

**Charles County Pension Plan
Retirement Plan Committee Meeting
Thursday, December 6, 2012
Commissioners' Meeting Room
2:00 p.m. – 3:30 p.m.**

The meeting of the Retirement Plan Committee for the Charles County Pension Plan was called to order at 2:04 p.m. by Roy Hancock.

Committee Members Present

Roy Hancock, Acting Chair
Deborah Hudson, Vice-chair
Stephen Brayman, Secretary
Aaron Hamm
Megan Donnick

Staff

Elaine Pollard, Recording Secretary

Other Participants (via teleconference)

Johanna Hunt and Dean Molinaro of Prudential

I. Approval of Minutes for Committee Meeting October 4, 2012

The Committee reviewed the minutes of the October 4, 2012 meeting. Steve Brayman moved to approve the minutes. Aaron Hamm seconded the motion and the motion passed unanimously.

II. 3rd Quarter Update

Dean Molinaro and Johanna Hunt of Prudential joined the meeting by telephone. Mr. Molinaro reviewed the 3rd quarter update with the Committee.

The Plan's assets were \$128,143,340 on September 30, 2012. Two funds, the Large Cap Value/LSV Asset Management Fund and the Large Cap Growth/Neuberger Berman Fund are on Prudential's watch list; however it was noted that Large Cap Value LSV has had some improvement. It was not known if the fund would remain on the watch list in the next quarter, and Prudential is not replacing the fund at this time.

The Neuberger Berman Fund has experienced a combination of performance deterioration, portfolio manager changes and an expansion and contraction of staff.

III. Review Amendment 2012-2 Results

Steve Brayman reviewed with the Committee that on November 8, 2012, the Committee consented to Action by the Committee without a Meeting, and agreed to recommend to the Commissioners Amendment 2012-2 which updated the definition of spouse to allow same-sex spouses to be recognized as a lawful spouse within the parameters of the Plan.

The Commissioners have moved forward with recognizing same-sex marriage as allowed by law. The amendment will be added to the Plan documents in the future.

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IV. Electronic Vendor and Meeting Materials

Deborah Hudson presented the Committee with a white paper outlining the use of Board Docs LT to electronically store the Committee's vendor and meeting materials.

The cost of the software is \$2,700 for the annual maintenance and \$1,000 for the set-up fee; however it is believed that the set-up fee can be waived since the County already uses Board Docs. The implementation period is six weeks, and Committee members would need training on using the software.

The funds for the software would come from the Committee's budget and not Plan assets. The Committee's budget has a current balance of \$10,300.

The Committee discussed whether it would be feasible and cost effective to have one database shared between several retirement boards and commissions.

Deborah Hudson moved for the Committee to approve her moving forward with Board Docs and to follow up with the Committee via e-mail. Megan Donnick seconded the motion and the motion passed unanimously.

V. Review of Public Safety Study

Steve Brayman and Deborah Hudson reviewed the public safety study reducing the public safety participant's vesting from 20 years to 5 years. The Plan's liability would increase by \$585,000 and the ARC payment would increase by \$62,000 annually. If employee contributions increased to 8%—equating to \$29,000 annually, the ARC payment would increase by \$33,000.

The Committee discussed that the former Chair wanted to see the information and then share it with the Director of the Department of Emergency Services (DES). The acting Chair will take the study to the Director of DES. The Committee took no further action on the matter.

VI. New Business

It was noted to the Committee that at a previous public forum, a group of retirees requested that the Commissioners have a retiree on the Committee and that the issue may be brought to the Committee at a future time.

VII. Public Comment

An audience member asked who the named fiduciaries are on the Plan. It was answered that the Commissioners and Committee members serve as fiduciaries.

The Committee also received comments and provided feedback on benefit enhancements for Public Safety participants, notifying retirees of amendments to the Plan and distributing a copy of Amendment 2012-2 to a retiree.

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There being no new business, the meeting adjourned at 2:58 p.m.

Submitted for Approval by:

Approved by:



Stephen A. Brayman
Secretary



Roy Hancock, Acting Chair
Retirement Plan Committee

Approved by Retirement Plan Committee:

2/7/13

(Date)

