**VERMONT MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM**
Meeting of the Board of Trustees
**April 21, 2020 – 11:00 a.m.**

**VMERS Members present**:
MAURA CARROLL, Chairperson, Employer Representative (term expiring July 1, 2022) – via telephone
KIMBERLY GLEASON, Vice-Chair, Employer Representative (term expiring July 1, 2020) – via telephone
BETH PEARCE, Vermont State Treasurer – via telephone
MORGAN DAYBELL, Employee Representative (term expiring July 1, 2020) – via telephone
CHRISTOPHER DUBE, Employee Representative (term expiring July 1, 2022) – via telephone

**Members absent:**

**Also attending**:
Erika Wolffing, Director of Retirement Operations – via telephone
Tim Duggan, Assistant Attorney General – via telephone
Lesley Campbell, Administrative Services Coordinator IV – via telephone

Ms. Carroll called the Tuesday, April 21, 2020 Board Meeting to order at 11:00 a.m. which was held by conference call.

**ITEM 1:** **Agenda approval and announcements**

There were no announcements or changes to the agenda.

**ITEM 2**: **Approve the minutes of:**
- **November 19, 2019**

**On a motion made by Ms. Gleason, seconded by Mr. Daybell, the Board voted unanimously to approve the minutes of November 19, 2019 as submitted.**

**ITEM 3:** **2020 Election Procedure – Employee Trustee Term Expiring July 1, 2020**

Ms. Wolffing presented the 2020 Election Procedures for the active employee trustee with term expiring on June 30, 2020. The Board discussed changing the signature petition requirements due to the COVID-19 pandemic. The Board agreed to require five emailed notes of support from active members of the system in lieu of the traditional signed petition.

**On a motion made by Ms. Pearce, seconded by Mr. Dube, the Board voted by roll call to adopt the 2020 Election Procedures with changes to the signed petition requirements. Ms. Carroll, Ms. Pearce, Ms. Gleason and Mr. Dube voted in the affirmative with Mr. Daybell abstaining.**

**ITEM 4:       CARES Act – 457b Deferred Compensation**

Mr. Duggan explained the provisions of the CARES Act that could be adopted for the 457b Deferred Compensation Plan. The CARES Act automatically waived RMDs for 2020, the plan could also adopt special Coronavirus Related Distributions (CRDs). Plans can elect to adopt the maximum amount allowable for a CRD of $100,000 or set a lower amount. Adopting the CRD provision will require amending the plan document.

The VSERS Board as trustees of the plan will meet in May and discuss whether to adopt CRDs, as there are Municipal employees in the plan, the Retirement Office wanted to inform the VMERS Board of the provisions in the CARES Act.

**ITEM 5:       Other Business**

Ms. Carroll stated that the VLCT is starting to hear from municipalities that it will have to furlough employees due to COVID-19. Ms. Carroll asked what impact this would have on member's retirement accounts.

Ms. Wolffing stated that the Retirement Office has heard from a few municipalities about potential layoffs or furloughs. The Retirement Office is advising payroll officers to list those laid off employees as on leave. The member will not continue to accrue service credit if he or she is not working and is on an unpaid leave. Ms. Wolffing explained that per statute, if a member terminates employment from a municipality, he or she has three years to become reemployed by a municipality and once again become a member of the system and begin accruing service credit again provided he or she does not withdrawal from the system. Without legislative changes, the VMERS Board does not have the authority to grant service credit for an unpaid leave beyond 30 days.

The Board discussed various ways to share this information with municipalities in coordination with the Retirement Office, including the quarterly newsletter and updating the website.
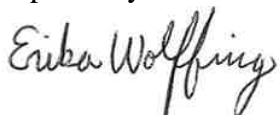
**ITEM 6:       Adjournment**

**On a motion made by Ms. Gleason, seconded by Ms. Pearce, the Board voted unanimously to adjourn at 11:41 a.m.**

**Next Meeting Date:**
The next scheduled VMERS meeting is Tuesday, May 26, 2020 at 11:00 a.m.

Respectfully submitted,

*Erika Wolffing*

Erika Wolffing
Director Retirement Operations