

Draft
April 29, 2019
Burlington Employees' Retirement Board
City Hall, Conference Room 12

Board Members Present:

- Ben O'Brien
- Beth Anderson
- Robert Hooper
- Munir Kasti
- David Mount
- Pat Robins (9:00)
- Matthew Dow (8:50)

Others Present:

- Stephanie Hanker
- Rich Goodwin
- Steve Lemanski

Called to order at 8:30am

1. **Agenda:**

No changes to presented agenda

2. **Public Forum:**

No Public Present

3. **Approve Minutes – February 11, 2019**

Benjamin O'Brien moved to approve the minutes as presented. Munir Kasti 2nd. Motion carries. 5-0

4. **Approval of Retirement Application:**

Benjamin O'Brien moved to approve presented applications. Munir Kasti 2nd. Motion carries 5:0

5. **Ratify Refunds and Rollovers -**

Munir Kasti moved to ratify the presented refunds and rollovers. Beth Anderson 2nd. Motion carries 5:0

6. **Approve Retirement Office Bills:**

No Bills presented

7. **Review and Discuss Draft Valuation:**

Steve Lemanski presented a draft valuation for date ending June 30, 2018 to the Board.

8. Review and Discuss Updated Experience Study and Rate of Return:

Steve Lemanski presented the Board with a handout, Target Allocation and Expected Rate of Return. Beth Anderson stated Barry provided a national graph and the median rate of return showed to be 7.25% at the time of the study. Beth Anderson stated that the Board can lower the rate at this time and spend time analyzing how to reduce the rate lower over the next couple of years and the impact of the further reduction. Benjamin O'Brien stated she would prefer incremental reductions as it could have an impact on employees, and he would be comfortable with a 50 point reduction now then revisit to have a plan to lower. Steve Lemanski suggested to lower to 7.5% now then have a five year plan to reduce to 7.0%.

Benjamin O'Brien moved to lower the assumed rate of return to 7.5% for the upcoming fiscal year. David Mount 2nd. Motion carries 7:0

Munir Kasti moved the Board to encourage the City to have the direct rate smoothing model complete by September 2019. Pat Robins 2nd. Motion carries 7:0

Munir Kasti moved to accept valuation with the change to the assumption of rate of return of 7.5% and the recommended changes from the experience study. Beth Anderson 2nd. Motion carries 7:0

9. Discussion of RFP for Outsourcing of Retirement Administration:

Beth Anderson, Richard Goodwin and Stephanie Hanker provided a memo to the Board requesting authorization to enter into a contract with Hooker and Holcombe for Pension Outsourcing and approval to issue a RFP for Oversight Project Management. Beth Anderson stated an RFP was issued and H&H responded. Beth Anderson stated there would be an increase of cost. Beth Anderson stated a demo can be made to the Board. Benjamin O'Brien asked if there would still be an employee available to answer questions face to face. Beth Anderson stated yes.

10. Discussion of RFP for Contractual Commitments:

Beth Anderson stated that to keep with the City's policy, an RFP should be issued this summer for investment management services.

11. Schedule Next Meeting of the Retirement Board:

May 20, 2019 1-4pm.

12. Other Business:

No other business

13. Adjourn:

Benjamin O'Brien moved to adjourn. Pat Robins 2nd. Exit 10:00am