Trustees of Salary Deferral Plan & Matching Plan

Retirement Board Meeting Session

,
www.coweta.ga.us

Shannon Zerangue
770.254.2601

Wednesday, May 10, 2023 **9:00 AM** **Commission Chambers**

~ Minutes ~

Call to Order

Attendee Name	Title	Status	Arrived
Michael Fouts	Chairman	Present	
Kelly Mickle	Employee Member 1	Present	
Cathy Farr	Employee Member 2	Present	
Carla Green	Citizen Member 1	Present	9:07 AM
Currently Vacant -	Citizen Member 2	Absent	
Shannon Zerangue	Clerk	Present	
Julie Millians	Benefits Manager	Present	

The Board of Trustees for the Salary Deferral Plan and Employee Matching Plan met in Regular Meeting Session on Wednesday, May 10, 2023.

Mr. Zach Walley from OneDigital and Mr. Aaron Schluep from Empower were in attendance.

Ms. Katrina Vanderdray from OneDigital also attended the meeting remotely.

Chairman Fouts called the meeting to order at 9:08 a.m.

Minutes Approval

1. **Minutes of Wednesday, February 22, 2023**

The Board voted to approve the minutes from the Regular Meeting Session held on Wednesday, February 22, 2023.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Cathy Farr, Employee Member 2
SECONDER:	Kelly Mickle, Employee Member 1
AYES:	Michael Fouts, Kelly Mickle, Cathy Farr, Carla Green
ABSENT:	Currently Vacant -

Action Items

2. 13752 Request Approval/Execution of an Amended Master Trust Agreement for the Salary Deferral Plan and Employee Matching Plan

Chairman Fouts explained that two (2) sections (7.1 and 7.3) of the Master Trust Agreement have been amended to update the composition and terms of the Board of Trustees. He asked the Board for any questions or comments regarding the amendments. There were none.

The Board voted to execute an amendment to the Master Trust Agreement for the Salary Deferral Plan and Employee Matching Plan associated with the composition and terms of the Board of Trustees.

RESULT:	**EXECUTED [UNANIMOUS]**
MOVER:	Kelly Mickle, Employee Member 1
SECONDER:	Cathy Farr, Employee Member 2
AYES:	Michael Fouts, Kelly Mickle, Cathy Farr, Carla Green
ABSENT:	Currently Vacant -

3. 13719 Request Approval/Execution of a Policy Regarding Conflicts of Interest

Chairman Fouts explained that the Board is being asked to adopt the Conflict of Interest Policy and execute the associated Conflict of Interest Statement. He further explained that there are no changes to the policy.

Ms. Mickle explained that the Conflict of Interest Policy has not been reaffirmed since implementation of the Board in 2014.

The Board voted to execute a Conflict of Interest Policy and associated Conflict of Interest Statements as presented.

RESULT:	**EXECUTED [UNANIMOUS]**
MOVER:	Cathy Farr, Employee Member 2
SECONDER:	Kelly Mickle, Employee Member 1
AYES:	Michael Fouts, Kelly Mickle, Cathy Farr, Carla Green
ABSENT:	Currently Vacant -

Information for Trustees

4. 13676 Presentation from OneDigital of the Quarterly Investment Report

Mr. Walley briefly reviewed the Setting Every Community Up for Retirement Enhancement Act 2.0 (SECURE Act 2.0) implementation timeline for plan sponsors and provided information regarding the 2023 Fiduciary Academy including additional resources available for plan participants via live webinars and on-demand content.

Mr. Walley also provided an overview of the economy and market status (Standard & Poor's, Dow NASDAQ, inflation, possible recession, consumer confidence, personal savings rate, job market, wage growth, household net worth, consumer debt, interest rate, and home prices). He highlighted the recent bank failures of the Silicon Valley Bank (CA) and Signature Bank (NY) explaining that their focus was on private equity, venture capital, technology (Silicon Valley Bank) and crypto currency (Signature Bank). He explained that overall the banking sector is solid, but he feels it is prudent to keep an eye on the commercial real state market.

Mr. Walley presented asset allocations for both plans as of March 31, 2023, highlighted fund performances, and provided monitoring/scoring reports and the asset class style box. In closing, he explained that there are no recommended fund changes at this time, but replacement of the DFA World ex US Government Fixed Income I Fund with the PIMCO International Bond Fund (US Dollar-Hedged) Institutional Class will take place around May 25, 2023 (approved by the Board on November 9, 2022).

During his presentation, Mr. Walley fielded a question from Chairman Fouts explaining the method for the scoring matrix.

RESULT:	**ACCOMPLISHED**

5. 13675 Presentation from Empower of the Management Report

Mr. Aaron Schluep, Relationship Manager with Empower, briefly highlighted Plan analytics including lifetime income score, participant assets, investment diversification, participation rate, contribution rate, and participant email status. He also provided information regarding the number of active participants including the number of active participants with a balance, and noted the number of participants utilizing Target Date Funds as well as those that are single investment holders explaining that those participants will be targeted to offer additional tools and resources to diversify their investments.

In response to questions from Ms. Farr, Ms. Millians explained that new employees are automatically enrolled to contribute 1% to the plan but are provided with an opportunity to opt-out, and automatic increases in contributions are not occurring.

Mr. Schluep explained that automatic increases are an option and include an opportunity for the participant to opt-out.

In response to a question from Ms. Mickle, Ms. Millians explained that new employees have a period of ninety (90) days to opt-out from auto-enrollment.

In response to a question from Ms. Farr, Mr. Schluep explained that additional tools and resources offered to participants with a single investment are free of charge to the participant.

Mr. Schluep briefly explained equity positions and glide paths and noted that as part of the 2023 participant engagement plan, automated messages are being sent to participants via email.

In response to a question from Ms. Farr, Mr. Schluep explained that he can initiate email reminders (these are not auto-generated) that can be sent closer to the time for merit increases that remind participants to consider increasing the percentage of their retirement contribution.

In closing, Mr. Schluep explained that Empower offers free one-on-one comprehensive discussions and analyses for participants to determine their retirement readiness.

RESULT:	**ACCOMPLISHED**

Comments

Comments

Chairman Fouts called for any questions or comments. There were none.

Schedule Next Meeting

Motion To: **Schedule Next Meeting**

The Board voted to schedule the next meeting on Wednesday, August 23, 2023 at 9:00 a.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Michael Fouts, Chairman
SECONDER:	Cathy Farr, Employee Member 2
AYES:	Michael Fouts, Kelly Mickle, Cathy Farr, Carla Green
ABSENT:	Currently Vacant -

Adjournment

Motion To: **Adjourn**

The Board voted to adjourn the meeting.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kelly Mickle, Employee Member 1
SECONDER:	Cathy Farr, Employee Member 2
AYES:	Michael Fouts, Kelly Mickle, Cathy Farr, Carla Green
ABSENT:	Currently Vacant -