

DEFINED CONTRIBUTION PLANS COMMITTEE

Jason Bader
Stacy Hussey
Leslie Wisniewski
Janice Conerly-Coleman
Roxanne Dilley
Mick Boyd
Murray Levison

COMMITTEE STAFF

Samantha Wallace, Committee Secretary
Jeffrey Massey, Senior Deputy City Attorney
Kristina Byrd, Staff

Meeting Minutes
Defined Contribution Plans Committee

City Hall, Historic Hearing Room 915 I Street
Published by the
Department of Human Resources
(916) 808-5731

Wednesday, January 15, 2020
10:00 a.m.

NOTICE TO THE PUBLIC

You are welcomed and encouraged to participate in this meeting. Public comment is taken on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

Notice to Lobbyists: When addressing the legislative bodies, you must identify yourself as a lobbyist and announce the client/business/organization you are representing.
(City Code 2.15.160).

Speaker slips are available on the City's Website and from staff and should be completed and submitted to the Committee Clerk.

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations. The order and estimated time for Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body. The Agenda provides a general description and staff Recommendation; however, the legislative bodies may take action other than what is recommended. Full staff reports are available for public review, including all attachments and exhibits on the City's website. "To Be Delivered" and "Supplemental" reports will be published as they are received. Hard copies are available at the Department of Human Resources and all written material received is available at the meeting for public review.

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Department of Human Resources at (916) 808-7657 at least 48 hours prior to the meeting.

General Conduct for the Public Attending Defined Contribution Plans Committee Meetings

- Members of the public attending Defined Contribution Plans Committee Meetings shall observe the same rules and decorum applicable to the Members and staff as noted in Chapters 3 and 4 of Council Rules of Procedure.
- Stamping of feet, whistles, yells or shouting, physically threatening conduct, and/or similar demonstrations are unacceptable public behavior and will be prohibited by the Sergeant-at-Arms.
- Lobbyists must identify themselves and the client(s), business, or organization they represent before speaking to the Committee.
- Members of the public wishing to provide documents to the Committee shall comply with Rule 7 D of the Council Rules of Procedure.

Members of the Public Addressing the Defined Contribution Plans Committee

Purpose of Public Comment. The City provides opportunities for the public to address the Committee as a whole in order to listen to the public's opinions regarding non-agendized matters within the subject matter jurisdiction of the City during Regular meetings and regarding items on the Agenda at all other meetings.

- Public comments should not be addressed to individual Members nor to City officials, but rather to the Committee as a whole regarding City business.
- While the public may speak their opinions on City business, personal attacks on Members and City officials, use of swear words, and signs or displays of disrespect for individuals are discouraged as they impede good communication with the Committee.
- Consistent with the Brown Act, the public comment periods on the Agenda are not intended to be "Question and Answer" periods or conversations with the Committee and City officials. The limited circumstances under which Members may respond to public comments are set out in Rule 8 D 2 of the Council Rules of Procedure.
- Members of the public with questions concerning Consent Calendar items may contact the staff person on the report prior to the meeting to reduce the need for discussion of Consent Calendar items and to better respond to the public's questions.

Speaker Time Limits.

In the interest of facilitating the Committee's conduct of the business of the City, the following time limits apply to members of the public (speakers) who wish to address the Committee during the meeting.

- **Matters not on the Agenda.** Two (2) minutes per speaker.
- **Consent Calendar Items.** The Consent Calendar is considered a single item, and speakers are therefore subject to the two (2) minute time limit for the entire Consent Calendar. Consent Calendar items can be pulled at a member's request. Such pulled Consent Calendar items will be considered individually and up to two (2) minutes of public comment per speaker on those items will be permitted.
- **Discussion Calendar Items.** Two (2) minutes per speaker.

Time Limits per Meeting: In addition to the above time limits per item, the total amount of time any one individual may address the Board at any meeting is eight (8) minutes.

- Each speaker shall limit his/her remarks to the specified time allotment.
- The Presiding Officer shall consistently utilize the timing system which provides speakers with notice of their remaining time to complete their comments. A countdown display of the allotted time will appear and will flash red at the end of the allotted time.
- In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group but with no increase in time.
- Speakers shall not concede any part of their allotted time to another speaker.
 - The Presiding Officer may further limit the time allotted for public comments per speaker or in total for the orderly conduct of the meeting and such limits shall be fairly applied

Meeting Minutes
Wednesday, January 15, 2020
10:00 a.m.

915 I Street, City Hall, Historic Hearing Room

Open Session

Roll Call

The meeting was called to order by Chair Levison at 10:00 a.m.

Present: Murray Levison, Stacy Hussey, Leslie Wisniewski, Janice Conerly-Coleman, Roxanne Dilley, Mick Boyd

Absent: Jason Bader

Public Comments – Matters Not on the Agenda

Consent Calendar Estimated time: 5 minutes

All items listed under Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.

1. Defined Contribution Plans Committee Minutes

Motion **passed** approving the meeting minutes from September 17, 2019, and October 17, 2019.

Action: Moved/Seconded Mick Boyd/Stacy Hussey

Yes: Murray Levison, Stacy Hussey, Roxanne Dilley, Mick Boyd

No: None

Abstain: Leslie Wisniewski, Janice Conerly-Coleman

Discussion Calendar Estimated time: 1 hour 30 minutes

Discussion Calendar items include an oral presentation including those recommending “receive and file.”

2. Nomination and Selection of Defined Contribution Plans Committee 2020 Chair and Vice-Chair

Motion **passed** nominating Murray Levison as the Chair for 2020.

Action: Moved/Seconded Mick Boyd/Roxanne Dilley

Yes: Murray Levison, Stacy Hussey, Leslie Wisniewski, Janice Conerly-Coleman, Roxanne Dilley, Mick Boyd

No: None

Motion **passed** nominating Stacy Hussey as Vice-Chair for 2020.

Action: Moved/Seconded Roxanne Dilley/Murray Levison

Yes: Murray Levison, Stacy Hussey, Leslie Wisniewski, Janice Conerly-Coleman, Roxanne Dilley, Mick Boyd

No: None

3. Defined Contribution Plans Committee 2020 Meeting Calendar

Motion **passed** selecting the 2020 meeting dates of February 25, 2020, May 28, 2020, August 18, 2020, and November 17, 2020.

Action: Moved/Seconded Stacy Hussey/Roxanne Dilley

Yes: Murray Levison, Stacy Hussey, Leslie Wisniewski, Janice Conerly-Coleman, Roxanne Dilley, Mick Boyd

No: None

4. Presentation from ICMA-RC on the City's Retiree Health Savings plans

Michele Martin from ICMA-RC presented information to the Committee. Item was discussed and no formal action taken on this item.

5. Discussion on future Request for Proposals for recordkeeping services for the City's 401(a), 457(b), and Retiree Health Savings plans

This item was tabled to the next meeting.

6. Committee Work Plan

Discussed and no formal action taken on this item.

Member Comments-Ideas, Questions and Meeting/Conference Reports

Murray Levison requested for Nationwide to come every quarter and to see if ICMA-RC may also present twice a year, requested staff provide an update on progress of projects.

Mick Boyd asked about non-career employees being able to contribute to the 457 plan and commented employees want a Roth IRA option.

Roxanne Dilley inquired about annual review of the Committee's Bylaws, Investment Policy Statement, and Fee and Expense Policy Statement.

Meeting adjourned at 11:44 a.m.

Respectfully submitted:

Samantha Wallace, Human Resources Manager, Department of Human Resources

Approved by:

Murray Levison, Chair, Defined Contribution Plans Committee