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HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES
July 14, 2021

A meeting of the Hampshire County Retirement Board convened on **Wednesday, July 14, 2021** **2019** at 99 Industrial Drive, Suite 2, Northampton, MA 01060. The meeting was **called to order** at 9:05 a.m.

ROLL CALL showed Chairman Patrick E. Brock, Elected Members Vice Chairman Joseph A. Wilhelm, III and Harry Chadwick, Appointed Members Joyce Karpinski and Jane Wolfe, Administrator Mary G. Baronas and Assistant Administrator Patricia M. Rutkowski were present.

Upon Ms. Karpinski's motion and Ms. Wolfe's second, the Board voted unanimously to approve the **minutes of June 9, 2021.**

The following **DISBURSEMENTS** were reviewed and approved. Upon Ms. Karpinski's motion and Ms. Wolfe's second, the Board voted unanimously to direct the Chairman and Administrator to sign and pay the following warrants.

\$	2,720,257.30	Retirement Allowance Payroll, June 2021 (Paid 6/30/2021)
		Annuity \$511,979.98
		Pension \$2,208,277.32
\$	31,256.67	Staff Payroll, June 2021.
\$	6,195.22	Board Member Stipend, Month of July 2021.
\$	7,870.00	Hampshire County Group Insurance Trust, July 2021 Health Insurance Premium. (Paid 6/28/2021)
\$	7,870.00	Hampshire County Group Insurance Trust, August 2021 Health Insurance Premium.
\$	155.97	ACSA Group Insurance, July 2021 Dental Insurance Premium. (Paid 6/28/2021)
\$	50.56	Boston Mutual, July 2021 Life Insurance Premium. (Paid 6/28/2021)
\$	32.93	Massachusetts Division of Unemployment Assistance, 2nd Quarter 2021 Contribution (Paid 7/2/2021)
\$	209.00	Berkshire Springs, Water & Cooler. (Paid 6/9/2021)
\$	19.50	Berkshire Springs, Water & Cooler.
\$	587.01	Business Card, Conference Registration. (Paid 6/23/2021)
\$	235.68	Comcast, For the period of 6/25/2021 – 7/24/2021. (Paid 6/28/2021)
\$	375.58	Comcast, Business VoiceEdge for the period of 6/1/2021 – 6/30/2021. (Paid 6/28/2021)
\$	371.77	Comcast, Business VoiceEdge for the period of 7/1/2021 – 7/31/2021.
\$	3,867.00	Conz Street Realty, Inc., August 2021 Lease.
\$	255.94	Daily Hampshire Gazette, Consultant RFP Listing.
\$	105.85	Donnegan Systems, Inc., File folders.
\$	38.67	Eversource, Bill Date 6/15/2021.

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\$	75.00	Hackworth Systems , Alarm monitoring for the period of 7/1/2021 – 9/30/2021. (Paid 6/28/2021)
\$	79.99	HRdirect , Poster Guard subscription.
\$	40.00	ICS , July 2021 O365 Agreement.
\$	500.00	ICS , August 2021 Backup Service.
\$	369.01	James H. Quirk, Jr., PC , Legal services for the period of 3/31/2021 – 6/30/2021.
\$	597.00	Marcus Company , Envelopes.
\$	494.00	Mass Commercial Cleaning, Inc. , June 2021 cleaning services.
\$	500,323.85	Massachusetts State Retirement Board , 2019 3(8)(c) Reimbursement.
\$	641,670.53	Massachusetts State Retirement Board , 2020 3(8)(c) Reimbursement.
\$	614,254.49	Massachusetts Teachers' Retirement System , 2020 3(8)(c) Reimbursement,
\$	537.65	National Grid , Period of 5/20/2021 – 6/22/2021.
\$	48.10	Patrick Brock , Reimbursement for supplies at COSTCO.
\$	788.61	Pitney Bowes Global Financial Services . Postage machine lease for the period of 4/30/2021 – 7/29/2021.
\$	43.05	ProShred Security , Quarterly shredding services.
\$	1,500.00	Purchase Power , Postage. (Paid 6/28/2021)
\$	9,580.00	RhumbLine Advisers , Management fees for the period of 4/1/2021 – 6/30/2021.
\$	17.49	Staples Credit Plan , Supplies.
\$	219.00	Thomson Reuter – West , Employment Law Regs 2021.
\$	4,000.00	UMass Boston , Classification & Compensation Review.
\$	296.82	Xerox Financial Services. , Copier lease for the period of 6/11/2021 – 7/10/2021. (Paid 6/30/2021)
\$	417.85	Return of Accumulated deductions received in error for the following retirees: D. Burgess, K. Eno.
\$	141,019.87	Return of Accumulated deductions for the following inactive members: D. Clark, K. Dimitropolis, P. Gormely, R. Homan, A. Janes, R. Lapointe, C. O'Brien, T. Orr, R. Punska.
\$	4,360.03	Return of Accumulated deductions for the following inactive members: J. Jereckos.

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The following **SUPERANNUATION RETIREMENT APPLICATIONS** were reviewed. Upon Ms. Karpinski's motion and Mr. Wilhelm's second, the Board voted unanimously to approve the applications for Superannuation Retirement as follows:

	Unit	DOR:	Creditable Service	Annual Allowance
Karl J. Jensen	Belchertown	4/27/2021	10.0833	\$8,962.92
David M. Clegg	Belchertown	5/6/2021	18.0833	\$25,974.00
Colleen J. Toothill-Berte	Belchertown	5/21/2021	19.4167	\$33,935.40
Edward F. Bock	Belchertown	5/21/2021	32.1667	\$86,547.12

The following **PAYMENTS OF RETIREMENT BENEFITS** were reviewed and approved for disbursement: Upon Mr. Wilhelm's motion and Ms. Karpinski's second, the Board voted unanimously to direct the Chairman and Administrator to sign and pay the following warrants.

\$	1,592.05	Karl J. Jensen , Retroactive payment for the benefit of April 2021 – June 2021.
\$	4,014.70	David M. Clegg , Retroactive payment for the benefit of May 2021 – June 2021.
\$	3,850.66	Colleen K. Toothill-Berte , Retroactive payment for the benefit of May 2021 – June 2021.
\$	8,704.76	Edward F. Bock , Retroactive payment for the benefit of May 2021 – June 2021.
\$	1,115.77	Candace L. Genereux , Retroactive payment for the benefit of May 2021 – June 2021.
\$	8,829.87	David J. Dion , Retroactive payment for the benefit of May 2021 – June 2021.
\$	3,595.38	Kim M. Littmann , Retroactive payment for the benefit of May 2021 – June 2021.

The following **PAYMENTS TO BENEFICIARIES** were reviewed and approved for disbursement: Upon Mr. Chadwick's motion and Ms. Wolfe's second, the Board voted unanimously to direct the Chairman and Administrator to sign and pay the following warrants.

\$	64.96	Linda G. Racicot , Beneficiary of Rita T. Gladu . Payment for the benefit of June 2021. (Paid 6/9/2021)
\$	16.06	Kristen G. Hudgik , Beneficiary of Frank A. Hudgik . Payment for 1/5 of the benefit of June 2021. (Paid 7/14/2021)
\$	16.06	Paul A. Hudgik , Beneficiary of Frank A. Hudgik . Payment for 1/5 of the benefit of June 2021. (Paid 7/14/2021)
\$	16.06	Mark A. Hudgik , Beneficiary of Frank A. Hudgik . Payment for 1/5 of the benefit of June 2021. (Paid 7/14/2021)
\$	16.06	Steven C. Hudgik , Beneficiary of Frank A. Hudgik . Payment for 1/5 of the benefit of June 2021. (Paid 7/14/2021)

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\$	16.05	Lisa J. Smigiel , Beneficiary of Frank A. Hudgik . Payment for 1/5 of the benefit of June 2021. (Paid 7/14/2021)
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The following **DISABILITY RETIREMENT APPLICATIONS** were reviewed.

Ms. Baronas reported that the medical panel reviews and certificates for **Judith Shean** were received. After review of the medical panel reports and certifications of disability, the Board took the following action. Upon Ms. Karpinski's motion and Mr. Wilhelm's second, the Board voted unanimously to grant an Accidental Disability Retirement Allowance for Judith Shean.

Ms. Baronas reported that **Gary Dahill** has filed an application for an Accidental Disability. The application is complete. Upon Mr. Wilhelm's motion and Ms. Karpinski's second, the Board voted unanimously to accept the application and authorize a medical panel.

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

The following **MAKE-UPS AND REDEPOSITS FOR CURRENT MEMBERS** were reviewed.

Upon Ms. Karpinski's motion and Mr. Wilhelm's second, the Board voted unanimously to approve the following make-up for current member as individually noted:

Douglas Percy , request for a makeup of 6 months for service with the Town of South Hadley during the period of 1/1/1996 – 6/30/1996 and 12/1/1997 – 12/15/1997.
June L. Carpenter , request for a makeup of 7 months for service with the Town of South Hadley during the period of 9/8/1994 – 9/30/1996.

The following **TRANSFERS** were reviewed. Upon Ms. Karpinski's motion and Mr. Chadwick's second, the Board voted unanimously to approve the following transfers as individually noted and to direct the Chairman and Administrator to sign and pay the following warrants:

<u>Transfer to Chicopee Retirement System</u>		
\$	8,180.78	Trevor M. McKenna , transfer with liability acceptance of 1 year 2 months for service with the South Hadley Fire District #2 during the period of 2/10/2020 – 5/3/2021.
<u>Transfer to Hampden County Regional Retirement Board</u>		
\$	12,529.33	Finn C. McCool , transfer with liability acceptance of 2 years 2 months for service with the Quabbin Health District during the period of 1/7/2019 – 3/26/2021.
\$	10,788.85	Erica M. Brunell , transfer with liability acceptance of 1 year 8 months for service with the Town of Ware and the Quabbin Health District during the period of 8/26/2019 – 5/31/2021.
<u>Transfer to Massachusetts Teachers' Retirement System</u>		
\$	20,168.65	Kenny Ramos , transfer with liability acceptance of 6 years 11 months for service with the Amherst/Pelham Regional School District during the period of 9/25/2012 – 8/31/2019.
<u>Transfer to Northampton Retirement Board</u>		

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\$	83,867.65	Charlene L. Nardi , transfer with liability acceptance of 22 years 9 months for service with the Town of Chesterfield during the period of 11/1/2007 – 9/23/11 and the Town of Williamsburg during the period of 10/1/2011 – 5/20/2021.
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The following **MAKE-UPS AND REDEPOSITS FOR FORMER MEMBERS** were reviewed. Upon Ms. Karpinski’s motion and Ms. Wolfe’s second, the Board voted unanimously to approve the following make-up for former members as individually noted:

Massachusetts State Retirement Board is requesting liability acceptance for **Wendy (Morceau) Sutherland**, who wishes to redeposit a prior refund. Accept 9 years 9 months for service with the Hampshire Council of Governments during the period of 8/15/1992 – 7/6/2002.

Upon Ms. Karpinski’s motion and Ms. Wolfe’s second, the Board voted unanimously to accept **15 new members** for July 14, 2021, as summarized:

Group 1	Group 2	Group 4	Total
14	0	1	15
*note: dual or reinstated members not included in count of new members			

The following **INVESTMENT & FINANCIAL STATUS REPORTS** were discussed and action was taken as individually noted:

The Board reviewed the **NEPC Flash Report** and **PRIM Performance Report** for May 2021.

The Board reviewed the **Index Returns** for June 2021.

The Board reviewed the **Investment Custody Reports** for the Months of May 2021 – July 2021.

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

The Board reviewed the **Appropriations Paid Report**.

Mr. Brock updated the Board on the investment withdrawals and transfers to the **PRIM Segmentation Funds**.

The Board reviewed the **Accounting Reports** for May 2021.

Mr. Brock updated the Board on the **Investment Consultant RFP** responses.

The following **LEGISLATIVE UPDATES AND OTHER RETIREMENT ISSUES** were discussed and action was taken as individually noted:

On June 17, 2021, President Biden signed the Juneteenth National Independence Day Act thereby making Juneteenth a Federal Holiday. Upon Ms. Karpinski’s motion and Ms. Wolfe’s second, the Board voted unanimously that the Personnel Policy and Procedures Employee Manual be amended in Section 16.02 – Holiday Leave by inserting after “Memorial Day Last Monday in May” the words “Juneteenth June Nineteenth”. Further that employees

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employed by the Board on June 19, 2021 shall be granted a day off with pay in recognition of June 19, 2021, which must be taken by December 1, 2021.

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

Ms. Baronas updated the Board that the transfer of the Hampshire Council of Governments Retirees and Inactive Members to the Massachusetts State Retirement Board has been completed.

The Board reviewed the Annual Performance Evaluation for **Patricia Rutkowski**. Upon Mr. Wilhelm's motion and Ms. Karpinski's second, the Board voted unanimously to accept the evaluation as written.

Mr. Brock reported that ICS will be providing information on options available for the Board to have remote participation at the Board Meetings.

Mr. Wilhelm motioned that the Personnel Policy and Procedures Employee Manual be amended in Section 11.14 – Longevity Pay by deleting the present Section 11.14 (b) including the calculation table and replacing with the following:

“(b) Calculation of Longevity for full-time employees

Effective July 1, 2021, after completion of ten (10) years of accumulated full-time employment, each employee shall be entitled to an annual longevity payment, in addition to their base salary, the sum of \$500.00 annually and an additional \$500.00 for each additional five years of continuous service. The longevity payment which shall be paid on the first payday after the employee's anniversary date of employment.”

Longevity that was frozen will be calculated to the 2021 rates for current employees who were eligible for longevity pay under the previous language. The amount of longevity over the new calculation amount will be added to base salary. No second, motion failed.

Upon Ms. Karpinski's motion and Ms. Wolfe's second, the Board voted 4-1-0 (Mr. Wilhelm voting nay) that the Personnel Policy and Procedures Employee Manual be amended in Section 11.14 – Longevity Pay by deleting the present Section 11.14 (b) including the calculation table and replacing with the following:

“(b) Calculation of Longevity for full-time employees

Effective July 1, 2021, after completion of ten (10) years of accumulated full-time employment, each employee shall be entitled to an annual longevity payment, in addition to their base salary, the sum of \$500.00 annually and an additional \$500.00 for each additional five years of continuous service. The longevity payment which shall be paid on the first payday after the employee's anniversary date of employment.”

Further, Longevity will be frozen at the 2021 rates for current employees who were eligible for longevity pay under the previous language and will continue to receive that frozen amount annually on their anniversary date.

Upon Mr. Wilhelm's motion and Ms. Karpinski's second, the Board voted unanimously that effective January 1, 2022, the employer contribution rate for Hampshire County Retirement System retirees and beneficiaries currently enrolled in a health insurance plan shall be 75%.

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Upon Ms. Karpinski's motion and Ms. Wolfe's second, the Board voted unanimously that effective January 1, 2022, the employer contribution rate for dental insurance shall be 50% for each of the three dental plans. Present employees may transition to the new rates on July 1, 2022.

The following **PERAC Memo/News** were noted as having been distributed, upon their receipt, for Board review.

PERAC Memo #18/2021 – Updated Member and Beneficiary Application for Distribution of Accumulated Total Deductions Form

PERAC Memo #19/2021 – Mandatory Retirement Board Member Training – 3rd Quarter 2021

PERAC Memo #20/2021 – Tobacco Company List

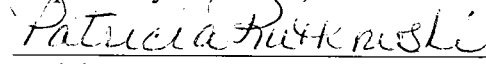
Future Board meetings are scheduled for:

August 11, 2021 – Monthly Meeting and Investment Review Meeting

September 22, 2021 – Monthly Meeting


Upon Ms. Wolfe's motion and Ms. Karpinski's second, the Board voted unanimously to **adjourn** the meeting at 1:03 p.m.

Respectfully submitted,

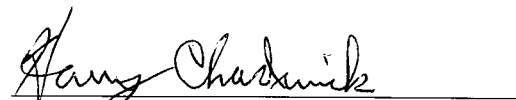

Patricia M. Rutkowski, Assistant Administrator

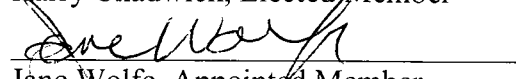
Approved by the Hampshire County Retirement Board:


Patrick E. Brock, Chairman


Joseph A. Wilhelm, III, Vice Chairman


Joyce Karpinski, Appointed Member


Harry Chadwick, Elected Member


Jane Wolfe, Appointed Member