

FRANKLIN REGIONAL RETIREMENT SYSTEM
BOARD MEETING
March 30, 2010

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:33 AM by Board Chair, Sandra Hanks with Board members Herb Sanderson, Paul Mokrzecki, David Gendron, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on February 23, 2010 and the special meeting held on February 23, 2010.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

<i>Retirees Payroll warrant in the amount of</i>	<i>\$464,139.46</i>
<i>Refunds warrant in the amount of</i>	<i>\$10,051.59</i>
<i>Transfer warrant in the amount of</i>	<i>\$12,104.68</i>
<i>Bills warrant in the amount of</i>	<i><u>\$43,475.04</u></i>
<i>For a total of:</i>	<i><u>\$529,770.77</u></i>

Cash Transfer between Investments and Bank

On a motion made D. Gendron and second by P. Mokrzecki, the Board voted unanimously to transfer \$141,000 from Daruma to TDBank to cover April warrants.

Essex Regional Issues

While the Board members were signing warrants and minutes, staff briefed them on the issues with the Essex Regional Retirement System. Of particular note was the firing of the CEO. It was recommended that the Board members visit the PERAC website and read the PERAC audit of Essex.

New Members

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve new and existing members as follows:

<u>New Members:</u>	<u>UNIT</u>	<u>DATE</u>
Hamilton, Jamie L.	DER	3/05/10
Law, Christopher D.	DER	3/22/10
Mitchell, Glenn D.	OGE	2/22/10
Seavey, Todd O.	FCH	2/08/10
Stone, Jason A.	CON	3/10/10

Existing Members – Different Units:

None

New Retirees:

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted unanimously to approve the following retirees:

Shepard, Joyce – PERAC approval has been received for a Superannuation Option A retirement benefit effective January 21, 2010. Ms. Shepard worked in the cafeteria of the Northfield Elementary School and in the Town Library. She has 12 years, 1 month of creditable service.

McKay, Ellen – PERAC approval has been received for a Superannuation Option C retirement benefit effective February 24, 2010. Ms. McKay worked as the Treasurer and Tax Collector in Shutesbury over the years, had some service with Mass Teachers back in the 1960's, some service with the State in the 70's and 80's, and from 2000 to 2003 worked as the Treasurer in Southbridge and worked as the Treasurer in Boylston from 2003, each concurrent with her service in Shutesbury, until her retirement in August 2009. She has been reappointed, after retiring, as the Tax Collector in Shutesbury and intends to continue. She has 36 years, 9 months of creditable service.

Lyons, James – PERAC approval is in process for a Superannuation Option C retirement benefit effective December 31, 2009. Mr. Lyons served as a Selectman in Leverett as well as a Police Sergeant. He has 16 years of creditable service. He also worked for UMASS as a manager in police operations from 1999 to 2003, and it is that position that yields his three highest salary years in the benefit calculation. It had taken some effort to get a good explanation from UMASS on some variances in his payroll records, which we finally received and submitted to PERAC a week and half ago, but because he has been waiting since December, we put him on the retirees' payroll warrant for March.

Deaths

Staff reported the following deaths of current retirees:

Frank G. Turner – Died on March 6, 2010 at the age of 79 years. He retired on December 21, 1988 from Buckland where he worked as the superintendent in the highway department for over 33 years starting on July 21, 1955. He was an Option B retiree, but given the length of his retirement, there is no balance remaining in his annuity account for payout to a beneficiary.

Marcella Lively – Died on March 23, 2010 at the age of 73 years. She retired on February 11, 2002 from Heath where she worked as the postal clerk in the Heath Post Office for over 20 years starting on November 30, 1981. She was an Option A retiree and there are no survivor benefits.

General Business:

1) Annual Report

On a motion by D. Gendron and a second by H. Sanderson, the Board voted unanimously to accept the Annual Report for 2009 as presented.

The Annual Report was signed by all Board members and will be mailed to PERAC and Unit Treasurers.

2) Ethics Test Certifications

Board members were reminded that they must submit the certification of completion for the Ethics Test as required by April 2nd. All staff have completed the test successfully.

3) Appointment of 5th member to the Board

Paul Mokrzecki currently serves as the 5th member of the Board. The term for this position, appointed by the other four Board Members, expires on June 30th 2010. Paul confirmed his wish to continue in the position and,

On a motion by D. Gendron and a second by M. Stokarski, the Board, voted unanimously to reappoint Paul Mokrzecki to the 5th position on the Board for a three year term beginning July 1, 2010 through June 30, 2013.

Paul Mokrzecki recused himself from voting on the above motion.

4) Review of the Personnel Policy –

Several changes were made to the format of the policy including adding a Table of Contents and moving various items to alternative subject areas that made more sense in terms of the content. Other items were added, deleted or re-written as noted in the following vote:

On a motion by H. Sanderson and a second by D. Gendron, the Board voted unanimously to accept the following changes to the personnel policy, effective

immediately (of the personnel policy to be included in its entirety as addendum to the minutes):

- A. Who to call when employee will not be at work due to illness.*
- B. The “Hazardous Weather” procedures were moved from the “Employee Benefits” section on page 17/18 to “Administrative Policies and Procedures” section on page 2.*
- C. These items: Maintenance of Work Areas, Smoking Policy, Personal Appearance, etc., were moved from “Employees Benefits” section to the “Administrative Policies and Procedures” section on page 3.*
- D. Update the two addresses in the Sexual Harassment section*
- E. Updates as recommended by Attorney Sacco to the “Discipline and Termination” section.*
- F. Update the “Travel Reimbursement” section by adding the phrase “or Board staff”.*
- G. All these items were moved from “Miscellaneous Issues”: holidays, vacations, etc., to “Employee Benefits”, and the “Miscellaneous Issues” heading has been eliminated.*
- H. The section about the “Personal use of Fax . . . “ was re-worded without compromising the intent and moved from ‘Employee Benefits’ to ‘Administrative Policies and Procedures’.*
- I. The sentence: “Please limit visits from personal guests as well.” seemed out of place with the policy about equipment so we gave it its own location so it would be seen.*
- J. Addition of the following policy for responding to ‘after hours’ alarm system call in the Compensatory Time section, “Anybody called to the office for the alarm system ringing after regular work hours will be compensated for a minimum of 3 hours compensatory time..”*

Projects Reports:

- Funding Presentations – on March 11, 2010 the folks from the FRCOG and I presented an Info session for towns regarding services and financing from at the Greenfield High School auditorium. Attendance was light but the response was appreciative. I will be exploring more efficient avenues to get the information out. Perhaps posting a video on YouTube.
- Treasurer Proxies on the Advisory Council – The subcommittee put together some proposed additions and amendments to the council by-laws for the November Council meeting. However, there is some concern that,

if and when the changes are shared with PERAC, PERAC might disapprove.

- Travel – Dale to Citizens’ Legislative Seminar – I was on the outskirts of Boston when I learned that two staff members were out sick so I turned around and came back to the office.
- Internet workshops – I have attended the first two of a six-week series of workshops focused on using the various social network tools on the internet to connect with people. see enclosed newspaper notice
- Rosenberg Conference in Northampton on Saturday, March 27, 2010. Dale is going, and so is the Governor.

Adjournment

On a motion made by H. Sanderson, and a second by D. Gendron, the Board unanimously voted to adjourn the meeting at 10:34 a.m.

Respectfully submitted,

Dale C. Kowacki, Executive Director

These minutes were approved on April 20, 2010

Sandra A. Hanks, Chair

Herbert L. Sanderson Jr., Vice-Chair

David R. Gendron, Board Member

Mary A. Stokarski, Board Member

Paul J. Mokrzecki, Board Member

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