



## Connecticut Retirement Security Authority Board of Directors

Regular Meeting

October 20, 2017, 10:00-12:00 pm

LOB Room 1B

### MINUTES

#### Members Present

DOL Commissioner Scott Jackson, Chair  
Manisha Srivastava, Office of Policy and Management  
Genevieve Ballinger, Office of the State Comptroller  
Peter Eder  
Joseph Fazzino  
Thaddeus Gray  
William Kosturko  
Thomas Sennett  
Ed Zelinsky

#### Other Participants

Christine Shaw, Chief Compliance Officer, Office of the State Treasurer (for Treasurer Denise Nappier),  
Marisa Morello, Department of Labor

#### I. Call to Order

Commissioner Jackson called the meeting to order at 10:05 am. He welcomed members and guests and invited members to introduce themselves.

#### II. Adoption of Minutes

Commissioner Jackson made a motion, seconded by Mr. Sennett, to adopt the minutes from the September 18, 2017 meeting. Commissioner Jackson asked if there were any corrections to the minutes. The minutes were adopted by unanimous vote of the members present.

#### III. Presentation by Tom Hennick, Freedom of Information Commission

##### a. Presentation

Commissioner Jackson introduced Tom Hennick from the Freedom of Information Commission. Mr. Hennick provided members with an overview of the Freedom of Information Act (FOIA) and a definition of what constitutes a public meeting. He also explained to members that the CRSA meetings are bound by FOIA so the meetings must have public notification, written agendas/minutes and public discussions. Mr. Hennick stressed that members can't conduct and

vote on CRSA business in private. Mr. Hennick finished by stating that members can feel free to contact him anytime for assistance and guidance on any of these matters.

**b. Questions and Answers**

Commissioner Jackson asked if Executive Sessions must also follow FOIA requirements. Mr. Hennick explained that there is an exemption in FOIA to discuss items in Executive Session, such as RFP bids or personnel matters. However, votes by members regarding such matters must be made in public. Mr. Gray asked if the CRSA subcommittees are bound by FOIA since they have less than 8 members. Mr. Hennick explained that the CRSA subcommittee meetings must also have public notification, written agendas/minutes and public discussions. Ms. Shaw asked about the use of personal e-mails as it relates to the work of the CRSA. Mr. Hennick explained that any CRSA communication or document created on a member's personal electronic device would be subject to FOIA.

**IV. Old Business**

Commissioner Jackson stated that there is no old business to discuss at this meeting.

**V. New Business**

**a. Message and communication plan for delay of implementation**

**b. CRSA website**

Commissioner Jackson stated that he will defer items a and b for discussion under the Education and Outreach subcommittee report.

**VI. Subcommittee Reports**

**a. Governance & Bylaws**

Mr. Kosturko reported the recommendations of this subcommittee. The items to undertake in governance/bylaws are: conflict of interest policy, ethics policy, operating procedures, employment policies, data security policies, reimbursement policies for expenses incurred by other agencies, directors' and officers' liability policy, annual and quarterly reports, MOUs and enforcement. Mr. Kosturko stated that drafting of governance and bylaws should be top priority. Commissioner Jackson suggested that there should be a discussion with legal counsel at the next meeting about pro-bono assistance to draft a document. The Commissioner asked if members had any objection. All members responded that they had no objection.

**b. Program Design & Investment**

Mr. Fazzino reported the recommendations of this subcommittee: 1) keep the plan simple and low cost, 2) provide three investment options (target date fund, money market fund, passive equity fund) and 3) allow for management by several investment managers.

**c. Budget/Audit/Finance**

Mr. Kosturko reported the recommendations of this subcommittee. The statute doesn't provide a vehicle for the CRSA to raise funds. However, \$381,405 remains from the previous board which is at the disposal of the CRSA. Mr. Kosturko reviewed possible uses for these funds including the hiring of a consultant. Ms. Ballinger stated that she spoke to an attorney who provided legal assistance to the previous board and was willing to offer his legal services pro-bono. Commissioner Jackson stated that he will reach out to the Comptroller's Office in order to access these funds.

**d. Research & Comparative Analysis**

Mr. Sennett reported the recommendations of this subcommittee. The subcommittee members spoke to representatives from the California and Maryland retirement programs, both of which are currently in the implementation process. Mr. Sennett stated that the most important takeaways received from both states was that stakeholder involvement, with employer and employee groups, is critical to the program's success; that we should leverage work that other states have already done (RFPs, legal opinions, foundational documents), and that there is willingness on the part of other states to help us. Mr. Sennett felt that this subcommittee can serve as a resource for the other subcommittees.

**e. Personnel & Support**

Commissioner Jackson reported that the subcommittee has not yet met and that he will provide draft job descriptions and draft hiring processes to the members shortly.

**f. Education & Outreach**

Commissioner Jackson stated that the CRSA website will be up and running in the next couple of weeks. At this stage the website will be a repository for the work of the CRSA. The Commissioner reviewed the letter provided to legislators about the deferral of implementation of the Connecticut Retirement Security Exchange. He stated that DOL would be utilizing some of its resources to get the word out to businesses of the deferral.

**Additional Items that were Discussed:**

Mr. Sennett asked for the timeline of when an Executive Director will be hired. Commissioner Jackson stated his hope that this will be decided by the CRSA at the next meeting. Ms. Shaw asked how the CRSA will agree on a budget. Commissioner Jackson stated that he would like to hear thoughts on next steps on creation and adoption of a budget. Mr. Kosturko stated that they might have a better clarity on the expenses by the November meeting and have a draft budget after the November meeting. Ms. Ballinger suggested that there be a preliminary draft of cost estimates available for discussion at next meeting. Ms. Srivastava stated that the hope was that the Executive Director would be on board to assist in reviewing the RFP responses. Commissioner Jackson suggested that, based on other states' suggestions, we will want the director to be able to play a meaningful role in the RFP process. Mr. Gray asked if there has been any research on the compensation rate of Executive Directors in other states. Commissioner Jackson stated that salary range is one of the items he intends to provide along with job descriptions as part of that subcommittee's work.

**VII. Public Comment**

John Erlinghouser from AARP provided public comment. He suggested that the CRSA review other CT quasi-public state agencies for guidance on how they function and operate. Mr. Erlinghouser stated that AARP was an active stakeholder in the success of the Oregon retirement benefits program and offered the in-kind services of the CT AARP for educational outreach: such as social media, U-Tube and other printed materials.

**VIII. Next Meeting Date**

Commissioner Jackson announced that the next meeting would be held on Friday, November 17, 2017 from 10:00 am to 12:00 pm in the Legislative Office Building in a room to be determined. For discussion at the next meeting would be the hiring of an Executive Director and legal counsel.

**IX. Adjournment**

On a motion by Commissioner Jackson, seconded by Mr. Gray, the meeting was adjourned by unanimous vote at 11:41 am.