

**Deferred Compensation
Meeting Minutes
March 22, 2021
Teleconference**

Members Present

Tom McKone
April Morgan
Jeannie Alexander
Georgette Hampton

Non-Members Present

Rachel Bossard	Janice Irving
David Fowler	Michelle Fowler
Joshua Schwartz	Kip Robbins
Lisa Burks-Wilson	Amanda Hickman

Call to Order

The March 22, 2021 meeting was called to order by teleconference at 2:06 p.m.

Minutes

Upon a motion by Ms. Hampton and seconded by Ms. Alexander minutes of the January 25, 2021 meeting were approved. Minutes of the February 22, 2021 meeting were deferred.

Hardship Report

Ms. Burks-Wilson reported that for the YTD, 112 new request were received which represents \$328,707. A total of 99 have been paid, 80 were denied or closed, and total approved were for medical, followed by lost wages and purchase of a primary residence. Most of the reasons for denial were did not meet criteria and insufficient documentation. The current approval rate is 55% and the denial rate is 45% YTD. She noted the average turnaround time ranges from 2 days to 2 weeks and is dependent on the participant responding to Empower or information about their EOB.

Old Business

Plan Participant Activity Report – Mr. Fowler presented for the month of February there were a total of 90 virtual/phone meetings. There were 25 enrollments into the 457 Plan and 19 into the 401k Plan. The total actively employed and contributing for the month were 4061 in the 457 Plan and 2766 in the 401k. There were 12 participants at the financial wellness seminar.

Hardship Subcommittee Report and Proposal – Mr. Schwartz presented a proposal to update the hardship processing procedures. After a brief discussion he suggested a follow up meeting of the processing team and sub-committee to determine if additional clarification is needed. No committee action required at this time.

Self-Directed Brokerage Usage – Ms. Burks-Wilson followed up in response to some of the requests for participants to be able to invest in individual stocks as part of their account so that they could be self-directed. She indicated that for the Empower government clients about 40% offer the self-directed brokerage feature on the plan however, less than 1% of the participants utilize it as an option. Of those plans offering the feature, 67% put a restriction in place as to the amount that can be invested into the brokerage window. Mr. Schwartz indicated this is not something that CTA has ever offered as part of its deferred compensation program.

Empower Contract Extension – Mr. Schwartz reported that the execution of the contract is complete.

Empower Acquisition Update – Mr. Schwartz reported there are no new updates other than the target transition date of 3Q2022.

SAGIC – Mr. Robbins advised that Retirement Plan Advisors inquired with Great West about whether they had placed back those derivative trades that they had removed during the transition of the Assets to Great West, and they stated they had. Retirement Plan Advisors is now waiting to see what the holdings look like at the end of March.

New Business

12/31/20 Plan Review – Ms. Burks-Wilson presented an overview of the executive summary which showed plan assets for the 457(b) Plan of \$467,000 at the end of September and \$495,000 by the end of December and plan assets for the 401k plan of \$80,000 at the end of September and an increase to \$89,000 by the end of December. Participant contributions decreased and rollovers increased in both plans while withdrawals increased in the 457 plan

and decreased in the 401k plan. Expenses and investment income increased in both plans, and total participation remained relatively stable in both plans. The average participation rates was up by 2% in the 457 plan and down by 1% in the 401k plan. The average deferral rate remained stable, the average account balance increased, and the average number of investments were down slightly in both plans. Total calls into the 800# remained stable in the 457 plan and increased by 9% in the 401k plan. The total visits to the website decreased slightly in both plans.

EBA Update – Mr. Schwartz reported that Empower advised of a programming error in entering the deduction of the updated plan fees. The fee deduction was changed from 12bps to 6bps but the 3pbs was not added for the expense budget account. The error resulted in the plan owing Empower fees for January and February which normally would have been deducted out of participant accounts. Mr. Schwartz did a cash flow analysis of the expense budget account and determined there is enough of a cushion to absorb the deduction to pay Empower for January and February fees that were not deducted.

General Administration

Upon a motion by Ms. Morgan and seconded by Ms. Hampton an invoice was approved for Burke, Warren, McKay & Serritella for February, 2021.

Adjournment

Upon a motion by Ms. Morgan and seconded by Ms. Hampton, the meeting adjourned at 3:04 p.m.

Respectively Submitted,

Janice Irving, Plan Administrator