



AGENDA

RETIREMENT BOARD MEETING AGENDA

Virtual Meeting – <https://meet.lync.com/fallschurch-fallschurchva/cmester/3Q4PWZ07>

Thursday, May 14, 2020

6:00 p.m.

NOTICE: The meeting for which this agenda has been posted will be held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency.

All participating members of Retirement Board will be present at this meeting through electronic means. All members of the public may view the meeting via this Skype for Business meeting link: <https://meet.lync.com/fallschurch-fallschurchva/cmester/3Q4PWZ07>. Public comment and questions may be submitted to cmester@fallschurchva.gov until 6:30pm on May 14, 2020. All comments are provided, in full, to the members of Retirement Board **and comments received by the deadline will be summarized during the meeting.**

PLEASE NOTE: This meeting will be conducted via Skype. If you do not already use Skype, you will be prompted to install it when clicking the meeting link, so please take some time ahead of the meeting to do so. **If needed, there are short instructions to install the application following the meeting agenda.** Please email 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. Introductions (3 minutes)- *informational*
4. Petitions (time as required)
5. Review and Approval of draft Minutes (2 minutes)- *action*
 - a. [February 20, 2020 meeting](#)
6. First Quarter of 2020 Investment Performance Review for the [Basic](#) and [Police](#) Pension Plans and [OPEB](#) - Mary Nye of AndCo Consulting (25 minutes)- *informational*
7. [Asset Allocation Study](#)- Mary Nye of AndCo (20 minutes)- *action*
8. Water Sales Proceed Administrative Manual (15 minutes)- *action*
9. IPS updates for WSP, OPEB Valuation recommendations & Experience Study (15 minutes)- *action*
10. Officer Elections (10 minutes)- *action*
11. Staff and Public Participation protocol (10 minute)- *action*
12. [2019/2020 Training Plan](#) (10 minutes)
 - a. IFEBP On-line Certification (Mester 5 courses completed, certification awarded)- *informational*
 - b. 2020/2021 Training Plan/ Budget Adoption- *action*
 - c. November 15-18, 2020 IFEBP Conference (Larry, Rick, Cindy or Kiran in rotation)- *action*
13. Plan Administrator's Report- Cindy Mester (10 minutes)
 - a. Administrative Quarterly Report- beneficiaries, training and administrative expenses- *informational*
 - i. [Retirement Board Work Plan status](#)
 - b. Retirement Purchase of Service In-house Tool- *[hold]*
 - c. Insurance coverage renewal and premium costs *[hold]*- research pending
 - d. Pension Plan Amendments *[hold]*-research after WSP manual and IPS updates are complete
14. Other business not on the agenda
15. Adjournment

Next Meeting scheduled for **Thursday, September 10, 2020**

(Location: COVID-19 emergency virtual or 300 Park Avenue, Dogwood A&B Conference Room)

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.

Accessing Skype or Skype for Business – New Users

Smartphone User: If you plan to view the meeting on a smartphone, access your preferred app store to download “**Skype for Business**” or the regular “**Skype**” app.

Step 1: Download the “**Skype for business**” app or the regular “**Skype**” app. You will have to allow Skype access to some features on your phone and accept their terms and conditions.

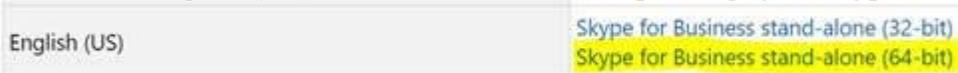
Step 3: Click the advertised meeting link to join the Skype meeting.

Step 4: When the app opens, click ‘Join as Guest’ and enter your name. Click the blue arrow to continue.

Step 5: The meeting will start with your microphone and video features turned off. As an observer, you can view or listen to the meeting without these features. If you are a meeting participant, you should enable at least the microphone feature. Video is not required but may be useful. Depending on your role in the meeting, there may be restrictions on whether you can speak during the meeting.

PC/Windows user: If you do not have a Skype for Business (*SfB*) account, it can be downloaded using this link for Windows-based systems: <https://support.microsoft.com/en-us/help/3139711/how-to-install-the-skype-for-business-basic-stand-alone-client>

Choose the English (US) version and the correct operating system type – most are now 64-bit.



With this version, the system may need to be restarted after installation to properly work. Follow the meeting link and prompts to join the meeting.