



# Seattle City Employees' Retirement System

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

---

## **Minutes, Thursday, March 31, 2022**

**AC Members Present:** Robert Harvey, Jr. (Chair), Judith Blinder  
**SCERS Staff Present:** Jeff Davis, Paige Alderete, Jason Malinowski, Nina Melencio  
**Others Present:** Mike Monaco (MMPL)

### **Call to Order**

Robert Harvey, Jr., Chair, called the meeting to order at 2:04 p.m.

### **Public Comment**

There was no public comment.

### **Minutes**

Approved Minutes from the February 24, 2022, Administrative Committee.

**Motion:** Upon motion by Judith Blinder, seconded by Robert Harvey, Jr., the Administrative Committee approved the minutes from the February 24, 2022, Administrative Committee meeting. The motion passed unanimously (2-0).

### **Board Self-Evaluation**

There was discussion on lack of participation by board members in both the 2021 Board Self-Evaluation and the 2021 Executive Director evaluation. Mr. Harvey will bring the topic up at the next board meeting because the committee needs to know if the board supports the completion of both evaluations. Ms. Blinder agreed that the committee needs feedback on why the board members aren't completing the evaluations.

### **Executive Director 2021 Evaluation – 2021 Accomplishments/2022 Goals**

Jeff Davis reviewed accomplishments from 2021. Mr. Davis identified three adjectives that reflect many of SCERS's accomplishments during 2021.

- Innovative
- Thoughtful
- Dedicated

Despite dealing with an unrelenting pandemic, staff managed to design new policies, craft new processes, and imagine new concepts for the betterment of SCERS. Staff were thoughtful in the care they took when thinking about their return to the office environment. Much thought was put into balancing the preferences of staff with the goal of providing SCERS's members with the level of service they deserve when considering the long-term hybrid work models. Staff have been dedicated in trying to meet the needs of members. That dedication can also show as staying employed with SCERS or joining public sector employment even when there are opportunities for higher compensation elsewhere.

A top priority for 2022 is improving our delivery of services. Members deserve better than the service level they are currently receiving. The new positions approved by the Board will help in delivery of services. Another priority continues to be conducting our department's work in a way that is efficient and safe for staff and members.

Another area of focus for 2022 will be the development of an enhanced Positive Action Strategy as part of the review of the current ESG policy.

Lastly, there is some unfinished business from 2021 that needs to be completed which includes pursuing an equitable compensation for the member services team; presenting to members a more comprehensive view of their own financial picture; and build on the work that has been done to improve coordination between SCERS and the Deferred Compensation unit.

### **Charter and Policy Review**

Staff has no recommended changes to the Credit Interest Policy for Members.

**Motion:** Upon motion by Robert Harvey, Jr., seconded by Judith Blinder, the Administrative Committee recommended that the Board of Administration reaffirm the Credit Interest Policy for Members. The motion passed unanimously (2-0)/

There was discussion about the Administrative Committee Charter and the Investment Committee Charter which are both up for three-year review.

Neither charter speaks to the chair role and how the chair is appointed. The current practice for the Investment Committee is that the committee chair is the longest serving board member. It is unclear how the administrative committee chair was selected.

The full board should choose the chair for the committees. The Administrative Committee should revisit the Board of Administration Charter for revisions of its responsibilities. There was discussion on tabling the Administrative Committee Charter and the Investment Committee Charter until language could be drafted that supported the changes that were discussed on the chair structure and how the appointment is made.

In addition, the Investment Committee Charter is sparse right now. Perhaps formalizing the manager selection process and board interaction may be valuable. Ms. Blinder commented that she thinks it is important for the full board to have an understanding of why the Investment Committee reached the decision it reached for the board to make a well-informed decision. Especially if they are dealing with something that may be controversial.

Mr. Davis stated that he would not advocate for a thorough rehashing of the discussion that was held at the Investment Committee at the full Board of Administration meeting. He would want trustees to read the materials in advance so that there can be a full discussion on issues and encourage trustees to join the Investment Committee meeting if they see something in the materials, they have an objection to or opinion on rather than bringing it up to the full board. There are going to be situations where SCERS runs into an investment window that is closing and we do not have the ability to table the motion.

Mr. Harvey asked what happens if there is a 3 to 3 vote on a motion. Mr. Monaco stated that the motion does not pass in the event of a tie. The motion can be brought up again if this occurs.

Mr. Harvey stated that at the last meeting, the motion did not pass and SCERS missed the window to invest.

The decision was made to table both committee charters and come back at a future Administrative Committee meeting with suggested revisions that reflect the conversations that members had at today's meeting.

**Motion:** Upon motion by Robert Harvey, Jr., seconded by Judith Blinder, the Administrative Committee recommends that the three-year review of the Administrative Committee Charter and the Investment Committee Charter be tabled and reviewed no later than the May 2022 Administrative Committee meeting. The motion passed unanimously (2-0).

The proposed amends to the charters would reflect concerns and today's discussion with the focus on chair appointments and their responsibilities.

### **SCERS Update**

2021 Member Statements went out at beginning of this week. There were some delays due to the national envelope shortage.

The first annual retiree letter, which is a member statement for retirees, will be sent out when more envelopes are received. The letter gives retirees annual updated information and will also ask them to update their beneficiaries, if needed, and contact information.

### **Adjourn Meeting**

**Motion:** Upon motion by Judith Blinder, seconded by Robert Harvey, Jr., the Administrative Committee voted to adjourn the meeting at 2:38 pm. The motion passed unanimously (2-0).