



DISTRICT OF COLUMBIA RETIREMENT BOARD
BOARD MEETING MINUTES
JULY 21, 2016
1:00 P.M.

MEMBERS PRESENT

Joseph M. Bress,
Lyle M. Blanchard
Barbara Davis Blum
Joseph W. Clark
Mary A. Collins
Gary W. Hankins
Darrick Ross
Edward C. Smith
Thomas N. Tippet
Lenda P. Washington

DCRB STAFF PRESENT

Eric Stanchfield, Executive Director
Sheila Morgan-Johnson
Erie Sampson
Johnetta Bond
Peter Dewar
Anthony Shelborne
Joan Passerino
Kimberly Woods
Patrick Sahn
Adina Dorch
Michael Xanthopoulos
Vernon Valentine
Jason Todd
Sebastian Podesta
Katie Schultz
Deborah Reaves
Johniece Harris
Wukyanos Gebremeskel
Shaquja Clark

MEMBERS NOT PRESENT

Nathan A. Saunders
Michael J. Warren
Jeffrey Barnette, ex officio

OTHERS PRESENT

ROLL CALL

Chairman Bress called the meeting to order at 1:46 p.m. and Ms. Deborah Reaves called the roll.

APPROVAL OF MINUTES

Chairman Bress introduced a motion to approve the May 19, 2016 Board meeting minutes.

Motion #1: To approve the May 19, 2016 Board meeting minutes.

The motion was moved by Trustee Hankins and properly seconded by Trustee Clark. The motion was approved (7-0, with 3 abstentions). (*See Tally #1*)

CHAIRMAN'S COMMENTS

Chairman Bress commented on the following topics:

Strategic Planning Initiatives for 2017 and Beyond

During today's Board meeting, Trustees will have the opportunity to meet the two firms that DCRB's internal Source Selection Evaluation Board chose as finalists for the Board's Strategic Planning Project. This Project will begin as soon as the Board selects the firm it wants to work with, and a contract with that firm is negotiated and signed.

Trustee Elections

Elections will be held this fall for the Active Firefighter, Retired Police Officer and Active Teacher trustee terms that begin January 28, 2017. As in the past, the process will begin in August and the elected trustees will be certified in late November.

Committee Chair and Membership Appointments

Because the June Board meeting was cancelled, Chairman Bress noted that a copy of the Trustee Committee List is included in the meeting materials for review. He noted that, except for the appointment of Trustee Collins as the Chair of the Operations Committee, all other assignments are the same as last year.

Condolences to Trustee Saunders

On behalf of the Board, Chairman Bress extended sincere condolences to Trustee Saunders on the passing of his father.

Motion #2: To convene in closed session to discuss the acquisition of a strategic planning consultant pursuant to D.C. Code § 2-575(b)(2).

The motion was moved by Trustee Bress and properly seconded by Trustee Collins. The motion was approved (10-0). (*See Tally #2*)

Motion #3: To adjourn the closed session and reconvene the meeting in open session.

The motion was moved by Trustee Bress and properly seconded by Trustee Hankins. The motion was approved (10-0). (*See Tally #3*)

INVESTMENT COMMITTEE REPORT

Committee Chair Blum provided the following motions from the Investment Committee meeting of earlier in the day:

Motion #4: To authorize an investment manager search.

The motion was moved by Trustee Blum and properly seconded by Trustee Washington. The motion was approved (10-0). (*See Tally #4*)

Motion #5: To approve the Investment Consultant Agreement with Meketa Investment Group, Inc. as the Board's non-discretionary investment consultant for all services and authorize the Executive Director and Chief Investment Officer to execute the approved contract.

The motion was moved by Trustee Blum and properly seconded by Trustee Collins. The motion was approved (10-0). (*See Tally #5*)

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Eric Stanchfield, commented on the following:

Joseph Bress Reappointment Resolution

On April 5, 2016, the District Council unanimously adopted Council Resolution 21-444, the "District of Columbia Retirement Board Joseph M. Bress Reappointment Resolution of 2016," reappointing Joseph Bress to the Board. The reappointment was effective retroactive to January 28, 2016, for a four-year term that will end on January 27, 2020. Included in the Board package is a copy of the June 21, 2016 cover letter transmitting this action to the Board, as well as copies of the Resolution and Certification Record.

Equal Employment Opportunity (EEO) Laws and Sexual Harassment Sensitivity Training

DCRB staff recently received mandatory training regarding EEO laws and sexual harassment sensitivity that was conducted onsite by the District of Columbia Department of Human Resources. The training was in separate segments for managers and staff. Subsequent feedback reflected that both segments were informative and well received.

Federal Benefits Seminar

On June 29 and 30, the United States Office of Personnel Management offered its annual Federal Benefits Seminar as a live webcast. The Seminar, which several DCRB staff viewed, provided sessions on: Policy Operations/Insurance Update; Federal Employee Health Benefits and Medicare; Health Insurance/Retirement Open Forum; and Services On-Line.

OPERATIONS COMMITTEE REPORT

The Operations Committee met on July 20, 2016. Committee Chair Collins reported the following update of activities that occurred since the May Board meeting:

Committee Meeting Schedule

The next Operations Committee meeting will be held in September to review amendments to DCRB's Procurement Policy regarding the Agency's utilization of certified business enterprises (CBE) in procuring goods and services and recent events regarding the Department of Small and Local Business Development (DSLBD)/ CBE program.

Operations Committee Charter

A draft Operations Committee charter is currently being circulated for Trustee and staff review.

Action Items Report

A contract awards memo and supporting contract log containing a list of contracts awarded during the period January 1, 2016 through July 15, 2016 is included in the Board package.

Retirement Modernization Program

DCRB's Chief Financial Officer, Anthony Shelborne, presented the Board with an overview of the budget for the Retirement Modernization Program and the amount spent through June 2016. Chief Technology Officer, Peter Dewar, provided an overview of the projects in process, their status and their expected timelines.

BENEFITS COMMITTEE REPORT

The Benefits Committee met on July 20, 2016. Committee Chair Smith reported the following update of activities that occurred since the May Board meeting:

Retirement Modernization Project - Electronic Transmission of HR Data to STAR

The Benefits Department conducted User Acceptance Testing and DCRB's IT staff electronically submitted the resulting test files to the U.S. Treasury's STAR system. An implementation date is expected in November. Implementation will: 1) reduce the amount of manual data entry required; 2) reduce potential data entry errors; and 3) expedite the retirement record creation process.

Purchase of Service Project (POS)

Benefits Department staff is working with DCRB's actuary to consolidate the various purchase of service spreadsheets currently used to compute amounts required by members to purchase service for inclusion in their benefit calculation. The advantages of this project include: 1) easy updating of changes in actuarial assumptions; 2) consistency in calculations and communication with members; and 3) the elimination of the cost to members' Tier-change calculations. The resulting computation program is currently under review by DCRB's Quality Unit.

Benefit Statements Project

The Benefits Department is also working with DCRB's actuary to develop benefit statements for active members. The statements will provide members with certain demographic data and both an accrued and a projected benefit. Fire and Emergency Medical Service (FEMS) members have been selected as a pilot group. A test group of 170 FEMS members will receive preliminary statements around September 2016. Following DCRB's receipt of feedback regarding the statement and its content, DCRB expects to provide statements to all active FEMS members later in the year and to all active police officers and teachers next year.

Term Vested Project

An effort is underway to identify Plan members who terminated employment with DCPS, FEMS and MPD and who 1) did not complete five years of eligible service (were not vested) and did not receive a refund of their contributions to their Plan, or 2) completed five years of eligible service (were vested) and are eligible for either a deferred retirement benefit or a refund of their contributions. An analysis of the original group of 38,000 potential members that was identified in 2010 was reduced to around 9,500. Additional research is now being conducted to verify the exact number affected prior to contacting the members.

LEGISLATIVE COMMITTEE REPORT

On behalf of Committee Chair Blanchard, Chairman Bress referred Trustees to the Legislative Committee Report included in the Board package.

AUDIT COMMITTEE REPORT

Committee Chair Hankins stated that the Committee did not meet this month, but that answers to questions posed by Trustees during the Committee's meeting in May would be provided at its meeting in September.

OTHER BUSINESS

None.

ADJOURNMENT

Motion #6: Chairman Bress introduced a motion to adjourn the meeting at 3:50 p.m.

The motion was properly moved by Trustee Bress and seconded by Trustee Collins. The motion was approved (9-0). (*See Tally #6*)

DRAFT

**DISTRICT OF COLUMBIA RETIREMENT BOARD
RECORD OF OFFICIAL BOARD ACTIONS**

Tally #1:		Date: July 21, 2016			
To approve the minutes of the May 19, 2016 meeting.					
Members	Aye	Nay/ Oppose	No Vote/ Abstain	No Vote/ Recuse	Absent
Bress, Joseph M., Chair	√				
Blanchard, Lyle	√				
Blum, Barbara Davis	√				
Clark, Joseph W.	√				
Collins, Mary A.			√		
Hankins, Gary W.	√				
Ross, Darrick O.	√				
Saunders, Nathan					√
Smith, Edward C.			√		
Tippett, Thomas N.	√				
Warren, Michael J.					√
Washington, Lenda P.			√		

Tally #2:		Date: July 21, 2016			
To convene in closed session to discuss the acquisition of a strategic planning consultant pursuant to D.C. Code § 2-575(b)(2).					
Members	Aye	Nay/ Oppose	No Vote/ Abstain	No Vote/ Recuse	Absent
Bress, Joseph M., Chair	√				
Blanchard, Lyle	√				
Blum, Barbara Davis	√				
Clark, Joseph W.	√				
Collins, Mary A.	√				
Hankins, Gary W.	√				
Ross, Darrick O.	√				
Saunders, Nathan					√
Smith, Edward C.	√				
Tippett, Thomas N.	√				
Warren, Michael J.					√
Washington, Lenda P.	√				

Tally #3:		Date: July 21, 2016			
To adjourn the closed session and reconvene the meeting in open session.					
Members	Aye	Nay/ Oppose	No Vote/ Abstain	No Vote/ Recuse	Absent
Bress, Joseph M., Chair	√				
Blanchard, Lyle	√				
Blum, Barbara Davis	√				
Clark, Joseph W.	√				
Collins, Mary A.	√				
Hankins, Gary W.	√				
Ross, Darrick O.	√				
Saunders, Nathan					√
Smith, Edward C.	√				
Tippett, Thomas N.	√				
Warren, Michael J.					√
Washington, Lenda P.	√				

Tally #4:		Date: July 21, 2016			
To authorize an investment manager search.					
Members	Aye	Nay/ Oppose	No Vote/ Abstain	No Vote/ Recuse	Absent
Bress, Joseph M., Chair	√				
Blanchard, Lyle	√				
Blum, Barbara Davis	√				
Clark, Joseph W.	√				
Collins, Mary A.	√				
Hankins, Gary W.	√				
Ross, Darrick O.	√				
Saunders, Nathan					√
Smith, Edward C.	√				
Tippett, Thomas N.	√				
Warren, Michael J.					√
Washington, Lenda P.	√				

Tally #5:		Date: July 21, 2016			
To approve the Investment Consultant Agreement with Meketa Investment Group, Inc. as the Board's non-discretionary investment consultant for all services and authorize the Executive Director and Chief Investment Officer to execute the approved contract.					
Members	Aye	Nay/ Oppose	No Vote/ Abstain	No Vote/ Recuse	Absent
Bress, Joseph M., Chair	√				
Blanchard, Lyle	√				
Blum, Barbara Davis	√				
Clark, Joseph W.	√				
Collins, Mary A.	√				
Hankins, Gary W.	√				
Ross, Darrick O.	√				
Saunders, Nathan					√
Smith, Edward C.	√				
Tippett, Thomas N.	√				
Warren, Michael J.					√
Washington, Lenda P.	√				

Tally #6:		Date: July 21, 2016			
To adjourn the meeting at 3:50 p.m.					
Members	Aye	Nay/ Oppose	No Vote/ Abstain	No Vote/ Recuse	Absent
Bress, Joseph M., Chair	√				
Blanchard, Lyle					√
Blum, Barbara Davis	√				
Clark, Joseph W.	√				
Collins, Mary A.	√				
Hankins, Gary W.	√				
Ross, Darrick O.	√				
Saunders, Nathan					√
Smith, Edward C.	√				
Tippett, Thomas N.	√				
Warren, Michael J.					√
Washington, Lenda P.	√				