

**Charles County Pension Plan  
Retirement Plan Committee Meeting  
Monday, April 15, 2013  
Commissioners' Meeting Room  
9:00-11:00**

The meeting of the Retirement Plan Committee for the Charles County Pension Plan was called to order at 9:06 a.m. by Mark Belton.

Committee Members Present

Mark Belton, Chair  
Deborah Hudson, Vice-chair  
Megan Donnicks

Committee Members Absent

Stephen Brayman

Staff

Elaine Pollard, Recording Secretary

**I. Approval of Minutes for Committee Meeting February 7, 2013**

The Committee reviewed the minutes of the February 7, 2013 meeting. Megan Donnicks moved to approve the minutes. Deborah Hudson seconded the motion, and the motion passed.

**II. Oath of Office and Acknowledgement Forms**

Elaine Pollard, Recording Secretary, distributed the Code of Ethics, Code of Civility, Oath of Office to the Committee members and led them through the Oath of Office. The Committee members signed an acknowledgement form indicating that they had received the Code of Ethics, Code of Civility, Oath of Office and that they had taken an Oath of Office.

**IV. Employee Committee Representative Interviews**

At 9:10 a.m., Megan Donnicks moved for the Committee to go into closed session per SG § 10-508(a)(ii) to conduct interviews for the Employee Representative for the Committee. Deborah Hudson seconded the motion, and the motion passed by all present. The Committee then adjourned to the Law Library.

At 11:41 a.m., the Committee returned to the Commissioners' Meeting Room. Megan Donnicks moved for the Committee to return to open session. Deborah Hudson seconded the motion and the motion passed.

**V. New Business**

On March 20, 2013, members of both the Charles County Pension Plan (CCPP) and the Sheriff's Office Retirement Plan (SORP) attended a demonstration of Board Docs LT.

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Currently, Board Docs LT is still in its development stages. It was asked during the presentation if there was a way to volunteer as a 'beta' user; however, the vendor has several beta users.

The vendor offered to allow the Committee to purchase Board Docs LT, and when Board Docs LT Plus is available, transition to the product at no additional cost. The cost for Board Docs LT is \$3,300, and \$1,000 for training. The cost would be allocated evenly between the CCPP and SORP Committees at \$2,150 per Committee. The cost for the following year would be \$6,000, and would be allocated evenly between the CCPP and SORP Committees and the Planning Commission at \$2,000 per board.

Deborah Hudson moved that since Board Docs LT Plus is not available, that the Committee move forward with Board Docs LT. Megan Donnick seconded the motion and the motion passed.

**VI. Public Comment**

The Committee received public comments.

A member of the public wanted to correct her public comments from the February 7, 2013 meeting as follows:

- Prudential mentioning smoothing and losses to the Commissioners in September
- How and when the Affordable Care Act affects retirees
- Retirees would like to see COLA rate changes in February instead of May
- The Committee's decision to delay their Committee Comments to the Commissioners of the retiree request until after the Employee Representative is selected

Additionally, the following comments and statements were made:

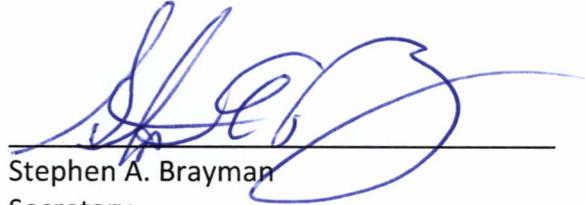
- The status of the healthcare pension fund and where it can be found in the budget
- Charles County Pension Plan Committee budget
- Explanation of why healthcare cost remain the same once Medicare takes over 80% of the cost when there are no new or additional benefits
- As participants we believe all of the requests for information we have made are reasonable and should be answered and that they are also covered under the Annotated Code of Maryland, Maryland Public Information Act, Section 10-612(a) which reads as follows, "All persons are entitled to have access to information about the affairs of government and the official acts of public officials and employees."
- Page 54, Item 11.2 (A)(1) of the Plan Document...is a reminder of the **fiduciary first charge**: "The fiduciary shall: (1) Discharge the fiduciary's duties solely in the interest of the participants."

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There being no new business, the meeting adjourned at 11:50 a.m.

Submitted for Approval by:

Approved by:



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Stephen A. Brayman  
Secretary



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Mark Belton, Chair  
Retirement Plan Committee

Approved by Retirement Plan Committee: 6/17/13  
(Date)

**FORM OF STATEMENT FOR CLOSING A MEETING**

Location: Commissioners' Meeting Room Date: 4/15/13

Time: 9:10 Am

Motion By: Megan Donnich

Seconded By: Deborah Hudson

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Mark Belton, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah E. Hudson, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen A. Brayman, Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Megan Donnich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STATUTORY AUTHORITY TO CLOSE SESSION**

**State Government Article §10-508(a):**

- (1)  To discuss:
  - (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
  - (ii) Any other personnel matter that affects one or more specific individuals.
- (2)  To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3)  To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4)  To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- (5)  To consider the investment of public funds.
- (6)  To consider the marketing of public securities.
- (7)  To consult with counsel to obtain legal advice on a legal matter.
- (8)  To consult with staff, consultants, or other individuals about pending or potential litigation.
- (9)  To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10)  To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
  - (i) the deployment of fire and police services and staff; and
  - (ii) the development and implementation of emergency plans.

**FORM OF STATEMENT FOR CLOSING A MEETING**  
**Appendix C C-2**

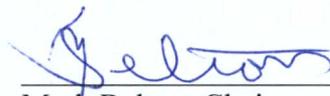
- (11) [ ] To prepare, administer or grade a scholastic, licensing, or qualifying examination.
- (12) [ ] To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) [ ] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) [ ] Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

**TOPICS TO BE DISCUSSED:**

Questions to determine suitability to serve  
on the Committee.

**REASON FOR CLOSING:**

To conduct interviews for Employee  
Representative Candidates

  
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Mark Belton, Chair