

**RETIREE BENEFIT TRUST OF ST. MARY'S COUNTY  
BOARD OF TRUSTEES MEETING  
January 21, 2010**

**Members Present:** John W. Savich, County Administrator  
Elaine M. Kramer, Chief Financial Officer  
Susan Sabo, Human Resources Director  
Daniel Raley, County Commissioner  
Mary Ann Murray - Community Representative

**Others Present:** Maureen McFadden - Procurement

**CALL TO ORDER**

The meeting was called to order at approximately 1:12 pm.

**ACCEPTANCE OF AGENDA**

Agenda was accepted by all members present.

**WELCOME**

Mary Ann Murray, Community Member, who took vacancy left by Jack Candella.

**APPROVAL OF MINUTES**

Sue Sabo made a motion, second by Elaine Kramer, to approve the minutes from the meeting of 7-16-2009. Motion carried.

**OVERVIEW OF SOLICITATION PROCESS**

Maureen McFadden, Senior Buyer provided an overview of the entire solicitation process regarding the bids that were received on January 15, 2010.

There were a total of 90 solicitations mailed out and 7 received, with one being non-responsive.

Technical Evaluation Committee (TEC) will be Jeannett Cudmore (COR), John Savich, Elaine Kramer and Sue Sabo. On February 18, 2010, a private meeting with TEC will be held to discuss TEC scores and to submit short list to Procurement to schedule interviews. Interviews will be before the entire board, in March/April.

**ADJOURN**

Dan Raley made motion, second by Elaine Kramer. Motion carried.

Respectfully submitted,



Jeannett Cudmore  
Plan Administrator

APPROVED:



John Savich  
Chair