

**457 Deferred Compensation Plan
Administrative Committee Meeting
May 30, 2023
9:00 a.m. to 9:15 a.m. Executive Session
9:15 a.m. to 12:00 p.m. Regular session
MS Teams**

<p>9:00 a.m. to 9:15 a.m. <i>15 minutes</i></p>	<ul style="list-style-type: none"> • Welcome • Approval of March Meeting Minutes • Authorized Agent Discussion • Retirement Fair Planning Questions 	<p>Committee Co-chair</p>
<p>9:15 a.m. – 10:45 a.m. <i>1.5 hours</i></p>	<ul style="list-style-type: none"> • Market and Economic Commentary • Plan and Investment Performance Report • Vanguard Target Date CIT transition update • Regulatory Update: Secure Act 2.0 Developments • Administrative Account: Fee Adequacy Review 	<p>Hyas Group</p>
<p>10:45 a.m. to 11:20 a.m. <i>35 minutes</i></p>	<ul style="list-style-type: none"> • Report on Participant Activity and Service Delivery • Update on Corporate Developments 	<p>MissionSquare Retirement</p>
<p>11:20 a.m. to 11:45 a.m. <i>25 minutes</i></p>	<ul style="list-style-type: none"> • Engaging On-Line Enrollment: Continued Discussion 	<p>All</p>
<p>11:45 a.m. to 12:00 p.m. <i>15 minutes</i></p>	<ul style="list-style-type: none"> • Participant Survey 2023: Draft Review & Discussion • Announcements / Wrap-up 	<p>All</p>

**Next meeting: August 29, 2023
MS TEAMS**

Minutes:

In attendance:

Committee members: Milton Ellis, Elizabeth Morrison, Eric Baird, Taesan Hose, Shawn Griffin, Don Kelley, Tammy Woodard

MissionSquare: Tim Oster, Sonia Rogers

Hyas Group: Greg Settle and Ted Grigsby

Port Employees: Sherie Chipperfield, Eloise Olivar, Antoine Trotter, Lauren Smith

Welcome and Approval of March meeting minutes

The Deferred Compensation Committee meeting was called to order at 9:02 AM.

VOTE:

Motion: Milton Ellis moved to approve the minutes from the March 2023 meeting.

Seconded: Elizabeth Morrison seconded.

All in favor: yes

All opposed: no

Elizabeth Morrison proposed to make Sherie Chipperfield an Authorized Agent for the Deferred Compensation Committee. Don Kelley thought that we should also have a second Authorized Agent and Elizabeth said we could add that at a future date.

ROLL CALL VOTE:

Motion: Eric Baird moved to make Sherie Chipperfield an Authorized Agent.

Seconded: Shawn Griffin

All in favor: yes

All opposed: no

The Committee discussed the Retirement Fair Planning for Q3 of 2023 and decided to reschedule the Retirement Fair to be held in Q1 of 2024. This is to put aside adequate funds for a more formal event within the 2024 Deferred Compensation Committee Budget.

Hyas Group

Market and Economic Commentary

Greg Settle from Hyas gave an economic update including information about inflation and interest rates.

Plan and Investment Performance Report

Greg reviewed the performance of the Plan investment options. The American Funds EuroPacific Growth Fund is underperforming and has again fallen out of compliance with the standards of the investment policy statement. Though it is performing well in 2023 year-to-date, it will remain on Watch status.

All Committee

Engaging On-Line Enrollment: Continued Discussion

The discussion around engaging Online Enrollment through Mission Square was moved up on the agenda to accommodate other Port employees attending the discussion. Eloise Olivar, Antoine Trotter and Lauren Smith joined the Committee to discuss the potential implementation of switching to online enrollment through the MissionSquare platform from the current setup of the Port's in-house HRIS system.

The advantages and disadvantages of this switch was discussed. The advantages would be:

- improved user experience for employees,
- tools to estimate contribution changes,
- improved reporting metrics through the MissionSquare platform including percent of employee pay for contributions,
- MissionSquare representatives able to enroll employees real time when meeting with new hires,
- resolve current issues with online enrollment through the Port's in-house HRIS,
- resolve issues with the enrollment file managed through the Port's in-house HRIS and
- beneficiaries would be managed through the Mission Square platform instead of the current state where there are multiple places to manage beneficiaries.

The disadvantages would be:

- the Port no longer being the record keeper of enrollments and contribution changes,
- potential timing issues with uploading changes in Payroll,
- the Payroll department having to manually enter changes if the file fails, and
- changing the data and security configurations for the benefit data.

Eloise Olivar said that the disadvantages would not prohibit the Payroll Department from being supportive of the change and she has experience with online enrollment being managed through Mission Square in her previous work experience. Lauren Smith said the disadvantages would outweighs the advantages of the change for the HRIS group. Tammy Woodard said that the employee user experience she encountered with her spouse's deferred compensation account managed through online enrollment through Mission Square was a better experience than the Port's in-house HRIS so she is supportive of the change.

The Committee suggested that the subject matter experts around this change should meet outside of the committee meeting and confer separately. Tammy Woodard asked Lauren Smith to set up a meeting with the subject matter experts around this potential change and process mapping. Elizabeth Morrison suggested that the CPI team could help with process mapping.

Hyas Group (continued)

Vanguard Target Date CIT transition update

The Vanguard Target Date forms and CIT transition forms have been signed and sent on to Mission Square to be updated.

Regulatory Update: Secure Act 2.0 Developments

Greg Settle provided an update on the Secure Act 2.0 legislation. Many aspects of this legislation still require clarification by the U.S. Department of the Treasury and Congress has noted that it will need to take action in some areas. The Total Rewards department has already made the updates to the Port's

employee self-service enrollment module so that employees no longer have to wait until the first of the following month to make contribution changes.

The Committee will continue to discuss the impact of the Secure 2.0 legislation at the next meeting.

Administrative Account: Fee Adequacy Analysis

The Committee reviewed the Administrative Fee rate and how revenue from it is climbing with the rebound in-plan asset levels. The Committee concluded that no change in the rate was appropriate at this time.

MissionSquare

Report on Participant Activity and Service Delivery

MissionSquare updated the Committee on plan balances, contributions and roll-ins, distributions and rollouts, and loan activity. MissionSquare reviewed the Questionnaire Summary for Port employees. The results showed that Port employees were in alignment with MissionSquare's average book of business as far as financial health was concerned.

Update on Corporate Developments

Tim Oster with MissionSquare updated the Committee on the new interim CEO for MissionSquare and that there will be a search for a new CEO.

All Committee

Participant Survey 2023: Draft Review & Discussion

The Committee continued our discussion about a new survey of plan participants. There were several suggestions for content changes and execution. Tammy and Sherie will be taking over work on the survey.

The meeting was adjourned at 12:00 PM.