

RETIREMENT BENEFIT TRUST OF ST. MARY'S COUNTY (Friday, February 11, 2022) *Generated by Michelle Rance on Wednesday, February 16, 2022*

Members present

David Weiskopf, Acting County Administrator
Michael L. Hewitt, Commissioner Member
Jeannett Cudmore, Chief Financial Officer
Catherine Pratson, Human Resources Director
Scott Ostrow, Community Representative

Others Present:

Jody Quasney, Plan Administrator
Pat Wing, Marquette Associates
Jim Ritchie, Bolton Partners
Michelle Rance, Administrative Recorder

1. 11:30AM - CALL TO ORDER

2. ROLL CALL

A. Approval of the Agenda

Motion to approve the agenda for February 11, 2021

Motion by Commissioner Michael L Hewitt, second by Jeannett Cudmore.

Final Resolution: Motion Carries

Yea: Scott Ostrow, Commissioner Michael L Hewitt, Jeannett Cudmore, Catherine Pratson, David Weiskopf

B. Approval of the Meeting Minutes for December 3, 2021

Motion to approve the meeting minutes for December 3, 2021

Motion by Commissioner Michael L Hewitt, second by Jeannett Cudmore.

Final Resolution: Motion Carries

Yea: Scott Ostrow, Commissioner Michael L Hewitt, Jeannett Cudmore, Catherine Pratson, David Weiskopf

3. PRESENTATION

A. Q4 Investment Performance Report

Pat Wing of Marquette Associates began with an overview of the Market Environment in Q4 followed by a detailed review of the Portfolio performance in Q4. The Market Value of the fund for Q4 was \$127.1M as of December 31, 2021. The portfolio investment gain was \$4.0M and the portfolio returned 3.2% (net) vs. policy index of 3.3%.

Motion to accept the Q4 Investment Performance Report

Motion by Catherine Pratson, second by Commissioner Michael L Hewitt.

Final Resolution: Motion Carries

Yea: Scott Ostrow, Commissioner Michael L Hewitt, Jeannett Cudmore, Catherine Pratson, David Weiskopf

B. Recommendations

Pat Wing presented their recommendations for rebalancing starting with the transfer of \$1.0M from Vanguard S&P 500 Value ETF, then adding the \$1.0M into the Vanguard FTSE Emerging Markets ETF.

Motion to move \$1.0M from Vanguard S&P 500 Value ETF to Vanguard FTSE Emerging Markets ETF

Motion by Commissioner Michael L Hewitt, second by Scott Ostrow.

Final Resolution: Motion Carries

Yea: Scott Ostrow, Commissioner Michael L Hewitt, Jeannett Cudmore, Catherine Pratson, David Weiskopf

C. Investment Policy Statement Review

Pat Wing's recommendation, as agreed in the previous LOSAP meeting, to formally execute the draft Investment Policy Statement at the next meeting, where recommendations can be made to more align the fund with the new asset allocations – the board agreed.

D. Next Steps

- Next meeting
 - Custody RFP updates
 - Recommendations
- Subsequent meetings
 - Custody RFP updates
 - Recommendations
 - Traditional vs. OCIO

4. COMMITTEE REPORTS

A. Plan Administrator's Report for February 11, 2022

Jody Quasney reported the following:

- Capital Calls - Transfer of Funds since last meeting: **Transactions Totaling \$681,609.29**
- Administrative – Transfer of Funds since last meeting:
 - Marquette Associates – Investment Consulting - \$26,971.30
- Future Meeting Calendar for 2022:
 - April 29
 - June 24
 - August 26
 - October 28
 - December 2

Motion to accept the Plan Administrator’s report.

Motion by Catherine Pratson, second by Scott Ostrow

Final Resolution: Motion Carries

Yea: Scott Ostrow, Commissioner Michael L Hewitt, Jeannett Cudmore, Catherine Pratson, David Weiskopf

5. NEW BUSINESS

A. SORP, LOSAP, and OPEB Funds - Moving from Pay-go to Self-funded

Jeannett Cudmore began the discussion by asking Jim Ritchie what Bolton’s recommendation would be as to the appropriate timing for the OPEB Trust to start funding the retirement payments instead of using the general fund to make the pay-outs. His suggestion was that we start paying from the trust, and in addition decide how much if any we want to continue to put into the trust.

Wrapping up the discussion, the board agreed to have Bolton come back with their recommendations to be included in our policy to determine when to fund and when not to fund. Bolton will work with Catherine to gather the actuarial census information they need to make recommendations to the board on funding.

B. Certificate of Appreciation - Mary Ann Murray and Scott Ostrow

6. ADJOURN

A. Adjourn the meeting

Motion to adjourn the meeting.

Motion by Commissioner Michael L Hewitt, second by Jeannett Cudmore.

Final Resolution: Motion Carries

Yea: Scott Ostrow, Commissioner Michael L Hewitt, Jeannett Cudmore, Catherine Pratson, David Weiskopf

Minutes approved by the OPEB Board on: April 29, 2022