

LENGTH OF SERVICE AWARDS PROGRAM (LOSAP)

Friday, August 30, 2019

Generated by Eleanor Abell on Wednesday, October 23, 2019

Members present

Rebecca Bridgett, Mary Ann Murray, Jeannett Cudmore, Catherine Pratson, Commissioner Michael L Hewitt

1. 10:30 am - CALL TO ORDER

Meeting called to order at 10:50 am.

2. ROLL CALL

Members Present:

Catherine Pratson, Human Resources Director

Michael L Hewitt, Commissioner Member

Jeannett Cudmore, Chief Financial Officer

Mary Ann Murray, Community Representative

Not Present:

Rebecca Bridgett was not present at the meeting, but was actively participating via teleconference.

Others Present:

Jody Quasney, Deputy Director

David Saunders, Asset Strategy

Ed Boyer, Asset Strategy

Eleanor Abell, Administrative Recorder

A. Motion to Accept Agenda

I'm going to make a motion to accept the agenda.

Motion by Commissioner Michael L Hewitt, second by Mary Ann Murray.

Final Resolution: Motion Carries

Yea: Rebecca Bridgett, Mary Ann Murray, Jeannett Cudmore, Catherine Pratson, Commissioner Michael L Hewitt

B. Approve Meeting Minutes of May 31, 2019

I'll make a motion to approve the minutes of May 31, 2019.

Motion by Commissioner Michael L Hewitt, second by Mary Ann Murray.

Final Resolution: Motion Carries

Yea: Mary Ann Murray, Jeannett Cudmore, Catherine Pratson, Commissioner Michael L Hewitt

Abstain: Rebecca Bridgett

3. PRESENTATION

A. Asset Strategy Portfolio Update - Quarter Ending June 30, 2019.

David Saunders and Ed Boyer presented the update. Discussed the general market changes for the quarter ending June 30, 2019 referencing page three of the LOSAP Quarterly Investment Analysis. It was noted that the portfolio is 100% invested for the last two full quarters. There is no intention to change the asset allocation at this time. This portfolio is more conditioned to perform well when we have a strong down market similar to quarter ended December, 2018. Thus, we expect the portfolio performance to lag a little bit in this strong up market. The asset allocation at the end of the quarter is right on policy. Except for cash which is at 2.1% where

our policy is zero percent. However, the range is zero to ten percent. We will continue to monitor and make changes as needed. We turn to the market value update as of August 28, 2019 and note that the asset allocation has not changed. We turn back to page two to review performance. For the quarter the portfolio is up 2.9%, year-to-date the portfolio is up 11.5% which is a decent return considering we are at 34% allocated to fixed income. We concluded the discussion with we will continue to monitor the process as we cycle through the quarters.

I move that we allocate \$1M to the LOSAP Trust per our budget discussions for FY2020.

Motion by Commissioner Michael L Hewitt, second by Mary Ann Murray.

Final Resolution: Motion Carries

Yea: Rebecca Bridgett, Mary Ann Murray, Jeannett Cudmore, Catherine Pratson, Commissioner Michael L Hewitt

I'll make a motion to accept the Asset Strategy Report for June 30, 2019.

Motion by Mary Ann Murray, second by Catherine Pratson.

Final Resolution: Motion Carries

Yea: Rebecca Bridgett, Mary Ann Murray, Jeannett Cudmore, Catherine Pratson, Commissioner Michael L Hewitt

4. COMMITTEE REPORTS

A. Plan Administrator's Report - August 30, 2019.

Jody Quasney presented the Plan Administrator's Report with the following information:

- Second quarter 2019 invoice to Asset Strategy - \$1,000.00.
- No other payment activity.
- Future Meetings Calendar – December 6, 2019.

Do I have a motion to accept the Plan Administrator's Report?

So moved.

Motion by Commissioner Michael L Hewitt, second by Mary Ann Murray.

Final Resolution: Motion Carries

Yea: Rebecca Bridgett, Mary Ann Murray, Jeannett Cudmore, Catherine Pratson, Commissioner Michael L Hewitt

5. OLD BUSINESS

A. Request for Proposal (RFP) for Joint Investment Manager.

Catherine Pratson presented information as follows: Asked the LOSAP board to consider making a motion and approve using Hightower as a consultant for the joint RFP. The administrator fees will also be modified because of those charges from Whiteford, Taylor and Preston that Mary Claire Cheshire consulted. The charge to the LOSAP Trust, if the board accepts this, is \$9.26 and & \$7.80. If there were any subsequent charges, they will be included in the one administrator report.

Would the LOSAP board to consider making a motion and approve using Hightower as a consultant for the joint RFP?

So moved.

Motion by Commissioner Michael L Hewitt, second by Mary Ann Murray.

Final Resolution: Motion Carries

Yea: Rebecca Bridgett, Mary Ann Murray, Jeannett Cudmore, Catherine Pratson, Commissioner Michael L Hewitt

"I move to approve the consulting agreement between the Length of Service Awards Program and High Tower Fiduciary Plan Advisors, subject to concurrence by SORP August 22nd meeting and OPEB August 30th meeting, and authorize the Chair to sign the related documents."

Motion by Commissioner Michael L Hewitt, second by Mary Ann Murray.

Final Resolution: Motion Carries

Yea: Rebecca Bridgett, Mary Ann Murray, Jeannett Cudmore, Catherine Pratson, Commissioner Michael L Hewitt

Revise previous motion (#1) to #3, requiring the scope of that motion authorizing the chair to release the related documents. I withdraw, you withdraw the previous motion.

Motion by Commissioner Michael L Hewitt, second by Mary Ann Murray.

I move that we approve the payment of the Whitford, Taylor & Preston, LLP, looks like the group, of \$9.26 for the LOSAP and \$7.80 for the bills.

Motion by Commissioner Michael L Hewitt, second by Mary Ann Murray.

Final Resolution: Motion Carries

Yea: Rebecca Bridgett, Mary Ann Murray, Jeannett Cudmore, Catherine Pratson, Commissioner Michael L Hewitt

6. NEW BUSINESS

A. Recognition:

Thank you to Eleanor Abell for meeting administrative assistance with the two LOSAP & OPEB Boards.

7. ADJOURN

A. Motion to Adjourn

The meeting was adjourned at 11:13 am.

I'll make a motion to adjourn the LOSAP meeting on August 30, 2019.

Motion by Mary Ann Murray, second by Commissioner Michael L Hewitt.

Final Resolution: Motion Carries

Yea: Rebecca Bridgett, Mary Ann Murray, Jeannett Cudmore, Catherine Pratson, Commissioner Michael L Hewitt