	<b>0.8</b>	<b>0.0</b>	<b>0.8</b>
Key Bank Cash Portfolio	2,050,044	0.8	0.0	0.8
Pooled Cash	-17,902	0.0	0.0	0.0
<b>Fixed Income</b>	<b>40,461,054</b>	<b>16.1</b>	<b>18.0</b>	<b>-1.9</b>
JIC Core Bond Fund I	40,461,054	16.1	18.0	-1.9
<b>Equity</b>	<b>193,848,082</b>	<b>77.2</b>	<b>75.0</b>	<b>2.2</b>
<b>Domestic Equity</b>	<b>119,153,740</b>	<b>47.4</b>	<b>41.5</b>	<b>5.9</b>
Mellon Large Cap Core	84,916,060	33.8	31.0	2.8
Mellon Smid Cap Core	34,237,680	13.6	10.5	3.1
<b>International Equity</b>	<b>73,508,168</b>	<b>29.3</b>	<b>33.0</b>	<b>-3.7</b>
Mellon EAFE Fund	48,376,695	19.3	23.0	-3.7
Mellon Emerging Markets	25,131,473	10.0	10.0	0.0
<b>Private Equity</b>	<b>1,186,174</b>	<b>0.5</b>	<b>0.5</b>	<b>0.0</b>
Hamilton Lane II	67,811	0.0	-	-
Hamilton Lane VII A	759,050	0.3	-	-
Hamilton Lane VII B	359,313	0.1	-	-
<b>Real Assets</b>	<b>14,830,075</b>	<b>5.9</b>	<b>7.0</b>	<b>-1.1</b>
UBS Trumbull Property Fund	12,890,557	5.1	6.0	-0.9
Molpus SWF II	1,939,518	0.8	1.0	-0.2

Investments with a zero balance were held in the portfolio during the reporting period and will be removed once they no longer impact portfolio performance.  
Asset Allocation weightings may not add up to 100% due to rounding.

# City of Burlington Employees Retirement System

Performance Update As Of August 31, 2021

## Portfolio Performance

	Value	Performance(%)										
		1 Month	QTD	YTD	Jul-2021 To Aug-2021	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Total Plan</b>	<b>251,171,353</b>	<b>1.8</b>	<b>1.9</b>	<b>12.6</b>	<b>1.9</b>	<b>33.8</b>	<b>12.3</b>	<b>12.1</b>	<b>8.3</b>	<b>8.0</b>	<b>6.3</b>	<b>01/01/2008</b>
<i>Policy Benchmark</i>		<i>1.8</i>	<i>2.1</i>	<i>12.0</i>	<i>2.1</i>	<i>23.3</i>	<i>11.9</i>	<i>11.8</i>	<i>9.4</i>	<i>10.6</i>	<i>7.6</i>	

## Calendar Year Performance

	2020	2019	2018	2017	2016	2015	2014
<b>Total Plan</b>	<b>12.7</b>	<b>19.1</b>	<b>-5.2</b>	<b>17.0</b>	<b>8.7</b>	<b>-2.2</b>	<b>4.0</b>
<i>Policy Benchmark</i>	<i>14.5</i>	<i>20.6</i>	<i>-5.2</i>	<i>16.9</i>	<i>9.0</i>	<i>-0.2</i>	<i>7.3</i>

## Allocation Mandate

May-2021

	Weight (%)
Blmbg. U.S. Aggregate Index	18.00
S&P 500 Index	31.50
Russell 2500 Index	10.50
MSCI EAFE (Net) Index	23.00
MSCI Emerging Markets (Net) Index	10.00
NCREIF Fund Index - ODCE (net)	6.00
NCREIF Timberland Index	1.00

The allocation mandate represents the current benchmark composition for the portfolio. Please keep in mind that the investment objective may have changed over time.

# Manager Performance Overview

As of August 31, 2021

	1 Month	QTD	YTD	Jul-2021 To Aug-2021	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Fixed Income</b>	<b>-0.2</b>	<b>0.9</b>	<b>-0.9</b>	<b>0.9</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>-0.9</b>	<b>01/01/2021</b>
<i>Blmbg. U.S. Aggregate Index</i>	-0.2	0.9	-0.7	0.9	N/A	N/A	N/A	N/A	N/A	-0.7	
<b>JIC Core Bond Fund I</b>	<b>-0.2 (77)</b>	<b>0.9 (33)</b>	<b>-0.9 (84)</b>	<b>0.9 (33)</b>	<b>-0.4 (92)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>2.7 (56)</b>	<b>03/01/2020</b>
<i>Blmbg. U.S. Aggregate Index</i>	-0.2	0.9	-0.7	0.9	-0.1	N/A	N/A	N/A	N/A	1.9	
IM U.S. Broad Market Core Fixed Income (MF) Median	-0.2	0.9	-0.4	0.9	0.9	N/A	N/A	N/A	N/A	2.8	
<b>Equity</b>	<b>2.5</b>	<b>2.3</b>	<b>16.4</b>	<b>2.3</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>16.4</b>	<b>01/01/2021</b>
<i>MSCI AC World Index (Net)</i>	2.5	3.2	15.9	3.2	N/A	N/A	N/A	N/A	N/A	15.9	
<b>Domestic Equity</b>											
<b>Mellon Large Cap Core</b>	<b>3.0 (28)</b>	<b>5.5 (30)</b>	<b>21.6 (35)</b>	<b>5.5 (30)</b>	<b>31.2 (45)</b>	<b>18.0 (34)</b>	<b>18.0 (27)</b>	<b>N/A</b>	<b>N/A</b>	<b>17.8 (25)</b>	<b>04/01/2016</b>
<i>S&amp;P 500 Index</i>	3.0	5.5	21.6	5.5	31.2	18.1	18.0	N/A	N/A	17.9	
IM U.S. Large Cap Core Equity (MF) Median	2.6	5.0	20.8	5.0	30.7	16.7	16.8	N/A	N/A	16.6	
<b>Mellon Smid Cap Core</b>	<b>2.3 (37)</b>	<b>0.5 (80)</b>	<b>17.7 (50)</b>	<b>0.5 (80)</b>	<b>46.1 (28)</b>	<b>13.2 (47)</b>	<b>15.2 (51)</b>	<b>N/A</b>	<b>N/A</b>	<b>16.0 (49)</b>	<b>04/01/2016</b>
<i>Russell 2500 Index</i>	2.3	0.5	17.5	0.5	45.9	13.1	15.1	N/A	N/A	15.8	
IM U.S. SMID Cap Equity (MF) Median	2.0	1.9	17.5	1.9	42.9	12.7	15.4	N/A	N/A	15.6	
<b>International Equity</b>											
<b>Mellon EAFE Fund</b>	<b>1.7 (35)</b>	<b>2.5 (26)</b>	<b>11.8 (39)</b>	<b>2.5 (26)</b>	<b>26.4 (70)</b>	<b>9.4 (35)</b>	<b>10.2 (22)</b>	<b>N/A</b>	<b>N/A</b>	<b>10.2 (21)</b>	<b>04/01/2016</b>
<i>MSCI EAFE (Net) Index</i>	1.8	2.5	11.6	2.5	26.1	9.0	9.7	N/A	N/A	9.7	
IM International Large Cap Core Equity (MF) Median	1.6	1.4	11.4	1.4	27.0	8.5	8.6	N/A	N/A	8.9	
<b>Mellon Emerging Markets</b>	<b>2.6 (36)</b>	<b>-4.3 (64)</b>	<b>2.9 (60)</b>	<b>-4.3 (64)</b>	<b>21.2 (63)</b>	<b>9.9 (59)</b>	<b>10.4 (44)</b>	<b>N/A</b>	<b>N/A</b>	<b>11.2 (47)</b>	<b>04/01/2016</b>
<i>MSCI Emerging Markets (Net) Index</i>	2.6	-4.3	2.8	-4.3	21.1	9.9	10.4	N/A	N/A	11.2	
IM Emerging Markets Equity (MF) Median	2.2	-3.4	4.4	-3.4	23.0	10.7	10.1	N/A	N/A	11.0	

Returns for periods less than one year are not annualized. Returns are net of fees unless otherwise noted.

# Manager Performance Overview

As of August 31, 2021

	1 Month	QTD	YTD	Jul-2021 To Aug-2021	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Private Equity</b>											
<b>Hamilton Lane II</b>	0.0	0.0	-5.3	0.0	-3.4	22.7	17.6	16.6	16.4	18.4	03/01/2009
<b>Hamilton Lane VII A</b>	0.0	0.0	18.4	0.0	27.6	19.0	15.7	14.1	13.6	13.4	07/01/2011
<b>Hamilton Lane VII B</b>	0.0	0.0	-0.6	0.0	4.0	9.9	9.5	9.7	11.0	10.8	07/01/2011
<b>Real Assets</b>	0.0	-0.2	3.0	-0.2	N/A	N/A	N/A	N/A	N/A	3.0	01/01/2021
<b>UBS Trumbull Property Fund</b>	0.0	-0.2	3.4	-0.2	0.6	-0.7	2.0	N/A	N/A	1.9	07/01/2016
<i>NCREIF Fund Index - ODCE (net)</i>	0.0	0.0	5.6	0.0	7.1	4.6	5.6	N/A	N/A	5.4	
<b>Molpus SWF II</b>	0.0	0.0	-0.4	0.0	0.1	-0.6	-0.7	0.8	0.8	1.7	03/01/2009
<i>NCREIF Timberland Index</i>	0.0	0.0	2.5	0.0	3.1	2.1	2.7	3.5	4.5	3.3	

The inception date expressed on the Manager Performance Overview page(s) represents the first day of the first full month following the purchase of the investment. Performance figures shown at the fund level begin on this inception date. Inception dates for asset class composites reflect the start date at which these returns could be calculated using historical and existing system capabilities and may vary from the inception dates of underlying component strategies. Composite performance includes all funds held in the composite since inception.

Returns are net of fees unless otherwise stated. Mutual fund performance stated above may differ slightly from the current share class' historical performance due to share class exchanges.

Valuations data as of:

UBS Trumbull Property Fund - 6-30-2021

Molpus and Hamilton Lane mandates - 3/31/2021

All private equity and real estate assets are adjusted for any capital activity.

Returns for periods less than one year are not annualized. Returns are net of fees unless otherwise noted.



# Manager Gain/Loss Summary

1 Month Ending August 31, 2021

	Market Value As of 08/01/2021	Net Flows	Return On Investment	Market Value As of 08/31/2021
<u>Short Term Liquidity</u>				
Key Bank Cash Portfolio	2,050,044	-	-	2,050,044
Pooled Cash	1,127,416	-1,145,318	-	-17,902
<b>Total Short Term Liquidity</b>	<b>3,177,460</b>	<b>-1,145,318</b>	-	<b>2,032,142</b>
<u>Fixed Income</u>				
JIC Core Bond Fund I	40,546,083	-	-85,029	40,461,054
<b>Total Fixed Income</b>	<b>40,546,083</b>	-	<b>-85,029</b>	<b>40,461,054</b>
<u>Domestic Equity</u>				
Mellon Large Cap Core	84,879,937	-2,500,000	2,536,123	84,916,060
Mellon Smid Cap Core	40,889,440	-7,500,000	848,240	34,237,680
<b>Total Domestic Equity</b>	<b>125,769,377</b>	<b>-10,000,000</b>	<b>3,384,363</b>	<b>119,153,740</b>
<u>International Equity</u>				
Mellon EAFE Fund	36,754,984	11,000,000	621,711	48,376,695
Mellon Emerging Markets	25,469,938	-1,000,000	661,534	25,131,473
<b>Total International Equity</b>	<b>62,224,923</b>	<b>10,000,000</b>	<b>1,283,245</b>	<b>73,508,168</b>
<u>Real Assets</u>				
UBS Trumbull Property Fund	12,890,557	-	-	12,890,557
Molpus SWF II	1,939,518	-	-	1,939,518
<b>Total Real Assets</b>	<b>14,830,075</b>	-	-	<b>14,830,075</b>
<u>Private Equity</u>				
Hamilton Lane II	67,811	-	-	67,811
Hamilton Lane VII A	759,050	-	-	759,050
Hamilton Lane VII B	359,313	-	-	359,313
<b>Total Private Equity</b>	<b>1,186,174</b>	-	-	<b>1,186,174</b>
<b>Total Plan</b>	<b>247,734,091</b>	<b>-1,145,318</b>	<b>4,582,580</b>	<b>251,171,353</b>

# Definitions & Disclosures

Please note: Due to rounding methodologies of various data providers, certain returns in this report might differ slightly when compared to other sources

## REGULATORY DISCLOSURES

**Offer of ADV Part 2A:** Rule 204-3 under the Investment Advisers Act of 1940 requires that we make an annual offer to clients to send them, without charge, a written disclosure statement meeting the requirements of such rule. We will be glad to send a copy of our ADV Part 2A to you upon your written request to [compliance@fiducient.com](mailto:compliance@fiducient.com).

## ASSET CLASS REPRESENTATIONS

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When referencing asset class returns or statistics, the following indices are used to represent those asset classes, unless otherwise notes. Each index is unmanaged and investors can not actually invest directly into an index:

**TIPS:** Bloomberg Barclays Global Inflation-Linked: U.S. TIPS Total Return Index Unhedged

**Municipals 5-Year:** Bloomberg Barclays Municipal Bond 5 Year (4-6) Total Return Index Unhedged USD

**Core Bond:** Bloomberg Barclays US Agg Total Return Value Unhedged USD

**High Yield Municipals:** Bloomberg Barclays Muni High Yield Total Return Index Value Unhedged USD

**High Yield:** Bloomberg Barclays US Corporate High Yield Total Return Index Value Unhedged USD

**Foreign Bond:** Bloomberg Barclays Global Aggregate ex-USD Total Return Index Value USD (50/50 blend of hedged and unhedged)

**EM Debt (unhedged):** J.P. Morgan GBI-EM Global Diversified Composite Unhedged USD

**U.S. Large Cap:** S&P 500 Total Return Index

**U.S. Small Cap:** Russell 2000 Total Return Index

**International Developed:** MSCI EAFE Net Total Return USD Index

**Emerging Markets:** MSCI Emerging Markets Net Total Return USD Index

**World:** MSCI ACWI Net Total Return USD Index

**U.S. Equity REITs:** FTSE Nareit Equity REITs Total Return Index USD

**S&P Real Assets:** S&P Real Assets Total Return Index

**Commodities:** Bloomberg Commodity Total Return Index

**Hedge Funds:** Hedge Fund Research HFRI Fund of Funds Composite Index

**Balanced:** 3% TIPS, 33% Core Bond, 4% High Yield, 2% Foreign Bond, 2% EM Debt (unhedged), 18% U.S. Large Cap, 6% U.S. Small Cap, 16% International, 8% Emerging Markets, 5% U.S. Equity REITs, 3% Commodities

**U.S.:** MSCI USA Net Total Return USD Index

**China:** MSCI CHINA Net Total Return USD Index

**Japan:** MSCI Japan Net Total Return USD Index

**Germany:** MSCI Germany Net Total Return USD Index

**India:** MSCI India Net Total Return USD Index

**United Kingdom:** MSCI UK Net Total Return USD Index

**France:** MSCI France Net Total Return USD Index

**Italy:** MSCI Italy Net Total Return USD Index

**Brazil:** MSCI Brazil Net Total Return USD Index

**Canada:** MSCI Canada Net Total Return USD Index

## INDEX DEFINITIONS

- **Citigroup 3 Month T-Bill** measures monthly return equivalents of yield averages that are not marked to market. The Three-Month Treasury Bill Indexes consist of the last three three-month Treasury bill issues.
- **Ryan 3 Yr. GIC** is an arithmetic mean of market rates of \$1 million Guaranteed Interest Contracts held for three years.
- **Bloomberg Barclays Treasury U.S. T-Bills-1-3 Month Index** includes aged U.S. Treasury bills, notes and bonds with a remaining maturity from 1 up to (but not including) 3 months. It excludes zero coupon strips.
- **Bloomberg Barclays Capital US Treasury Inflation Protected Securities Index** consists of Inflation-Protection securities issued by the U.S. Treasury.
- **Bloomberg Barclays Muni Index** is a rules-based, market-value-weighted index engineered for the long-term tax-exempt bond market. Bonds must be rated investment-grade by at least two ratings agencies.
- **Bloomberg Barclays Muni 1 Year Index** is the 1-year (1-2) component of the Municipal Bond index.
- **Bloomberg Barclays Muni 3 Year Index** is the 3-year (2-4) component of the Municipal Bond index.
- **Bloomberg Barclays Muni 5 Year Index** is the 5-year (4-6) component of the Municipal Bond index.
- **Bloomberg Barclays Muni 7 Year Index** is the 7-year (6-8) component of the Municipal Bond index.
- **Bloomberg Barclays Intermediate U.S. Gov't/Credit** is the Intermediate component of the U.S. Government/Credit index, which includes securities in the Government and Credit Indices. The Government Index includes treasuries and agencies, while the credit index includes publicly issued U.S. corporate and foreign debentures and secured notes that meet specified maturity, liquidity, and quality requirements.

- **Bloomberg Barclays U.S. Aggregate Index** covers the U.S. investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities.
- **Bloomberg Barclays Global Aggregate ex. USD Indices** represent a broad-based measure of the global investment-grade fixed income markets. The two major components of this index are the Pan-European Aggregate and the Asian-Pacific Aggregate Indices. The index also includes Eurodollar and Euro-Yen corporate bonds and Canadian government, agency and corporate securities.
- **Bloomberg Barclays U.S. Corporate High Yield Index** covers the universe of fixed rate, non-investment grade debt. Eurobonds and debt issues from countries designated as emerging markets (sovereign rating of Baa1/BBB+/BBB+ and below using the middle of Moody's, S&P, and Fitch) are excluded, but Canadian and global bonds (SEC registered) of issuers in non-EMG countries are included.
- **JP Morgan Government Bond Index-Emerging Market (GBI-EM) Index** is a comprehensive, global local emerging markets index, and consists of regularly traded, liquid fixed-rate, domestic currency government bonds to which international investors can gain exposure.
- **The S&P 500** is a capitalization-weighted index of 500 stocks designed to measure performance of the broad domestic economy through changes in the aggregate market value of 500 stocks representing all major industries.
- **The Dow Jones Industrial Index** is a price-weighted average of 30 blue-chip stocks that are generally the leaders in their industry.
- **The NASDAQ** is a broad-based capitalization-weighted index of stocks in all three NASDAQ tiers: Global Select, Global Market and Capital Market.
- **Russell 3000** is a market-cap-weighted index which consists of roughly 3,000 of the largest companies in the U.S. as determined by market capitalization. It represents nearly 98% of the investable U.S. equity market.
- **Russell 1000** consists of the largest 1000 companies in the Russell 3000 Index.
- **Russell 1000 Growth** measures the performance of those Russell 1000 companies with higher P/B ratios and higher forecasted growth values.
- **Russell 1000 Value** measures the performance of those Russell 1000 companies with lower P/B ratios and lower forecasted growth values.
- **Russell Mid Cap** measures the performance of the 800 smallest companies in the Russell 1000 Index.
- **Russell Mid Cap Growth** measures the performance of those Russell Mid Cap companies with higher P/B ratios and higher forecasted growth values.
- **Russell Mid Cap Value** measures the performance of those Russell Mid Cap companies with lower P/B ratios and lower forecasted growth values.
- **Russell 2000** consists of the 2,000 smallest U.S. companies in the Russell 3000 index.
- **Russell 2000 Growth** measures the performance of the Russell 2000 companies with higher P/B ratios and higher forecasted growth values.
- **Russell 2000 Value** measures the performance of those Russell 2000 companies with lower P/B ratios and lower forecasted growth values.
- **Russell 2500** consists of the 2,500 smallest U.S. companies in the Russell 3000 index.
- **Russell 2500 Growth** measures the performance of the Russell 2500 companies with higher P/B ratios and higher forecasted growth values.
- **Russell 2500 Value** measures the performance of those Russell 2500 companies with lower P/B ratios and lower forecasted growth values.
- **MSCI World** captures large and mid-cap representation across 23 Developed Markets countries. With 1,645 constituents, the index covers approximately 85% of the free float-adjusted market capitalization in each country.
- **MSCI ACWI (All Country World Index) ex. U.S. Index** captures large and mid-cap representation across 22 of 23 Developed Markets countries (excluding the United States) and 23 Emerging Markets countries. With 1,859 constituents, the index covers approximately 85% of the global equity opportunity set outside the US.
- **MSCI ACWI (All Country World Index) ex. U.S. Small Cap Index** captures small cap representation across 22 of 23 Developed Markets countries (excluding the US) and 23 Emerging Markets countries. With 4,368 constituents, the index covers approximately 14% of the global equity opportunity set outside the US.
- **MSCI EAFE** is an equity index which captures large and mid-cap representation across Developed Markets countries around the world, excluding the US and Canada. With 930 constituents, the index covers approximately 85% of the free float-adjusted market capitalization in each country.
- **MSCI EAFE Value** captures large and mid-cap securities exhibiting overall value style characteristics across Developed Markets countries around the world, excluding the US and Canada. The value investment style characteristics for index construction are defined using three variables: book value to price, 12-month forward earnings to price and dividend yield. With 507 constituents, the index targets 50% coverage of the free float-adjusted market capitalization of the MSCI EAFE Index.
- **MSCI EAFE Growth** captures large and mid-cap securities exhibiting overall growth style characteristics across Developed Markets countries around the world, excluding the US and Canada. The growth investment style characteristics for index construction are defined using five variables: long-term forward EPS growth rate, short-term forward EPS growth rate, current internal growth rate and long-term historical EPS growth trend and long-term historical sales per share growth trend. With 542 constituents, the index targets 50% coverage of the free float-adjusted market capitalization of the MSCI EAFE Index.
- **MSCI Emerging Markets** captures large and mid-cap representation across 23 Emerging Markets countries. With 836 constituents, the index covers approximately 85% of the free-float adjusted market capitalization in each country.
- **Consumer Price Index** is a measure of prices paid by consumers for a market basket of consumer goods and services. The yearly (or monthly) growth rates represent the inflation rate.
- **FTSE NAREIT Equity REITs Index** contains all Equity REITs not designed as Timber REITs or Infrastructure REITs.
- **S&P Developed World Property** defines and measures the investable universe of publicly traded property companies domiciled in developed markets. The companies in the index are engaged in real estate related activities, such as property ownership, management, development, rental and investment.
- **S&P Developed World Property x U.S.** defines and measures the investable universe of publicly traded property companies domiciled in developed countries outside of the U.S. The companies included are engaged in real estate related activities, such as property ownership, management, development, rental and investment.
- **Fund Specific Broad Real Asset Benchmarks:**
  - **DWS Real Assets:** 30%: Dow Jones Brookfield Infrastructure Index, 30%: FTSE EPRA/NAREIT Developed Index, 15%: Bloomberg Commodity Index, 15%: S&P Global Natural Resources Index, 10%: Barclays U.S. Treasury Inflation Notes Total Return Index
  - **PIMCO Inflation Response Multi Asset Fund:** 45% Barclays U.S. TIPS, 20% Bloomberg Commodity Index, 15% JP Morgan Emerging Local Markets Plus, 10% Dow Jones Select REIT, 10% Bloomberg Gold Subindex Total Return
  - **Principal Diversified Real Assets:** 35% BBgBarc U.S. Treasury TIPS Index, 20% S&P Global Infrastructure Index NTR, 20% S&P Global Natural Resources Index NTR, 15% Bloomberg Commodity Index, and 10% FTSE EPRA/NAREIT Developed Index NTR
  - **Wellington Diversified Inflation H:** 50% MSCI ACWI Commodity Producers Index, 25% Bloomberg Commodity Index, and 25% Bloomberg Barclays US TIPS 1 – 10 Year Index
- **Bloomberg Commodity Index** is calculated on an excess return basis and reflects commodity futures price movements. The index rebalances annually weighted 2/3 by trading volume and 1/3 by world production and weight-caps are applied at the commodity, sector and group level for diversification.
- **HFRI Fund Weighted Composite Index** is a global, equal-weighted index of over 2,000 single-manager funds that report to HFR Database. Constituent funds report monthly net of all fees performance in US Dollar and have a minimum of \$50 Million under management or a twelve (12) month track record of active performance. The HFRI Fund Weighted Composite Index does not include Funds of Hedge Funds.
- **The Alerian MLP Index** is the leading gauge of energy Master Limited Partnerships (MLPs). The float adjusted, capitalization-weighted index, whose constituents represent approximately 85% of total float-adjusted market capitalization, is disseminated real-time on a price-return basis (AMZ) and on a total-return basis.
- **The Adjusted Alerian MLP Index** is commensurate with 65% of the monthly returns of the Alerian MLP Index to incorporate the effect of deferred tax liabilities incurred by MLP entities.
- **Cambridge Associates U.S. Private Equity Index** is based on data compiled from more than 1,200 institutional-quality buyout, growth equity, private equity energy, and mezzanine funds formed between 1986 and 2015.

- **Cambridge Associates U.S. Venture Capital Index** is based on data compiled from over 1,600 institutional-quality venture capital funds formed between 1986 and 2015.
- **Vanguard Spliced Bloomberg Barclays US1-5Yr Gov/Cr Flt Adj Index:** Bloomberg Barclays U.S. 1–5 Year Government/Credit Bond Index through December 31, 2009; Bloomberg Barclays U.S. 1–5 Year Government/Credit Float Adjusted Index thereafter.
- **Vanguard Spliced Bloomberg Barclays US5-10Yr Gov/Cr Flt Adj Index:** Bloomberg Barclays U.S. 5–10 Year Government/Credit Bond Index through December 31, 2009; Bloomberg Barclays U.S. 5–10 Year Government/Credit Float Adjusted Index thereafter.
- **Vanguard Spliced Bloomberg Barclays US Agg Flt Adj Index:** Bloomberg Barclays U.S. Aggregate Bond Index through December 31, 2009; Bloomberg Barclays U.S. Aggregate Float Adjusted Index thereafter.
- **Vanguard Spliced Bloomberg Barclays US Long Gov/Cr Flt Adj Index:** Bloomberg Barclays U.S. Long Government/Credit Bond Index through December 31, 2009; Bloomberg Barclays U.S. Long Government/Credit Float Adjusted Index thereafter.
- **Vanguard Balanced Composite Index:** Made up of two unmanaged benchmarks, weighted 60% Dow Jones U.S. Total Stock Market Index (formerly the Dow Jones Wilshire 5000 Index) and 40% Bloomberg Barclays U.S. Aggregate Bond Index through May 31, 2005; 60% MSCI US Broad Market Index and 40% Bloomberg Barclays U.S. Aggregate Bond Index through December 31, 2009; 60% MSCI US Broad Market Index and 40% Bloomberg Barclays U.S. Aggregate Float Adjusted Index through January 14, 2013; and 60% CRSP US Total Market Index and 40% Bloomberg Barclays U.S. Aggregate Float Adjusted Index thereafter.
- **Vanguard Spliced Intermediate-Term Tax-Exempt Index:** Bloomberg Barclays 1–15 Year Municipal Bond Index.
- **Vanguard Spliced Extended Market Index:** Dow Jones Wilshire 4500 Index through June 17, 2005; S&P Transitional Completion Index through September 16, 2005; S&P Completion Index thereafter.
- **Vanguard Spliced Value Index:** S&P 500 Value Index (formerly the S&P 500/Barra Value Index) through May 16, 2003; MSCI US Prime Market Value Index through April 16, 2013; CRSP US Large Cap Value Index thereafter.
- **Vanguard Spliced Large Cap Index:** Consists of MSCI US Prime Market 750 Index through January 30, 2013, and the CRSP US Large Cap Index thereafter.
- **Vanguard Spliced Growth Index:** S&P 500 Growth Index (formerly the S&P 500/Barra Growth Index) through May 16, 2003; MSCI US Prime Market Growth Index through April 16, 2013; CRSP US Large Cap Growth Index thereafter.
- **Vanguard Spliced Mid Cap Value Index:** MSCI US Mid Cap Value Index through April 16, 2013; CRSP US Mid Cap Value Index thereafter.
- **Vanguard Spliced Mid Cap Index:** S&P MidCap 400 Index through May 16, 2003; the MSCI US Mid Cap 450 Index through January 30, 2013; and the CRSP US Mid Cap Index thereafter.
- **Vanguard Spliced Mid Cap Growth Index:** MSCI US Mid Cap Growth Index through April 16, 2013; CRSP US Mid Cap Growth Index thereafter.
- **Vanguard Spliced Total Stock Market Index:** Dow Jones U.S. Total Stock Market Index (formerly known as the Dow Jones Wilshire 5000 Index) through April 22, 2005; MSCI US Broad Market Index through June 2, 2013; and CRSP US Total Market Index thereafter.
- **Vanguard Spliced Small Cap Value Index:** SmallCap 600 Value Index (formerly the S&P SmallCap 600/Barra Value Index) through May 16, 2003; MSCI US Small Cap Value Index through April 16, 2013; CRSP US Small Cap Value Index thereafter.
- **Vanguard Spliced Small Cap Index:** Russell 2000 Index through May 16, 2003; the MSCI US Small Cap 1750 Index through January 30, 2013; and the CRSP US Small Cap Index thereafter.
- **Vanguard Spliced Small Cap Growth Index:** S&P SmallCap 600 Growth Index (formerly the S&P SmallCap 600/Barra Value Index) through May 16, 2003; MSCI US Small Cap Growth Index through April 16, 2013; CRSP US Small Cap Growth Index thereafter.
- **Vanguard Spliced Total International Stock Index:** Consists of the Total International Composite Index through August 31, 2006; the MSCI EAFE + Emerging Markets Index through December 15, 2010; the MSCI ACWI ex USA IMI Index through June 2, 2013; and FTSE Global All Cap ex US Index thereafter. Benchmark returns are adjusted for withholding taxes.
- **Vanguard Spliced Developed Markets Index:** MSCI EAFE Index through May 28, 2013; FTSE Developed ex North America Index through December 20, 2015; FTSE Developed All Cap ex US Transition Index through May 31, 2016; FTSE Developed All Cap ex US Index thereafter. Benchmark returns are adjusted for withholding taxes.
- **Vanguard Spliced Emerging Markets Index:** Select Emerging Markets Index through August 23, 2006; MSCI Emerging Markets Index through January 9, 2013; FTSE Emerging Transition Index through June 27, 2013; FTSE Emerging Index through November 1, 2015; and FTSE Emerging Markets All Cap China A Transition Index thereafter. Benchmark returns are adjusted for withholding taxes.
- **Vanguard REIT Spliced Index:** MSCI US REIT Index adjusted to include a 2% cash position (Lipper Money Market Average) through April 30, 2009; MSCI US REIT Index through January 31, 2018; MSCI US Investable Market Real Estate 25/50 Transition Index through July 24, 2018; MSCI US Investable Market Real Estate 25/50 Index thereafter.

#### Additional:

- Equity sector returns are calculated by Russell and MSCI for domestic and international markets, respectively. MSCI sector definitions correspond to the MSCI GICS® classification (Global Industry Classification System); Russell uses its own sector and industry classifications.
- MSCI country returns are calculated by MSCI and are free float-adjusted market capitalization indices that are designed to measure equity market performance in each specific country.
- Currency returns are calculated using Bloomberg's historical spot rate indices and are calculated using the U.S. dollar as the base currency.
- The Index of Leading Economic Indicators, calculated by The Conference Board, is used as a barometer of economic activity over a range of three to six months. The index is used to determine the direction and stability of the economy. The composite index of leading indicators, which is derived from 10 leading indicators, helps to signal turning points in the economy and forecast economic cycles. The leading indicators are the following: average weekly hours, average weekly initial claims, manufacturers' new orders, both consumer and non-defense capital goods, vendor performance, building permits, stock prices, money supply (M2), the interest rate spread and the index of consumer expectations.
- S&P Target Date Indexes are constructed using a survey method of current target date investments with \$100 million or more in assets under management. Allocations for each vintage are comprised of exchange-traded funds that represent respective asset classes used in target date portfolios. The indexes are designed to represent a market consensus glide path.

#### **DEFINITION OF KEY STATISTICS AND TERMS**

- **Returns:** A percentage figure used when reporting historical average compounded rate of investment return. All returns are annualized if the period for which they are calculated exceeds one year.
- **Universe Comparison:** The universe compares the fund's returns to a group of other investment portfolios with similar investment strategies. The returns for the fund, the index and the universe percentiles are displayed. A percentile ranking of 1 is the best, while a percentile ranking of 100 is the worst. For example, a ranking of 50 indicates the fund outperformed half of the universe. A ranking of 25 indicates the fund was in the top 25% of the universe, outperforming 75%.
- **Returns In Up/Down Markets:** This measures how the fund performed in both up and down markets. The methodology is to segregate the performance for each time period into the quarters in which the market, as defined by the index, was positive and negative. Quarters with negative index returns are treated as down markets, and quarters with positive index returns are treated as up markets. Thus, in a 3 year or 12 quarter period, there might be 4 down quarters and 8 up quarters. A simple arithmetic average of returns is calculated for the fund and the index based on the up quarters. A simple arithmetic average of returns is calculated for the fund and the index based on the down quarters. The up market capture ratio is the ratio of the fund's return in up markets to the index. The down market capture ratio is the ratio of the fund's return in down markets to the index. Ideally, the fund would have a greater up market capture ratio than down market capture ratio.

- **Standard Deviation:** Standard deviation is a statistical measure of the range of performance within which the total returns of a fund fall. When a fund has a high standard deviation, the range of performance is very wide, meaning there is a greater volatility. Approximately 68% of the time, the total return of any given fund will differ from the average total return by no more than plus or minus the standard deviation figure. Ninety-five percent of the time, a fund's total return will be within a range of plus or minus two times the standard deviation from the average total return. If the quarterly or monthly returns are all the same the standard deviation will be zero. The more they vary from one another, the higher the standard deviation. Standard deviation can be misleading as a risk indicator for funds with high total returns because large positive deviations will increase the standard deviation without a corresponding increase in the risk of the fund. While positive volatility is welcome, negative is not.
- **R-Squared:** This reflects the percentage of a fund's movements that are explained by movements in its benchmark index. An R-squared of 100 means that all movements of a fund are completely explained by movements in the index. Conversely, a low R-squared indicates very few of the fund's movements are explained by movements in the benchmark index. R-squared can also be used to ascertain the significance of a particular beta. Generally, a higher R-squared will indicate a more reliable beta figure. If the R-squared is lower, then the beta is less relevant to the fund's performance. A measure of diversification, R-squared indicates the extent to which fluctuations in portfolio returns are explained by market. An R-squared = 0.70 implies that 70% of the fluctuation in a portfolio's return is explained by the fluctuation in the market. In this instance, overweighting or underweighting of industry groups or individual securities is responsible for 30% of the fund's movement.
- **Beta:** This is a measure of a fund's market risk. The beta of the market is 1.00. Accordingly, a fund with a 1.10 beta is expected to perform 10% better than the market in up markets and 10% worse than the market in down markets. It is important to note, however, a low fund beta does not imply the fund has a low level of volatility; rather, a low beta means only that the fund's market-related risk is low. Because beta analyzes the market risk of a fund by showing how responsive the fund is to the market, its usefulness depends on the degree to which the markets determine the fund's total risk (indicated by R-squared).
- **Alpha:** The Alpha is the nonsystematic return, or the return that can't be attributed to the market. It can be thought of as how the manager performed if the market's return was zero. A positive alpha implies the manager added value to the return of the portfolio over that of the market. A negative alpha implies the manager did not contribute any value over the performance of the market.
- **Sharpe Ratio:** The Sharpe ratio is the excess return per unit of total risk as measured by standard deviation. Higher numbers are better, indicating more return for the level of risk experienced. The ratio is a fund's return minus the risk-free rate of return (30-day T-Bill rate) divided by the fund's standard deviation. The higher the Sharpe ratio, the more reward you are receiving per unit of total risk. This measure can be used to rank the performance of mutual funds or other portfolios.
- **Treynor Ratio:** The Treynor ratio measures returns earned in excess of that which could have been earned on a riskless investment per each unit of market risk. The ratio relates excess return over the risk-free rate to the additional risk taken; however, systematic risk is used instead of total risk. The Treynor ratio is similar to the Sharpe ratio, except in the fact that it uses the beta to evaluate the returns rather than the standard deviation of portfolio returns. High values mean better return for risk taken.
- **Tracking Error:** Tracking error measures the volatility of the difference in annual returns between the manager and the index. This value is calculated by measuring the standard deviation of the difference between the manager and index returns. For example, a tracking error of +/- 5 would mean there is about a 68% chance (1 standard deviation event) that the manager's returns will fall within +/- 5% of the benchmark's annual return.
- **Information Ratio:** The information ratio is a measure of the consistency of excess return. This value is determined by taking the annualized excess return over a benchmark (style benchmark by default) and dividing it by the standard deviation of excess return.
- **Consistency:** Consistency shows the percent of the periods the fund has beaten the index and the percent of the periods the index has beat the fund. A high average for the fund (e.g., over 50) is desirable, indicating the fund has beaten the index frequently.
- **Downside Risk:** Downside risk is a measure similar to standard deviation but focuses only on the negative movements of the return series. It is calculated by taking the standard deviation of the negative quarterly set of returns. The higher the factor, the riskier the product.
- **M-Squared:** M-squared, or the Modigliani risk-adjusted performance measure is used to characterize how well a portfolio's return rewards an investor for the amount of risk taken, relative to that of some benchmark portfolio and to the risk-free rate.

## DEFINITION OF KEY PRIVATE EQUITY TERMS

- **PIC (Paid in Capital):** The amount of committed capital that has been transferred from the limited partner to the general partner.
- **TVPI (Total Value to Paid in Capital):** Money returned to limited partners plus the fund's unrealized investments, divided by money paid-in to the partnership. The TVPI should equal RVPI plus DPI.
- **DPI (Distribution to Paid In Capital):** Money returned (distributions) to limited partners divided by money paid in to the partnership. Also called cash-on-cash multiple.
- **RVPI (Residual Value to Paid In Capital):** The value of a fund's unrealized investments divided by money paid-in to the partnership.
- **Internal rate of return (IRR):** This is the most appropriate performance benchmark for private equity investments. It is a time-weighted return expressed as a percentage. IRR uses the present sum of cash drawdowns (money invested), the present value of distributions (money returned from investments) and the current value of unrealized investments and applies a discount.
- **Commitment:** Every investor in a private equity fund commits to investing a specified sum of money in the fund partnership over a specified period of time. The fund records this as the limited partnership's capital commitment. The sum of capital commitments is equal to the size of the fund.
- **Capital Distribution:** These are the returns that an investor in a private equity fund receives. It is the income and capital realized from investments less expenses and liabilities. Once a limited partner has had their cost of investment returned, further distributions are actual profit. The partnership agreement determines the timing of distributions to the limited partner. It will also determine how profits are divided among the limited partners and general partner.
- **Carried Interest:** The share of profits that the fund manager is due once it has returned the cost of investment to investors. Carried interest is normally expressed as a percentage of the total profits of the fund.
- **Co-Investment:** Co-Investments are minority investments made alongside a private equity investor in an LBO, a recapitalization, or an expansion capital transaction. It is a passive, non-controlling investment, as the private equity firm involved will typically exercise control and perform monitoring functions.
- **General Partner (GP):** This can refer to the top-ranking partners at a private equity firm as well as the firm managing the private equity fund.
- **GP Commitments:** It is normal practice for the GP managing a private equity fund to also make a financial commitment to the fund on the same basis as the LPs in the fund, and this is seen as an important factor driving the alignment of GP and LP interests. The historic benchmark for GP commitments has been 1% of the total fund size, but this is by no means universal, and many GPs commit significantly larger amounts. Furthermore, there has been a marked trend towards GPs making larger commitments to their funds over recent years.
- **Leveraged Buy-Out (LBO):** The acquisition of a company using debt and equity finance.
- **Limited Partner (LP):** Institutions or high-net-worth individuals/sophisticated investors that contribute capital to a private equity fund.
- **Public Market Equivalent (PME):** Performance measure used to evaluate performance relative to the market. It is calculated as the ratio of the discounted value of the LP's inflows divided by the discounted value of outflows, with the discounting performed using realized market returns.
- **Primaries:** An original investment vehicle that invests directly into a company or asset.

## **VALUATION POLICY**

Fiducient Advisors does not engage an independent third-party pricing service to value securities. Our reports are generated using the security prices provided by custodians used by our clients. Our custodial pricing hierarchy is available upon request. If a client holds a security not reported by the first custodian within the hierarchy, the valuation is generated from the next custodian within the hierarchy, and so forth. Each custodian uses pricing services from outside vendors, where the vendors may generate nominally different prices. Therefore, this report can reflect minor valuation differences from those contained in a custodian's report. In rare instances where Fiducient Advisors overrides a custodial price, prices are taken from Bloomberg.

## **REPORTING POLICY**

This report is intended for the exclusive use of the client listed within the report. Content is privileged and confidential. Any dissemination or distribution is strictly prohibited. Information has been obtained from a variety of sources believed to be reliable though not independently verified. Any forecast represents median expectations and actual returns, volatilities and correlations will differ from forecasts. Please note each client has customized investment objectives and constraints and the investment strategy for each portfolio is based on a client-specific asset allocation model. Past performance does not indicate future performance and there is a possibility of a loss. Performance calculated net of investment fees. Certain portfolios presented may be gross of Fiducient Advisors' fees and actual performance would be reduced by investment advisory fees. This report does not represent a specific investment recommendation. Please consult with your advisor, attorney, and accountant, as appropriate, regarding specific advice.

Custodian reports are the reports that govern the account. There will be different account values between Fiducient Advisors' reports and the custodian reports based on whether the report utilizes trade date or settlement date to calculate value. Additionally, difference between values contained on reports may be caused by different accrued income values. Any forecasts represent future expectations and actual returns, volatilities and correlations will differ from forecasts. This report does not represent a specific investment recommendation. Please consult with your advisor, attorney, and accountant, as appropriate, regarding specific advice. Past performance does not indicate future performance and there is a possibility of a loss.

Manager performance for mutual funds and ETFs is based on NAV and provided by Lipper. Performance for non-mutual fund or ETF investments is based on the returns provided by managers, calculations based on a manager statement, or calculations based on a statement or data from the client's custodian. Unless specified otherwise, all returns are net of individual manager fees, represent total returns and are annualized for periods greater than one year. The deduction of fees produces a compounding effect that reduces the total rate of return over time. As an example, the effect of investment management fees on the total value of a client's portfolio assuming (a) quarterly fee assessment, (b) \$1,000,000 investment, (c) portfolio return of 8% a year, and (d) 0.50% annual investment advisory fee would be \$5,228 in the first year, and cumulative effects of \$30,342 over five years and \$73,826 over ten years. Additional information on advisory fees charged by Fiducient Advisors are described in Part 2 of the Form ADV.

## **OTHER**

By regulation, closed-end funds utilizing debt for leverage must report their interest expense, as well as their income tax expense, as part of their total expense ratio. To make for a useful comparison between closed-end funds and both open-end funds and exchange-traded funds, adjusted expense ratios excluding interest and income tax expenses are utilized for closed-end funds within this report. See disclosure on closed-end fund fact sheets for information regarding the total expense ratio of each closed-end fund.

Please advise us of any changes in your objectives or circumstances.

## **CUSTODIAN STATEMENTS**

Please remember to review the periodic statements you receive from you custodian. If you do not receive periodic statements from your custodian or notice issues with the activity reported in those statements, please contact Fiducient Advisors or your custodian immediately.