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**SAN MATEO COUNTY  
 DEFERRED COMPENSATION COMMITTEE MEETING  
 August 17, 2017 MINUTES**

Committee Attendees	Committee Absentees
Donna Vaillancourt Joe Demee Steve Perry	Lilibeth Dames Andy Mariano Glenn Kulm Bridget Love Michael Wentworth David Whisman

Staff	MassMutual	SST Benefits
Lisa Okada Marife Viola Jay Castellano	Bob Gleason Patrick Washington Jeff Blanchard (by phone)	

The meeting was convened at 9:14.

NOTE 1: With three attendees, the Committee did not have a quorum, and the meeting proceeded for information and discussion purposes only. Agenda items requiring Committee action may have been discussed for informational purposes only; action was deferred to the November 2, 2017, meeting.

NOTE 2: Glenn Kulm retired on August 12, 2017 and will no longer serve on the Committee. Staff will work with the Chair to fill the Committee vacancy created by Glenn Kulm's retirement.

Description of Item for Discussion	Action Taken by Committee
1. Approval of May 18, 2017 Meeting Minutes	This agenda item was deferred to the November 2 meeting.
2. Update of Communication to Participants in Default Investments	<p>Bob: As a result of recent targeted communications to two groups of plan participants—those whose default investment was the legacy General Account and those who are primarily invested in the SAGIC—Patrick Washington has had an increased number of meetings with employees and with some retirees to learn about additional investment opportunities.</p> <p>At the November 2 meeting...</p> <ul style="list-style-type: none"> <li>• Staff will provide any available data on how auto-enroll participants are investing above the default 1%.</li> <li>• SST will provide for review a draft communication to SAGIC participants.</li> </ul>

<p>3. Review and Approval of Quarterly Investment Review</p>	<p>Highlights of Jeff Blanchard's presentation</p> <ul style="list-style-type: none"> <li>• A</li> <li>• A</li> <li>• A</li> <li>• A</li> <li>• A</li> </ul>
<p>4. Review and Approval of Actions Regarding Rollovers</p>	<p>Bob: Rollover Checklist—The checklist has been reviewed and edited by SST Benefits and MassMutual and is now used in HR operations.</p> <p>Bob: Cover Letter—The cover letter was finalized at the August meeting and is now used in HR operations.</p> <p>Lisa: HR has permission to include rollover information in the SamCERA packets. For the November 2 meeting, we will confirm with SamCERA whether or not that information is already in operations.</p>
<p>5. Discussion and Approval of Provider Performance Standards/Penalties</p>	<p>This agenda item was deferred to the November 2 meeting.</p>
<p>6. Update on NAGDCA Award Consideration</p>	<p>Jay: Despite the quality nomination prepared and submitted by Caitlin Weisgerber, NAGDCA notified the County that we are not being considered for an award at this year's NAGDCA conference.</p>
<p>7. Review and Approval of Quarterly Plan Summary</p>	<p>Bob: Highlights:</p> <ul style="list-style-type: none"> <li>• Plan assets were \$417 million of June 30, 2017.</li> <li>• Loan balances flat at \$6.5 million, averaging about \$8,600 per loan.</li> <li>• Pre-tax (versus Roth) cash flows increased year-over-year about 15% (\$12 million for first two quarters in 2016, \$13.8 million for first two quarters in 2017).</li> <li>• Participation is 6,552, up 214; 74% of active employees are now participating.</li> <li>• Account balances are holding steady.</li> <li>• Average number of investments is up slightly from 3.1 to 3.6.</li> </ul> <p>Bob will check if mobile device inquiries are included in the number of website visits.</p> <p>Acceptance of the report was deferred to the November 2 meeting.</p>

<p>8. Review and Approval of 2016-17 Deferred Compensation Committee Year-End Report</p>	<p>Jay: Highlights:</p> <ul style="list-style-type: none"> <li>• Plan assets exceeded \$400 million for first time.</li> <li>• County plan won NAGDCA's Plan Design Award, presented at the annual conference.</li> <li>• 2017-18 Initiatives: <ul style="list-style-type: none"> <li>– Transition default investment option from stable value to target-date funds.</li> <li>– Strategic communications will target minimizing plan rollouts and maximizing new enrollments of non-participants.</li> <li>– Migration of health reimbursement account from MassMutual to EBA in order to match the slate of investment options in the 457(b) plan.</li> </ul> </li> </ul> <p>Acceptance of the report was deferred to the November 2 meeting.</p>
<p>9. Discussion and Approval of Financial Soundings Payment/Strategy</p>	<p>This agenda item was deferred to the November 2 meeting.</p> <p>Note: Any decision to move away from Financial Soundings in 2019 (and focus on MassMutual's RetireSmart) must be made by the May 2018 meeting, in time for Open Enrollment communications.</p>
<p>10. Review and Approval of Updates to Education Policy Statement</p>	<p>This agenda item was deferred to the November 2 meeting.</p>
<p>11. Review and Approval of MassMutual Education Plan</p>	<p>Patrick: Highlights:</p> <ul style="list-style-type: none"> <li>• Last year: 55% action ratio.</li> <li>• 2017 target of 1700 individual consultations; already over 1200 as of August 2017.</li> <li>• Expanded efforts to collaborate with SamCERA seminars and SCORPA meetings.</li> <li>• July campaign was on consolidation. September campaign will be on allocation.</li> <li>• Additional staff and seminars during Save For Retirement Week.</li> </ul> <p>Acceptance of the report was deferred to the November 2 meeting.</p>
<p>12. Demonstration of EBooks Access to Future Deferred Compensation Agendas</p>	<p>Marife provided the demonstration. EBooks access will be available starting with the November 2017 meeting agenda.</p>
<p>13. Discussion of Target Date Fund Glide Paths</p>	<p>This agenda item was deferred to the November 2 meeting.</p>

INFORMATIONAL ITEMS

14. Legislative Update	No updates beyond SST's News & Views.
15. Next Meeting: November 2	No additional information
16. Update on Transition of Retiree Health Reimbursement Account from HART to EBA	Discussed as part of the 2016-17 Year-End Report.
17. Other Issues	No additional information.

The Committee adjourned at 11:15am.