

**MINUTES OF THE
ADMINISTRATIVE BOARD MEETING
November 21, 2019 – 4:10 p.m. – Utah Retirement Office**

Present: Mr. Ryan Hessenthaler, Board President
Mr. David Damschen, Board Vice President
Mr. Ed Alter, Board Member
Mr. Roger Donohoe, Board Member
Mr. Larry Evans, Board Member
Ms. Laura Houston, Board Member
Mr. Bill Wallace, Board Member

Excused:

Staff: Mr. Dan Andersen, Executive Director
Mr. Mark Brown, PEHP Business Operations Director
Mr. Rob Dolphin, Chief Financial Officer
Mr. Dee Larsen, General Counsel
Mr. Chet Loftis, PEHP Director
Ms. LuAnn Miskin, Executive Assistant
Mr. John Rooker, Associate Counsel
Mr. Todd Rupp, Deputy Executive Director

Guests:

Executive Session

At 3:59 p.m., Ms. Laura Houston moved, seconded by Mr. Bill Wallace, to move into Executive Session to discuss fiduciary matters. The motion passed unanimously, 7-0. All Board Members were present.

At 4:09 p.m., Mr. David Damschen moved, seconded by Mr. Larry Evans, to adjourn the Executive Session. The motion passed unanimously, 7-0.

Call to Order and Approval of Minutes

President Ryan Hessenthaler called the meeting to order at 4:10 p.m. and welcomed Board members and staff.

ACTION: Mr. Roger Donohoe moved, seconded by Ms. Laura Houston, to approve the minutes of the October 10, 2019, Administrative Board Meeting. The motion passed unanimously, 7-0.

ACTION: Mr. Larry Evans moved, seconded by Mr. Ed Alter, to approve the minutes of the October 17, 2019, Investment Board Meeting. The motion passed unanimously, 7-0.

New Employer – Mona City

The application for Mona City to participate in the Public Employees' Retirement System was reviewed. All eligibility requirements have been met and approval of the application was recommended.

ACTION: Mr. Bill Wallace moved, seconded by Mr. Larry Evans, to approve Mona City as a participating employer in the Public Employees' Retirement System. The motion passed unanimously, 7-0.

PEHP Satisfaction Survey Results

Mr. Mark Brown reviewed the results of the 2019 PEHP Member Satisfaction Telephone Survey performed by Lighthouse Research & Development, Inc. The following items were discussed:

- Survey Objectives
- Member Satisfaction
- Members Satisfaction Ratings
- Importance of Cost Comparison Tool
- Wellness Services
- Satisfaction with Wellness Services
- Customer Service
- Customer Service – Courteous and Helpful
- How Can PEHP Help?
- Takeaways

2020 Board Meeting Schedule and Board Conference Schedule

Mr. Dan Andersen reviewed the 2020 Board Meeting Schedule and 2020 Board Conference Schedule. The conferences listed are known to provide pertinent and quality information and training for Board members.

Board Governance Policies Revision

The redline version of the revised Board Governance Policies was reviewed at last month's Administrative Board Meeting. Mr. Dee Larsen provided a more in-depth review of Sections 1 and 2 and Policy 3.1. Discussion followed.

ACTION: Mr. Bill Wallace moved, seconded by Mr. Roger Donohoe, to approve Sections 1 and 2 and Policy 3.1 as presented. The motion passed unanimously, 7-0.

Board Resolution

Mr. Dee Larsen reviewed Board Resolution #2019-05 Termination of Employment and Reemployment.

ACTION: Mr. David Damschen moved, seconded by Mr. Ed Alter, to approve Board Resolution #2019-05 Termination of Employment and Reemployment as presented. The motion passed unanimously, 7-0.

At 5:12 p.m., Mr. Bill Wallace moved, seconded by Mr. Larry Evans, to move into Closed Session to discuss confidential pending legal matters. The motion passed unanimously, 7-0.

At 5:17 p.m., Mr. Roger Donohoe moved, seconded by Ms. Laura Houston, to move back into Open Session. The motion passed unanimously, 7-0.

Final Motions

Internal Audit Department Charter / Policies and Procedures Approval

ACTION: Mr. David Damschen moved, seconded by Mr. Bill Wallace to approve the Internal Audit Department Charter / Policies and Procedures as presented in the Audit/Risk/Insurance Committee Meeting on November 19, 2019. Motion passed unanimously, 7-0.

Audit Committee Charter Approval

ACTION: Ms. Laura Houston moved, seconded by Mr. Roger Donohoe to approve the Audit Committee Charter as presented in the Audit/Risk/Insurance Committee Meeting on November 19, 2019. Motion passed unanimously, 7-0.

Management Control Policy Approval

ACTION: Mr. David Damschen moved, seconded by Mr. Bill Wallace to approve the Internal Audit Management Control Policy as presented in the Audit/Risk/Insurance Committee Meeting on November 19, 2019. Motion passed unanimously, 7-0.

Stipulated Order of Voluntary Dismissal 19-27R

ACTION: Mr. Ed Alter moved, seconded by Mr. Bill Wallace, to approve the Stipulated Order of Voluntary Dismissal 19-27R as submitted by the Adjudicative Hearing Officer. The motion passed unanimously, 7-0.

Stipulated Order of Voluntary Dismissal 19-31R

ACTION: Mr. Roger Donohoe moved, seconded by Ms. Laura Houston, to approve the Stipulated Order of Voluntary Dismissal 19-31R as submitted by the Adjudicative Hearing Officer. The motion passed unanimously, 7-0.

Default Judgment 19-08S

Mr. Larry Evans moved, seconded by Mr. Bill Wallace, to approve the Default Judgment 19-08S as submitted by the Adjudicative Hearing Officer. The motion passed unanimously, 7-0.

Adjournment

Mr. Roger Donohoe moved, seconded by Mr. Larry Evans, to adjourn the meeting. The motion passed unanimously, 7-0.

The meeting adjourned at 5:23 p.m.

Ryan Hessenthaler, President

Daniel D. Andersen, Executive Director