457 DEFERRED COMPENSATION PLAN
MINUTES OF ADMINISTRATIVE COMMITTEE MEETING
December 13, 2017 at 9:30 a.m.

Members in Attendance

Elizabeth Morrison, Co-Chair, Finance and Budget
Eric Baird, Co-Chair, ICT Business Services
Duane Hill, Accounting and Financial Reporting
Chris Nuttal, Fire Department

Staff in Attendance

Anika Klix, Human Resources
Julia Tanga, POS PD

Guests in Attendance

Greg Settle, Hyas Group
Corey Wiggins, ICMA-RC
Sonia Rogers, ICMA-RC
Ken Wedemyer, ICMA-RC

Meeting called to order. On 11/7/17, Duane Hill moved to approve the minutes from the September meeting. Eric Baird seconded. All in favor - none opposed. The minutes were approved.

ICMA-RC

Sonia Rogers reported ongoing meetings with employees, accommodating their schedules and meeting offsite. Trends in questions center around whether or not they are saving enough for retirement or how much they should be saving. She is promoting the Am I On Track tool with the addition of Pension calculations and helping folks understand when they can retire. Sonia has done some round table discussions and attended the retiree luncheon. Sonia reminded retirees that they have access to a certified financial planner. Phone consultations are still popular, as well as email questions.

<u>Target mailing</u>

- A separation letter is mailed anytime someone is terminated,
- rollover flyers were created for new employees,
- other creative flyers with imagery for being more eye-catching are available

Jim Reinke had several face-to-face meetings and consultations as well as phone calls. Webinars have been shared with others or listened to later. ICMA-RC will be making the webinars more accessible for more people.

There has been a focus to increase the participation rate in the younger age group; Human Resources is looking for ways to reach out to them if they are not participating. Anika will inquire about scheduling time at the next Port-wide New Employee Orientation (PNEO) for Sonia to be available for questions.

Corey Wiggins presented the 3rd quarter summary and participant services report.

Fidelity Strategic Fund was replaced by Vanguard Plus fund and roughly 14 accounts affected.

The Realize Retirement truck will be making rounds again this year and the new theme is designed to be an escape room experience. It's great for team building and learning about retirement.

There is a possibility to design a Wellness Challenge for points in the Port's Spirit and Wellness program. Availability at the Port will be the week of April 23rd (1st 3 days).

For the January retreat, Armando Llanes, ICMA-RC Sr. Communications and Education Manager will join the meeting by phone and share new ideas in marketing. He will also be invited to join future Committee meetings by phone.

The auto-rebalancing feature is active however only one person has used it so far probably because people don't know about it. There is opportunity to promote it with flyers and other communications. Corey shared examples of two flyers for auto-rebalancing that can be customized for the Port. The flyer can be linked from the new Port custom landing page ICMA-RC is currently working on.

Hyas Group

Greg Settle, from the Hyas Group presented the Plan and Investment Performance Report for the Quarter ended 9/30/17. Two funds were found to be in violation of the Plan's Investment Policy Statement performance guidelines: The Artisan Mid-Cap Fund and the Scout Core Plus Bond Fund, which has been renamed the Carillon Reams Core Plus Bond Fund.

The Artisan Mid Cap Fund, which had been in underperformance in the first quarter, has again fallen below the IPS' standards, but this is more due to a very strong 2012 dropping off of the five-year metric as performance this year has been positive. Hyas Group recommended patience with this strategy and the Committee took no action.

Greg reviewed the Carillon Reams Core Plus Bond Fund, pointing out that the performance this year is positive and that the five-year underperformance was just below the guideline. He also pointed out that the fund has been operated fairly defensively in the past and, if rates are going to climb in response to continuing good economic news, the fund should be well-positioned. The Committee took no action.

The Hyas Group recommended that the Plans switch to the institutional version of the T. Rowe Price Growth Stock Fund from the present share class in order to eliminate the revenue sharing component and reduce cost. The Committee voted to make this change. Greg will send language to Anika to use when instructing ICMA-RC to make this change.

Duane made a motion to move to revenue share option of T Rowe price investment; Chris Nuttal seconded. All in favor. None opposed.

The Committee discussed the upcoming Annual Retreat. Greg will review the agenda and make suggestions for content to Anika by 12/22/17.

Sonia spoke with Aaron Pritchard who thought maybe the Commissioners could champion auto-enrollment with the state. Sonia will include a DC Committee member on future conversations with them about any legislative issues.

There was a suggestion from the co-chair of the Committee to invite all of the trustees of the plan to the annual retreat.

Regular meeting adjourned at 11:11 a.m.

No Executive Session held.