457 DEFERRED COMPENSATION PLAN
MINUTES OF ADMINISTRATIVE COMMITTEE MEETING
September 14, 2016 at 9:30 a.m.

Members in Attendance
Eric Baird, Co-Chair, ICT Business Services
Milton Ellis, Labor Relations
Duane Hill, Accounting and Financial Reporting - arrived 9:05 a.m.
Dayton Hostetler, Fire Department
Elizabeth Morrison, Co-Chair, Finance and Budget
Tammy Woodard, Human Resources – arrived 9:15 a.m.

Staff in Attendance
Claudia Kay, Human Resources
Anika Klix, Human Resources
Julia Tanga, Police Department – arrived 9:22 a.m.

Guests in Attendance
Greg Settle, Hyas Group
Peter Hoerber, ICMA-RC
Sonia Rogers, ICMA-RC – arrived 9:24 a.m.
Corey Wiggins, ICMA-RC

Agenda
A. Introductions / Approval of minutes (postponed to the end)
B. Greg Settle, Hyas Group
- Financial Markets and Economic Report
- Plan Performance Report – 2Q 2016
- The 457 Plan Fiduciary Advisor newsletter

C. Discussion on auto-enrollment feature

D. IMCA-RC staff:
- Executive Summary Report – 2Q 2016
- Participant Services Report – 2Q 2016

E. Attendees for 2016 NAGDCA conference

F. Executive Session – Third Party Administration procurement process

Copies of the following were distributed prior to or during the meeting and, by reference, are incorporated into these minutes:
- Hyas Group
    - Performance Report for 2Q 2016
    - *The 457 Plan Fiduciary Advisor* newsletter
    - Financial Markets and Economic Report – 2Q 2016

- Vanguard Cost Reduction and Management Change

- ICMA-RC documents:
    - Executive Summary Report – 2Q 2016
    - Education and Communication Activity Report – 2Q 2016
    - Participant communications: scavenger hunt literature and Pass the Match flyer.

The meeting was chaired by Eric Baird.

A. Introductions were made around the table. Since some were running late, approval of the minutes from the 6/8/16 meeting were postponed to the end of the meeting.

B. Greg Settle presented an Economic Update slide presentation – Q2 2016.
The big headline in the 2nd quarter was Britain leaving EU ("Brexit"). The market has been fluctuating violently. August repeated new highs in domestic stock exchanges; ratcheting down of interest rates in foreign central banks; starting to cause consternation but things are changing rapidly in past few days.

Plan Performance Report 2Q: Reviewed plan asset allocations, fund performance and trend line. The committee discussed whether or not to put the Fidelity Strategic Fund on watch because it under-performed its index in peer group and decided to vote on it.

> Upon motion to put the fund on watch moved by Tammy Woodard, All in favor, none opposed. Eric carried the motion.

457 Plan Fiduciary Advisor Newsletter:
For 401 compliance, you now have to go to an ERISA firm to get certified determination letters; there are new fiduciary regulations; The Committee reviewed the possibility of engaging auto-enrollment; The Committee determined not to.

C. **Corey Wiggins and Sonia Rogers – ICMA-RC**

Services Report; Representatives reported successful meetings with employees at the AOB and ATO as well as with senior level leaders. It was reported that there have been more employees dealing with issues of their parents passing away and ICMA-RC is ready and on-point to address it. There have also been a lot of questions coming from the Police Department possibly due to recent new hires.

Phone/email continues to be a popular way to make contact with ICMA-RC representatives. Summer months are typically lighter; educational videos were posted and remain popular; Targeted fliers have gone out for various reasons/topics.

3 webinars were conducted for the quarter; they did fairly well; 2 financial plans were done in person

ICMA-RC will be offering recorded webinars; an email was sent to those who registered and didn't attend with the option to view the recorded webinar. ICMA-RC would like to market via WH email regarding the recorded webinars. They will provide a sign up link to the registration for the webinar, participants sign up and then they get an email to link to the webinar.

It was noted that they have the ability to follow up on the content via email if it gets updated after the webinar is viewed. All new webinars will be recorded and available online going forward.

ICMA-RC cannot market IRAs to Port participants due to conflict of interest and asked if they could offer it to the spouses if they have their assets consolidated with ICMA-RC plans. This question came up recently and they are open to thoughts on that topic.

ICMA-RC presented the 2nd Quarter report and can provide the excel version and any backup material requested

The auto adjust allocation rebalancing is a check box participants can check but the employer needs to decide if it's an option to turn it on or not. It's a way to keep the guided pathways in synch. The Committee plans on reviewing this feature in more depth.

Note to add to next agenda: allocation automatic rebalancing

The Committee reviewed the report which included plan participation, distribution trends, and loan benchmarking information.

Review of Minutes from 6/8/16 meeting

Duane moved to accept the minutes from last meeting; Tammy seconded; all approved; none opposed. Minutes were accepted.