

PUBLIC EMPLOYEES' RETIREMENT BOARD
100 North Park, Room 218
Helena, MT 59620

Board Policy Committee Minutes
Thursday, January 31, 2013
1:00 p.m.

Committee Members (present via telephone):
Darcy Halpin, Chairwoman
Melissa Strecker

Timm Twardoski (excused)

Public: Sheryl Wood, MACo

Staff: Roxanne Minnehan
Melanie Symons
Hollie Koehler
Ann Reber
Joshua Crone

I. Roll Call

Chairwoman Darcy Halpin called the meeting to order at 1:10 p.m. Roll call was taken.

II. Public/Member Comment on any subject not on the agenda - no public comment.

III. Board Policies

A. Board Admin 06 – General Education

Changes made to this policy are as follows:

- Page 1 – Item I – This sentence shall now read as follows:
*“The objectives of the Board’s education program are to focus on increasing members’ knowledge of their retirement **plan[s]** and to provide members with a foundation for retirement and personal financial planning.”*
- Page 2 – Item IV.B. and Item V. – Add space between IV.B. and V. so that the formatting of the document is consistent
- Page 3 – Item VII.B. – Add “or designated MPERA staff” after the word “Board”
This will be done throughout all Board policies, so that it is clearly stated whether it is the Board or MPERA staff that will be performing a given task.

B. Board Admin 07 – Investment Education

Changes made to this policy are as follows:

- Page 1 – Item I.B. – Strike the underline mark under the “i” in “investment”
- Page 2 – Item V. – Add “or designated MPERA staff” after the word “Board”

C. Board Prsnl 01 – Executive Director Recruitment and Selection

Changes made to this policy are as follows:

- Page 1 – Item II.D. – Strike “will follow the procedures in the *Recruitment and Selection Manual* published by the State Personnel Division,” Add “guidance of the” before Department of Administration.
- Page 1 – Item II.F – Replace “will” with “may”
- Page 1 – Item II.F – Replace “METNET” with “video conferencing”
- Page 2 – Item II.G – Strike “Human Resource Office of the Management Support Bureau,”
- Page 2 – Item II.H – Strike “and the Executive Director shall establish a written policy for recruiting and hiring staff.” The sentence will now end after “Executive Director.”
- Page 3 – Item III. – Ann Reber will update all of the MCA, ARM, MOM and MPERA sections and policies. These are largely syntactical updates and these full revisions will be presented to the Board on February 14, 2013

D. Board Prsnl 02 – Performance Appraisals

Changes made to this policy are as follows:

- Page 1 – Item I. – Strike “It is further the policy of the Board that the Executive Director will conduct an annual performance appraisal of the Board’s legal counsel using a format that reflects the Executive Director’s ability to appraise the daily activity of the legal counsel.”
- Page 1 – Item II.A. - Strike “and the employee’s supervisor review the terms of the employee’s performance appraisal document”
- Page 1 – Item II.A. - Insert “reviews the Executive Director’s performance appraisal” after “Personnel Committee”
- Page 1 – Item II.A. – Replace “employee” with “Executive Director”
- Page 1 – Item II.B. – Replace first instance of “employee’s” with “Executive Director’s”
- Page 1 – Item II.B. – Replace “employee” with “Executive Director”
- Page 1 – Item II.B. – Strike “the employee’s supervisor,”
- Page 1 – Item II.B. – Replace last two instances of “employee” and “employee’s” with “Executive Director” and “Executive Director’s” respectively.
- Page 3 – Item III. – MPERA staff will formulate a simpler, less detailed rewording of the item in its entirety. This revised draft of Item III will be presented to the Board on February 14, 2013.

It was agreed that Ann Reber would make the above-mentioned modifications to the policies for presentation at the next Board meeting on February 14th.

1:50 pm ADJOURNMENT

There being no further business, Chairwoman Halpin moved to adjourn the meeting at 1:50 p.m.