

**Deferred Compensation
Meeting Minutes
December 21, 2023
In Person with Remote Attendance**

Members Present

Tom McKone (in person) Tamme Ford
Leticia Nieto (in person) David Fowler
Lisa Smith (in person/late arrival)
April Morgan (in person)
Georgette Hampton (remote for business reasons)

Non-Members Present

Joshua Schwartz
Darryl Collier
Armando Llanes Eduardo Duran
Rachel Bossard Janice Irving

Call to Order

The December 21, 2023 meeting was called to order at 2:12 p.m.

Minutes

Upon a motion by Ms. Morgan and a second by Ms. Smith minutes of the September 28, 2023 regular meeting were approved. Upon a motion by Ms. Nieto and a second by Ms. Smith minutes of the October 26, 2023 regular meeting were approved. Ms. Morgan abstained.

Hardship Report

Mr. Collier presented the November hardship report. The 457 Plan showed 64 transactions processed, with 33 pending from the previous month and 31 received in the current month. There were 23 transactions approved and processed, 9 canceled for a total of 32 completed. There were 32 transactions pending all of which were not in good order (NIGO) at the participant level. Total paid out was \$123,166. The 401k Plan showed 58 transactions with 30 pending from the previous month and 28 received. There were 22 transactions approved, 8 canceled, and 2 denied. There were 26 pending of which 1 was NIGO by the plan and 25 were NIGO by the participant. Total paid out was \$143,599. Year-to-date, 433 transactions have been approved between both plans with a total paid out of \$2.5M and an average per participant withdrawal of \$5,851.

Old Business

Loans Update – Mr. Collier reported that they have initiated the testing cycle for loans, interactions back and forth with demographic files, trading files, and also pinning down some of the more complicated items which relate to the people that are in 605 or TMD. Participants will get a transaction loan confirmation, and they will also get a loan promissory note document that goes into their website. There is still some ancillary testing on the Leave of Absence statuses, however that will not affect the initiation of a loan. Ms. Hampton added that if someone initiates a loan on January 2nd, and there is a 30-day lag period before CTA is notified of that loan, that CTA will have at least 30 days to tweak it and make it work. Also, Payroll will put a message on the front end of their hotline for employees who are calling about an Empower loan instructing them to contact Empower on the toll-free number or website.

New Business

Participant Activity Report – Mr. Fowler reported for the month of November there were 158 one on one meetings and 2 group meetings with a total of 237 attendees, of which 144 were for the Financial Fridays.

2024 Communications Update – Mr. Llanes reported that over the course of the year participants received automated emails on based on their date of birth or the activity that they were generating online. There have also been updates to the participant website. One of the biggest focuses was to rebrand their communication materials for the different plans. There was the St. Patrick's Day campaign to talk about retirement savings tax time and making pretax savings a priority. In July and August there was a fund change announcement. In the third quarter there was the promotion of Financial Fridays with debt management, and the upcoming awareness of the loans that were rolling out in October. There was also the National Retirement Security Month multi email campaign which underlined and provided awareness of the services that are available. Emails were distributed on the loans that will be available at the beginning of the year. As for 2024, campaigns to promote the mobile app will go out. There will also be mobile app messaging, pop up messages on the website and in some cases outbound calls to participants. He will continue to work with the reps and Ms. Hampton to develop campaigns that are more at a plan level based on what CTA's needs are. In January and February there will be an email promoting the reps and services that are available. In March and April they will have the Financial Wellness month and mid-April they will again promote tax time and the importance of saving money on a pretax basis and creating awareness. In May and June there will be a focus on awareness of Roth, and the ability to save on an after-tax basis with tax free earnings if distributions are qualified. In July and August, there will be a campaign to create awareness on market volatility, and then in October they will focus on the National Retirement Security month campaigns. Finally, for the fourth quarter they will create more awareness on what options one has as they approach or near retirement.

Due Diligence Report – Mr. Schwartz presented 3Q2023 Investment Review dated November 28, 2023 which showed two funds on watch and no menu changes.

EBA Report (Oct/Nov) – Ms. Ford followed up from the November meeting about a projected accrued balance report for December 31st. They were unable to get the November data, but did provide some estimates based on the previous quarters. The balance on September 30th was \$182,462. The additions for the month of October were \$16,231. No expenses have been paid. The accrued expenses totaled \$125,433, and includes the RPA invoices in that number, the Burke, Warren, McKay, and Serritella expenses, the 2021 Crowe audit which has been billed, and the actual dollar amount, for that was \$38,221. They are still waiting on the Crowe audit for 2022, but provided an estimated amount of \$40,000, which gives them the total of \$125,433 in accrued expenses. The estimated additions for November and December are going to be about \$29,260, leaving the actual cash balance, as of October 31st as \$198,693 however, the accrued balance as of December 31st is going to be about \$101,519.

Investment Update with SAGIC Book to Market – Mr. Schwartz reported the book to market has not changed substantially this year. The book value at 11/30/2023 was just over \$230M and the market value of the securities on that date was \$196M million, which is 85.27%.

2024 Meeting Dates - Ms. Irving presented the tentative 2024 meeting dates.

General Administration

Bills – Upon a motion by Ms. Smith and a second by Ms. Nieto an invoice for Burke, Warren, MacKay & Serritella for November 2023 general matters was approved.

Adjournment

Upon a motion by Ms. Morgan and a second by Ms. Smith the meeting adjourned at 2:54 p.m.

Respectively Submitted,

Janice Irving, Plan Administrator