



EMPLOYEES' RETIREMENT SYSTEM
The Maryland-National Capital Park and Planning Commission

**BOARD OF TRUSTEES MEETING
MINUTES**

Tuesday, July 13, 2021; 10:00 a.m.
County Administration Building, Upper Marlboro, MD
(Due to COVID -19 Attend via Microsoft Teams)

Due to COVID-19, the Maryland-National Capital Park and Planning Commission (“Commission”) Employees’ Retirement System (“ERS”) Board of Trustees (“Board”) met virtually through Microsoft Teams with CHAIRMAN HEWLETT leading the call from the County Administration Building in Upper Marlboro, Maryland on Tuesday, July 13, 2021. The meeting was called to order at 10:00 a.m. by CHAIRMAN HEWLETT.

Board Members Present

Elizabeth M. Hewlett, Board of Trustees Chairman, Prince George’s County Commissioner	
Gerald R. Cichy, Board of Trustees Vice Chairman, Montgomery County Commissioner	Joined at 10:03 a.m.
Howard Brown, FOP Represented Trustee	Left at 11:00 a.m.
Asuntha Chiang-Smith, M-NCPPC Executive Director, Ex-Officio	Joined at 10:04 a.m.
Melissa D. Ford, Prince George’s County Open Trustee	
Pamela F. Gogol, Montgomery County Public Member	
Caroline McCarthy, Montgomery County Open Trustee	
Amy Millar, MCGEO Represented Trustee	
Sheila Morgan-Johnson, Prince George’s County Public Member	
Elaine A. Stookey, Bi-County Open Trustee	
Joseph C. Zimmerman, CPA, M-NCPPC Secretary-Treasurer, Ex-Officio	

ERS Staff Present

Andrea L. Rose, Administrator
Sheila S. Joynes, ERS Accounting Manager
Heather D. Van Wagner, Senior Administrative Specialist

Presentations

Wilshire Associates - Bradley A. Baker, Managing Director and Martel McDuffy, Senior Analyst

Legal Counsel Present

M-NCPPC Legal Department - William C. Dickerson, Principal Counsel

ITEM 1 APPROVAL OF THE JULY 13, 2021 CONSENT AGENDA

ACTION: MS. GOGOL made a motion, seconded by MS. FORD to approve the Consent Agenda. The motion PASSED unanimously (9-0). (Motion #21-36)

VICE CHAIRMAN CICHY joined the meeting at 10:03 a.m.

MS. CHIANG-SMITH joined the meeting at 10:04 a.m.

ITEM 2 CHAIRMAN’S ITEMS

ITEM 3 MISCELLANEOUS

No items reported.

ITEM 4 TRUSTEE TRAINING**Wilshire Associates**

Presentations by Bradley A. Baker, Managing Director and Martel McDuffy, Senior Analyst

Mr. Baker and Mr. McDuffy presented an education session on Private Real Assets: Infrastructure and Renewable Energy that included the market characteristics, investment landscape and return and risk considerations.

MR. BROWN left the meeting at 11:00 a.m.

ITEM 5 REPORT OF THE ADMINISTRATOR

Andrea L. Rose presented the Administrator's Report dated July 1, 2021

The Board agreed to move the September 7, 2021 Board meeting to September 14, 2021 due to the holiday weekend.

Andrea Rose provided an update on the progress of the new pension administration software project, PensionGold. The final phase, document imaging, is underway. The imaging sub-contractor is expected to be onsite imaging all member files at the beginning of August 2021. The project is expected to take 3-4 months.

The Member Direct portal is ready for delivery; however, the Commission's IT Department had concerns regarding use of a single server for both Member Direct and PensionGold and recommended a separate dedicated webserver to provide separation and security from the main database. ERS staff agreed with the Commission's IT Department. This will result in additional hosting fees plus a one-time set-up fee of \$3,320. There are no concerns or adjustments required for the FY2022 Operating Budget. The ERS plans to rollout Member Direct to its members in 2022.

Staff recommend the Board approve a separate server for Member Direct and additional hosting fees as follows:

- Year 3 1/1/22 to 12/31/22 - \$6,679 + one-time set up fee of \$3,320
- Year 4 1/1/23 to 12/31/23 - \$7,013
- Year 5 1/1/24 to 12/31/24 - \$7,013
- Year 6 1/1/25 to 12/31/25 - \$7,364
- Year 7 1/1/26 to 12/31/26 - \$7,732

The ERS will be working with the Groom Law Group regarding the rules and regulations surrounding eDelivery via Member Direct with analysis of the ERS' cyber insurance policy to ensure adequate coverage given the new feature.

ACTION: VICE CHAIRMAN CICHY made a motion, seconded by MS. MILLAR to approve a separate server for Member Direct and the additional hosting fee schedule as recommended by staff. The motion PASSED unanimously (10-0). (Motion #21-37)

ITEM 6 COMMITTEE REPORTS/PRESENTATIONS**Investment Monitoring Group – Report of June 15, 2021****Audit Committee – Report of June 15, 2021**

Administration & Personnel Oversight Committee – Report of June 15, 2021

Committee Chairman, Joseph C. Zimmerman, presented a Plan Document Restatement dated August 1, 2021 and a memorandum dated June 8, 2021 from the Groom Law Group that reviews the changes made in the Restatement. The Personnel Committee recommends the Board approve the Restatement.

ACTION: VICE CHAIRMAN CICHY made a motion, seconded by MS. CHIANG-SMITH to approve the Plan Document Restatement dated August 1, 2021. The motion PASSED unanimously (10-0). (Motion #21-38)

The Personnel Committee reviewed a revision to the ERS' Recognition Program Policy (the "Policy") that includes an exception to the maximum cash award.

The Policy currently has a maximum cash award of \$500 which does not adequately compensate employees for their efforts during these unusual times. It is because of the incredible efforts of the project team that the ERS did not receive monetary penalties during implementation of the new pension software administration system. The revision to the Policy permits the Administrator to approve up to \$500 per employee each fiscal year; the Personnel Committee to approve up to \$1,000 per employee each fiscal year; and the Board to approve amounts in excess of \$1,000, if appropriate.

ACTION: MR. ZIMMERMAN made a motion, seconded by VICE CHAIRMAN CICHY to approve the revised Recognition Program Policy. The motion PASSED unanimously (10-0). (Motion #21-39)

ITEM 7

CLOSED SESSION

At 11:37 a.m. CHAIRMAN HEWLETT requested a motion to go into Closed Session under authority of the General Provisions Article of the Annotated Code of Maryland Section 3-305(b)(1) to discuss the performance evaluation and compensation of appointees, employees, or officials over whom this public body has jurisdiction.

ACTION: MS. GOGOL made a motion, seconded by MS. FORD to go into Closed Session. The motion PASSED unanimously (10-0). (Motion #21-40)

During Closed Session, the following action was taken:

1. The Board discussed the Administrator's 2020 Performance Evaluation and Compensation

The Board moved back into Open Session at 11:59 a.m.

ACTION: MS. GOGOL made a motion, seconded by MS. FORD to ratify the actions taken in Closed Session. The motion PASSED unanimously (10-0). (Motion #21-43)

The Board meeting of July 13, 2021 adjourned at 12:03 p.m.

Respectfully,

Heather D. Van Wagner
Heather D. Van Wagner
Senior Administrative Specialist

Andrea L. Rose
Andrea L. Rose
Administrator