



# Seattle City Employees' Retirement System

**Administrative Committee Meeting**  
Pacific Building, 720 3<sup>rd</sup> Avenue, Suite 900, Seattle, WA  
(206) 386-1293

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**Minutes, Thursday, January 27, 2022**

**This was a virtual meeting.**

**AC Members Present:** Robert Harvey, Jr. (Chair), Judith Blinder, Kimberly Loving, Sherri Crawford

**SCERS Staff Present:** Jeff Davis, Paige Alderete, Nina Melencio

## **Call to Order**

Robert Harvey, Jr., Chair, called the meeting to order at 2:00 p.m.

## **Public Comment**

There was no public comment.

## **Minutes**

Approved Minutes from the October 28, 2021 Administrative Committee.

**Motion:** Upon motion by Judith Blinder, seconded by Kimberly Loving, the Administrative Committee approved the minutes from the October 28, 2021 Administrative Committee meeting. The motion passed unanimously (3-0).

## **Board Self-Evaluation**

The Board of Administration did a self-evaluation for the first-time last year. There was discussion on whether or not to send out the self-evaluation this year.

***(2:02 p.m. – Sherri Crawford arrived at the meeting.)***

There was agreement from the committee members to send out the self-evaluation this year. This year's self-evaluation will be sent out on Survey Monkey.

One take away from last year's self-evaluation was that board members were looking for more educational activities. Staff will identify them and bring them to the Board.

### **Executive Director 2021 Evaluation Timeline**

Mr. Harvey gave the history of the Executive Director (ED) evaluation. The ED evaluation process was one way to make sure that all board members and the Executive Director were on the same page and an opportunity for the Board to give feedback to the Executive Director and for the Executive Director to also give feedback through a self-evaluation.

The goal of the ED evaluation is to raise the level of professionalism. The Executive Director's direct reports will also participate in the 360 review.

### **Charter and Policy Review**

Staff are not proposing any changes to the policy. It is SCERS's practice to review policies and charters every three years.

**Motion:** Upon motion by Kimberly Loving, seconded by Judith Blinder, the Administrative Committee recommended that the Board of Administration reaffirm the Conflicts of Interest for Managers and Placement Agents Policy. The motion passed unanimously (4-0).

### **SCERS Update**

Paige Alderete gave the operations update. The accounting team met the city's deadline for year-end financials. Financial reporting and lagged interest will come in a few months. Last week the 2021 1099-Rs were sent out to retirees. Based on the results of the member satisfaction survey, staff have begun increasing responsiveness to members. The goal is to have no backlog and a two-to-four-week turnaround by the end of 2022.

The member services team had an effective team meeting yesterday. One of the issues is the data clean up aspect of the pension administration system. When the PAS went live, there were account adjustments. Staff did not expect that every single member needed an account adjustment. There needs to be a more proactive approach to get those addressed so the team can act more efficiently.

### **Adjourn Meeting**

**Motion:** Upon motion by Sherri Crawford, seconded by Judith Blinder, the Administrative Committee voted to adjourn the meeting at 2:18 p.m. The motion passed unanimously (4-0).