

**MINUTES  
REGULAR MEETING  
RETIREMENT BOARD OF TRUSTEES  
EMPLOYEES' RETIREMENT SYSTEM OF THE  
CITY OF BATON ROUGE AND PARISH OF EAST BATON ROUGE  
10:00 A.M, THURSDAY, JANUARY 27, 2022  
222 ST. LOUIS STREET, 3<sup>RD</sup> FLOOR – METROPOLITAN COUNCIL CHAMBERS  
BATON ROUGE, LA 70802**

**Call to Order and Roll Call**

*The items listed on the Agenda are incorporated and considered to be a part of the minutes herein.*

The meeting was called to order at 10:00 a.m. by Chairman Mr. J. Daniels. Mr. Drago formally called the roll.

Board Trustees present: J. Daniels, Linda Hunt, David West, Chief Britt Hines, Lieutenant Matt Johnson, Brian Bernard, Mark LeBlanc

Board Trustees members absent:

Staff present:

James Mack, Kyle Drago, Mark Williams

Others present and acknowledged:

Denise Akers, Shelley Johnson

**1. READING AND APPROVAL OF MINUTES**

The chairman opened with Item 1, and noted minutes being considered for approval were from the regular meeting on December 16, 2021, and called for a motion. Motion by Mr. LeBlanc, seconded by Mr. West to suspend the reading of, and approve the minutes. Motion passed with no objections.

**2. DISABILITY - (THIS ITEM MAY BE DISCUSSED IN EXECUTIVE SESSION)**

There were no disability items to discuss.

**3. BENEFITS REPORT**

Mr. Mark Williams discussed the benefits report, and the report was in order as presented. Motion by Mr. West, seconded by Mr. LeBlanc. The report was approved as presented. No discussion and no objections.

**4. DROP NOTIFICATIONS REPORT**

Mr. Mark Williams discussed the DROP notification report, and the report was in order as presented. He noted there were no members who were continuing employment after participating in DROP, and 12 members ending employment upon completing DROP. Mr. Williams noted no motion needed as this item is informational, so the chairman moved to Item 5.

**5. CONSULTANTS' REPORTS  
(LEGAL, ACTUARIAL, INVESTMENT)**

The chairman introduced item 5A and called upon Ms. Akers to present an update on all pending legal matters. Ms. Akers presented an update on the ongoing securities litigation cases. Ms. Akers noted there was another legal matter that would be discussed later in the meeting, perhaps in executive session.

The chairman noted there were no pending actuarial matters and moved on to item 5C and called upon Mr. Mack for an update on the investment portfolio findings for the month of December.

Mr. Mack discussed the general economy during the month of December and specifically how the portfolio fared during the month. Mr. Mack noted that a monthly update on the investment results of the portfolio was not something done in the past, and that he was willing to give an update each month if the Board so chooses. Mr. LeBlanc thanked Mr. Mack for the update and requested it each month moving forward.

**6. COMMITTEE REPORTS**

The chairman thanked Mr. Mack and moved on to Item 6. The chairman noted there were no committee reports to discuss and moved on to Item 7.

## **7. STAFF REPORTS**

The chairman called upon Mr. Drago to give the board a review of any statements and invoices, as well as the budget report. Mr. Drago reviewed noted the legal invoices, budget report, and investment manager fee report was in the board packets and referred the board to the synopsis. Mr. Drago noted a motion was necessary to pay the outstanding invoices. The chairman called for a motion. Mr. LeBlanc motioned, seconded by Mr. West. No discussion and no objections. The motion passed by members present.

Mr. Drago noted that he discussed with Mr. Mack changing how the investment manager fees are reported. Mr. Drago noted that instead of each individual invoice, CPERS will provide a schedule when fees are paid. Mr. West noted he was in favor of the changes and thanked Mr. Mack.

Mr. Drago presented the budget report, including the year end 2021 as well as the 2022 report. He stated nothing was out of the ordinary, and that this was informational only without any need for approval.

## **8. UNFINISHED BUSINESS**

The chairman introduced Item 8A and gave a summary to the board on where we currently stand on the retirement ordinance language updates. Ms. Akers noted that this last set of changes are a result of the board requesting attorney Bob Klausner review the latest draft. The chairman asked and requested that any references to any previous ordinances be updated on the next draft. Ms. Akers agreed and let the board know that this would be updated in the next revision.

Ms. Hunt led a discussion on the timing on when the ordinance should go into place. She suggested the first payroll after the end of the current quarter after passage of the ordinance. Mr. Bernard agreed on the suggestion by Ms. Hunt. Mr. West noted that the board should not rush the changes through and suggested the board receive in final form all the changes, including what will be presented to Metro Council. Mr. Bernard suggested the board receive the memo, space request, and final draft ordinance all together.

The chairman moved on to Item 8B, and inquired who would like to join the investment committee. Mr. LeBlanc volunteered to remain as chair of the committee. Mr. West and Mr. Daniels also will remain on the committee. Ms. Hunt requested to also join the investment committee. Lt. Johnson, Chief Hines (Chair), and Mr. Bernard agreed to continue to serve on the Administrative & Benefits committee.

The chairman requested that the investment consultants, AndCo, present to the entire board on a regular basis. Mr. Mack noted he would make the consultants available to the full board on a quarterly basis moving forward.

The chairman moved to Item 8C, approval of 2022 regular board meeting calendar. Motion by Mr. LeBlanc, seconded by Ms. Hunt. No objection, approved by members present.

## **9. NEW BUSINESS**

The chairman noted there was no new business under Item 9.

## **10. ADMINISTRATIVE MATTERS**

The chairman moved to item 10, Administrative matters. Mr. Mack led a discussion on creating a disaster recovery plan, including moving the backup server, setting up Wi-Fi and laptops for the office, and researching a new mainline printer. Mr. LeBlanc thanked Mr. Mack for looking into putting a plan in place. Mr. Bernard further inquired about the current back-up plan and if there were any cloud based plans.

Mr. Bernard led a discussion about some of the manual processes that HR does to send information to CPERS, and if any of those processes can be automated. Mr. Drago and Mr. Williams noted which processes we could automate and what we have to pull manually.

Ms. Hunt inquired about whether we should look at utilizing outside payroll vendors and where we are on updating the tax tables. Mr. Drago noted that the previous Administrator and Assistant Administrator were working on updating the tax tables but that it had not been completed yet. Mr. Mack noted it would be a priority to get that updated.

Mr. LeBlanc inquired about the pension software and if we should explore other more modern updates. Mr. Mack noted that he had done an assessment of the pension system and will do a further study of other options available. The chairman moved to Item 10C, noting we would come back to 10B after this discussion.

Mr. Mack led a discussion on trustee fiduciary responsibility and some of the required education hours for trustees of state and statewide retirement systems. Mr. Mack suggested we follow that guideline. Mr. West inquired about the specifics of how the ethics requirements operate. The chairman suggested that Mr. Mack send the requirements to the full board and it can be discussed again at the next meeting. Ms. Johnson noted that the increased requirement for actuarial education from two hours to four has been a challenge for some board members.

The chairman moved to Item 10D for a discussion of the department policy update. Mr. Mack noted he is working on a new department policy draft and will present it in the next few months. Mr. West made note that his office gets requests for more communication and training on the retirement system and how it operates.

The chairman moved on to Item 10B. Ms. Akers suggested we discuss in executive session, but to defer it to the end of the meeting. The chairman moved on to Item 11.

## **11. POLICE GUARANTEE TRUST MATTERS**

Mr. Williams gave a synopsis of the PGT DROP notifications report and the benefits report. Mr. Bernard asked why the MPERS payout is typically higher than the CPERS benefit payout. Mr. Williams noted that CPERS benefit gets calculated utilizing all pay (including overtime) pay versus MPERS which is more restrictive.

The chairman moved on to Item 11C, and Mr. Mack let the board know that CPERS has received an annual payout of \$1.6M in additional contribution to the PGT.

Mr. Drago presented the PGT budget, for informational purposes, and asked if there were any questions.

Ms. Akers suggested executive session to discuss 10C. A motion was made by Mr. LeBlanc, seconded by Mr. West. There was no opposition.

### **Adjourn**

The chairman asked for a motion to adjourn. A motion was made by Mr. West, seconded by Mr. LeBlanc. No objection, approved by members in attendance.

---

**J. DANIELS**  
**CHAIRMAN, RETIREMENT BOARD OF TRUSTEES**

---

**JAMES A. MACK**  
**RETIREMENT ADMINISTRATOR**