

Meeting Minutes – Deferred Compensation 457 Committee



Date: Tuesday, December 11, 2018

Time: 11:00 a.m. – 12:30 p.m.

Room Location: 25 County Center Dr. - Auditor Conference Room

Status: A – Attended | X – Did Not Attend

Status	Invitees	Title
A	Dave Houser	Chair
A	Peggy Moak	Vice-Chair
A	Eric Schroth	Secretary
A	Pamela Knorr	Member
X	Brenda Lagrone	Member
A	Vincent Galindo	Hyas Group – Senior Consultant
A	John Crane	Human Resources Information Systems (IS)

Approval of Prior Meeting Minutes:

Approved

Public Comment:

None

Business:

1. The committee discussed options regarding liquidity restrictions for the capital preservation funds. Some committee members felt that it would be confusing to have two statements and add too much complexity. Some felt that it may benefit participants to stay with Empower as the rates being offered were better than Nationwide. Some felt that it was better to offer participants an option of either remaining with Empower or transferring their fund to Nationwide. Empower has not yet notified the committee what the fee will be to retain capital preservation funds. Once the fees are known, the committee can make a decision.
2. Jill O'Callaghan at Nationwide was contacted via phone to discuss the transition.
 - a. Nationwide informed the committee that the transition is on track.
 - b. Nationwide informed the committee that Jake Sours will be the County's new field representative. He is taking over for Greg Watson and will oversee Leann who will be the participant representative.
 - c. Contracts have been updated to reflect new signatories and are ready for execution. The County will send the plan agreement by tomorrow.

- d. The committee emphasized that Nationwide will be providing all IS data integration. If there are any issues with the transition, they should be promptly addressed.
 - e. Nationwide confirmed that they will process all paperwork. The beneficiary information on file with ICMA and Empower will be used to create the database and updates will be processed through Nationwide's website. The committee asked how long current data needs to be held by the County. Nationwide responded that it should be held for 7 years to satisfy IRS requirements.
 - f. Nationwide has set up secure file transfer on its website. Test files have been received from ICMA. They are expecting to receive Empower's shortly.
 - g. Nationwide will provide a letter of notification to participants of the transition. Hyas suggested that a letter from the County be sent to participants prior to the letter from Nationwide. The committee agreed and will provide notification via email of Board of Supervisor approval in addition to the letters.
3. The committee reviewed transition timelines and responsibilities.
 - a. The fund lineup will be set up in January 2019. Notification letters will be provided to participants and retirees from Nationwide in January and from the County prior to Nationwide. Nationwide will provide two draft letters to the County for review, one with Nationwide letterhead and one with County letterhead. The committee requested that the letters be on one page and that county general logo letterhead be used for the county notification letter. Hyas suggested that Nationwide be prepared for transition calls prior to the first notification. The letters need to have a phone number for participants to call Nationwide.
 - b. The transition is scheduled for February 15, 2019.
 - c. The first weekly transition meeting is scheduled for Wednesday, January 9th at 9:00 am.
 4. The committee discussed IS data integration.
 - a. County IS asked how long it takes to complete electronic deposits. Nationwide responded that they are deposited the same day they are received.
 - b. Peggy Moak stated that at least one month will be required to set up ACH. Nationwide will provide ACH info by the end of the week.
 - c. The committee asked whether the Nationwide website can link to the County website. Jill believes so, but will need to verify.

Outstanding Action Items

1. County to finalize decisions regarding capital preservation funds once fees are known.
2. County to send contracts for execution.
3. County to provide Nationwide with general county letterhead.
4. County to receive draft notification letters for review.
5. County to email participants notifying them of approved contract and upcoming transition.
6. Peggy Moak to receive ACH information from Nationwide and set up account.
7. Hyas to follow up with de minimis distribution.
8. Dave Houser to send letter authorizing Empower to release funds.

Meeting Adjourned