

KNOX COUNTY RETIREMENT AND PENSION BOARD

June 28, 2021

The Knox County Retirement and Pension Board met in regular session on Monday, June 28, 2021, at 3:00 P.M. in Room 575, City-County Building, Knoxville, Tennessee.

The following members were present: Chairman Chris Caldwell, Proxy for Mayor Jacobs, Commissioner Larsen Jay, Vice Chairman, Commissioner Randy Smith, Secretary, Commissioner Charles Busler, Commissioner Kyle Ward, Ms. Janet Samar, Mr. Gabe Mullinax, Mr. Jim Snowden and Mr. Chris Simons.

Also present at the meeting were:

USI Consulting Group: Mr. Bob Cross, Mr. Ralph Lehman and Ms. Brenda Trollope

Legal Counsel: Mr. John Owings and Ms. Ashley Trotto

Retirement Staff: Ms. Jennifer Schroeder, Ms. Terri Chase, Ms. Nyla Breshears, Ms. Mitzi Stooksbury, Mr. Zack Cole and Ms. Savannah Russell

Others in attendance: Mr. Allen Sheets, Nationwide, and Mr. Ed Shouse, Trustee.

IN RE: CALL TO ORDER

Chairman Caldwell presided and called the meeting to order.

IN RE: AMENDMENTS TO AGENDA

Ms. Schroeder reported an amended agenda had been provided prior to the meeting.

IN RE: APPROVAL OF MINUTES OF MAY 24, 2021

Chairman Caldwell presented the minutes for the board meeting held on May 24, 2021. Commissioner Busler made a motion to approve the minutes for May 24, 2021, as written. The motion was seconded by Mr. Mullinax. All members present voted in favor. The motion passed unanimously.

IN RE: APPLICATION FOR RETIREMENT – DEFINED BENEFIT PLAN, LUMP SUM DISTRIBUTION AND AUTHORIZATION OF CREDITED SERVICE BENEFIT BASED ON COMPLETED YEARS OF SERVICE

The following applications for retirement, the lump sum benefit, and the credited service benefit based upon completed years of credited service at the date of retirement, as provided in the Defined Benefit Plan, were presented for consideration:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CREDITED SERVICE</u>	<u>EFFECTIVE DATE</u>
Danny Bridges	Schools	30 years 8 months	July 1, 2021
Glynda Tate	Schools	31 years 11 months	July 1, 2021
Marquetta Waters	Health	36 years 1 month	July 1, 2021

A motion was made by Commissioner Jay to approve the applications for retirement under the Defined Benefit Plan as presented and to authorize the Directed Custodian, Charles Schwab, to make disposition of the benefits upon certification from USI and to authorize the Trustee, State Street Bank, to make payment of the credited service benefit and lump sum benefit. The motion was seconded by Ms. Samar. All members present voted in favor. The motion passed unanimously.

IN RE: APPLICATIONS FOR RETIREMENT – DEFINED CONTRIBUTION PLAN AND AUTHORIZATION OF CREDITED SERVICE BENEFIT BASED ON COMPLETED YEARS OF SERVICE

The following applications for retirement and the credited service benefit based upon completed years of credited service at the date of retirement, as provided in the Defined Contribution Plan, were presented for consideration:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CREDITED SERVICE</u>		<u>EFFECTIVE DATE</u>
Joseph Adams	Sheriff	26 years	1 month	July 1, 2021
Ernestine Brown	Schools	5 years	7 months	July 1, 2021
Janice Cash	Schools	22 years	9 months	July 1, 2021
Toby Cunningham	Schools	20 years	6 months	July 1, 2021
Sandra Davis	Schools	15 years	8 months	July 1, 2021
Roy Edwards	Sheriff	19 years	3 months	July 1, 2021
Jean Evans	CntyClrk	28 years	6 months	July 1, 2021
Loretta Freeman	Schools	31 years	9 months	July 1, 2021
Carla Hatfield	Trustee	15 years	11 months	July 1, 2021
Samuel Hopkins	Schools	22 years	9 months	July 1, 2021
Judy Knight	Schools	34 years	0 months	July 1, 2021
Grady Madgett	Schools	13 years	2 months	July 1, 2021
Alberta Monday	CommSvcs	6 years	3 months	July 1, 2021
Shirley Murray	Schools	21 years	8 months	July 1, 2021
Cynthia Pionke	Mayor	29 years	7 months	July 1, 2021
Richard Rollins	Schools	8 years	0 months	July 1, 2021
Linda Singleton	Schools	19 years	7 months	July 1, 2021
Daniel Vaughn	Schools	6 years	10 months	July 1, 2021
Margaret Wagner	Schools	13 years	10 months	July 1, 2021
Teresa Watts	Schools	9 years	9 months	July 1, 2021
Joel Weeks	PBA	8 years	10 months	July 1, 2021
Wanda Wilkerson	Trustee	26 years	2 months	July 1, 2021

A motion was made by Ms. Samar to approve the applications for retirement under the Defined Contribution Plan as presented and to authorize the Directed Custodian, Charles Schwab, to make disposition of the benefits upon certification from USI and to authorize the Trustee, State Street Bank, to make payment of the credited service benefit. The motion was seconded by Mr. Simons. All members present voted in favor. The motion passed unanimously.

IN RE: APPLICATION FOR RETIREMENT – UNIFORMED OFFICERS PENSION PLAN

The following application for retirement, as provided in the Uniformed Officers Pension Plan, was presented for consideration:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CREDITED SERVICE</u>	<u>EFFECTIVE DATE</u>
Clifford Russell	Sheriff	29 years 11 months	July 1, 2021

A motion was made by Mr. Mullinax to approve the application for retirement under the Uniformed Officers Pension Plan as presented and to authorize Trustee, State Street Bank, to make payment of the monthly benefits. The motion was seconded by Commissioner Jay. All members present voted in favor. The motion passed unanimously.

IN RE: REPORT OF EXECUTIVE DIRECTOR

- **Parking Cost for Staff** – Ms. Schroeder stated that Commission approved parking for County employees. Since the retirement office has a separate budget and follows the benefit program given by the county, the Board would need to approve the reimbursement of parking expenses to the employees of the retirement office. The cost to the budget would be \$3,420. A motion was made by Commissioner Smith to approve the reimbursement of parking to retirement office employees. The motion was seconded by Commissioner Ward. All members present voted in favor. The motion passed unanimously.
- **Bluefin Update/Cost Allocation** – Ms. Schroeder stated that a contract was being revised by her, legal counsel and USI. The edits were sent to USI and expect to hear back soon. One of the line items in budget FY21 was for "IT Related Items" which is used for BenXL programming costs. Ms. Schroeder requested that the Board reallocate the \$50,000 budgeted for that line item to be applied instead toward the \$90,000 one-time cost to implement Bluefin for FY22, since there were no BenXL programming costs for this fiscal year. There will still be \$40,000 to be owed, but it is already budgeted in FY22. A motion was made by Commissioner Jay to approve the \$50,000 reallocation. The motion was seconded by Mr. Snowden. All members present voted in favor. The motion passed unanimously.
- **Blackout Notice for Fund Changes 08/23/2021** – Ms. Schroeder informed the Board that there will be a blackout period to replace Stable Value funds with MetLife. There will be a mass email sent to participants.
- **NAGDCA Annual Virtual Conference in September** – Ms. Schroeder presented on a virtual education seminar that would be held 3 afternoons in September. It comes highly recommended by Board and office members who have attended.
- **Pugh & Company Audit Contract for FY21** – Ms. Schroeder presented the budget increase for Pugh & Company audit services. Last fiscal year was \$63,422 and will need to be increased by \$1,903 for this contract year. In total, the contracted budget will be \$65,325. A motion was made by Commissioner Smith to approve the budget increase. The motion was seconded by Ms. Samar. All members present voted in favor. The motion passed unanimously.

IN RE: APPROVAL OF PAYMENT – STATEMENT OF ACCOUNTS

The following statement of accounts for professional services was presented for consideration and approval of payment, in accordance with agreements, audits and recommended for payment by Ms. Schroeder:

Invoices for JUN 2021 (Legal Invoices are approved for the previous Months Expense)	Fiscal 21 YTD Approved Invoices 5/31/2021	JUN Invoices For Approval	Fiscal 21 YTD Approved Invoices 6/30/2021	FY 21 Budget vs. Actual 6/30/2021
BENXL Invoice #		\$0.00		Budget \$50,000.00
TOTAL BENXL	\$0.00	\$0.00	\$0.00	Expenses \$0.00 Remaining Budget \$50,000.00
KENNERLY, MONTGOMERY & FINLEY, P.C. Invoice #		\$0.00		\$2,000.00 Rec'd from Participa \$1,000.00
TOTAL KENNERLY, MONTGOMERY & FINLEY, P.C.	\$1,000.00	\$0.00	\$1,000.00	Expenses \$1,000.00 Remaining Budget \$2,000.00
Owings, Wilson & Coleman Invoice # Invoice # 9947M Glenn Invoice # 9942M Knox County vs. Etters *** TOTAL OWINGS, WILSON & COLEMAN		\$0.00 \$0.00 \$3,421.78 \$3,421.78		Budget \$52,000.00 Expense -\$97,653.70 Remaining Budget -\$45,653.70
USI CONSULTING GROUP Invoice # 99052761 Invoice #		\$818.25 \$0.00		Budget \$475,000.00 Expense -\$456,254.82 Remaining Budget \$18,745.18
TOTAL USI CONSULTING GROUP	\$455,436.57	\$818.25	\$456,254.82	
Invoices for JUN 2021	\$550,668.49	\$4,240.03	\$554,908.52	

*** Retainer not included in approved billings for the Board

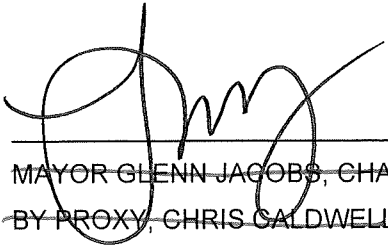
		Fiscal 21 YTD
Owings, Wilson & Coleman Retainer	\$4,000 per month	\$48,000.00
Kennerly Montgomery Retainer	\$12,000 per month	\$144,000.00
USI Quarterly Fee for DB Advisory Services	\$37,000 per quarter	\$148,000.00
Fees Received from QDRO* Participants	\$500 (DC Fee)	\$1,000.00
	\$2,000 (DB Fee)	\$0.00

*QDRO fee is Paid to Retirement Office which offsets the legal fee

After review of the statement of accounts and invoices, a motion was made by Commissioner Jay that the Board authorize the payment indicated above to be paid from the designated Retirement Plans. The motion was seconded by Mr. Mullinax. All members present voted in favor. The motion passed unanimously.


ADJOURNMENT

Chairman Caldwell asked if there was a motion to adjourn. Commissioner Jay made a motion to adjourn, which was seconded by Commissioner Smith, and the meeting was adjourned.



MAYOR GLENN JACOBS, CHAIRMAN
~~BY PROXY, CHRIS CALDWELL~~

*Commissioner Larsen Jay
Vice chairman*



COMMISSIONER RANDY SMITH, SECRETARY