

## NEW CASTLE COUNTY GOVERNMENT DEFERRED COMPENSATION COMMITTEE MEETING MINUTES of 01/14/2021

The meeting of the NCC Deferred Compensation Committee was held on January 14, 2021 via Zoom.  
The meeting was called to order at 10:12 am

**COMMITTEE MEMBERS PRESENT:**

Michael Smith, CFO, Chairperson  
Francis Benevento, Pension & Benefits Administrator  
Saul Polish, Union Representative  
Stephanie Scola, Office of Finance Representative

**COMMITTEE MEMBERS ABSENT:**

Jacqueline Jenkins, CHRO

**STAFF ABSENT:**

Karen Brown, Benefits & Pension Administrator

**STAFF PRESENT:**

Vicki Workinger, Human Resources Assistant  
Grace Dehel, Pension Program Analyst  
Rowena Liles, Program Analyst  
Randy Vesprey, Assistant County Attorney 1

**OTHERS PRESENT:**

Teresa Baldwin  
George Smiley  
Robert Wasserbach  
Rinku Banerji

**INVITED GUESTS:**

None

Agenda Item	Discussion	Action
Old Business	<ul style="list-style-type: none"> <li>• Approval of Meeting Minutes</li> <li>• Discussion of Deferred Compensation Committee Member Composition (Update)</li> <li>• Discussion on Consulting Services (Update)</li> <li>• 457(b) Deferred Compensation Plan Review (MetLife)-Follow-up</li> <li>• Review of Committee Bylaws</li> </ul>	<ul style="list-style-type: none"> <li>• Review and approval of Meeting Minutes from the 12/10/20 meeting</li> <li>• Update of Deferred Compensation Committee Member Composition</li> <li>• Update on Consulting Services.</li> <li>• Update on Deferred Compensation Plan Review</li> <li>• Review and discussion about updating Deferred Compensation Committee Bylaws</li> </ul>
New Business	<ul style="list-style-type: none"> <li>• Investment Policy Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Vital tool in assisting the Committee with compliance and administration of the Plan.</li> </ul>
Round Table Discussion	<ul style="list-style-type: none"> <li>• Final notes...</li> </ul>	<ul style="list-style-type: none"> <li>• Adjournment of meeting</li> </ul>

# NEW CASTLE COUNTY GOVERNMENT DEFERRED COMPENSATION COMMITTEE MEETING MINUTES of 01/14/2021

## Meeting Summary

Frank welcomed everyone and called the meeting of the Deferred Compensation Committee to order.

## Old Business

First item discussed was the request to approve the minutes for 12/10/2020.

**Saul Polish made a motion to approve the minutes of the December 10, 2020 meeting. The motion was seconded by Michael Smith and approved.**

## Composition of the Deferred Compensation Committee

Frank reviewed the draft ordinance with the committee. This document is intended to reorganize the composition and roles of each member in an effort to assist the committee in carrying out its functions more effectively. Update: NCC Ordinance 20-130: To amend New Castle County Code Chapter 26 (“Human Resources”), Article 3 (“Merit System”), Section 26.03.206 (“Deferred Compensation Plan”) regarding the composition of the members of the Deferred Compensation Committee was unanimously approved at the New Castle County Council’s regularly scheduled meeting on December 8, 2020. The Ordinance changed the composition of the Deferred Compensation Committee from a 3-member committee chaired by the Chief Human Resources Officer to a 5-member committee chaired by the Chief Financial Officer.

The ordinance intent is to reorganize the composition and roles of each member in an effort to assist the Committee in carrying out its functions more effectively.

The two additional Committee members include:

- One representative from the Office of Finance, designated by the Chief Financial Officer.
- One representative from among the County labor unions, to be jointly selected by all unions.

The Chief Financial Officer (CFO) – Mike R. Smith, has nominated Stephanie M. Scola to be representative from the Office of Finance and the County labor unions have jointly nominated Saul J. Polish to be representative from among the New Castle County labor unions.

Does anyone have any questions? I believe a motion is necessary to formally accept the nominations from the CFO and the NCC labor unions.

**Frank Benevento made a motion to accept the nomination from the CFO of Stephanie M. Scola to be representative from the Office of Finance and the nomination from the NCC labor unions of Saul J. Polish to be representative from among the New Castle County labor unions. The motion was seconded by Michael Smith and approved.**

## **Consulting Services**

This is a follow up to the discussion that was held at our November 12, 2020 Deferred Compensation Committee meeting. Upon further discussion the committee approved the recommendation to utilize a consulting company to ensure the committee remains in compliance administering the plan. Frank will work with Procurement to begin the RFP process. At the February 11, 2021 committee meeting Frank will provide an update regarding the process of starting the bidding process for a consultant.

### **457(b) Deferred Compensation Plan Review MetLife (Follow-up)**

Frank discussed with the committee the concerns that the investment options available to the employees and the Pension Board are viable options and that the investment strategies utilized will best benefit the participants and the County. Frank shared the information presented during November's Pension Board Meeting. The Board held further discussions at their last meeting on November 18, 2020 on governance and plan development when deciding on investment lineup changes. The Pension Board elected to contract with NEPC to provide defined contribution investment consulting services moving forward.

Frank recommended to the Deferred Compensation Committee to wait and consider the Pension Boards recommendations before any formal decisions are made on investment lineup changes. The DCC agreed to discuss this further once more information is available from the Pension Board.

### **Review of Deferred Compensation Committee Bylaws**

A copy of the (amended) New Castle County Deferred Compensation Committee Bylaws was previously distributed. As noted in old business, under Deferred Compensation Committee composition, NCC Ordinance 20-130 was passed on December 8, 2020 changing the composition of the Deferred Compensation Committee from a 3-member committee chaired by the Chief Human Resources Officer to a 5-member committee chaired by the Chief Financial Officer.

1. Request Chief Financial Officer to designate one representative to the Deferred Compensation Committee (Pension/Benefits Staff)
2. Request New Castle County Labor unions to designate one representative, jointly selected by all unions, to the Deferred Compensation Committee (Pension/Benefits Staff)
3. Update duties of Chairperson and Administrator
4. A recommendation should be made also to amend the Deferred Compensation Committee bylaws to add a term limit to the representative from among the County labor unions to three (3) years

Working closely with the Deferred Compensation Committee Attorney (Randy Vesprey), we have drafted updated the Deferred Compensation Committee bylaws to be in line with the newly passed Ordinance for review and approval. The key change to the bylaws was changing the composition of the Deferred Compensation Committee from a 3-member committee chaired by the Chief Human Resources Officer to a 5-member committee chaired by the Chief Financial Officer.

**Saul Polish made a motion to approve the amended New Castle County Deferred Compensation Committee Bylaws which formalizes NCC Ordinance 20-130 which was passed on December 8, 2020 changing the composition of the Deferred Compensation Committee from a 3-member committee chaired by the Chief Human Resources Officer to a 5-member committee chaired by the Chief Financial Officer. The motion was seconded by Frank Benevento and approved.**

## **New Business**

### **Investment Policy Statement**

A copy of the New Castle County Employees' Pension Board of Trustees Investment Policy Statement (IPS) for the New Castle County "County 2011 Plan" 401(a) defined contribution benefit was previously distributed for reference only.

The New Castle County Deferred Compensation Committee is currently absent a formal Investment Policy Statement (IPS) for the New Castle County 457(b) Deferred Compensation Plan. Having a formal Investment Statement (IPS) for the Deferred Compensation Committee is a necessary and vital tool in assisting the Committee with compliance and administration of the Plan. Frank recommended the Deferred Compensation Committee Attorney draft a formal Investment Policy Statement, utilizing the New Castle County Employees' Pension Board of Trustees Investment Policy Statement (IPS) for the New Castle County "County 2011 Plan" 401(a) defined contribution benefit as a model for review at our next regularly scheduled meeting on February 11, 2021. Only a small selection of the Investment Policy Statement will need to be amended as the IPS was modeled with the exact same investment lineup as the NCC 457(b) Deferred Compensation Plan.

Saul Polish inquired is there was any information in the document to be subject to review? Frank replied no.

### **Comments by the Public**

George Smiley congratulated Frank and the committee on the quick filling of the open positions in the committee and all the work that they have been able to accomplish. Frank thanked Councilman Smiley for his kind words and also for Smiley and the entire County Council for their effects to approve the ordinance.

### **Adjournment**

**Frank Benevento made a motion to adjourn the meeting at 10:26 am. The motion was seconded by Michael Smith and approved.**