




August 2024 Policy Committee Meeting



Schedule Friday, August 30, 2024 10:30 AM — 10:45 AM CDT
Venue 4700 Mueller Blvd., Austin, TX 78723
Organizer Sarah McCleary

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1. Call roll of Committee members

Presented by Yuejiao Liu



COMMITTEE MEETING
Agenda Item Information Sheet

AGENDA ITEM 1:
Call roll of Committee members

AGENDA ITEM OBJECTIVE

The objective of the agenda item is to determine for the record which Trustees are present at the start of the meeting.

2. Review order of business and establish meeting objectives

Presented by Yuejiao Liu



COMMITTEE MEETING Agenda Item Information Sheet

AGENDA ITEM 2:

Review order of business and establish meeting objectives

AGENDA ITEM OBJECTIVE

This agenda item provides Trustees the opportunity to review the order of business and to express a desire to take an agenda item out of order, and to discuss the key objectives of the meeting.

1. The Committee will receive a report on the 2024 year-to-date administrative budget and on emerging priorities for the 2025 administrative budget.
2. The Committee will consider proposed revisions to the Board Communications Policy.

RELEVANCE TO STRATEGIC PLAN

This agenda item meets **COAERS Strategic Plan Goal 4: Identify and implement leading practices in board governance, pension administration, and investment management.** It is an industry best practice to establish meeting objectives and review them at the outset of each meeting.

3. Receive public comments

Presented by Yuejiao Liu



COMMITTEE MEETING Agenda Item Information Sheet

AGENDA ITEM 3: Receive public comments

AGENDA ITEM OBJECTIVE

This standing agenda item allows System members and members of the public the opportunity to provide comments to the Board.

The Chair will recognize any person who wishes to comment for up to three minutes per person.

RELEVANCE TO STRATEGIC PLAN/CORE COMPETENCIES

This agenda item meets the core competency established in the **COAERS Strategic Plan** “*Transparency: Complying with open meeting and public information laws to ensure the decision-making process is clear to members and the public.*”

4. Consider approval of the March 6, 2024
Policy Committee minutes
Presented by Yuejiao Liu



COMMITTEE MEETING Agenda Item Information Sheet

AGENDA ITEM 4:

Consider approval of the March 6, 2024 Policy Committee minutes

AGENDA ITEM OBJECTIVE

This standing agenda item seeks approval of the minutes from the prior Policy Committee meetings.

RECOMMENDATION FOR COMMITTEE ACTION

Staff recommends approval of the minutes of the March 6, 2024 Policy Committee meeting.

RELEVANCE TO STRATEGIC PLAN

This agenda item meets the core competency established in the **COAERS Strategic Plan** “*Transparency: Complying with open meeting and public information laws to ensure the decision-making process is clear to members and the public.*”

ATTACHMENT

1. Draft minutes of March 6, 2024 Policy Committee meeting



MINUTES

POLICY COMMITTEE

Public Meeting held in-person and via videoconference
 Pursuant to Texas Govt. Code 551.127
 4700 Mueller Blvd., Austin, TX 78723
 Wednesday, March 6, 2024 11:30 a.m. CT

Committee Members
Present/(Absent)

(Yuejiao Liu, Chair)
 Michael Benson
 Kelly Crook
 Brad Sinclair
 Diana Thomas
 (Ed Van Eenoo)

Guests:

Paige Saenz, General
 Counsel

Other Board Trustees
Present/(Absent)

Michael Granof
 (Dick Lavine)
 Chris Noak
 Anthony B. Ross, Sr.
 (Leslie Pool)

Others Present

Staff:

Christopher Hanson
 Sarah McCleary
 Russell Nash
 Mehrin Rahman
 David Kushner
 Jenni Bonds
 Yun Quintanilla
 Michelle Mahaini
 Teresa Cantu
 Amy Kelley*
 David Kushner*

*Present telephonically

† present via videoconference

1 Call roll of Committee members

Vice Chair Brad Sinclair called the meeting to order at 12:13 p.m. The following Committee members were present in person: Benson, Crook, Sinclair, and Thomas.

2 Review order of business and establish meeting objectives

Vice Chair Sinclair reviewed the order of business and objectives with the Committee. No changes were made to the order of business.

3 Receive public comments

Vice Chair Sinclair asked if there were any members of the public who wished to speak, either now or during an agenda item. There were no comments.

4 Consider approval of the November 9, 2023 Policy Committee minutes

Vice Chair Sinclair asked Trustees to review the minutes. Ms. Diana Thomas moved to approve the November 9, 2023 Policy Committee meeting minutes as presented. Mr. Michael Benson seconded, and the motion passed 4-0.

5 Review 2024 Policy Committee Work Plan

Mr. Christopher Hanson presented the Policy Committee Work Plan for 2024. Trustees discussed it and gave general approval.

6 Discuss and consider Policy Committee Charter

Mr. Hanson presented a draft Policy Committee Charter with edits reflecting the Committee's role, which Mr. Hanson noted was revised at the time of committee restructuring in 2022. Trustees asked that Staff add language consistent corresponding to proposed new language from the Governance and HR Committee in the Board Bylaws. Ms. Kelly Crook moved to refer to the Board for approval the Policy Committee Charter as revised. Ms. Thomas seconded, and the motion passed 4-0.

7 Receive report on 2023 administrative budget

Mr. Hanson presented a report on the 2023 administrative budget. He reported that overall total expenditures were 11.5% less than the total approved budget and discussed certain line items with the Committee.

8 Receive report on Board policy review cycle

Trustees reviewed the Board policy cycle which indicated that twelve Board policies were due for review in 2024.

9 Review key meeting takeaways and call for future agenda items

Vice Chair Sinclair summarized the actions taken and information discussed at the meeting and provided an opportunity to add future agenda items.

As there were no other items to be discussed, the meeting adjourned at 12:19 p.m.

5. Discuss and consider administrative budgets including:

A. 2024 administrative budget

B. 2025 administrative budget priorities

Presented by Christopher Hanson



COMMITTEE MEETING Agenda Item Information Sheet

AGENDA ITEM 5:

Discuss and consider administrative budgets including:

A. 2024 administrative budget

AGENDA ITEM OBJECTIVE

This item is designed for the Committee to receive a report on the year-to-date 2024 administrative budget comparing actual versus budgeted expenditures.

RECOMMENDATION FOR COMMITTEE ACTION

At the Committee's discretion

ITEM SUMMARY:

The Executive Director will review the year-to-date expenditures against the approved administrative budget.

RELEVANCE TO STRATEGIC PLAN

The objective of this agenda item relates to the **COAERS Strategic Plan** "Dependable Operations: Managing the financial and operational commitments within appropriate measurable standards."

ATTACHMENTS

1. 2024 Year-to-Date Administrative Budget Report
2. 2024 Staff Report on Administrative Budget

COAERS 2024 Administrative Budget: YTD Report (through July)			
	2024	2024 YTD Expenditures	2024 Percent Expended
Total Personnel Budget			
Total Salaries and Cash Compensation	4,521,247	2,014,381	45%
Payroll Taxes	345,875	153,135	44%
Group Insurance Benefits	709,612	244,823	35%
Retirement Contributions	392,444	173,105	44%
Retirement/Terminal Pay	75,000	-	0%
Internships	25,000	-	0%
Contract labor	3,500	-	-
Total personnel costs	6,072,679	2,585,444	43%
Total Approved FTEs: 33			
Professional Services			
Total Professional Services costs	410,500	200,153	49%
Building and Equipment			
Total Building and Equipment costs	162,975	121,892	75%
Information Technology Resources			
Total Information Technology costs	878,300	610,608	70%
Continuing Education			
Continuing Education costs	120,000	60,100	50%
Communications			
Total Communications costs	123,120	70,846	58%
Other Administrative			
Total Other Administrative costs	379,800	238,220	63%
Capital Projects and One-Time Events			
Pension Administration System	65,500	32,340	49%
Capital Improvements Program	120,000	77,858	65%
Total Capital Projects	185,500	110,198	59%
Total Administrative Expense Budget	\$ 8,332,874	\$ 3,997,462	48%

COAERS 2024 Administrative Budget: Detail YTD (through July)			
	2024	2024 YTD Expenditures	2024 Percent Expended
Personnel			
Total Personnel Budget			
Total Salaries and Cash Compensation	4,521,247	2,014,381	45%
Payroll Taxes	345,875	153,135	44%
Group Insurance Benefits	709,612	244,823	35%
Retirement Contributions	392,444	173,105	44%
Retirement/Terminal Pay	75,000	-	0%
Internships	25,000	-	0%
Contract labor	3,500	-	0%
Total personnel costs	6,072,679	2,585,444	43%
Total Approved FTEs: 33			
Professional Services			
Actuary	102,500	57,388	56%
Attorney: General Counsel	75,000	37,889	51%
Attorney: Tax Counsel	25,000	3,135	13%
Audit: Internal and External	75,000	69,000	92%
Medical Review: Disability	11,000	4,741	43%
Governmental Relations	48,000	28,000	58%
Benchmarking Services	24,000	-	0%
Other	50,000	-	0%
Total Professional Services costs	410,500	200,153	49%
Building and Equipment			
Building Maintenance	17,250	6,002	35%
Northpoint Lease	120,600	110,568	92%
Equipment Maintenance & Leases	12,000	5,323	44%
Insurance: Property & Casualty	13,125	-	-
Total Building and Equipment costs	162,975	121,892	75%
Information Technology			
Business Continuity	78,800	27,813	35%
General Computer Support	196,050	105,643	54%
Dynamics GP License and Support	30,000	9,080	30%
Pension Admin System Licenses and Support	152,000	132,155	87%
Cybersecurity Initiatives	373,950	298,164	80%
Telecommunications	47,500	37,753	79%
Total Information Technology costs	878,300	610,608	70%

COAERS 2024 Administrative Budget: Detail YTD (through July)			
	2024	2024 YTD Expenditures	2024 Percent Expended
Continuing Education			
Board Continuing Education	60,000	29,520	49%
Staff Continuing Education	60,000	30,580	51%
Total Travel and Training costs	120,000	60,100	50%
Communications			
Printing	58,250	34,013	58%
Postage and Mailing	40,170	28,924	72%
Member Education	10,000	1,260	13%
Digital Communications	14,700	6,650	45%
Total Communications costs	123,120	70,846	58%
Other Administrative			
Insurance: Fiduciary/D&O Liability	227,500	203,664	90%
Advertising	15,000	1,064	7%
Delivery Service	5,000	723	14%
Memberships, Subscriptions, and fees	60,000	13,203	22%
Meetings and Events	40,000	8,257	21%
Awards and Recognition	3,300	219	7%
Mileage	2,000	159	8%
Miscellaneous	2,000	269	13%
Office Supplies	25,000	10,663	43%
Total Other Administrative costs	379,800	238,220	63%
Capital Projects and Events			
Capital Projects			
Pension Administration System	65,500	32,340	49%
Capital Improvements Program	120,000	77,858	65%
<i>Office furniture and equipment</i>	<i>50,000</i>	<i>30,677</i>	<i>61%</i>
<i>Computer hardware and software</i>	<i>70,000</i>	<i>47,181</i>	<i>67%</i>
Total Capital Projects	185,500	110,198	59%
Total Administrative Budget	\$ 8,332,874	\$ 3,997,462	48%



2024 Administrative Budget Staff Report

Summary

Year-to-date expenditures for the 2024 administrative budget are currently at 48% of the approved budget through July. The timing of certain expenditures, due to contract payment, varies across the range of budget categories; however, overall, expenditures are in line with management expectations.

Personnel

The key factor for a lower-than-expected level of expenditure in the personnel budget is the time it takes to hire the seven new staff positions approved by the Board. Three positions were filled in March, but the additional positions have taken longer to hire. Three of the four additional positions have been posted with interviews beginning for two of the three. The time it has taken to build out the new staff positions has also impacted the associated costs such as payroll taxes, group insurance benefits, and retirement contributions. Additionally, due to the move from Northpoint to Mueller, as well as ongoing projects, management has not been able to launch the internship program.

Professional Services

Expenditures for professional services are in line with management expectations. Some expenses are fully or almost fully recognized, such as the expenses related to the financial statement audit. COAERS pension administration benchmarking was recently completed, and this cost was paid in August. In the "Other" category, the Board approved costs associated with continuing the technology optimization of the Finance and Members Services divisions. Staff have identified potential vendors and are working on scope and pricing, with the expectation that work will commence in the coming months.

Building and Equipment

The budget included lease and occupancy funding for COAERS Northpoint offices through March 2024. With the move to 4700 Mueller completed, most of the expenses in this portion of the budget have been paid.

Information Technology

Many of the expenses within the IT budget are paid early in the fiscal year. Hardware, Microsoft licensing, and other software subscriptions are among those expenses. Expenditure of budgeted funds related to cybersecurity technology upgrades necessary to improve COAERS defenses against cyberattack as well as expand the areas of defense coverage to tablet apps and cloud-based applications are in line with management expectations.

Continuing Education

The budget for Board and Staff continuing education is in line with management expectations at this point in the year.

Communications

The budget for Communications is in line with management expectations at this point in the year.

Other Administrative

The single largest expenditure in this budget category is COAERS Fiduciary and Director's and Officers' insurance. This was paid in the first half of the fiscal year and the final costs came in under budget. The expenditure for other items in this category are in line with management expectations at this point in the year. The Board workshop is one remaining budgeted cost that will be expended in the fourth quarter and is one of the other larger budgeted items in this category.

Capital Budget

The budget for capital projects is in line with expectations. Funding for furniture and technology associated with the move from Northpoint to Muller has been expended. The remaining budgets are to be used throughout the remainder of the year as additional new staff are hired (laptops, monitors, desks, and other related workstation needs).



COMMITTEE MEETING Agenda Item Information Sheet

AGENDA ITEM 5:

Discuss and consider administrative budgets including:

B. 2025 administrative budget priorities

AGENDA ITEM OBJECTIVE

This item is designed to allow the Executive Director and Committee the opportunity to discuss key elements and horizon issues in the development of the 2025 administrative budget.

RECOMMENDATION FOR COMMITTEE ACTION

For informational purposes only; no action required.

ITEM SUMMARY:

The development of the administrative budget for 2025 is ongoing. This agenda item is intended for Staff to preview significant emerging budget priorities for 2025 with the Committee, including:

RELEVANCE TO STRATEGIC PLAN

The objective of this agenda item advances **COAERS Strategic Plan** Goal 2: Responsibly Manage the Risks of the System. Strategy 2.2 connects budgets, strategies, and risk management across all divisions. This agenda item also meets the core competency established in the **COAERS Strategic Plan** "Dependable Operations: Managing the financial and operational commitments within appropriate measurable standards."

ATTACHMENT

1. Staff Report on 2025 Administrative Budget Horizon Issues



2025 Administrative Budget Horizon Issues

1. **Personnel:** Management is currently discussing any additional staffing needs for 2025, with a possible human resources staff member being a potential priority in the next year or two. As COAERS' staff level has increased, the need for a dedicated human resources staff member is becoming more important.
2. **Professional Services:** COAERS will conduct an actuarial experience study in 2025, and management is working with the consulting actuary on the costs for that engagement. Most of the other professional services line items should stay level, or relatively level. COAERS has completed its two-year benchmarking project and funding for this will not be necessary in 2025.
3. **Building and Equipment:** The lease costs for the former Northpoint offices will no longer be needed in 2025, which will significantly reduce the budget needs of this category.
4. **Information Technology:** With COAERS information technology program fully matured, there are no notable new programs or initiatives planned for 2025. The third-party risk management program, business continuity, and disaster recovery programs are built out and included in the existing budget for Information Technology. Subscription-based services, third party vendors, and other IT licenses are expected to see cost increases. Private equity funds have begun acquiring cybersecurity companies, which is resulting in increased costs for those companies' customers such as COAERS.
5. **Travel and Training:** The year-to-date expenditures for this category indicate that current funding levels should be appropriate going in to 2025.
6. **Communications/Member Engagement:** Management is reviewing the possibility of bringing the development and production of member education content fully in-house which would require some additional resources associated with the production of that content.
7. **Other Administrative:** Costs associated with Fiduciary/Directors' and Officers' insurance have increased significantly over the last few years. Staff have been successful in negotiating lower-than-expected costs, but the insurance industry continues to raise rates across the board. Once the Board completes the 2024 workshop, feedback on possible plans for the 2025 Board workshop will be necessary to develop the budget request for meetings and events.
8. **Capital Projects and Events:** Management is reviewing the use of the 4700 Board/Conference room for more in-house training and member events. To the extent additional A/V or technology resources are necessary to support these functions, those could be requested as part of the 2025 budget.

6. Discuss and consider Communications Policy

Presented by Yuejiao Liu



COMMITTEE MEETING Agenda Item Information Sheet

AGENDA ITEM 6: Discuss and consider Communications Policy

AGENDA ITEM OBJECTIVE

This item is designed for the Committee to consider revisions to the Board Communications Policy.

RECOMMENDATION FOR COMMITTEE ACTION

Staff recommends the Committee refer to the Board the adoption of the proposed revisions to the Board Communications Policy.

ITEM SUMMARY

In 2021, the COAERS Board adopted the Board Communications Policy, which was recommended for creation as part of the 2020 Governance Effectiveness Assessment. The Policy requires an annual review. Staff has reviewed and proposed some minor grammatical revisions to the Policy. The other proposed revision is the frequency at which the Policy is reviewed, with the proposal to move away from an annual review to one of at least every two years.

RELEVANCE TO STRATEGIC PLAN

This agenda item meets **COAERS Strategic Plan Goal 4: Identify and implement leading practices in board governance, pension administration, and investment management**. It is an industry best practice to review policies on a regular basis.

ATTACHMENT

1. Draft Communications Policy



Board Approved Policy

Subject: Communications

Review Committee: Policy

Date Implemented: September 21, 2021

Date Updated: September ~~21~~¹⁹, ~~2023~~²⁰²⁴

Signature of Chairperson:

Yuejiao Liu

**City Of Austin Employees' Retirement System
Board Approved Policy
Communications Policy**

I. PURPOSE AND SCOPE

The City of Austin Employees' Retirement System ("COAERS" or "System") is committed to openness and transparency with its members, stakeholders, and the broader community it serves. The purpose of this Communications Policy is to codify the Board's communication principles and describe how the principles are met through the activities of every Trustee, manager, employee, intern, and individual employed under contract.

II. COMMUNICATION PRINCIPLES

COAERS Communications Policy principles are to provide accountability and transparency, through the provision of information about the Board and the System to its members, beneficiaries, plan sponsor, and community stakeholders. All communications will be clear and concise; accurate and consistent; timely, and accessible.

At all times and to the best of COAERS' capabilities, communications will:

1. Raise awareness and educate key stakeholders on how COAERS is funded, structured and managed;
2. Engage stakeholders and ensure that they feel confident about their continued involvement with the System;
3. Reassure stakeholders that the System is well managed and sustainable in the long-term;
4. Raise the collective level of pension understanding and dispel myths; and
5. Advocate on behalf of COAERS.

III. ROLES AND RESPONSIBILITIES

A. Board of Trustees

The COAERS Board is responsible for establishing the Communications Policy and has the sole authority to amend it. The Board is responsible for establishing the System's overall strategic communication plan and provides direction to the System with respect to communicating with System members, plan sponsor and other stakeholders. The Board may, at its discretion, delegate the approval of communications materials to the Executive Director.

B. Policy Committee

The Policy Committee will review this Policy annually at least every two years and recommend to the Board any amendments, as necessary and is responsible for ensuring this Policy is properly followed by every Trustee, staff member, and individual employed under contract.

The Policy Committee is responsible for approving COAERS Operational Communications Procedures and COAERS Social Media Policy and Usage Guidelines. The Policy Committee may undertake quality assurance reviews of published materials.

C. Executive Director

The Executive Director shall provide advice and recommendations to the Policy Committee regarding any changes to this Policy. The Executive Director is responsible for ensuring operational compliance and reporting to the Board and the Policy Committee in accordance with this Policy.

The Executive Director or designee shall create Operational Communications Procedures. The Procedure cannot be inconsistent with this policy or applicable law. The Procedures will establish operational guidelines consistent with the Policy to ensure that COAERS Staff understand and adhere to the principles outlined in this policy, as well as the System adheres to all applicable reporting and disclosure requirements.

The Executive Director is responsible for ensuring the production and distribution of the information as required by law to members and their beneficiaries. This includes but is not limited to:

1. *Member Handbook* – A detailed summary of plan provisions that provides members with general information and an overview of the System.
2. *System Reports and Accounts* – Details of the value of the System during the financial year, income, and expenditures, as well as other related details, for example, the current System membership numbers and related actuarial assessments.

D. The Chair and the Vice -Chair of the Board of Trustees

The Board Chair speaks on behalf of the Board. The Vice Chair will speak on behalf of the Board in the absence of the Chair. When deemed appropriate, the Board Chair may delegate this role, as required, to staff or another Board member.

E. Individual Trustees of the Board

Trustees recognize their sole and exclusive fiduciary duty to represent the interests of all System members. Trustees shall protect the integrity of the System and, at all times, adhere to the principles of this Communication Policy.

Trustees can only speak on behalf of the Board if they:

1. First contact the Board Chair to obtain the Chair's authorization to speak on matters related to the System.
2. Confirm that the presentation content will entail general information but not matters that are specific or confidential to the Board.
3. Provide copies of the speaking points and materials to be used, for preview by the Board Chair.

If Trustees are speaking to the media or other parties but not acting on behalf of the Board, they must make it clear that they are doing so in a capacity other than as a Trustee and that the information being provided is not information that the Trustee is aware of only because they are Trustees.

IV. COMMUNICATION GUIDELINES

A. Communication with the Media

In the interest of keeping Trustees abreast of issues involving the organization, the Board Chair and Executive Director will ensure that Trustees receive relevant media and other communication on the organization's activities and business.

Trustees shall refer any requests for media interviews to the Board Chair and Executive Director. Media requests for information usually require a speedy response and will be handled on a priority basis. In the event COAERS is required to respond during a crisis, the Incident Response Plan would outline overall organizational protocol in such a situation.

In instances where the issues are high profile and/or contentious, all information requests of any kind must be referred to the Board Chair and Executive Director and the Board Chair and Executive Director will ensure that Trustees are kept informed and up to date and receive key messages at an appropriate time via email.

B. Social Media Usage

Social media refers to online tools that provide individual users and organizations with the ability to create and share content with online communities. This may include, but is not limited to, Facebook, X (formerly known as Twitter), Threads, LinkedIn, Instagram, YouTube, WhatsApp, TikTok, and Snapchat.

The System may use social media to disseminate information about COAERS. The Executive Director or designee is responsible for managing all social media accounts for this purpose and shall adhere to the COAERS Social Media Policy and Guidelines at all times.

The Board acknowledges that some Trustees may use social media tools for personal or

professional use in their capacity other than as a Trustee of the System. Trustees will ensure that their online activity does not conflict with their fiduciary obligations, the Ethics and Code of Conduct Policy or this Communications Policy.

Trustees may list or reference their official role on the COAERS Board of Trustees on any social media platform that is primarily recognized as a business and employment-oriented professional networking platform. To avoid being identified as a spokesperson for the Board and/or System, they shall refrain from engaging in any discussion about matters related to COAERS and are not permitted to use the platform to solicit, or field solicitations, pertaining to COAERS business activities. Trustees may share content or documents that are made publicly available by COAERS; however, in accordance with Board policy, may not comment on them without proper authorization from the Board prior to doing so. Trustees should contact the Executive Director if they have questions regarding compliance with this Policy.

Trustees who use social media tools for personal use will consider how it may affect the System and other Trustees, recognizing that social media content is pervasive, often permanent and in many cases out of personal control once posted. Trustees will ensure that no material is posted to their personal pages or sites that could jeopardize the reputation of the Trustee, the System, or the Board and, similar to all staff, are expected to adhere to the COAERS Social Media Policy and Usage Guidelines.

C. Communication with Government Officials

The Executive Director handles contact with governmental officials regarding the established positions or actions of the COAERS Board of Trustees. A governmental official includes anyone appointed or elected to a position in local, state, or federal government, including employees of governmental agencies, entities, or bodies; local, state, and federal legislative offices; and local, state, and federal agencies.

When governmental officials request the presence of a member of the Board, the Chair of the Board (or in his or her absence, the Vice-Chair) will normally attend with the Executive Director, unless in the opinion of the Executive Director, another Trustee would be better suited to the purpose of the meeting. If a Trustee has been specifically requested by a governmental official, that Trustee will attend with the Executive Director.

In the event a governmental official contacts a Trustee directly about COAERS business and/or operations, the Trustee shall inform the Executive Director to help ensure consistency and coherency of the information relayed to officials. When Trustees provide factual information about COAERS business and/or operations during such contacts, it should be information which COAERS has previously released to the public (or that COAERS has provided to Trustees for this purpose). The Executive Director will communicate information regarding Trustee contacts with governmental officials to other members of the Board.

D. Communication During Legislative Sessions

The Executive Director and the Chair of the Legislative Committee will serve as the designated spokespersons on all pending matters before legislative sessions. As the designated spokespersons, the Executive Director and the Legislative Committee Chair will oversee all communications surrounding legislation and related matters, including contact with government officials.

In the event that a Trustee is contacted about pending legislative matters, the Trustee shall inform and direct any inquiries to the Executive Director and the Legislative Committee Chair to help ensure consistency and coherency of the information relayed to officials.

E. Communication with Plan Members

Trustees shall mitigate the risk of miscommunication with plan members and third parties by not giving explicit advice, counsel, or education with respect to the technicalities of COAERS laws, policies, or processes. When receiving questions from a plan member, Trustees shall:

1. Refer the member to the main telephone number of COAERS or the COAERS website; or
2. Refer the member question directly to the appropriate COAERS management team member for handling and a response.

The Executive Director or designee will respond to all written communication from System members and other related parties and will respond to written communication which simply requires directing the member or interested party to publicly available information. The Executive Director shall ensure that appropriate written communications from members are presented to the Board during Board meetings under the agenda item "System Member and Public Comments".

F. Board Materials

All Board materials are available to external parties and the public at large, once they have been considered at a Board meeting, unless explicitly restricted. Standing restrictions include but are not limited to legal opinions and documents; due diligence and proprietary research; appeals material and personal information of individuals. Following each Board meeting, unrestricted materials may be shared by individual Trustees. Trustees should contact the Executive Director if they have questions regarding the dissemination of Board materials.

G. Third Party Requests to Service Providers

Service Providers of the Board, including but not limited to the actuary, legal counsel,

Plan Administrators, and Investment Managers and other consultants are occasionally approached by a third party to speak on matters related to the System. In this case, the service provider is asked to:

1. First contact the Executive Director to obtain the Board Chair's authorization to speak to the third party on matters related to the System.
2. Clearly establish with the third party and to the audience that the service provider does not speak on behalf of the Board.
3. Confirm that the presentation content will entail general information but not matters that are specific or confidential to the Board.
4. Provide copies of the speaking points and materials to be used, for preview by the Board Chair.
5. The Board Chair or the Executive Director will inform the Board when such authorization is granted.

H. Third Party Requests to Provide Information to System Members

The Board may approve a request from a third party to provide information to System members if the following conditions are met:

1. The Board remains in compliance with the Texas Penal Code Sec 16.02 and Title 109, Article 6243n, Section 13 Vernon's Texas Civil Statutes on the use of personal information.
2. In the opinion of the Board, the purpose, and values of the third party are consistent with those of the Board and System.
3. The information is not of a commercial or lobbying nature.
4. The information does not directly or indirectly imply that the Board endorses a product, service, or organization.
5. Any direct costs to provide the information to System members are not borne by the System.
6. New communication products and vehicles will not be created solely to disseminate third party information.

The Board will not charge a third party a fee for providing access to COAERS members through System-related communications products and vehicles, other than to recover any direct costs.

The Board may approve posting links to third party websites on the COAERS website subject to the criteria above.

V. REGULATORY FRAMEWORK

The System is administered in accordance with state law Title 109, Article 6243n,

Vernon's Texas Civil Statutes; Chapter 802, Texas Government Code; the Texas Administrative Code Title 40: Part 17; and various state statutes, including but not limited to tax and privacy legislation, the Texas Open Meetings Act and Texas Public Information Act, and all communication activities of the Board will be administered in compliance with that legal framework.

VI. ROUTINE DISCLOSURE OF INFORMATION

The System will make the following information available on the public website or on the request of interested parties:

1. COAERS foundation documents and Board policies: COAERS statute; COAERS Board Policies including the Code of Ethics, Investment Policy Statement, Investment Implementation Policy, the Funding Policy; and the Benefits Administration Operating Procedures.
2. Information including the requirements of Texas Government Code Section 801.209 regarding the System's membership, annual investment, actuarial and financial reports.
3. COAERS Annual Comprehensive Financial Report, COAERS Member Handbook, newsletters, forms for members and retirees, appeals process and website content on a wide range of pension information.
4. The names of the individuals on the Board and how to contact the Board.
5. Highlights of each Board and committee meeting including governance and policy decisions, through the publishing of approved meeting minutes.

The System will make available, on request, any other document or information that is not protected due to its personal, legal, or otherwise confidential nature.

7. Review key meeting takeaways and call for future agenda items

Presented by Yuejiao Liu



COMMITTEE MEETING Agenda Item Information Sheet

AGENDA ITEM 7:

Review key meeting takeaways and call for future agenda items

AGENDA ITEM OBJECTIVE

This standing agenda item provides Trustees the opportunity to review the key takeaways from the meeting.

RECOMMENDATION FOR COMMITTEE ACTION

Trustees will review key meeting takeaways and delineate next steps.

RELEVANCE TO STRATEGIC PLAN

This agenda item meets **COAERS Strategic Plan Goal 4: Identify and implement leading practices in board governance, pension administration, and investment management**. It is an industry best practice to review key meeting takeaways to summarize what was accomplished at the meeting as well as ensure Staff has clear direction on further work and future agenda items.



Policy Committee 2024 Work Plan

2024 Policy Committee Work Plan

Scheduled Quarterly Meetings

1. March meeting
 - ✓ Cycle-review of Board Policies
 - ✓ Report on 2023 administrative budget
 - ✓ Committee Charter

2. August meeting
 - ✓ 2025 administrative budget horizon issues
 - ✓ Report 2024 YTD administrative budget
 - ✓ Communications Policy

3. November meeting
 - 2025 administrative budget
 - Cycle-review of Board Policies
 - 2024 Legal counsel report
 - 2025 Committee Work Plan