

MARCH 8, 2018

A meeting of the Blair County Retirement Board was held on Thursday, March 8, 2018, at 9:00 A.M. in the Commissioners' Meeting Room of the Blair County Court House.

BOARD MEMBERS IN ATTENDANCE: Bruce R. Erb; Ted Beam, Jr.; Terry Tomassetti; August C. Stickel IV; and James Carothers.

BOARD MEMBERS NOT IN ATTENDANCE: All members were present.

QUORUM: There was a quorum present for the meeting.

NON-BOARD MEMBERS IN ATTENDANCE: Helen P. Schmitt; Nicole Hemminger; Jennifer Sleppy; and Roberta Pucciarella.

MARQUETTE ASSOCIATES: Patrick Wing joined the meeting via conference call.

MEDIA IN ATTENDANCE: No one was present from the media.

CALL TO ORDER:

Mr. Bruce Erb called the meeting to order.

ADDITIONAL ITEM FOR THE AGENDA

Mr. Erb announced an additional item for the agenda regarding the rebalance of the Retirement Fund due to the fact that a \$450,000 withdraw is needed to meet the cash needs for the March 2018 retirement distribution.

CALL FOR PUBLIC COMMENT ON AGENDA ITEMS

Mr. Erb called for public comment on Agenda items but no comment was made at this time.

APPROVAL OF MINUTES FROM THE FEBRUARY 8, 2018, MEETING

A motion was made by Mr. Beam, seconded by Mr. Tomassetti and unanimously carried that the minutes from the February 8, 2018, Retirement Board meeting be approved as prepared.

INCREASING THE ALLOCATION TO CORE REAL ESTATE AND ADDING GLOBAL LISTED INFRASTRUCTURE TO THE ALLOCATION

The Board continued the discussion from the February 8, 2018, meeting on the possibility of increasing the allocation to core real estate and adding global listed infrastructure to the allocation.

Core real estate is a solid investment and has done well. However, it is not as liquid as some of the other investments.

A motion was made by Mr. Stickel, seconded by Mr. Tomassetti and unanimously carried to allocate an additional \$1 million to core real estate with \$500,000 being invested with Principal and \$500,000 being invested with Clarion.

Meeting of March 8, 2018, Continued.....

Global listed infrastructure is very long term and is not as liquid as some of the other investments. If the Board takes action today on investing in global listed infrastructure, they would not be making a decision on a specific investment. Mr. Wing would come back to the Board with some recommendations.

A motion was made by Mr. Stickel, seconded by Mr. Tomassetti and unanimously carried to invest 3% of the portfolio in global listed infrastructure based on future discussion on recommendations from Marquette Associates.

REBALANCE OF RETIREMENT FUND

Due to the fact that \$450,000 is needed to meet the March 2018 retirement distribution, Marquette Associates presented a recommendation to the Board to rebalance the Retirement Fund for this immediate need. The recommendation is to take \$350,000 from U.S. equities and \$100,000 from fixed income. A copy of the rebalance is attached to the Retirement Board minutes.

Mr. Wing has already spoken with Principal and Clarion and both will be able to take the additional allocation at the beginning of April 2018. Marquette Associates will work with the Controller's Office on the documents that need to be submitted.

Mr. Wing recommends that the Board first rebalance to meet the immediate cash needs for the March 2018 retirement distribution as presented by Marquette. Next, the Board can rebalance for the increased allocation to core real estate. Then the Board can rebalance for the addition of global listed infrastructure to the allocation after Marquette presents specific investment recommendations.

A motion was made by Mr. Stickel, seconded by Mr. Carothers and unanimously carried to approve the rebalance of the Retirement Fund as recommended by Marquette and to approve the reallocation of \$1 million to core real estate by decreasing U.S. equities by 1% and decreasing fixed income by 2%. After these changes, the allocations will be:

- 42% U.S. Equities
- 20% Non-U.S. Equities
- 10% Core Real Estate
- 28% Fixed Income (includes the 1% allocation to Cash)

The investment policy will need changed to reflect the Board's actions. Mr. Wing will have this for the next Retirement Board meeting.

Marquette Associates will work with the Controller's Office to send a letter of direction to BNY Mellon regarding the changes required for this rebalance.

APPLICATIONS FOR MEMBERSHIP

A motion was made by Mr. Stickel, seconded by Mr. Tomassetti, and unanimously carried that the following applications for membership into the Retirement Fund be approved:

Kyle Marlett - Prison - Effective February 9, 2018.

Jacqueline Saylor - Social Services - Effective February 10, 2018.

Kimberly Sanders - Public Defender's Office - Effective February 15, 2018.

Meeting of March 8, 2018, Continued.....

RETIREMENTS

A motion was made by Mr. Stickel, seconded by Mr. Carothers and unanimously carried that the following Retirements be approved:

- Jackie Bernard - Retired December 20, 2017, from the District Attorney's Office under Option 4A - \$989.14 monthly.
- Randy Pollock - Retired December 22, 2017, from the Prison under Option 4C - \$133.84 monthly.
- Michael Wall - Retired December 29, 2017, from the Emergency Management Agency under No Option - \$174.34 monthly.

REFUNDS

A motion was made by Mr. Stickel, seconded by Mr. Tomassetti and unanimously carried that the following refunds be approved and paid:

- Andrew Chapman - Last date of employment was July 28, 2017 - GIS - \$1,681.34
- Ryan Chuff - Last date of employment was February 9, 2018 - Human Resources - \$3,087.35

ROLLOVERS

A motion was made by Mr. Stickel, seconded by Mr. Tomassetti and unanimously carried that the following rollovers be approved and paid:

- Jackson National Life - Rollover for Jackie Bernard - She retired December 20, 2017, under Option 4A and rolled over \$70,929.30
- Nationwide Retirement Solutions - Rollover for Randy Pollock - He retired December 22, 2017, under Option 4C and rolled over \$7,490.53
- Raymond James - Rollover for Paula McClellan - Last date of employment was January 5, 2018 - Costs & Fines Office - \$5,873.68

TOTALS OF THE RETIREMENT DISTRIBUTION FOR 2018

January	\$	647,082.69
February	\$	773,649.51
March	\$	
April	\$	
May	\$	
June	\$	
July	\$	
August	\$	
September	\$	
October	\$	
November	\$	
December	\$	
Year to Date Total	\$	<u>1,420,732.20</u>

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CONTRIBUTIONS MADE TO THE RETIREMENT FUND IN 2018

January 19, 2018	\$	333,333.33
February 13, 2018	\$	333,333.33
March	\$	
April	\$	
May	\$	
June	\$	
July	\$	
August	\$	
September	\$	
October	\$	
November	\$	
December	\$	
Year to Date Total	\$	<u>666,666.66</u>

DATE OF NEXT MEETING

The date of the next Retirement Board meeting will be Thursday, April 12, 2018, at 9:00 A.M. in the Commissioners' Meeting Room of the Blair County Court House.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.



August C. Stickel IV, Secretary