

**CITY OF ATLANTA DEFINED
BENEFIT ADMINISTRATIVE
COMMITTEE GENERAL EMPLOYEES'
PLAN MEETING
November 12, 2020
Webex Teleconference
11:00 A.M. – 12:00 P.M.**

COMMITTEE MEMBERS PRESENT

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| ALFRED BERRY JR. | Retiree, City of Atlanta |
| ANGELA GREEN | Retiree, City of Atlanta |
| DOUG STRACHAN | Active, City of Atlanta |
| BRYANT MITCHELL | Retiree, Atlanta Public Schools |
| YOULANDA CARR | CFO – City of Atlanta, Designee |
| QUENTIN HUTCHINS | APS, City of Atlanta |
| JOE HOOD | Active, Atlanta Public Schools |

OTHERS PRESENT

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| MIKE SHEA | Zenith American Solutions |
| INETTA WORTHY | Zenith American Solutions |
| MARY SHAH | Strategic Benefit Advisors |
| STEPHANIE ATLI | Strategic Benefit Advisors |
| ED EMERSON | Morris, Manning & Martin |
| AARON MOODY | Morris, Manning & Martin |
| CARL CHRISTIE | City of Atlanta Law Department |
| ALICIA THOMPSON | City of Atlanta Law Department |
| ROSIE WOODS | Pension Administrator, City of Atlanta |
| JEANETTE COOPER | Segal |
| AMANDA ROUSER | City of Atlanta |

I. CALL TO ORDER

Chairman Alfred Berry, Jr. called the meeting to order at 11:03 a.m. It was noted the meeting was being held by Webex Teleconference. It was noted Investment Managers were in attendance.

II. ADOPTION OF THE AGENDA

Chairman Berry asked Mr. Shea if there were any changes to the agenda. Mr. Shea informed the Committee that Ms. Mary Shah from Strategic Benefit Advisors would like to discuss ACH Advices with the Committee under New Business.

A motion was made by Mr. Mitchell to approve the Agenda with the noted change above, the motion was seconded by Ms. Green. The motion unanimously carried to approve the agenda with the change noted.

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III. MINUTES

The Committee Members reviewed the Minutes of the October 8, 2020 General Employees' Defined Benefit Administrative Committee Meeting, which were distributed in advance and reviewed by Counsel.

Following this discussion and review, a **motion was made by Mr. Hutchins to approve the Minutes. This motion was seconded by Mr. Mitchell. The Minutes were unanimously approved.**

IV. ADMINISTRATIVE MANAGERS' REPORT

Pension Applications

Chairman Berry informed the Committee members that they will be reviewing Pension applications for the meeting date of November 12, 2020.

Service Pensions

The Committee reviewed Service Pensions number 1-13.

Following this review, a **motion was made Ms. Green and seconded by Mr. Mitchell to approve service pension applications Nos. 1-13 as listed on the attached spreadsheet dated November 12, 2020. The motion to approve was passed unanimously.**

Disabilities Pension Applications

The Committee reviewed Disability Pension Application number 1.

Following this review, a **motion was made Mr. Hutchins and seconded by Mr. Strachan to approve Disability Pension Application No. 1 as listed on the attached spreadsheet dated November 12, 2020. The motion to approve was passed unanimously.**

Beneficiary Pension Applications

The Committee reviewed Beneficiary Pension Applications 1-8. Chairman Berry asked Mr. Shea to verify why it took so long to process Mr. Bostic's application. Mr. Shea advised the Committee that he will review and will provide an update at the next Committee meeting.

Following this review, a **motion was made Ms. Green and seconded by Mr. Mitchell to approve beneficiary pension applications Nos. 1-8 as listed on the attached spreadsheet dated November 12, 2020. The motion to approve was passed unanimously.**

Lump Sum Applications

The Committee reviewed Lump Sum Applications 1-17. Chairman Berry informed the Committee these are for informational purposes only.

Cash Financial Statement

Mr. Shea reviewed with the Committee members the unaudited September 2020 Financials. Chairman Berry asked Mr. Shea to review the note listed on the financials that state due to APS contribution shortfall for October, November and December a \$33 million cash raise was authorized. Allocations were split 60/40 (City/School). Mr. Shea informed the Committee that he will review and report back at the next Committee meeting.

Chairman Berry asked that Administrative Fees from Ms. Shah and Zenith American Solutions be separated on the financials.

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Following a review of the financials, a **motion was made by Mr. Strachan and seconded by Mr. Hutchins to approve the financials as informational only. This motion was carried, Ms. Green and Mr. Mitchell abstained.**

Payable Listing Check Register

Mr. Shea reviewed with the Committee members the payable listing. Chairman Berry asked Mr. Emerson why his legal fees were high. Mr. Emerson advised the Committee that his office has been working on the SPD, which has not been updated since 2005, the Northern Trust custody transition, the SBA transition, and other matters.

Chairman Berry asked Mr. Shea to review the Asset factor update of 0.88% for the City and 0.12% for the Board and determine if payables should show 90/10 or the 0.88% and 0.12%. Mr. Shea advised the Committee that he will review and provide an update at the next Committee meeting.

Chairman Berry asked Mr. Shea about the Zenith American Solutions off-boarding fees. Mr. Shea advised the Committee that Chairman Sims signed the agreement on behalf of all the Committees, as authorized by the Investment Board, after review by Mr. Emerson. Chairman Berry asked Mr. Shea to send a copy of the letter signed by Chairman Sims. Mr. Shea informed Chairman Berry that he will provide him a copy of the agreement.

Chairman Berry asked that the actual invoices be available for the Committee to review if needed. Mr. Shea informed the Committee that he can have the invoices available for the Committee to review.

Following a complete review of the disbursements, a **motion was made by Mr. Strachan and seconded by Mr. Hutchins to approve the disbursements for the meeting date of November 12, 2020. This motion was carried, Ms. Green abstained.**

V. ATTORNEY'S REPORT

Pension Death Overpayments

Mr. Emerson informed the Committee that the City of Atlanta Police Board has agreed to the 25% reduction that was approved by this Committee. He advised the City of Atlanta Fire should approve at their upcoming Committee meeting. Based on the approval of the City of Atlanta Fire Committee, all three (3) Committees will have adopted the same overpayment recoupment procedures.

Mr. Christie informed the Committee that at the last meeting a question was asked if a recoupment could be made from a Life Insurance Policy or the estate. Mr. Christie advised the Committee that there is nothing in the law that states a claim could be made but the Committee would need to obtain a judgement before recoupment could be made.

Summary Plan Description (SPD)

Mr. Emerson informed the Committee he is working on finalizing the new SPD. He advised the Committee members that he distributed a draft and has received comments from Zenith American Solutions but is waiting on updated provisions from Strategic Benefit Advisors and Segal as they review procedures during the transition.

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Mr. Strachan informed the Committee that he is very familiar with the plans and how the plans have changed but in reviewing the SPD he is confused and feel the members will be confused. Mr. Strachan asked if pages 5-11 and 15-17 can be consolidated into a single page or two pages where they can be a side-by-side comparison.

Mr. Strachan informed Mr. Emerson that he can send a draft of what he is looking for. Mr. Emerson said that he would appreciate Mr. Strachan sending a draft. Ms. Shah advised the Committee that during the transition they have created a grid to show benefits and can share with the Committee. Chairman Berry asked Ms. Shah to send out to all Committee members.

City of Atlanta Ordinance

Mr. Emerson informed the Committee that a new City of Atlanta Ordinance changed the City of Atlanta Investment Board composition from 15 Board members to 13 Board members. Mr. Emerson advised the Committee that going forward any Pension Appeals will now be reviewed by the Committee and not the Investment Board.

Ms. Green asked Mr. Emerson to send her a copy of the new ordinance.

VI. OLD BUSINESS

Mr. Shea reviewed with the Committee members the action items from the previous meeting. Chairman Berry asked Mr. Shea if the Fund reviews participants who are receiving a disability pension benefit after they have been awarded a benefit. Mr. Shea advised Chairman Berry that the Fund is not reviewing after a pensioner is awarded a disability benefit. Chairman Berry asked Mr. Christie to review to see if the plan can request participants to recertify their disability. Mr. Christie advised the Committee that he will review and provide an update at the next Committee meeting.

VII. NEW BUSINESS

Ms. Shah informed the Committee that with the transition from Wells Fargo to Northern Trust, there is an opportunity to have Pension ACH Advices sent electronically instead of mailing.

Ms. Shah advised the Committee that currently advices are being mailed monthly to each retiree and discussed the following options that are available with the transition to Northern Trust.

Option 1: Continue mailing ACH advices monthly and give retirees/beneficiaries option to opt out of paper mailing. All retirees will have the opportunity to sign-up for online access.

Option 2: Discontinue mailing ACH advices monthly and mail only once per year (or could compromise and mail quarterly). If retirees want more frequently, they will need to sign-up for online access.

Mr. Shah advised the Committee that the estimated cost of monthly postage/printing is approximately \$4,000.00 per month.

Mr. Strachan informed the Committee that outside vendors, such as cell phone vendors offer a discount if a participant signs up for online access instead of receiving hard copy documents. Mr. Strachan suggested that the participants pay a charge if they elect to continue receiving a hard copy of their documents.

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Ms. Shah advised the cost for online access is \$0.30 per year per participant. Mr. Mitchell informed the Committee that participants should have a choice and should not be charged if they decide to receive a hard copy. Ms. Green informed the Committee that the participant support the fund and should not be charged a fee.

Ms. Carr advised the Committee that the City of Atlanta had to make changes due to the current COVID 19 restrictions.

Mr. Strachan asked the Committee that another option could be to incentive the participants by providing a \$10.00 incentive for accepting documents online. This could be a one-time fee and would save the fund money in the long run.

Following discussion, a **motion was made by Mr. Mitchell and seconded by Ms. Green to elect Option 1. This motion was carried, Mr. Strachan opposed.**

Ms. Shah advised the Committee that an initial transition postcard has been sent to the participants and a follow-up letter with more details will be mailed in December.

Chairman Berry asked Ms. Woods if she could work with Ms. Shah on putting information online. Ms. Woods advised the Committee that she will work with Ms. Shah.

Ms. Shah advised the Committee that with the transition it was identified that this plan has different procedures then Fire/Police plan regarding how unused sick time is converted to years of service. Chairman Berry asked Ms. Carr if the change would add cost the Fund. Ms. Carr informed the Committee that a discussion would need to take place with HR due to vacation time and sick time.

Ms. Woods informed the Committee that she believes in 2008 changes were approved regarding changes to hours and interest to the refund. Ms. Woods informed the Committee that she would look for the minutes. Chairman Berry asked Ms. Woods to provide copies of the minutes to City Law and Ms. Shah.

Mr. Hutchins informed the Committee that he was trying to take notes on the hours calculations but was not able to hear the details. Ms. Shah explained the hours calculations and advised the Committee that she will provide written details to the Committee to review. Chairman Berry informed the Committee that the Committee would need to defer to the City of Atlanta Finance, HR and the Law Department. Ms. Shah informed Ms. Woods that she would speak with her offline.

Ms. Carr informed the Committee that the City of Atlanta annual audit is being finalized and an update will be provide to the Committee upon completion.

VIII. QUESTIONS AND COMMENTS FROM AUDIENCE

Chairman Berry asked if there were any questions or comments from the audience. No comments were received.

IX. DATE OF NEXT MEETING

Mr. Shea informed the Committee members that the next meeting is scheduled for December 10, 2020.

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X. ADJOURNMENT

There being no further business to be brought before the Committee at this time, Chairman Berry called for adjournment at 12:57 p.m.

Respectfully Submitted,

Alfred Berry, Jr., Chairman

These Minutes were adopted on _____, 2020.