

**MINUTES OF THE
WV CONSOLIDATED PUBLIC RETIREMENT BOARD
ACCOUNTING & INVESTMENT COMMITTEE
MEETING OF NOVEMBER 17, 2020**

A meeting of the West Virginia Consolidated Public Retirement Board's Accounting & Investment (A&I) Committee was held on Tuesday, November 17, 2020. Due to the COVID 19 Pandemic, the meeting was conducted via conference call as well as the ability to attend in person. The call-in information for the meeting was included on the Committee meeting agenda, the CPRB website and on the West Virginia Secretary of State's meetings page. Due notice had been posted.

Call to Order.

The meeting was called to order at 1:03 p.m. by Joseph Bunn, Chair.

Roll call was taken.

Committee Members present:

Joseph Bunn, Esquire, Chair *(in person)*
Diana Stout, Esquire, *representing Treasurer John Perdue (via conference call)*
Mike McKown *(in person)*
Jeffrey Vallet *(via conference call)*

Committee Members absent:

Mike Hall, *representing Governor Jim Justice*

Others participating in present were:

Jeffrey E. Fleck, CPRB Executive Director
Nancy Butcher, CPRB Executive Assistant
John Galloway, CPRB Chief Financial Officer

Participating via conference call:

Paula Van Horn, CPRB, TDC Manager
Chris Meadows, Empower Retirement
Don Jurgens, Empower Retirement
Bill Thornton, Empower Retirement
Mary Beth Daubenspeck, Empower Retirement
Makaleah Palmer, Empower Retirement
Sam – Journalist with HFM

A quorum was present.

Item #1: Approval of Minutes

Mr. Vallet made a motion to approve the minutes of the October 6, 2020 meeting. Mr. McKown seconded the motion. The motion was adopted.

Item #2: TDC Quarterly Plan Investment Review – 9/30/20

Mr. Bunn recognized William Thornton, Great-West Investments, who gave a review of the Plan Investments for period ending September 30, 2020. Mr. Thornton reported that the GDP was up 33 points and the market continues to have a V-shaped recovery. He added that the disparity continues between growth and value, but the international markets did not show the disparity. He went on to say that value is outperforming growth for the quarter. He also reviewed some of the funds.

He then answered questions from the committee members.

Item #3: TDC Revenue Sharing Summary - Quarter ending 9/30/20

Mr. Bunn recognized Paula Van Horn, TDC Manager to review the TDC Revenue Sharing for the quarter ending September 30, 2020. Ms. Van Horn reported that the beginning balance of the Revenue Sharing and Administrative Account was \$357,537.66 and the Net Administrative Fee was \$101,075.77. She went on to say that the Total Net Reallowances was \$115,496.98 and the Net Transfer to the CPRB Expense Fund was \$43,371.20 and the Reconciled Ending Balance was \$554,631.00.

Mr. Vallet made a motion accept the report. Mr. McKown seconded the motion. The motion was adopted.

Item #4: TDC Weighted Average Returns – Quarter ending 9/30/20

Mr. Bunn recognized Paula Van Horn, TDC Manager, to review the TDC Weighted Average Returns for quarter ending September 30, 2020. Ms. Van Horn reported that the Market Value of the Fund was \$609,468,124, the plan participants were 4,052 and the Weighted Average Return was 23.08%. She went on to say that the Weighted Average Return at the Prior Year was 2.73% and the participant count change since the prior quarter was -11 participants and for the prior year it was -106 participants.

Item #5: Fiscal Year 2020 TDC Administrative Expenses

Mr. Bunn recognized Paula Van Horn, TDC Manager, to explain the TDC TPA Fee Activity. She said that the fee covers the office and salary expenses of the TDC. She recommended that the Committee recommend to the Board the transfer of \$335,016.83 from the TDC Revenue Sharing Account to the CPRB Administrative Expense Fund.

Mr. Vallet made a motion to recommend to the Board of Trustees the transfer of \$335,016.83 from the TDC Revenue Sharing Account to the CPRB Administrative Expense Fund. Mr. McKown seconded the motion. The motion was adopted.

Item #6: TDC Plan Review – September 30, 2020

Mr. Bunn recognized Don Jurgens of Empower Retirement to give the TDC Plan Review – September 30, 2020. He said that the total assets of the plan were \$605,162,466 which is up 11.3%. He also said that the average balance of the participants was \$151,177.

He added that the status of the participants e-mail is at 66%, which is up 4.1% and just short of the 72% goal. He reviewed the cash flow, participant average balances and the asset allocations. He also reviewed the advisory services and the equity positions. He then answered questions from the committee members.

Mr. Jurgens introduced Makaleah Palmer, of Empower Retirement’s Communications Division. Ms. Palmer discussed results of the beneficiary campaign. She stated that 38 participants had recently added beneficiaries and that the number of participants without named beneficiaries is down to 1170. She also discussed some upcoming outreach programs.

Mr. Bunn recognized Chris Meadows of Empower Retirement. Mr. Meadows gave the Educational Meetings report. He reported that the E-mail Outreach Campaign had a 37% open rate and they will be conducting a “Stay in the Plan Campaign” in the future.

He reported that to date, he has conducted 910 counselling session. He added that some of the topics he covers in the counselling sessions were tolerance for risk, establishing a realistic retirement age and staying invested during times of volatility.

Item #7: Other Business

Chair Bunn inquired as to other business.

John Galloway, CPRB CFO, gave a follow-up of the audit results. He stated that the audit had been submitted to the Division of Finance on October 11, 2020.

Adjournment

There being no further business to come before the committee, the meeting adjourned at 1:36 p.m.

Respectfully submitted,



Jeffrey Vallet, Chair



Jeffrey Fleck, Executive Director