

**FRANKLIN REGIONAL RETIREMENT SYSTEM
REGULAR BOARD MEETING MINUTES
June 26, 2024**

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation on the above date, was called to order at 8:31 AM by Board Chair Sandra Hanks, with Board Members Angel Bragdon, Gabriele Voelker, and Mary Stokarski, present. Present in the Board office located at 101 Munson Street, Suite 108, Greenfield MA was Executive Director Kristine Mathis, Assistant Director Ashley Manley, Member Services Accountant Nicole Gaspar, and Member Services Accountant Diane Wright. Data Maintenance Clerk Patricia Hume joined remotely.

Review and Acceptance of Meeting Minutes

On a motion made by Angel Bragdon and a second by Gabriele Voelker, the Board voted unanimously to approve the following minutes:

May 29, 2024, regular minutes

Payroll, Refunds, Transfers and Bills Warrants

A motion was made by Angel Bragdon, and seconded by Mary Stokarski, to approve the following warrant totals: All ayes.

Retirees			\$1,233,349.84
Refunds	06/24R		\$36,878.86
	06-24Ra		\$9,014.78
Transfers			\$59,958.97
Invoices		2024	<u>\$60,335.74</u>
For a total	...		\$1,399,538.19

Vice Chair Paul Mokrzecki joined the meeting at 8:34 AM

Cash Transfer between Investments and Bank

No transfer is needed as assessments will cover the July warrants.

Visitors: Gar Chung/FIN news.

Membership (new members, new positions, additional positions)

A motion was made by Angel Bragdon, and seconded by Mary Stokarski, to accept the following new members, new positions, and additional positions. All ayes.

<u>New Memberships</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Brown, Dale	5/28/2024	100%	-	NTD	Police Officer
Briggs, Jeremy	5/14/2024	100%	-	HLT	Custodian
Fortier, Rachael	9/11/2023	70%	-	OGE	Highway Admin Asst
Goodhind, Keri	1/29/2024	90%	-	STB	Paraprofessional
Jin, Xiaojing	4/30/2024	100%	-	SND	Instructional Assistant
Kane, Sean	6/17/2024	100%	-	WTY	Town Administrator
			-		
<u>New Positions</u>					
Cormier, Kristen	5/23/2024	100%		OGE	Assistant Assessors/HR Benefits Specialists
Patenaude, Alyssa	8/26/2024	50%		MOH	Cafeteria Assistant
Robidoux, Amber	5/23/2024	90%	100%	OGE	Treasurer/HR Director
<u>Additional Positions</u>					
Beckwith, Rosealeta	6/26/2024	100%		MOH	Framing Your Thoughts - Stipend
Donahue, Cynthia	6/26/2024	100%		HLT	Framing Your Thoughts - Stipend
Donahue, Cynthia	8/29/2023	100%		HLT	Barn Manager - Stipend
Grader, Cameron	6/17/2024	100%		MOH	Organizing Literacy Closet - Stipend
Johnson-Mussad, Glenn	7/1/2023	70%		WEN	Finance Co-Director - Stipend
Kingsbury, Julie	5/20/2024	100%		MOH	Extra Curricular-Natures Classroom-Stipend
Manley, Carolyn	7/1/2023	100%		WEN	Finance Co-Director - Stipend
Meservey, Julia	3/28/2024	100%		MOH	Extra Curricular-Rehearsals/Play
Niles, Christie	8/26/2024	100%		MOH	Substitute Coordinator - Stipend
Plante, Debbie	7/8/2024	100%		MOH	Summer Food Program
Purington, Nancy	5/20/2024	100%		MOH	Extra Curricular-Natures Classroom-Stipend
Roberts-Crawford, Amy	7/1/2024	100%		MOH	Summer Program
Sawyer, Julie	7/8/2024	100%		MOH	Summer Program - Paraprofessional
Smead, Veronica	6/28/2024	50%		MOH	Prov. Dev. - Framing Your Thoughts-Stipend
Stevens, Jeremy	5/20/2024	100%		MOH	Natures Classroom - Stipend
Wheeler, Tammy	7/8/2024	100%		MOH	Summer Food Program

A motion was made by Angel Bragdon and seconded by Paul Mokrzecki, to accept the liability for Buybacks and Makeups through other systems as presented. All eyes

Accept Liability for Buybacks and Makeups Through Other Systems:

Silva, Carrie – The North Adams Retirement System has asked FRRS to accept creditable service liability if their current member, Carrie Silva, re-deposits a refund taken from this system. The refund, approved by the Board effective as of March 26, 2014, was for deductions of \$3,432.11 and interest of \$8.67. Mrs. Silva worked as a Secretary for Mohawk Regional School District contributing to this system from 08/09/2010 through 01/04/2012. Total service FRRS will accept is 1 year, 4 months, 26 days.

A motion was made by Gabriele Voelker and seconded by Angel Bragdon, to accept the new retirees as presented. All eyes

New Retirees:

Daby, Lori – The Option D survivor packet has been submitted to PERAC for Lori Daby, survivor of Steven Daby, for an Option D allowance. His date of death was March 12, 2024 and her benefit will begin on March 13, 2024. Mr. Daby was an active group 1 member working as Highway Superintendent for the Town of Colrain, accruing 27 years of creditable service.

Mason, Debra – The retirement packet has been submitted to PERAC to retire Debra Mason for a Superannuation, Option B retirement allowance. Her last day of work was November 26, 2023 and her retirement benefit will begin on April 1, 2024. Mrs. Mason was a group 1 member working as a Principal's Office Assistant for the Frontier Regional School in the Frontier Regional School District, accruing 26 years, 4 months of creditable service.

Whitcomb, Natalie – The retirement packet has been submitted to PERAC to retire Natalie Whitcomb for a Superannuation, Option A retirement allowance. Her last day of work was April 19, 2024 and her retirement benefit will begin on April 30, 2024. Ms. Whitcomb was a group 1 member working as an administrative assistant for the Town of Conway, accruing 32 years of creditable service.

Deaths:

Cranston, Maryellen – Option C retiree since 07/31/2018, Ms. Cranston worked as a town clerk, collector, treasurer and administrator for the Towns of Ashfield, Whately, and Shelburne Falls accruing 13 years, 2 months of creditable service. DOD was 05/27/2024 at the age of 63. Her husband, Seth, is her Option C beneficiary.

Daby, Steven – died on 03/12/2024 at the age of 58. Lori was the Option D survivor of Steven who was a Highway Superintendent for the town of Colrain, accruing 27 years of creditable service.

General Business

1. Comp Time Policy

A request for Comp time for the new executive director and assistant director was brought before the Board. The Board voted to not allow exempt employees (which pertains to those positions) from earning comp time in April of 2022. The Executive Director and Assistant Director recognize that the Board is not restricted from creating a different policy, if even for a specified period of time, and so requested the Board change the policy to grant them Comp time.

A motion was made by Paul Mokrzecki and seconded by Angel Bragdon to keep the current policy as printed. All ayes.

2. Cybersecurity Theft

Due to the recent cyberthefts in Massachusetts, and the information gained at the MACRS conference in June of this year, the Board discussed measures that can be implemented to strengthen the current procedures already in place. We have received a grant through the Municipal Cybersecurity Awareness Grant Program and are currently completing training modules that have been assigned.

A motion was made by Gabriele Voelker and seconded by Paul Mokrzecki, to look into the cost of cybersecurity insurance and changing to a stronger email program. All ayes.

3. Working from Home

Discussion was held regarding the current WFH policy.

A motion was made by Gabriele Voelker and a second by Angel Bragdon, to keep the Work-from-Home policy in effect. All ayes.

4. Education Classes

The MACRS Conference classes were discussed. They will be offering basic accounting courses in the near future; due to the number of requests they have received. The Board reminded Executive Director Kristine Mathis and Assistant Director Ashley Manley that reimbursement is available to them for courses.

5. Payroll Processing Vendor Update

Discussion was held regarding a payroll Vendor who can include vacation, sick time, etc., on the payroll.

A motion was made by Paul Mokrzecki and seconded by Gabriele Voelker, to change Payroll from FRCOG to Harpers payroll to be effective on January 1, 2025. All ayes.

6. Bank Update

Paul Mokrzecki recuses himself at 9:22 AM

Paperwork has been acquired to open a credit card account. More discussion was held on the switch of banks.

Paul Mokrzecki rejoins the meeting at 9:39.

7. Standard Rules 840 CMR

Disclosure of Information has been presented to the Board.

8. Board Counsel Annual Review

The Board is pleased with Board Legal Counsel Attorney Michael Sacco's hard work and excellence.

9. Investment Consultant Review

Franklin Regional Retirement's Performance was 16th best in the state in 2022 in the 10-year Return category. PERAC has not published the 2023 report.

10. Board deliberations

None

New Business: None

Progress reports

Michael Sibley will be going forward to seek appellate review before the State Appeals Court.

Adjournment

On a motion made by Gabriele Voelker and seconded by Angel Bragdon, the Board voted unanimously to adjourn the meeting at 9:43 AM. All ayes.

Respectfully submitted,

THESE MINUTES WERE APPROVED AT THE JULY 31, 2024 REGULAR BOARD MEETING

Patricia Hume, Data Maintenance Clerk

Sandra A. Hanks, Chair and Treasurer

Angelina J. Bragdon, Council Member

Gabriele H. Voelker, Board Member

Mary A. Stokarski, Board Member

Paul J. Mokrzecki, Vice Chair