

**MINUTES OF THE
ADMINISTRATIVE BOARD MEETING
April 12, 2018 – 3:00 p.m. – Utah Retirement Office**

Present: Mr. Roger Donohoe, Board President (via telephone)
Mr. Ed Alter, Board Member
Mr. David Damschen, Board Member (via telephone)
Mr. Ryan Hessenthaler, Board Member
Ms. Sheri Nelson, Board Member
Mr. Bill Wallace, Board Member

Excused: Ms. Laura Houston, Board Vice President

Staff: Mr. Dan Andersen, Executive Director
Mr. Paul Anderton, Chief Actuary
Mr. Steve Baker, PEHP Operations Director
Ms. Lisa Chernov, Investments Administrative Assistant
Mr. Kim Kellersberger, Finance Director
Mr. Dee Larsen, General Counsel
Mr. Chet Loftis, PEHP Director
Ms. LuAnn Miskin, Administrative Assistant
Mr. Jason Morrow, Deputy Chief Investment Officer
Mr. Paul Nielsen, Support Services Sr. Manager
Mr. Todd Rupp, Deputy Executive Director

Guests:

Call to Order and Approval of Minutes

Mr. Bill Wallace, standing in for President Roger Donohoe who attended via telephone, called the meeting to order at 3:00 p.m. and welcomed Board members and staff.

ACTION: Mr. Ryan Hessenthaler moved, seconded by Mr. Ed Alter, to approve the minutes of the March 8, 2018, Administrative Board Meeting. The motion passed unanimously, 5-0. Mr. David Damschen was not in attendance for this vote.

ACTION: Ms. Sheri Nelson moved, seconded by Mr. Roger Donohoe, to approve the minutes of the March 15, 2018, Investment Board Meeting. The motion passed unanimously, 5-0. Mr. David Damschen was not in attendance for this vote.

Final 2018-2019 Contribution Rates

Mr. Dan Andersen reviewed the final contribution rates for 2018-2019 that were approved by the Board at the August 17, 2017 Administrative Board Meeting.

Board Website Software Package

Ms. LuAnn Miskin presented on the Diligent Boards application, the proposed replacement software package for the current Board website. She stated that the cost for a replacement software package has already been approved by the Board and is included in this year's budget. The following items were discussed:

- Why are we looking at this?
- Key Features
- Messenger, Secure Messaging
- Security & Data Storage
- Customer Support
- Diligent Sample Pension Client List
- Proposed Costs

The Board decided to discuss the matter at the April 17, 2018, Board Insurance Committee Meeting when all Board members will be in attendance.

FTE Requests

Mr. Dan Andersen, Mr. Todd Rupp, Mr. Steve Baker, and Mr. Jason Morrow reviewed the 17 new requests for full-time employees for the following divisions and departments:

- Shared Services
 - Web Developer (1)
 - Procurement/Business Continuity Coordinator (1)
 - Systems Analyst (2)
- Retirement
 - Compliance Auditor (1)
 - DC Plans Analyst (1)
- PEHP
 - Health Benefits Advisor (2)
 - Claims Adjustor (2)
 - Medicare Nurse III (1)
 - Recoveries Specialist I (2)
- Investments
 - Private Equity Investment Analyst (2)
 - Public Equity Investment Analyst (1)
 - Investment Operations Associate (1)

ACTION: Mr. Ed Alter moved, seconded by Mr. Roger Donohoe, to approve 17 new FTEs; four for Shared Services, seven for PEHP, two for Retirement, and four for Investments and the associated budget. The motion passed unanimously, 6-0.

Budget Review

Mr. Kim Kellersberger reviewed the URS/PEHP Budget as of March 31, 2018.

ACTION: Mr. Roger Donohoe moved, seconded by Ms. Sheri Nelson, to approve exceeding the 2017-2018 budget in account 4636 "Investment Advisor Services" based on the current investment allocation and investment manager contracts. The motion passed unanimously, 6-0.

PEHP Renewals

Mr. Paul Anderton reviewed the PEHP Renewals for the State of Utah, Salt Lake City, and LGRP July Medical/Rx and Dental, effective July 1, 2018.

ACTION: Mr. Ryan Hessenthaler moved, seconded by Mr. Roger Donohoe, to approve the following PEHP rate renewals, effective July 1, 2018. The motion passed unanimously, 6-0.

- State of Utah Medical/Rx 4.23% increase
- Salt Lake City Medical/Rx 7.00% increase
- LGRP July Medical/Rx 5.75% increase
- State of Utah Dental (3.00%) decrease
- Salt Lake City Dental 0.00% rate hold
- LGRP July Dental (0.72%) decrease

At 4:27 p.m., Mr. Ryan Hessenthaler moved, seconded by Ms. Sheri Nelson, to move into Closed Session for the purpose of discussing commercial, proprietary, and pending confidential legal matters. The motion passed unanimously, 6-0.

At 4:49 p.m., Mr. Ryan Hessenthaler moved, seconded by Mr. Ed Alter, to move back into Open Session. The motion passed unanimously, 6-0.

Final Motions

Findings of Fact, Conclusions of Law, and Order 17-22H

ACTION: Mr. Ryan Hessenthaler moved, seconded by Mr. Ed Alter, to approve the Findings of Fact, Conclusions of Law, and Order 17-22H as submitted by the Adjudicative Hearing Officer. The motion passed unanimously, 6-0.

Other Business

RFP Discussions

Mr. Dan Andersen asked the Board how involved they want to be in the decision-making process for the upcoming RFPs. Discussion followed. The Board would like to be given regular updates.

Adjournment

President Roger Donohoe moved, seconded by Ms. Sheri Nelson, to adjourn the meeting. The motion passed unanimously, 6-0.

The meeting adjourned at 4:55 p.m.

Roger Donohoe, President

Daniel D. Andersen, Executive Director