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**MINUTES OF THE MEDFORD RETIREMENT BOARD MEETING HELD on
6-27-2019 in room 201 at 9:30am**

1. 9:30AM Call meeting to order

Roll Call:

Present: Patrick Ripley, Rick Jordan, Robert Maiocco, Aleesha Nunley-Benjamin, James Vieira and Mark Minervini

Absent:

Others Present: Scott Driscoll and Marisa Gorman from NEPC.

Aleesha Nunley Benjamin motion to suspend the normal order of business for NEPC to present. Motion second by Robert Maiocco. Motion passed by all voting in favor

Scott Driscoll and Marisa Gorman distributed the market update handout dated June 27, 2019 along with a handout "Medford Performance Comparison". Scott Driscoll discussed Medford's investment returns indicating that Medford ranks in the 36% percentile referring to the Medford Performance Comparison report. Aleesha Nunley-Benjamin asked what are Malden fees compared to Medford? Scott compared Malden and Medford indicating he is not sure of how much percent of Malden is in PRIT compared to Medford and PRIT was down 1.7%. PERAC did not release the full investment report this year. Medford's management fees are 55 to 57 basis points. Patrick Ripley asked if this reflects work that Robert Maiocco did reducing fees? Robert Maiocco asked what was the performance last year removing the last quarter? Scott Driscoll to send Mark Minervini the first 9 months of returns for 2018. Scott indicated that the S&P500 was up over 7% in June and the markets have been moving sideways through March. The Feds rate decrease news spurred the market. Scott Driscoll reviewed the total fund performance gross and net of fees for prior 1, 3, 5, 7, 10 and 15 years returns as compared to the indexes indicating that total domestic equity was -6.8% and the fund was -2.4% for the month of May. Total fund market value is \$186,031,747 on May 31, 2019.

Scott Driscoll and Marisa Gorman discussed the Emerging Markets Debt search indicating that 11 managers responded and 4 met the criteria of the search. Ashmore is the largest strategy. Aleesha Nunley-Benjamin said she likes that Ashmore pays a dividend back to the Board. Robert Maiocco commented that their home office is in London and asked about Brexit. Scott Driscoll said that Brexit has been stalled for years. Scott Driscoll said that Aberdeen was considering moving headquarters, Ashmore did not make that indication. Wellington and Lazard are not impacted by Brexit. Scott compared the firms total asset under management indicating that Wellington has the most (over trillion) in management and Ashmore with the smallest with \$85.3B under management. Lazard fees 85bps for the comingled vehicle represents a reduction in standard fees. Ashmore offers a 25bps fee rebate, distributed quarterly through additional shares of a cash payment. Lazard's operating expenses are capped at 23bps and currently running at 5bps. Wellington additional operating expenses are capped at 20bps. Lazard benchmark is most conservative at .65 and Aberdeen standard life is most aggressive at 1.21 beta vs. benchmark.

Robert Maiocco motions to interview Ashmore, Aberdeen and Lazard during the July Board meeting. Aleesha Nunley-Benjamin seconds the motion. Motion passed by all members voting in favor.

James Vieira motion to return to the normal order of business. Motion second by Patrick Ripley. Motion passed by all voting in favor

2. Reading of notice & certificate - Service of Notice Posted on June 12, 2019

Robert Maiocco motion to place the Board notice and certificate that was posted on June 12, 2019 on file. Motion second by Aleesha Nunley Benjamin. Motion passed by all voting in favor

3. Reading of Previous Meeting by Secretary

Aleesha Nunley Benjamin motion to waive reading of previous meeting by secretary. Motion second by Patrick Ripley. Motion passed by all voting in favor

Patrick Ripley motion to approve the minutes for the Board meeting held on May 30, 2019. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

4. Bills, Communications, Refunds, Transfers, Payrolls, Etc.

Warrant S27

Sherman Actuarial Services LLC - Work completed: GASB 67 & 68	\$2,500.00
Toshiba America Business Solutions - Services for 5/15/19-6/14/19	\$171.44
Law Offices of Michael Sacco PC - Professional Services May 2019	\$524.00
People's United - Custodial Fees April 2019	\$3,340.11
Mass Teachers Retirement System - Transfer Out - Gretchen Rich	\$743.64
Philomena Ferro - Refund	\$2,068.58
IRS a/c Philomena Ferro - Refund	\$517.15
Mass Teachers Retirement System - Transfer Out - Eric Prileson	\$1,306.74
State Retirement Board - Transfer Out - Lauren Feltch	\$31,672.78
ProShred - Service 6/11/19	\$35.00
NEPC LLC - Consultant Fees Q2 2019	\$18,750.00
Sydney Lynne Pina - Refund - Stephen Pina	\$139,355.28
IRS a/c Sydney Lynne Pina - Refund - Stephen Pina	\$30,675.72
Rick Jordan - Reimbursement MACRS Conference	\$808.40
Toshiba America Business Solutions - Service 6/15/19-7/14/19	\$171.47
Datamatix, Inc - Payroll December 2018	\$953.57
State Retirement Board - Pro-Rata	\$149,395.28
Total Bills Warrant S27	\$382,989.16
Staff Salaries	4,192.50
Medicare	-
Expense Total	\$387,181.66
Pension	1,410,841.10
Annuity	275,726.71
Retiree Payroll Total	1,686,567.81
Warrant S27 Total	\$2,073,749.47
Prior Warrants	
Schedule 24	7,263.15
Schedule 25	6,692.80
Schedule 26	6,379.67
Reference Total	20,335.62
Grand Total Warrant S27 with Prior Warrants	2,094,085.09

A motion was made by Aleesha Nunley Benjamin and second by Patrick Ripley to approve all bills, transfers, refunds, staff payrolls and retirement payroll listed above on schedules S24, S25, S26, and S27. motion passed by all members voting in favor.

Letter of Direction Dated June 13, 2019 to Loomis Sayles & Company, L.P.

James Vieira motion to place on file the Letter of Direction Dated June 13, 2019 to Loomis Sayles & Company, L.P. instructing to redeem \$1,500,000 from the Multisector Fixed Income strategy and transfer the funds to People's Bank. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

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Wire Transmittal Letter Transferring \$1,550,000 From People's Bank to Century Bank. This wire transfer was completed on June 20, 2019 by Mark Minervini to fund June 2019 expenses and pension payroll. Robert Maiocco motion to place on file the Wire Transmittal Letter Transferring \$1,550,000 From People's Bank to Century Bank. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

5. Report of Chairman:

Sage Payroll purchased by Isolve HCM

Aleesha Nunley Benjamin motion to place on file the Sage Payroll purchased by Isolve HCM. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

PRIT Confirmation of Receipt of \$109,190.25 on 6/3/2019

Patrick Ripley motion to place on file the PRIT Fund Confirmation of Receipt of \$109,190.25 on 6/3/2019. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

PRIT Payment Due Notice

Private Equity Vintage Payment of \$28,125.29 due on July 1, 2019

Aleesha Nunley Benjamin motion to place on file the PRIT Fund Private Equity Vintage Payment of \$28,125.29 due on July 1, 2019. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

Actuarial Study – Assessment of Actuarial Rate Reduction

Chairman Rick Jordan feels that there is no urgency at this time to lower the assumption rate. The next actuarial study is schedule for 1/1/2020 and the Board can discuss lowering the assumption rate at that time. Robert Maiocco motion to place on file the Investment Return Assumption Report provided by Sherman Actuarial Services on June 10, 2019. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

PERAC 2018 Investment Report

Investment Report containing investment and funding results issued by PERAC Robert Maiocco motion to place on file the PERAC 2018 Investment Report. Motion second by James Vieira. Motion passed by all members voting in favor.

Received 50K Israel Bond Confirmation

Bond issued on June 1, 2019 and Matures on June 1, 2021. Interest Rate is 2.77% Aleesha Nunley Benjamin motion to place on file the 50K Israel Bond Confirmation issued on June 1, 2019 and Matures on June 1, 2021. Interest Rate is 2.77%. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

PERAC Memo #16 / 2019 - Cash Book Submissions

Aleesha Nunley Benjamin motion to place on file the PERAC Memo #16 / 2019 - Cash Book Submission. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

PERAC Memo #17 / 2019 - Tobacco Company List

James Vieira motion to place on file the PERAC Memo #17 / 2019 - Tobacco Company List. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

PERAC Memo #18 / 2019 - Audits

Aleesha Nunley Benjamin motion to place on file the PERAC Memo #18 / 2019 - Audits. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

Aleesha Nunley-Benjamin Reviewed January 2019 and February 2019

Accounting Reports

Robert Maiocco motion to place on file the January 2019 and February 2019 Accounting Reports Reviewed by Aleesha Nunley-Benjamin. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

April 2019 Accounting Reports Submitted to PERAC

Aleesha Nunley Benjamin motion to place on file the April 2019 accounting reports that have been submitted to PERAC. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

Pension Benefit Information (PBI) Death Audit Service

Cost \$2k per year, retiree database compared to PBI's obituary database weekly to identify deceased retirees. No formal RFP required under Section 23B. Mark Minervini also contacted 2 additional companies that provide death audit services, and to date, they have not provided the requested information. Mark Minervini spoke with Jeanne Darcy at Winthrop Retirement and PBI immediately discovered a deceased retiree receiving pension payments. Mark Minervini also notified the Board that a Medford retiree passed away in January 2019 and the office was just notified this month. The deceased retiree has been overpaid over 4 months. Patrick Ripley motions to purchase Pension Benefit Information (PBI) death auditing service. Motion second by Aleesha Nunley-Benjamin. Motion passed by all members voting in favor.

PERAC Auditor Scheduled to be On-Site 8/21/19 For Audit Follow-up

Aleesha Nunley Benjamin motion to place on file PERAC Auditor Scheduled to be On-Site 8/21/19 For Audit Follow-up. Motion second by James Vieira. Motion passed by all members voting in favor.

PERAC Accidental Death Benefit Approval for Sydney Pina, Survivor of Stephen Pina.

Patrick Ripley motion to place on file PERAC Accidental Death Benefit Approval for Sydney Pina, Survivor of Stephen Pina. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

6. Unfinished Business:

Roselli, Clark and Associates Audit May 6, 2019

Draft Audit Results uploaded to Dropbox

Robert Maiocco motion to approve and place on file Roselli, Clark and Associates Draft Audit Results. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

Retirement Software Implementation Project Update

Online portal is complete and ready to be activated on the city's website. Patrick Ripley motion to begin research of .gov domain and website development. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

Membership for following employees pending review of Emergency Dispatcher job descriptions:

Jacob Lessard	City	Emergency Dispatcher	5/6/2019	Full Time
Joanne Quatieri-Mejia	City	Emergency Dispatcher	5/6/2019	Full Time
Ericka Ziobro	City	Emergency Dispatcher	5/6/2019	Full Time
Christopher Murphy	City	Emergency Dispatcher	5/6/2019	Full Time
Judith Wells	City	Emergency Dispatcher	5/6/2019	Full Time
Dena Dalelio	City	Emergency Dispatcher	5/6/2019	Full Time
Caitlin Tarentino	City	Emergency Dispatcher	5/6/2019	Full Time
Joseph Pellegrino	City	Emergency Dispatcher	5/6/2019	Full Time
Samary Montes	City	Emergency Dispatcher	5/6/2019	Full Time
James Durham	City	Emergency Dispatcher	5/6/2019	Full Time

Emergency Dispatcher Position

Review of job description and determine if the position is eligible for retirement membership. Robert Maiocco motion to approve Emergency Dispatcher Position as an eligible position for system membership. Motion second by James Vieira. Motion passed by all members voting in favor.

7. New Business**New Members:**

Name	Unit	Position	Hire Date	FT/PT
Carol Powers	City	Benefits Coordinator	5/6/2019	Full Time
Andrea Breen	School	*Early Childhood Family Network Program Aide	1/1/2019	Full/Time

***Early Childhood Family Network Program Aide**

30 hours/week per School Year. Review of job description and determine if the position is eligible for retirement membership. Aleesha Nunley Benjamin motion to approve Early Childhood Family Network Program Aide Position as an eligible position for system membership and approve Andrea Breen's membership. Motion second by Robert Maiocco Motion passed by all members voting in favor.

Motion by Aleesha Nunley Benjamin to accept membership applications for Carol Powers pending review of Benefits Coordinator position as an eligible position from membership. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

New Retirees:

Name	Unit	Option	Retirement Date	
Daniel Conway	Police	Superannuation Option C	7/31/2019	
Robert Sullivan	City	Superannuation Option B	6/28/2019	
Michael McConnell	Housing	Superannuation Option C	8/2/2019	
Jean O'Handley	Housing	Superannuation Option A	6/28/2019	
Robert Fortini	Housing	Superannuation Option A	6/28/2019	
Clodagh Stoker-Long	City	Superannuation Option A	6/28/2019	
Sandra Iandosca	School	Superannuation Option A	6/30/2019	

Motion by Aleesha Nunley Benjamin to accept retirement applications for employees listed above. Motion second by James Vieira. Motion passed by all members voting in favor.

Buybacks:

Name	Current Position	Cost	Service	
Joanne Quatieri-Mejia**	Emergency Dispatcher	\$3,265.53	7 Months	

**Purchasing service from Arlington. Liability acceptance letter received from Arlington on May 28, 2019

Motion by Aleesha Nunley Benjamin to approve buyback for Joanne Quatieri-Mejia. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

PERAC has not received the completed Annual Statement of Earned Income for Calendar Year 2018 from the Following Retirees.

Albert W. Deady
Wayne Lawlor
James A. McCarthy, Jr.
James J. Morse
Gerald Murphy

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Motion by Aleesha Nunley Benjamin to schedule hearings for above during July 2019 Board meeting. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

Margaret Small, Survivor of John J. Small. Single Doctor Medical Panel Results Received

PERAC received the initial report from Dr. Tisdale and put the report under review. On 5/15/2019, Kate Hogan from PERAC asked to have Dr. Tisdale answer the following question and resubmit his report. "Was Mr. Small's death the natural and proximate result of the injury or hazard on account of which such member was retired?" On 6/24/2019 PERAC distributed the results to the Retirement Board. Both the initial narrative report and the amended narrative report, that address the above question, have been uploaded to DropBox. Motion by James Vieira to approve the accidental death benefit for Margaret Small based on Dr. Tisdale, M.D. medical report. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

8. Executive Session

N/A

9. Adjournment

Next meeting scheduled for July 29, 2019 at 9:30a.m. in room 201

Robert Maiocco motions to adjourn. Motion second by Aleesha Nunley Benjamin
Motion passed by all members voting in favor.

A true Record by: Mark Minervini On 6-27-2019
Mark Minervini

Rick Jordan	<u>[Signature]</u> Chairman	Aleesha Nunley Benjamin	<u>[Signature]</u> Ex-Officio
James Vieira	<u>[Signature]</u> Absent	Patrick H. Ripley	<u>[Signature]</u>
Robert Maiocco	<u>[Signature]</u>		