

Minutes of the meeting held on May 6, 2024

Present: Francis Murphy, Michael Gardner, Nadia Chamblin-Foster, Joseph McCann, James Monagle, Ellen Philbin, James Quirk, Chris Burns and Christopher McLaughlin.

The meeting was called to order at 11:01 AM. The meeting was digitally recorded. This was a hybrid meeting, held in-person in the Sheila Tobin Conference Room at 125 CambridgePark Drive, with some participants joining via Zoom videoconference.

Agenda Item #1 – Minutes

Motion by Monagle, seconded by McCann to accept the regular minutes of the meeting held on April 1, 2024. Voted unanimously.

Motion by McCann, seconded by Chamblin-Foster to accept the executive session minutes of the meeting held on April 1, 2024. Voted unanimously.

The Chairman noted that Nadia Chamblin-Foster was not present for the vote to hire Chris Burns as Executive Director. He requested that the Board consider redoing the vote in order to allow the decision to be unanimous. Gardner moved to take a second vote on the prior decision to appoint Chris Burns as Executive Director. McCann seconded the motion and it was voted unanimously. Gardner moved to amend the minutes of the meeting held on April 11, 2024 to reflect that the vote to appoint Chris Burns was unanimous. McCann seconded the motion and it was voted unanimously.

Agenda Item #2 - Warrants

Motion by McCann, seconded by Monagle to accept payment of Warrant #8 in the amount of \$9,370,301.27 and Warrant #9 in the amount of \$729,937.97. Voted unanimously.

Agenda Item #3 – Superannuations

Motion by Gardner, seconded by Chamblin-Foster to accept the Superannuation retirement applications submitted by Marie Barry, Biller, Cambridge Health Alliance with twenty-three years, nine months; David House, Fire Captain with thirty-eight years, one month; Averil Kane, Associate Chief Financial Officer, Cambridge Health Alliance with twenty-eight years; Allen Kesten, Scholarship Specialist, Dept. of Human Service with fourteen years; Thomas MacNeil, Firefighter with thirty years, eleven months; Mark McGovern, Program Director, Cambridge Health Alliance with thirty-three years, Joseph Nardella, Safety Specialist, School Dept. with forty-two years, six months; Laura Nichols, Executive Director, License Commission with thirty-seven years, eleven months; and Ellen Philbin, Executive Director, Cambridge Retirement System with twenty-three years, six months. Voted unanimously.

The Board members congratulated Philbin on her retirement. Chamblin-Foster thanked her for her service to the community in Cambridge. Monagle noted that he received consistently positive feedback from the membership about her work. Gardner stated that Philbin was one of the best hires he had participated in, and also recalled Brad Tenney's leadership in pushing for her hire. The Chair recalled meeting with Ellen when he was considering making his first run at election to the Board and being impressed by her leadership. Quirk stated that due to Ellen's leadership, he considers Cambridge to be his favorite client. Gibson stated that he always found Philbin to be a pleasure to work with, even at times when they disagreed. Burns stated that he was grateful to Philbin for her mentorship.

Agenda Item #4 - Make-ups/Redeposits/Liability

The Board reviewed make-up and redeposit worksheets for seven members.

Motion by McCann, seconded by Monagle to allow the make-up of deductions for Kimberly M. Burke for one year, one month, accepting liability from Brookline; Cara M. Gillis for one year,

four months; Van T. Quach for three years, eight months; Tamara L. Smith for five years; and Arielle C. Spivey for four months. Voted unanimously.

Motion by McCann, seconded by Monagle to allow the redeposit of refunds for Garry-Michael L. Dini for sixteen years, five months and James R. Normil for three years. Voted unanimously.

Agenda Item #5 – Refund Applications

The Board reviewed a list of refund applications submitted in April.

Motion by Gardner, seconded by McCann to accept seven refund applications. Voted unanimously.

The Chairman requested to adjourn the open meeting and go into executive session for the purpose of discussing disability retirement applications. The Chairman stated that the meeting would reconvene in open session at the conclusion of the executive session. On a roll call, the vote was as follows:

James Monagle:	YES
Michael Gardner:	YES
Nadia Chamblin-Foster	YES
Joseph McCann:	YES
Francis Murphy:	YES

Agenda Item #6 – Accidental Disability Application – Joanne Masiello

The Board reviewed the member's application, treating physician's statement and employer's statement filed in connection with Joanne Masiello's application for Accidental Disability benefits. Attorney Joseph McKenna appeared with Joanne Masiello.

Motion by Gardner, seconded by Monagle to accept the Accidental Disability application filed by Joanne Masiello, Kitchen Aide in the School Dept. and to request that PERAC convene a medical panel. Voted unanimously.

Agenda Item #7 – Accidental Disability Application – Elizabeth Vendetti

The Board reviewed correspondence from Attorney Steven Bergel, the member's application, treating physician's statement and employer's statement pertaining to Elizabeth Vendetti's Accidental Disability application. Attorney Steven Bergel appeared with Elizabeth Vendetti and Ruth Gamble. Ms. Vendetti participated with the assistance of an ASL interpreter.

Motion by Gardner, seconded by Monagle to accept the amendment to Elizabeth Vendetti's application, and to forward the application, as amended, to PERAC and to request the appointment of a regional medical panel. Voted unanimously.

Agenda Item #8 – Accidental Disability Benefit – William Hannafin

The Board reviewed the certificate and narrative reports of three separate medical panels, the member's application, treating physician's statement and employer's statement pertaining to William Hannafin's Accidental Disability application. Attorney Thomas Gibson appeared, representing William Hannafin.

Motion by Gardner, seconded by Monagle to accept the findings of the medical panel and grant Accidental Disability benefits to William Hannafin, Working Supervisor in the Dept. of Public Works. Voted unanimously.

Agenda Item #9 – Accidental Death Benefit – John Clover

The Board reviewed correspondence from Attorney Thomas Gibson, the certificate and narrative report of John Clover's 2003 medical panel, his death certificate and various medical records.

Gardner moved to grant Accidental Death benefits to Katherine Clover, surviving spouse of John Clover, a retired Firefighter. Monagle seconded the motion and it was voted unanimously.

Agenda Item #10 – Accidental Death Benefit – John Rocca

The Board reviewed the death certificate for John Rocca and correspondence from his treating physician.

Motion by Gardner, seconded by Chamblin-Foster to grant Accidental Death benefits to Rose Rocca, surviving spouse of John Rocca, a retired Firefighter. Voted unanimously.

Agenda Item #11 – Contract for Executive Director

The Board reviewed a draft contract between the Board and Chris Burns.

The Chair noted that the salary for the position was less than was being paid to Ellen Philbin.

The draft contract includes an automatic \$5,000 salary increase to be granted after one year in the position. Burns noted that he requested a change to clarify that he would be entitled to the same benefits and incentives paid to all non-union employees of the City of Cambridge. Quirk stated that he had based his draft off Ellen Philbin's contract and that those changes aside, there were no changes from the prior contract. The contract has a three year term.

Motion by Monagle, seconded by McCann to approve the contract with Chris Burns, to be effective on May 13, 2024. The Chair noted that although Philbin will not retire until June 1, a transition period was needed in order to ensure that Burns took over authorization to manage the system's funds. The motion was voted unanimously.

Agenda Item #12 – PERAC Memos

The Board reviewed PERAC memos #12 and 13. Quirk stated that the Board may want to consider conducting a review of supplemental regulations to ensure that the system is in compliance with the revisions described in PERAC's memos.

Agenda Item #13 - Old Business

Not needed.

Agenda Item #14 – New Business

The Chair stated that he would favor granting a pay increase to Eileen Hayes, Christopher McLaughlin, Cecilia Stevens and Hanh Tran. This would be in recognition of the additional workload following Ellen Philbin's retirement, while the office is understaffed. Burns has already stated that it is his intention to reorganize staff roles, which would result in new titles and salaries for certain employees. The Chair stated that he would favor to allow those employees who do not have their positions reassigned would be able to keep the additional pay. He recommended that each employee's pay be increased by thirty dollars per week. Burns stated that he felt such an increase was commensurate with the amount of work he will need to delegate to other employees as he transitions into the Executive Director role. Motion by McCann, seconded by Gardner to approve a \$30 weekly pay increase for four employees, effective on Monday, May 13, 2024. Voted unanimously. Gardner moved to clarify that it was intended that the pay increase be considered regular compensation for retirement purposes. McCann seconded the motion and it was voted unanimously.

Agenda Item #15 – Executive Session

Agenda Item #6 – adopted

Agenda Item #7 – adopted

Agenda Item #8 – adopted

Agenda Item #9 – adopted

Agenda Item #10 – adopted

Agenda Item #16 - Chairman's Report

None offered.

Agenda Item #17 – Executive Director’s Report

Burns reported that he participated in a kickoff call with KPMG to start their audit process. He stated that Ellen Philbin is much more familiar with the audit process than he is and that she would continue to take the lead on working with the auditors during their review. Kathy Riley also participated in the call and gave an overview of the actuarial valuation process. She stated that she would have a draft report ready for review at the Board’s June meeting.

Burns reminded the Board of the next quarterly investment review meeting on May 30. Segal issued an RFP for core real estate manager with responses due by Friday, May 24. UBS, JP Morgan and Intercontinental are the incumbent managers and all are up for a seven-year review. Philbin stated that PERAC has scheduled an exit conference for their audit later in the week. She stated there would likely be some issues around deduction withholding. The Cambridge Health Alliance has already been made aware of some issues with the amount being withheld from employees’ pay and they are working with an outside vendor to update their payroll software. The Chair noted that recent changes to the supplementary regulations remove the requirement for the Board to send affidavits to retirees to prove they are alive. The Board is permitted to use a death index service instead. Burns stated that he has discussed this change with Eileen Hayes. They agree that there is still value in sending an annual mailing to retirees to verify that contact information and beneficiaries are up to date.

Quirk stated that he sent a letter to the Board describing his succession planning. He offered to arrange for the attorney he is now working with to meet with the Board at a future meeting.

Gibson stated that he and Gerald McDonough would be arguing the Hartnett case before the Supreme Judicial Court.

The following documents were also reviewed by the Board:

- Notice of Retiree Deaths
- Segal Marco Analysis of Investment Performance – March 31, 2024
- PERAC Pension News – April 2024
- Correspondence from PERAC re: 2024 Commonwealth Investment Return Assumption
- Correspondence from Segal Marco re: Cambridge Fossil Fuel Exposure
- Correspondence from Attorney Quirk re: Back-Up Legal Services
- Correspondence from Attorney Quirk re: Post Retirement Earnings
- Correspondence from Attorney Quirk re: Code of Massachusetts Regulations
- Correspondence from Attorney Quirk re: Hartnett vs. CRAB
- Correspondence from Aberdeen re: Team Update
- BLBG Q1 2024 Report
- Manager/Vendor Disclosures: RBC International Fund, Rockwood Real Estate Partners
- January Financials: General Ledger, Summary of Accounts, Trial Balance, Adjustments, Cash Disbursements, Cash Receipts, Wire Transfers, Bank Reconciliation.
- February Financials: General Ledger, Summary of Accounts, Trial Balance, Adjustments, Cash Disbursements, Cash Receipts, Wire Transfers, Bank Reconciliation.

Monagle moved to adjourn at 1:20 PM.