2018- 22 HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES April 11, 2018

A meeting of the Hampshire County Retirement Board convened on **Wednesday, April 11, 2018** at 99 Industrial Drive, Suite 2, Northampton, MA 01060. The meeting was **called to order** at 9:00 a.m.

ROLL CALL showed Chairman Patrick E. Brock, Elected Members Vice Chairman Joseph A. Wilhelm, III and Edward R. Montleon, Appointed Member Joyce Karpinski, Administrator Mary G. Baronas and Assistant Administrator Patricia M. Rutkowski were present. The Advisory Council Appointed Member position is vacant. Jane Wolfe, Treasurer of the Belchertown Water District, attended the meeting.

Upon Ms. Karpinski's motion and Mr. Wilhelm's motion, the Board voted unanimously to approve the minutes of March 14, 2018.

The following **DISBURSEMENTS** were reviewed and approved.

\$ 2,281,034.09			
	Annuity	\$399,543.24	
	Pension	\$1,881,490.85	
\$ 34,306.93	Staff Payroll, March 2018.		
\$ 5,692.33	Board Member Stipend, Month of April 2018.		
\$ 196.94	ACSA Group Insurance, April 2018 Dental Insurance Premium. (Paid 3/28/2018)		
\$ 56.95	Boston Mutual, April 2018 Life Insurance Premium. (Paid 3/28/2018		
\$ 444.89	Massachusetts Division of Unemployment Assistance, 1st Quarter 2018 Contribution. (Paid 4/2/2018)		
\$ 1,725.54	AKUITY Technologies, March & May 2018 Monitoring Services.		
\$ 80,857.71	Barnstable County Retirement Association, 2017 3(8) (c) Reimbursement.		
\$ 60.50	Berkshire Mountain Spring Water, Water & Cooler.		
\$ 45.56	Boston Retirement Board, 2017 3(8) (c) Reimbursement.		
\$ 219.95	Business Card, Software.		
\$ 253.90	Columbia Gas of MA, Bill date 3/16/2018.		
\$ 483.95	Comcast, For the period of 3/25/2018 – 4/24/2018. (Paid 3/28/2018)		
\$ 3,542.56	Conz Street Realty, Inc., May 2018 Lease.		
\$ 146.61	Edward Montleon, Travel expenses for attending the Board Meeting (4/11)		
\$ 75.00	Hackworth Systems, Alarm Monitoring for the period of 4/1/2018 – 6/30/2018. (Paid 4/6/2018)		
\$ 616.74	James H. Quirk, Jr., PC, Legal expenses for the period of 11/20/2017 – 3/20/2018.		
\$ 494.00	Mass Commercial Cleaning, Inc., March 2018 cleaning services.		
\$ 947.76	National Grid, Period of 2/20/2018 – 3/21/2018.		

2018- 23 HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES April 11, 2018

\$	26,250.00	NEPC, Consultant fees for the period of 1/1/2018 – 3/31/2018.		
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\$	788.61	Pitney Bowes Global Financial Services, Postage Machine lease for the period of 1/30/2018 – 4/29/2018.		
\$	104.97	Pitney Bowes Inc. Supplies.		
\$	2,200.00	Purchase Power, Postage. (Paid 3/28/2018)		
\$	7,435.00	RhumbLine Advisers, Management fees for the period of 1/1/2018 – 3/31/2018.		
\$	37,246.89	Springfield Retirement System, 2017 3(8) (c) Reimbursement.		
\$	459.82	Staples Credit Plan, Supplies.		
\$	58.53	State Street Deli, Board Meeting lunch.		
\$	1,426.00	Thomson Reuters – West, MGL Pocket Part Inserts.		
\$	557.44	W.B. Mason Company, Inc., Supplies.		
\$	164.70	Whalley Computer Associates Inc., February 2018 Pageconnect.		
\$	3,339.22	Return of Accumulated deductions for the following inactive member: J. Fish.		
\$	38,026.80	Return of Accumulated deductions for the following inactive members: L. Anderson, S. Chase, G. Fearn, P. Gaj, D. Gauthier, L. Gringas, W. Hall, W. Hernandez, V. McAndrew, R. Savage, D. Smith, J. Wayne.		

The following <u>SUPERANNUATION RETIREMENT APPLICATIONS</u> were reviewed. Upon Mr. Wilhelm's motion and Mr. Montleon's second, the Board voted unanimously to approve the applications for Superannuation Retirements as follows:

	Unit	DOR:	Creditable Service	Annual Allowance
Nancy H. Barszcz (Resubmit)	Belchertown	6/30/2017	19.3333	\$9,722.16
Gretchen Holesovsky (Resubmit)	Belchertown	6/30/2017	29.0000	\$12,474.72
Patricia H. Poulter (Resubmit)	Belchertown	6/30/2017	20.7500	\$11,523.60

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2018- 24 HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES April 11, 2018

The following **PAYMENTS OF RETIREMENT BENEFITS** were reviewed and approved for disbursement:

\$ 10,443.64	Wesley N. Rork, Retroactive payment for the benefit of January 2018 – March 2018. (Paid 3/28/2018)
\$ 2,054.97	Beverly Gagne , Retroactive payment for the benefit of January 2018 – March 2018. (Paid 3/28/2018)
\$ 1,531.73	Alma L. Owen, Retroactive payment for the benefit of January 2018 – March 2018. (Paid 3/28/2018)

The following **PAYMENTS TO BENEFICIARIES** were reviewed and approved for disbursement:

\$ 25.71	T. Robert Rusiecki, Beneficiary of Philomena Reim Payment for the benefit of March 2018. (Paid 3/20/2018)
\$ 156.32	Sue Hagberg, Beneficiary of John R. Hagberg Payment for the benefit of February 2018. (Paid 3/26/2018)
\$ 350.93	Wendy M. Phillips, Beneficiary of Diana Snape Payment for the benefit of March 2018. (Paid 3/27/2018)

The following **DISABILITY RETIREMENT APPLICATIONS** were reviewed.

Ms. Baronas reported that the medical panel review and certificate for **Michael Forcum** were received. After review of the medical panel report and certification of disability, the Board took the following action. Upon Mr. Montleon's motion and Ms. Karpinski's second, the Board voted unanimously to grant an Accidental Disability Retirement Allowance for Michael Forcum.

The list of **PENDING RETIREMENTS** was distributed for Board review.

The following <u>MAKE-UPS AND REDEPOSITS OF CURRENT MEMBERS</u> was reviewed. Upon Mr. Montleon's motion and Ms. Karpinski's second, the Board voted unanimously to approve the following make-up/redeposit requests.

Debra Turgeon, request for a redeposit of 3 years 7 months for service with the Amherst Housing Authority during the period of 1/1/1994 - 8/29/1997. Prior approval 5/21/2014. **Katherine Martin**, request for a makeup of 9 months for service with the Town of Belchertown during the period of 4/1/2015 - 10/8/2016.

The following **TRANSFERS** were reviewed. Upon Mr. Montleon's motion and Ms. Karpinski's second, the Board voted unanimously to approve the following transfers as individually noted:

Trai	nsfer to Mas	sachusetts State Retirement Board
\$	125.59	Mark P. Whelihan, transfer with no liability acceptance for service with the South Hadley Fire District #1 during the period of 7/1/1986 – 1/31/1989.
\$	3,557.85	Mark A. Chaplin, transfer with liability acceptance of 11 months for service with the Town of Amherst during the period of 2/27/2017 – 2/14/2018.

2018- 25 HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES April 11, 2018

Tr	Transfer to Massachusetts Teachers' Retirement System			
\$	3,151.03	Edward J. Prajzner, transfer with liability acceptance of 1 year 8 months for service with the Town of Hatfield during the period of 9/2/2015 – 6/30/2017.		
\$	3,326.14	Nadla T. Smith, transfer with liability acceptance of 1 year 10 months for service with the Amherst/Pelham Regional School District during the period of 8/24/2014 – 8/31/2016.		
Tr	Transfer to Holyoke Retirement Board			
\$	5,271.51	Ryan D. Tabb , transfer with liability acceptance of 1 year 11 months for service with the Town of South Hadley during the period of 4/17/2005 – 10/7/2008.		

Upon Mr. Montleon's motion and Mr. Wilhelm's second, the Board voted unanimously to accept 11 new members for April 11, 2018, as summarized:

Group 1	Group 2	Group 4	Total		
10	0	1	11		
*note: dual or reinstated members not included in count of new members					

The following <u>INVESTMENT & FINANCIAL STATUS REPORTS</u> were discussed and action was taken as individually noted:

The Board reviewed the Asset Allocation worksheet, NEPC Flash Reports, PRIM Performance Report for February 2018.

Mr. Brock reported on the updated December 31, 2017 NEPC Performance Report.

The Board reviewed the Index Returns for March 2018.

The Board reviewed the **Investment Custody Reports** for the Months of February 2018 – April 2018.

The Board reviewed the Cash Flow Report & Administrative Budget Report.

Upon Ms. Karpinski's motion and Mr. Montleon's second, the Board voted unanimously that the Board has reviewed all of the required Vendor Disclosure information that was provided through PROSPER and acknowledge receipt.

In accordance with 840 CMR 16.07, the Board met with Mr. Eric Thunem, Managing Director and Patrick Gerbracht, Senior Vice President of Portfolio Advisors, LLC for the Annual Performance Review of the **PAPEF VIII Secondary Fund**. Presentation materials were distributed and fund performances were discussed.

2018- 26 HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES

April 11, 2018

The following **LEGAL ISSUES** were discussed and action was taken as individually noted:

- Mr. Brock reported that the Legal Services Contract with Attorney James Quirk requires that the fee is to be determined for final two years of the contract. Upon Ms. Karpinski's motion and Mr. Wilhelm's second, the Board voted unanimously to authorize the Chairman to enter into negotiations with Attorney James Quirk for the hourly rate for his services for the next two years.
- Mr. Brock reported that the Investment Manager Contracts are for 7 years except for RhumbLine which is for 5 years. Upon Mr. Wilhelm's motion and Ms. Karpinski's second, the Board voted unanimously to extend RhumbLine Advisers contract to June 30, 2021.
- Ms. Baronas reported on PERAC Memo 17/2018 Implementation of the Vernava decision.
- Ms. Baronas reported that although it is currently not a situation but could be in the future, she has spoken with Attorney Quirk and he is researching on what benefit or benefits would be paid in the situation of a member passing away while actively employed and there is no spouse with minor children and when a minor child is named as a the Option D Beneficiary.
- The following **ADMINISTRATIVE ISSUES** were discussed and action was taken as individually noted:
 - Ms. Baronas gave an **Administrator's Report.** Ms. Baronas reported that she has been in contact with Ron Beaulieu regarding the extension of the contract for Audit Services. The current contract allows for two 1 year extensions. Upon Ms. Karpinski's motion and Mr. Montleon's second, the Board voted unanimously to approve the 1 year extension.
 - The Board reviewed the Independent Auditors' Report and Management Financial Statements by Ron L. Beaulieu & Company.
 - Mr. Brock reminded the Board to file their **Statement of Financial Interests for Calendar Year 2017** by May 1, 2018.
 - The Board signed the Annual Statement of the Financial Condition of the Hampshire County Retirement System for the year ended December 31, 2017.
 - Mr. Brock updated the Board on the **2018 MACRS Annual Conference**. There is a slight delay in the hotel reservations due to an issue with the hotels online reservation system.
- The following **PERAC Memo/News** were noted as having been distributed, upon their receipt, for Board review.

PERAC Memo #15/2018 - Tobacco Company List

 $PERAC\ Memo\ \#16/2018-Mandatory\ Retirement\ Board\ Member\ Training-2^{nd}\ Quarter\ 2018$

PERAC Memo #17/2018 - Implementation of the Vernava decision

Future Board meetings are scheduled for:

May 9, 2018 - Monthly Board Meeting

May 30, 2018 - Investment Board Meeting

June 13, 2018 - Monthly Board Meeting

2018- 27 HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES April 11, 2018

Upcoming Events are noted as follows:

*NEPC's 23rd Annual Investment Conference, May 14 - 15, 2018, Boston, MA

Barings Tower Square Capital Partners Annual Meeting, May 15, 2018, Springfield, MA

*MACRS Annual Spring Conference, June 3 – 6, 2018, Hyannis, MA

*IFEBP 64th Annual Employee Benefits Conference, October 14 – 17, 2018, New Orleans, LA

*NPEA 2018 Annual Conference, October 20 – 24, 2018, Tucson, AZ

* Noted programs have been approved by the Board for attendance and expenses.

Upon Ms. Karpinski's motion and Mr. Montleon's second, the meeting adjourned at 12:21 p.m.

Respectfully submitted,

Patricia M. Rutkowski, Assistant Administrator

Approved by the Hampshire County Retirement Board:

Patrick E. Brock, Chairman

Joseph A. Wilhelm, III, Vice Chairman

Joyce Karpinski, Appointed Member