

**457 DEFERRED COMPENSATION PLAN
MINUTES OF ADMINISTRATIVE COMMITTEE SPECIAL MEETING
January 21, 2016 at 9:00 a.m.**

Members in Attendance

Eric Baird, Co-Chair, ICT Business Services
Milton Ellis, Labor Relations
Duane Hill, Accounting and Financial Reporting (arrived at 9:08 a.m.)
Dayton Hostetler, Fire Department
Elizabeth Morrison, Co-Chair, Finance and Budget
Tammy Woodard, Human Resources & Development (arrived at 9:25 a.m.)

Staff in Attendance

Victoria Bristol, Contracting Procurement Office (absent from noon to 3:30)
Sofia Mayo, Contracting Procurement Office (absent from 10:30 to 3:40)
Julia Tanga, Police Department (arrived at noon)
Claudia Kay, Human Resources and Development

Guests in Attendance

Greg Settle, Hyas Group
Peter Hoerber, ICMA-RC (arrived at noon)
Jared Martin, ICMA-RC (arrived at noon)
Sonia Rogers, ICMA-RC (arrived at noon)

Agenda

- A. Executive session – Third Party Administrator Procurement Process
- B. Lunch and Tax Planning Presentation
- C. Fiduciary Training
- D. Participant Services
- E. ICMA-RC updates
- F. Annual review of Investment Policy
- G. Review Administrative Policies and Procedures
- H. Executive Session - Third Party Administrator Procurement Process

Copies of the following were distributed prior to or during the meeting and, by reference, are incorporated into these minutes:

- Administration Policy and Procedures for Defined Contribution Plans, and Exhibits
- Statement of Investment Policies and Guidelines
- Port's RFP for Third Party Administrator Services from previous procurement
- Hyas Group:
 - Sample RFP for Third Party Administration Services
 - Fiduciary Fundamentals for Public Employers
 - Lifetime Income handout
- ICMA-RC documents:
 - Tax Planning Checklist
 - Matrix Trust Company services and ICMA-RC updates
 - Participant and meeting attendance data

- 2016 educational work plan
- Seminar lineup booklet
- Get Your Plan flyer
- Premier Services brochure
- Education flyer – Get Help on Your Schedule
- Sample passport
- Copy of email with kudos to Sonia Rogers

The meeting was chaired by Eric Baird and Elizabeth Morrison.

A. Executive Session

The Committee convened into Executive Session at 9:00 a.m. through noon to discuss the third party administrator selection process.

B. Tax Planning Presentation

Jim Reinke distributed a handout and conducted a PowerPoint tax planning presentation.

C. Fiduciary Training

Greg Settle conducted a PowerPoint presentation titled *Fiduciary Fundamentals for Public Employers*. He stated that the financial services industry is pushing back on possible federal regulations that place brokers, advisors and others in a fiduciary role. He also stated that he believes the Committee is acting in accordance with expected fiduciary standards as demonstrated in part by seeking lower share classes and conducting periodic selection processes.

D. Participant Services

ICMA-RC staff distributed several handouts related to their presentation on participant services. Statistical information on number of meetings and number of participants attending meetings or individual appointments was distributed by Sonia Rogers. The various types of financial plans that a participant could request was also explained by Jim Reinke. Peter Hoerber reviewed the 2016 education plan and Jared Martin demonstrated the ICMA-RC website. The ICMA-RC staff reiterated that they cannot post Jim's webinars on their website, but that Brainsharks are available.

E. ICMA-RC Updates

Jared reviewed the history of Broadridge Financial Services' purchase of Wilmington Trust, and the ensuing outcome of Matrix Trust Company providing passive-directed trustee services to the Port's plans. Jared said he would check whether the stable value fund and brokerage options are also covered by our agreement.

Jared also provided information about enhanced security features to protect investor assets.

F. Investment Policy Statement

Greg explained the redlined changes in the Investment Policy Statement.

Upon motion by Duane Hill, seconded by Eric Baird, the Committee unanimously agreed to adopt the Investment Policy Statement as amended.

G. Administration Policies and Procedures

The Committee reviewed the Administrative Policies and Procedures document and asked Claudia to: (a) add an effective date to the Exhibits, and (2) to modify the first sentence of the second paragraph to include "...subject to resignation, removal or extension."

Upon motion by Duane Hill, seconded by Eric Baird, the Committee unanimously agreed to adopt the Investment Policy Statement as amended.

H. Executive Session

The Committee convened into Executive Session to discuss the third party administrator procurement again at 3:40 p.m.

Adjournment: The meeting was adjourned at 4:07 p.m.