



Seattle City Employees' Retirement System

Administrative Committee Meeting
Pacific Building, 720 3rd Avenue, Suite 900, Seattle, WA
(206) 386-1293

Minutes, Thursday, July 28, 2022

AC Members Present: Robert Harvey, Jr. (Chair), Judith Blinder, Sherri Crawford

SCERS Staff Present: Jeff Davis, Paige Alderete, Nina Melencio

Call to Order

Robert Harvey, Jr., Chair, called the meeting to order at 2:01 pm.

Public Comment

There was no public comment.

Minutes

Approved Minutes from the May 26, 2022 Administrative Committee.

Motion: Upon motion by Judith Blinder, seconded by Sherri Crawford, the Administrative Committee approved the minutes from the May 26, 2022 Administrative Committee meeting. The motion passed unanimously (3-0).

Discussion – Committee Chair Appointments

The Board recently revised the Administrative Committee, Board of Administration, and Investment Committee Charters with language on how committee chairs are selected and the full Board's role in appointing chairs.

There was discussion on the process for chair appointments and the length of the appointments.

The committee agreed that the chair term should be two years with the term beginning January 1st. Three months prior to the term start date (October 1st) the Administrative Committee will inform the Board that an appointment is coming up. Board members can express interest.

SCERS Staff Engagement and Satisfaction Survey Results

Paige Alderete provided a high-level recap of the results of the anonymous staff survey. Sixty-eight percent of staff completed the survey this year versus 79% who completed the survey in 2019.

There was a slight decline in the average rating from 2019 to 2022: 4.13 to 3.94 (high is 5.0).

Although this was an anonymous survey; it was apparent from the comments that the member services team members who responded were feeling overwhelmed, frustrated, and stressed because they feel the workload is not reasonable and that there is a disconnect between staff and management due, in part, to the slowness of change.

Staff indicated that the biggest area that needs to improve is customer service, followed by consistency, communication, and opportunity for advancement.

An action plan was created for the member services team and leadership is meeting monthly with them. They are receiving more training on the V3 pension system and business processes. The member services team is on-site three to five days per week since they are at the forefront of speaking to our members. The team agrees that being in the office together has helped.

Discussion – New Trustee Onboarding

The committee discussed the New Trustee Onboarding process and any changes they would like to see. The onboarding consists of three modules:

- Module 1 - Operations
- Module 2 - Legal/Fiduciary Responsibility
- Module 3 - Investments

There was discussion on adding information on environmental issues and long-term strategy. They are currently covered in both Module 2 and Module 3.

A committee member brought up a concern about new trustees not having a clear understanding of fiduciary duty and what the role of the board is and is not, as well as the decisions the board is responsible for making versus what the staff decides. Those concerns can be brought up in Module 1.

Another concern that was brought up was the distinction between an elected versus appointed board position since there is a different dynamic.

Executive Director Report

There was no update.

Adjourn Meeting

Motion: Upon motion by Sherri Crawford, seconded by Judith Blinder, the Administrative Committee voted to adjourn the meeting at 2:27 pm. The motion passed unanimously (3-0).