

**WASHOE COUNTY DEFERRED COMPENSATION COMMITTEE
MEETING MINUTES**

Wednesday, February 9, 2022

Committee Members Present

Darrell Craig, Vice-Chairman
Cathy Hill, Secretary/Treasurer
Russ Morgan, Comptroller (Alternate)
Justin Norton, WCEA
Kendra Materasso, Chairman
Lisa Gianoli, Retiree
Jason Leshner, WCSDA

Also Present

Ashley Berrington, Human Resources
Mike Fleiner, AndCo
Kristie Harmon, Human Resources
Chaz Lehman, Legal Counsel
Joe Carter, AndCo
Kelsey Zaski, Human Resources

Committee Members Absent

1. Call to order and roll call.

Call to order at 2:00 pm and a quorum was confirmed.

2. Public comment.

None.

3. Approve November 10, 2021 meeting minutes.

Chairman Materasso made a motion for amendment of November 10, 2021 minutes. Member, Jason Leshner was in attendance at November 10, 2021 meeting, however, was not listed on roll call. Member Norton moved to approve minutes once amendment to roll call has been made. Member Leshner seconded the motion; the motion passed unanimously.

4. Treasurer's report reviewing the Deferred Compensation Administrative Fund.

Member Hill reviewed the Treasurer's Report for the period ending January 31, 2021. The increase of trends noted in the November 10, 2021 Deferred Compensation Meeting was not present in current report. Member Hill noted the decision in the November meeting to refund participants \$60,000 in pro-rata share was the correct move. Fund balance for period ending January 31, 2021 is in line with historical trends. The Treasurer's office will continue to monitor the fund balance for any unusual trends.

5. Recognition of reappointment of Kendra Materasso (representing Judicial/Probation/Other Courts and District Court), effective February 5, 2022, for a two-year term. No Action.

The committee recognized the reappointment of Chair Kendra Materasso effective February 5, 2022, for a two-year term.

6. Discussion and Election of Deferred Compensation Committee Officers for a two-year term. Committee Officers include Chair, Co-Chair, and Treasurer.

Member Hill motioned for Kendra Materasso as Chair. Member Gianoli seconded the motion. Member Hill motioned for Justin Norton as Co-Chair. Member Gianoli seconded the motion. Member Norton motioned for Cathy Hill as Treasurer. Member Gianoli seconded the motion; the motion passed unanimously for a 2-year term.

7. Discussion and review of Deferred Compensation Committee member attendance requirements as outlined in the most recent Deferred Compensation Committee Resolution, R18-069. No Action.

Chairman Materasso called attention to section 4 of the Deferred Compensation Committee Resolution, R18-069. "Any member missing three consecutive meetings or more without good cause as determined by the remaining members of the Committee shall lose his/her membership on the committee." Member Hill called for review of any action that may be needed to be taken by the committee for absences of Member Gianoli. Chairman Materasso and Ms. Berrington reviewed absences of Member Gianoli. Ms. Berrington noted her records indicate member has missed May 2021 meeting due to pre-scheduled appointment as well as the August 2021 and November 2021 meetings. Member Hill

confirmed three consecutive meetings have been missed. Member Hill notes Member Gianoli's absences were for good cause. No action taken.

8. Annual review of the Washoe County Deferred Compensation Program Investment Policy and discussion regarding Committee adherence to the Policy; effectiveness of Plan administration, Participant communications and other Participant services; employee information; fit and appropriateness of this Policy with the Plan objectives and any changes that are needed to the Plan Options, Plan administrations or Participant Services; and, the reasonableness of the fees incurred by the Plan and confirm that the Plan and its Participants are receiving a fair value in exchange for the fees rendered. Possible action will include direction provided by the Committee on any edits or updates to this Policy to be voted on at a future meeting or no Policy changes.

Mr. Fleiner noted the Washoe County Deferred Compensation Program Investment Policy is reviewed on an annual basis at the Deferred Compensation Meeting. The last change that was made to the policy was in August of 2019. The policy remains intact. The investment criteria built into the policy are embedded in the reporting package that is reviewed each quarter. Mr. Fleiner did not have any recommendations for clarification or review.

Member Hill motioned for amendment of page 4, paragraph 6, to add space after last paragraph on page, which will move section six, title, "Investment Option Mapping Policy" to page 5. Member Hill motioned to accept the policy once edit to spacing of text on page 4, paragraph 6 is made. Member Norton seconded the motion; the motion passed unanimously.

9. Discussion and possible action regarding retaining outside legal counsel for Plan Document amendments, as needed. This Committee approved to amend the current Plan Document to include in-service Roth conversions for participants. This service cannot be performed by County staff or its administrative services provider, Voya.

Ms. Berrington noted committee had previously voted to amend the County's Deferred Compensation Plan Document to include in-service Roth Conversion for participants. Ms. Berrington noted plan document amendments are a legal piece and need expertise outside of Washoe County resources. Mr. Fleiner stated reengagement of Morgan Lewis or other specialized attorney to assist with plan document changes is advised. Mr. Fleiner will approach local representation on committee's behalf to determine cost and bring back to committee for May 11, 2022 meeting. Member Norton moved to assign Mr. Fleiner the task of coordinating with Voya and seeking out quotes and information from law firms that can assist Washoe County with the amendment to the Plan Document to include language regarding in-service Roth conversion for participants. Vice-Chairman Craig seconded the motion; the motion passed unanimously.

10. Review of Voya's account service objectives for calendar year and Q4 2021. No Action.

Item 10 will be carried over to May 11, 2022 Deferred Compensation Committee meeting due to the absence of Voya representative, Natalie Daniels.

11. AndCo's report and presentation regarding fund performance update for the most recent quarter, and possible recommendation, discussion, and action to change investment fund lineup.

Mr. Fleiner reviewed the Investment Performance Review report for the 4th Quarter period, ending December 31, 2021.

Alternate Member Morgan requested a future agenda item to have Natalie Daniels from Voya review benchmarking data across Voya's book of business, specifically types of employees that utilize managed accounts (account balance, age, etc.)

12. Comments by Committee or staff members (this item is limited to announcements or topics, or issues proposed for future workshops or agendas.

Chairman Materasso noted next meeting date of May 11, 2022 at 2:00 pm.

13. Public comment.

None.

14. Adjournment.

Meeting adjourned at 3:05 pm.