BOARD MEMBERS PRESENT:	Frazier, Hamby, Jordan, Johnson, Ingram
BOARD MEMBERS ABSENT:	Clark, Gee
EX-OFFICIO MEMBERS PRESENT:	Marlowe
EX-OFFICIO MEMBERS ABSENT:	Rider
OTHERS PRESENT:	Grayson, Page, Allison, Emerson

Chairman David Frazier called the meeting to order at 2:00 PM and served as the presiding officer.

First Quarter 2016 Performance Report

Consultant Jeff Swanson, SEAS, provided a brief overview of the quarterly report. In summary, the portfolio indicated the following: As of March 31, 2016, the Total Plan (including Receipts & Disbursements) had a market value of $80,105,534. For the quarter, the fund's net withdrawals were $495,687 and total investment gains were $830,136 for a total increase in value of $334,449 from the previous quarter end. As of March 31, 2016, 64.4% of the Plan (including Receipts & Disbursements) was invested in equities and 35.3% in bond/absolute return funds. For the quarter ending March 31, 2016, the portfolio was up 1.0%. For the one year period, the portfolio was down 1.3% and for the three year period the portfolio was up 5.2%. Notable comments from the report were as follows:

- Mr. Swanson stated March was a challenging quarter noting the fund was down approximately 1% for the first quarter of 2016.
- There was a high probability of an actuarial loss for this year due to the low return coming into the last quarter of the fiscal year.
- Stocks had not delivered for the year. Mr. Swanson commented on the advantage of adding Real Estate as an asset class noting it has the ability to smooth out the return sets. He also indicated it has very strong diversification attributes.
- The Plan was in compliance with the existing policy within the Georgia code.
- The Total Fund had a -0.9% return for the quarter and ranked 39.
- Mr. Swanson felt the portfolio had done as well as it could considering the existing investment policy. He also felt it was important to make some revisions to allow as much flexibility as possible to perform going forward.
- The PIMCO All Asset fund was the only fund under review.

IRS Determination Letter

Attorney Edmund Emerson began by inquiring about the status of the current determination letter. It was confirmed it had been accepted and a copy would be forwarded. He shared information surrounding the IRS plans to stop issuing certain determination letters. He indicated his role was to keep the Board updated on any amendments to be made to the Plan and review any Plan updates for compliance. In the future, the IRS will only issue letters for newly established Plans or those terminating.

Investment Policy Statement

Consultant Jeff Swanson stated the re-draft of the Investment Policy Statement document was forwarded to the RPA Attorney for review of the recommendations. Attorney Emerson stated there were not a lot of changes other than some minor housekeeping edits. He reviewed the changes of which included an addition of a section regarding GA law compliance noting the most recent changes highlighted investment changes to the policy. He also commented on a rebalancing provision that was added upon recommendation.

Chairman Frazier confirmed the changes to the policy reflect what we are currently doing.

Attorney Emerson reviewed changes made as it pertained to real estate provisions and mutual/comingled funds. Mr. Swanson commented on the inclusion of real estate into the policy.

Board Member Matt Hamby clarified the size of the Planlimits invests to mutual funds or collective trust with no options to consider alternatives.

Mr. Swanson reviewed the recommended asset allocation structure for the Plan. He stated the adoption of the policy today does not include any investments in real estate. This is an update to the policy to allow for the real estate asset class in the future.

Motion to accept the amendments to the Investment Policy Statement as presented.

Motion made by Board Member Hamby
Motion seconded by Board Member Ingram
Votes favoring the motion: Frazier, Hamby, Jordan, Johnson, Ingram
Absent: Clark, Gee

Upon inquiry, there was a desire to evaluate real estate managers in the near future. As such, Mr. Swanson anticipated scheduling three managers to present at the upcoming meeting.

Upon inquiry, Mr. Swanson provided a brief overview on the protocol and time-periods on investing in real estate once accepted/contracted.

Mr. Emerson commented on Senate Bill (SB) 335 effective July 1, 2016.

Contracts
Chairman Frazier stated there are several contracts related to Retirement Plan A. He recommended an annual review of the contracts at the first meeting of each year.

Upon inquiry about contracts needing immediate attention, it was noted, the actuarial services contract ends June 30, 2017 with the option to renew for two years.

Plan Document Question Regarding Tiers
Board Member Danny Ingram submitted a question about the treatment of Participants and Tiers referenced in the Plan Document. Chairman Frazier reviewed the question and indicated he did not see anything in the Plan document with a definitive answer. He felt it would be best to add a statement/language to the Plan document and suggested referring the question to the Plan attorney.

Motion to submit information to the RPA attorney for guidance on an amendment to clarify the Plan Document in regards to Tiers.

Motion made by Board Member Hamby
Motion seconded by Board Member Jordan
Votes favoring the motion: Frazier, Hamby, Jordan, Johnson, Ingram
Absent: Clark, Gee

NOTE: Melody Marlowe and Matt Hamby left the meeting at 2:54 PM

Fiduciary Liability Insurance
Chairman Frazier recalled conversations at the GAPPT conferences on the importance of purchasing Fiduciary Liability insurance for retirement plans and their boards.

Risk Manager Juli Tomlin commented on risk management's role noting the City's general liability policy specifically excludes fiduciary coverage.

Great Moore, BB&T Business Insurance Agent, provided an overview of the information to transfer the risk. He provided a handout and presented highlights of the following information:

- Basic Concepts Underlying
- Fiduciary Liability Insurance
- Claim Scenarios/Examples

Administrative Services Officer Alicia Page asked if law suits are typically brought against the Board or individuals.

Mr. Moore reviewed the quote provided by Vanguard Fiduciary Liability Insurance. He felt they had the best sublimit option. He recommended obtaining figures from the budgetary standpoint in order to obtain additional quotes that are within the Plans budget.

There was a brief discussion regarding the best option for the Plan and the costs associated with it. Chairman Frazier commented on the quoted amounts indicating he felt the costs were excessive of what was expected. He suggested further review of available options and what other Plans similar in size are doing.

Motion for the Board to perform additional research on the matter and revisit at a future meeting.

Motion made by Board Member Johnson
Motion seconded by Board Member Jordan
Votes favoring the motion: Frazier, Jordan, Johnson, Ingram
Absent: Hamby, Clark, Gee

Ms. Tomlin confirmed she would forward an electronic copy of the BB&T proposal to Board Member Denise Jordan for the records.

Attorney Emerson stated the quoted amount provided today seemed in line with what he has seen. As a rule of thumb, it was reasonable to have 5% – 10% of the Plan assets in coverage. He recommended obtaining the insurance at the cost indicated.

EXECUTIVE SESSION:

Chairman Frazier advised there had been discussion with the Plan Attorney in regards to the executive session process.

Chairman David Frazier requested an Executive Session to discuss personnel matters.

Motion to close the meeting to enter an Executive Session to discuss personnel matters at 3:28 PM.

Motion made by Board Member Jordan
Motion seconded by Board Member Johnson
Votes favoring the motion: Frazier, Jordan, Johnson, Ingram
Absent: Hamby, Clark, Gee

MEMBERS PRESENT:	Frazier, Jordan, Johnson, Ingram
MEMBERS ABSENT:	Hamby, Clark, Gee
OTHERS PRESENT:	Page, Grayson, Allison, Emerson

Motion to close the Executive Session and to continue the meeting at 3:32 PM.

Motion made by Board Member Jordan
Motion seconded by Board Member Ingram
Votes favoring the motion: Frazier, Jordan, Johnson, Ingram
Absent: Hamby, Clark, Gee

REGULAR BUSINESS:

Disbursements

Administrative Services Officer Alicia Page reported there were six refunds/disbursements totaling $83,386.46 since the last meeting. Lump sum and/or rollover distributions were made on behalf of Lauren Thomas, Jesica Zapata, Jerry Robledo-Marzan, Mike Clark, Christopher Lowe, and Donald Davis.

Motion to approve the disbursements/refunds as presented.

Motion made by Board Member Johnson
Motion seconded by Board Member Jordan
Votes favoring the motion: Frazier, Jordan, Johnson, Ingram
Absent: Hamby, Clark, Gee

Retirements

Administrative Services Officer Alicia Page reported one retirement and one death benefit since the last meeting. The report indicated the following:

- Gary Kansky retired with a normal retirement benefit on January 29, 2016. He began receiving a monthly benefit on February 1, 2016.
- Retiree William Strickland passed on January 7, 2016 with a 50% spousal option. Opal Strickland began receiving a monthly spousal benefit on February 1, 2016.

Motion to approve the benefits report as presented.

Motion made by Board Member Johnson
Motion seconded by Board Member Ingram
Votes favoring the motion: Frazier, Jordan, Johnson, Ingram
Absent: Hamby, Clark, Gee

Executive Session Minutes
Attorney Emerson commented on the reason and appropriate actions for Executive Session motions pertaining to personnel matters. He suggested using Personnel/Protected Information as the motion.

Board Member Denise Jordan commented on the Executive Session affidavit and its purpose noting that it is filed with the minutes.

There was discussion regarding the review and approval of executive session minutes during and after the executive session. After discussion, there was a consensus to establish a policy to authorize delegation of the Chairman to approve the executive session minutes and a protocol for approving the minutes for recording purposes.

Chairman Frazier stated he would draft a policy to present at the next meeting.

Repayment of Contributions
Director of Human Resources Janeann Allison reported Brian Buffington received a letter advising him of his option to repay contributions for prior employment period November 28, 1988 to August 13, 1999. She also reported Virgil Stephenson and Herman Cronic did not repay the withdrawn contributions by the end of their repayment period.

Rehires
Director of Human Resources Janeann Allison reported there was one rehire. Retiree David Miller was rehired as a part-time court bailiff. She indicated his rehire was within the guidelines of the plan document.

Minutes: February 10, 2015 RPA Board Meeting

Motion to approve the minutes accepting edits as presented.

Motion made by Board Member Ingram
Motion seconded by Board Member Johnson
Votes favoring the motion: Frazier, Jordan, Johnson, Ingram
Absent: Hamby, Clark, Gee

Disability Recertification
Board Member Denise Jordan reported four retirees were receiving disability benefits noting they all had reached age 60 and were no longer required to recertify their disability.

Georgia Association of Public Pension Trustees (GAPPT) Conference
Board Member Denise Jordan shared details regarding the upcoming GAPPT conference indicating it will be held at Lake Lanier Islands on September 19 – 22, 2016. She asked all interested Board Members to confirm attendance with her no later than August 15 for registration purposes. She indicated this was considered as local travel. As such, no hotel accommodations were needed.

2016 Goals Update
Chairman David Frazier reviewed the progress of the established 2016 goals. Notable comments were as follows:

- On target with the publishing of the quarterly newsletter.
- Today's performance report indicated the Plan was not on track to achieve the actuarial rate of return.

- Working to convert the policy manual to an electronic format that is accessible to both the employees and retirees.
- Board Member's Ingram and Clark completed the GAPPT Basic Trustee training. Awaiting status of completion by Board Member Gee to determine if goal of three members has been completed.
- Two Board Members (Jordan and Page) completed the GAPPT Advanced Trustee training.
- Two policies have been added to the manual to date for this period.

OTHER BUSINESS:

Experience Review
Board Member Denise Jordan stated the actuarial firm was working on the experience review with plans to share the results at the scheduled meeting in August.

ADJOURNMENT: 4:01 PM

/ag

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David Frazier, Chairman

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Denise O. Jordan, Secretary to the Board