



Seattle City Employees' Retirement System

Administrative Committee Meeting
Pacific Building, 720 3rd Avenue, Suite 900, Seattle, WA
(206) 386-1293

Minutes, Thursday, January 28, 2021

Due to the "Healthy Washington, Roadmap to Recovery" order issued by Governor Inslee, the meeting was held remotely.

AC Members Present: Robert Harvey, Jr. (Chair), Judith Blinder, Sherri Crawford, Bobby Humes

SCERS Staff Present: Jeff Davis, Paige Alderete, Nina Melencio

Call to Order

Robert Harvey, Jr., Chair, called the meeting to order at 2:01 pm

Public Comment

There was no public comment.

Minutes

Approved Minutes from the November 19, 2020 Administrative Committee.

Motion: Upon motion by Bobby Humes, seconded by Sherri Crawford, the Administrative Committee approved the minutes from the November 19, 2020 Administrative Committee meeting. The motion passed unanimously (4-0).

Review Investment Advisory Committee Charter

The Investment Advisory Committee Charter was revised to reflect the conversation IAC members had regarding succession planning. The intent of the revision is to take a more active stance in leveraging the networks of the IAC and for investment staff to identify candidates who would be a good fit.

Motion: Upon motion by Judith Blinder, seconded by Bobby Humes, the Administrative Committee recommended that the Board of Administration adopt the revised Investment Advisory Committee Charter. The motion passed unanimously (4-0).

Board Self-Evaluation

The committee reviewed the draft of the board self-evaluation document. The intent is to reflect the Board as a whole and not evaluate trustees as individuals.

Executive Director 2020 Evaluation Timeline

The timeline was reviewed by the committee for the Executive Director's 2020 evaluation.

SCERS Update

Paige Alderete provided an update on what is occurring in SCERS's operations which included the following:

- Staff closed the 2020 books and will be starting the audit and actuarial process with CliftonLarsonAllen and Milliman, respectively.
- The Member Self-Service Portal (MSS) roll-out is continuing and the 1099-Rs have been mailed.
- Staff are continuing to recalculate retiree benefits due to the 2019 retroactive pay that the City issued.

Mr. Harvey asked when the member satisfaction survey will be conducted for the MSS Portal. Ms. Alderete stated that the intention was to send out the survey the second half of 2021.

Adjourn Meeting

Motion: Upon motion by Bobby Humes, seconded by Sherri Crawford, the Administrative Committee voted to adjourn the meeting at 2:17 p.m. The motion passed unanimously (4-0).

The February 25,
2021 Administrative
Committee Meeting
was Canceled.



Seattle City Employees' Retirement System

Administrative Committee Meeting
Pacific Building, 720 3rd Avenue, Suite 900, Seattle, WA
(206) 386-1293

Minutes, Thursday, March 25, 2021

Due to the “Healthy Washington, Roadmap to Recovery” order issued by Governor Inslee, the meeting was held remotely.

AC Members Present: Robert Harvey, Jr. (Chair), Sherri Crawford, Judith Blinder, Bobby Humes

SCERS Staff Present: Jeff Davis, Paige Alderete, Nina Melencio

Call to Order

Robert Harvey, Jr., Chair, called the meeting to order at 2:00 pm.

Public Comment

There was no public comment.

Minutes

Approved Minutes from the January 28, 2021 Administrative Committee.

Motion: Upon motion by Judith Blinder, seconded by Sherri Crawford, the Administrative Committee approved the minutes from the January 28, 2021 Administrative Committee meeting. The motion passed unanimously (4-0).

Board Self-Evaluation

Mr. Harvey stated that he will be sending out the board self-evaluation to all board members and asked if there were questions and/or concerns from other committee members.

Executive Director 2020 Evaluation – Collect Relevant Information

Jeff Davis reviewed accomplishments from 2020. Mr. Davis highlighted staff's transition to working remotely during the pandemic while still maintaining service to members, the roll-out of the new Member Self-Service portal, and investment returns being in the top third of public pension systems in the 1, 3, 5, 7, and 10-year intervals.

A top priority of 2021 continues to be conducting our department's work in a way that is efficient and safe for staff and members. Another priority will be the goal of making sure staff have pay that is equitable with their SCERS colleagues, with peers across City government, and with comparable positions in other pension systems.

A long-term goal is to present members with a more comprehensive view of their own financial picture.

Bobby Humes stated that there is a great opportunity with the partnership between SCERS and the City's deferred compensation plan.

SCERS Update

Paige Alderete stated that annual member statements will be mailed to members the following week.

Staff are currently focusing on audit and actuary season and are working with CliftonLarsonAllen and Milliman.

Adjourn Meeting

Motion: Upon motion by Bobby Humes, seconded by Judith Blinder, the Administrative Committee voted to adjourn the meeting at 2:15 pm. The motion passed unanimously (4-0).



Seattle City Employees' Retirement System

Administrative Committee Meeting
Pacific Building, 720 3rd Avenue, Suite 900, Seattle, WA
(206) 386-1293

Minutes, Thursday, April 29, 2021

Due to the "Healthy Washington, Roadmap to Recovery" order issue by Governor Inslee, the meeting was held remotely.

AC Members Present: Robert Harvey, Jr., (Chair), Judith Blinder, Sherri Crawford, Bobby Humes

SCERS Staff Present: Jeff Davis, Paige Alderete, Jason Malinowski, Nina Melencio

Others Present: Mike Monaco (MMPL), Gary Smith (City Attorney's Office)

Call to Order

Robert Harvey, Jr., Chair, called to order at 2:00 pm.

Public Comment

There was no public comment.

Minutes

Approved Minutes from the March 25, 2021 Administrative Committee.

Motion: Upon motion by Judith Blinder, seconded by Sherri Crawford, the Administrative Committee approved the minutes from the March 25, 2021 Administrative Committee meeting. The motion passed unanimously (3-0).

Investment Consultant Evaluation Process

NEPC made a recommendation in January that they would value receiving feedback on their performance as SCERS's investment consultant and have provided staff an example of what another client uses to evaluate them.

SCERS could create a survey that members of the Investment Committee, Investment Advisory Committee, and staff would complete in the fall.

(2:03 p.m. – Bobby Humes joined the meeting)

The survey would be completed annually going forward.

Members of the Administrative Committee agreed that it would support best practices to implement a survey/evaluation of the investment consultant.

At the next committee meeting, committee members would review possible changes to the survey and what the process would look like. It was noted that the same survey was missing information on ESG.

Investment Advisory Committee (IAC) Appointment

Keith Traverse is coming to the end of his first 3-year term on the IAC. Mr. Traverse is the head of asset allocation and risk management at BMGI, which is the investment manager for the Bill & Melinda Gates Foundation Trust.

Joseph Boateng, chair of the IAC, has informed staff that he is willing to remain on the IAC when his term expires at the end of this year but thinks another committee member should serve as chair. RVK suggested that the IAC be chaired by a multi-asset class investment professional. Mr. Traverse is the only member of the IAC with those qualifications. In addition, Mr. Boateng has recommended that Mr. Traverse be vice chair until Mr. Boateng's term ends expires. He would then recommend Mr. Traverse to be chair.

Motion: Upon motion by Bobby Humes, seconded by Judith Blinder, the Administrative Committee recommended that the Board of Administration reappoint Keith Traverse to the Investment Advisory Committee with a three-year term commencing May 13, 2021. The motion passed unanimously (4-0).

Motion: Upon motion by Sherri Crawford, seconded by Judith Blinder, the Administrative Committee recommended that the Board of Administration appoint Keith Traverse as Vice Chair of the Investment Advisory Committee with a three-year term commencing May 13, 2021. The motion passed unanimously (4-0).

Board Self-Evaluation

Mr. Harvey reviewed the board's response to their self-evaluation which will also be presented at the next full Board meeting. Specifically, he reviewed the areas which received the lowest scores from Board members which included:

- Each board meeting includes an opportunity for learning about the organization's activities.
- Board meeting presentations and discussions consistently reference the organization's mission statement.
- The Board evaluates the organization's performance on a regular basis by comparing the stated mission to actual operational achievements.
- The Board is actively engaged in the board development process.

There was discussion on why members of the Board thought certain areas were not be addressed.

Request from Association of Retired Seattle City Employees

The Association of Retired Seattle City Employees (ARSCE) submitted a written request for the public to be allowed access to the video link to the Board of Administration meetings. Members of the public are currently provided the phone link to listen to the meetings. ARSCE has also requested that the meetings be recorded so that they may be viewed at a later time.

Gary Smith, from the City Attorney's Office, stated that the current baseline requirement for remote meetings is to call in to a phone line. Mr. Smith had no concerns with members of the public being given access to the video link although it is not required.

The Administrative Committee members were fine with providing the video link.

There was discussion on recording the meetings. Mr. Smith stated that nothing requires that the meetings be recorded. The only requirement is that minutes are taken which they currently are.

Video access will be given if staff can secure the meetings from interruptions from the public. The meetings will not be recorded since minutes are provided and posted on SCERS's website.

SCERS Update

The 2020 Annual Report to Members will be presented at an upcoming Board of Administration meeting as well as a Deep Dive on Operations. The member satisfaction survey will be conducted this fall and towards the end of the year the SCERS employee satisfaction survey will be completed. The results will be reported to the Board at a future meeting.

Staff Compensation

A market survey on the executive and investment team was done in 2013. One of SCERS's goals is to ensure staff are well-trained, well supported, and well compensated. SDHR is aware that SCERS will be requesting another survey be conducted.

Members of the Administrative Committee expressed support for conducting another market survey.

Executive Session for a Personnel Matter

The Executive Session was canceled.

Adjourn Meeting

Motion: Upon motion by Sherri Crawford, seconded by Judith Blinder, the Administrative Committee voted to adjourn the meeting at 2:39 p.m. The motion passed unanimously (4-0).

The May and June 2021 Administrative
Committee meetings were canceled.



Seattle City Employees' Retirement System

Administrative Committee Meeting
Pacific Building, 720 3rd Avenue, Suite 900, Seattle, WA
(206) 386-1293

Minutes, Thursday, July 29, 2021

The meeting was held virtually.

AC Members Present: Robert Harvey, Jr. (Chair), Judith Blinder, Sherri Crawford

SCERS Staff Present: Jeff Davis, Paige Alderete, Nina Melencio

Call to Order

Robert Harvey, Jr., Chair, called the meeting to order at 2:00 p.m.

Public Comment

There was no public comment.

Minutes

Approved Minutes from the April 29, 2021 Administrative Committee.

Motion: Upon motion by Sherri Crawford, seconded by Judith Blinder, the Administrative Committee approved the minutes from the April 29, 2021 Administrative Committee meeting. The motion passed unanimously (3-0).

Board Self-Evaluation Follow-Up

The four areas that were not problems but could be improved were:

- Each board meeting – learning about activities
- Mission statement
- Board evaluates performance by mission and achievements
- Board development process

The committee agreed that SCERS was doing a good job and were surprised by the lower ratings.

Staff are currently doing a yearly deep dive of each of the asset classes. Staff has begun doing a deep dive on operations and will continue to do so quarterly. The mission statement has been included on the board agendas. The annual progress report is framed around SCERS's goals.

Operations data has been streamlined and focused on high level statistics so the board can see the total payments by month and overall trends. Staff also provide a quarterly report on workflow statistics.

The Board is actively engaged in the board development process. There was agreement that a board retreat should be scheduled, but due to the pandemic, it won't be in the near future.

The board self-evaluation will be added to the calendar and conducted annually from this point forward.

Agenda Planning

The committee discussed possible agenda items for future meetings, including a member satisfactory survey, return to office plan, updating the call center to include additional metrics and call tracking, the investment consultant evaluation, trustee education, and charter updates.

SCERS Update

Paige Alderete gave an update on member recalculations and hiring.

Adjourn Meeting

Motion: Upon motion by Sherrri Crawford, seconded by Judith Blinder, the Administrative Committee voted to adjourn the meeting at 2:30 p.m. The motion passed unanimously (3-0).



Seattle City Employees' Retirement System

Administrative Committee Meeting
Pacific Building, 720 3rd Avenue, Suite 900, Seattle, WA
(206) 386-1293

Minutes, Thursday, October 28, 2021

The meeting was held virtually.

AC Members Present: Robert Harvey, Jr. (Chair), Judith Blinder

SCERS Staff Present: Jeff Davis, Paige Alderete, Jason Malinowski, Nina Melencio

Call to Order

Robert Harvey, Jr., Chair, called the meeting to order at 2:00 p.m.

Public Comment

There was no public comment.

Minutes

Approved Minutes from the July 29, 2021 Administrative Committee.

Motion: Upon motion by Robert Harvey, Jr., seconded by Judith Blinder, the Administrative Committee approved the minutes from the July 29, 2021 Administrative Committee meeting. The motion passed unanimously (2-0).

Investment Consultant Evaluation Follow-Up

Jason Malinowski presented the Investment Consultant Evaluation.

Last spring, NEPC asked to have an annual evaluation from SCERS. The draft included with the materials was modeled after the Board's self-evaluation form using questions that other boards have used.

Investment Committee members, Investment Advisory Committee members, and SCERS staff would complete the evaluation following the November Investment Committee meeting every year and would be given three weeks to submit the evaluation.

Staff will consolidate the results and provide feedback to NEPC in January.

Trustee Education

Jason Malinowski reviewed the Internal and External Board Education opportunities for 2022.

NCPERS, the Council of Institutional Investors (CII), and the International Foundation of Employee Benefit Plans (IFEBP) plan to resume in person events in 2022. IFEBP will be holding their annual conference in Seattle in June 2022.

Investment Advisory Committee (IAC) Appointment

Jason Malinowski stated that Joseph Boateng's and Dwight McRae's three-year terms on the IAC are up at the end of this year. They both are open to another term. Staff continues to have value in having them both on the committee.

Joseph has served as chair of IAC for over 10 years. He is interested in staying on IAC but stepping back from the chair role. Keith Traverse was named as vice chair this past spring. Mr. Traverse would be named as chair and we would eliminate the vice chair. The vice chair position is used for succession purposes.

Motion: Upon motion by Robert Harvey, Jr., seconded by Judith Blinder, the Administrative Committee recommended that the Board of Administration reappoint Joseph Boateng and Dwight McRae to the Investment Advisory Committee with a three-year term commencing on January 1, 2022. The motion passed unanimously (2-0).

Motion: Upon motion by Robert Harvey, Jr., seconded by Judith Blinder, the Administrative Committee recommended that the Board of Administration appoint Keith Traverse as Chair of the Investment Advisory Committee commencing on January 1, 2022. The motion passed unanimously (2-0).

Member Satisfaction Survey

Paige Alderete reviewed the draft Member Satisfaction Survey.

The plan is to send it out in November to members who have been served by SCERS in the last year. The survey will be sent to several hundred members.

The survey will create a baseline on member satisfaction and where SCERS can improve. Both active and retired members will be surveyed.

SCERS Update

Jeff Davis gave an update on additional staffing for the member services team. Staff are working with the City Budget Office to add position authority via supplemental ordinances. In addition, CM Mosqueda added the budget authority in the budget that her committee is currently working on.

The additional positions will be in the 2022 budget.

Adjourn Meeting

Motion: Upon motion by Robert Harvey, Jr., seconded by Judith Blinder, the Administrative Committee voted to adjourn the meeting at 2:25 p.m. The motion passed Unanimously (2-0).

The November 2021
Administrative
Committee meeting
was canceled.