



## RETIREMENT BOARD MEETING AGENDA

Thursday, February 9, 2023 ❖ 6:00 p.m.

**In-person Meeting for Trustees:** City Hall, Dogwood A&B

**Virtual Attendance Option for Consultants/ Staff/ Public:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YTRmYzg1ZjktZDdkZC00ZjU4LWJjNDQtMmQ5YjdiYjcxM2Ux%40thread.v2/0?context=%7b%22Tid%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%22e8e97c32-206d-45c5-acf9-c053f1b939bd%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTRmYzg1ZjktZDdkZC00ZjU4LWJjNDQtMmQ5YjdiYjcxM2Ux%40thread.v2/0?context=%7b%22Tid%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%22e8e97c32-206d-45c5-acf9-c053f1b939bd%22%7d)

Public comments may be submitted to [cmester@fallschurchva.gov](mailto:cmester@fallschurchva.gov) until 6:30 PM on Thursday February 9, 2023. All comments will be provided to the Retirement Board members and comments received by the deadline will be read during the meeting.

**PLEASE NOTE:** This meeting will be conducted in-person with Microsoft Teams access for consultants and staff. Don't have the Teams app? You can still join a Teams meeting. **See the instructions attached to this meeting agenda.** Please email [cmester@fallschurchva.gov](mailto:cmester@fallschurchva.gov) if you need assistance with installation. During the meeting, staff will likely not be available to assist with installation.

1. Call to Order
2. Roll Call
3. Virtual Trustee attendance approval (3 minutes)- action
4. Introductions (5 minutes)- *informational*
5. Petitions (time as required)
6. Review and Approval of draft Minutes (5 minutes)- *action*
  - a. [November 10, 2022 Minutes](#)
8. Fourth Quarter of 2022 Investment Performance Review- Mary Nye, AndCo Consulting (45 minutes)- *informational*
  - a. Defined Retirement Benefit Plans- [Basic](#), [Police](#) Pension Plans and [OPEB](#)- *informational*
  - b. Defined Contribution Retirement Savings Plans- 457b/401a- *informational*
    - i. MissionSquare [Overview](#) and City Investment Presentation- Steve Scheuermann, Regional Director and Kevin Monds, Director/Client Portfolio Manager
  - c. Defined Contribution DRAFT Investment Policy Statement (IPS)- Mary Nye, AndCo- *action*
9. 2023 Revised [Work Plan](#) Adoption (10 minutes)- *action*
10. 2022 [Annual Report](#) to Council Debrief (5 minutes)- *informational*
  - a. [ESG Investment Report](#)
12. Remote and Virtual Meeting Participation Policies (10 minutes)- *action*
13. [Ethics](#) & [Purchasing](#) Policies Review/ Affirm (5 minutes)- *action*

14. Disability Re-evaluation (5 minutes)- *informational*
15. Member Terms (5 minutes)- *informational*
  - a. Council January Appointment- Mathann Jackson, welcome
  - b. Future elections/ appointments
  - c. Updated [Roster](#)
16. Benefit Administration/ Calculation and Custodian Contract Transition Update (5 minutes)- *informational*
17. OPEB Legal Structure Execution Update (5 minutes)- *informational*
18. City Code Amendment- Defined Contribution Retirement Saving Plans Report Update (5 minutes)- *informational*
19. IFEBP Training Report out (5 minute)- *informational*
20. Consent Agenda- summarized and accepted in block (10 minutes)- *action*
  - A. Plan Administrator's Report- Cindy Mester
    - a. Plan Administrator Report
      - beneficiaries, training and administrative expenses
      - i.* Fiduciary Training Recommendation Follow-up & Cybersecurity
      - ii.* Retirement Board Work Plan Status
      - iii.* Pension Plan Administrator Action Plan- master tasks list under development
  - B. Plan Amendments- *defer action to second quarter 2023 due to OPEB legal structure and contract transition processes*
    - a. General Pension Plan Clarifications
    - b. Retiree Rehire
    - c. Service Calculation Recommendations
21. Other business not on the agenda (3 minutes)
22. Adjournment

Next Meeting scheduled for **Thursday, May 11, 2023** (Location: in-person Dogwood A&B)

Retirement Board Staff liaison: Cindy Mester 703-248-5042 (711 TTY) [cmester@fallschurchva.gov](mailto:cmester@fallschurchva.gov)

**THE CITY OF FALLS CHURCH IS COMMITTED TO THE LETTER AND SPIRIT OF THE AMERICANS WITH DISABILITIES ACT. TO REQUEST A REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY, CALL 703-248-5042, TTY711.**

## **Instructions for joining a Microsoft Teams meeting:**

[Click here to watch a video with instructions for joining a Teams meeting](#)

### Join a Teams meeting on a phone or tablet

1. Click the meeting link provided.
2. **Download the Teams app for your device when prompted:**
  - ✓ Type in your name.
  - ✓ Choose the audio and video settings you want.
3. Select **Join now**.
4. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

### Join a Teams meeting on the web or through a web browser on a phone or tablet

Don't have the Teams app? You can still join a Teams meeting.

1. Click or copy and paste the meeting link provided.
2. You have two choices:
  - **Download the Windows app:** Download the Teams app.
  - **Join on the web instead:** Join a Teams meeting on the web.
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.