

Minutes of the meeting held on February 5, 2024

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

The meeting was called to order at 11:05 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 January 2, 2024. The motion carried on a 4-0 vote with Chamblin-Foster abstaining.

Motion by Gardner, seconded by McCann to accept the executive session minutes of the meeting held on January 2, 2024. The motion carried on a 4-0 vote with Chamblin-Foster abstaining.

Agenda Item #2 - Warrants

Motion by Gardner, seconded by McCann to accept payment of Warrant #2 in the amount of \$9,189,961.12 and Warrant #3 in the amount of \$561,321.51. Voted unanimously.

Agenda Item #3 – Superannuations

Motion by Monagle, seconded by Chamblin-Foster to accept the Superannuation retirement applications submitted by Judith Delaney, Administrative Assistant, Community Development Dept. with forty-seven years, eight months; Nancy Glowa, City Solicitor with thirty years, one month; Yolanda Hernandez, Employee Benefits Representative, Human Resources Dept. with thirty-nine years, nine months; Kevin Lawson, Firefighter with twenty-eight years, one month; Susan M. Pahigian, Staff Librarian with twenty-four years, one month; Hector Perez, Dispatcher, Emergency Communications Dept. with twenty-nine years; Catherine Scrive, Leasing Officer II, Housing Authority with twenty-five years, eight months; and Diane Zaferiou, Library Assistant with sixteen years, four months. Voted unanimously.

Gardner noted that Nancy Glowa had started as a staff attorney in the Law Dept. and was a very hard working employee. He also noted that Yolanda Hernandez was one of the first people he hired into the Personnel Dept.

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

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

Motion by Gardner, seconded by Chamblin-Foster to allow the make-up of deductions for James J. Carvello for six months; Kristen J. Emack for one year; Jason H. Fehrnstrom for eleven months (accepting liability for service in Brookline); Jenna K. Peterson for six months; and Ann-Codinne C. Savain for five months. Voted unanimously.

Agenda Item #5 – Refund Applications

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

Motion by Gardner, seconded by Monagle to accept five 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 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 Benefit – Howard Smith

The Board reviewed the certificates and narrative reports of three separate medical exams, the member's application, treating physician's statement and employer's statement filed in connection with Howard Smith's application for Accidental Disability benefits. Attorney Timothy Smyth appeared, representing Mr. Smith.

Motion by McCann, seconded by Mongale to accept the findings of the medical panel and grant Accidental Disability benefits to Howard Smith, a Firefighter. Voted unanimously.

Agenda Item #7 – Accidental Disability Benefit – Maureen Van Stry

The Board reviewed the certificates and narrative reports of three separate medical panels, the member's application, treating physician's statement and employer's statement filed in connection with Maureen Van Stry's application for Accidental Disability benefits. Ms. Van Stry appeared before the Board. She was not represented by an attorney.

Motion by Gardner, seconded by Chamblin-Foster to accept the findings of the medical panel and grant Accidental Disability benefits to Maureen Van Stry, a Paraprofessional in the School Dept. Voted unanimously.

Agenda Item #8 – Accidental Disability Application – Raymond Pina

The Board reviewed the member's application, treating physician's statement, and employer's statement pertaining to Raymond Pina's application for Accidental Disability benefits. Attorney Thomas Gibson appeared, representing the member.

Motion by Gardner, seconded by McCann to accept the application for Accidental Disability benefits filed by Raymond Pina, a Detective in the Police Dept. and to request that PERAC convene a medical panel. Voted unanimously.

Agenda Item #9 – Survivor Benefit – Maureen Morris

The Board reviewed the member's death certificate and an application for survivor benefits filed by Richard Morris.

Motion by Gardner, seconded by Monagle to grant survivor benefits pursuant to Section 12 (2) (d) to Richard Morris, surviving spouse of Maureen Morris, Administrative Assistant with the Dept. of Public Works. Voted unanimously.

Agenda Item #10 – Review of Executive Session Minutes

The Board reviewed Executive Session minutes from January 2020 through December 2023. Gardner moved to instruct the staff to review all Executive Session minutes that were requested and work with Attorney Quirk to review questionable materials. Following that review, the Board should be provided with a proposed list of materials which may be eligible for release at the March meeting. Chamblin-Foster seconded the motion and it was voted unanimously.

Agenda Item #11 – Executive Director Search Process

The Board reviewed a draft job description for the Executive Director of the Cambridge Retirement System.

Burns stated that he intended to apply for the position and that he felt it would be appropriate to minimize his own involvement in making decisions about the search process.

Gardner stated that he and Philbin reviewed sample job descriptions from other retirement boards. They made some adjustments to the existing job description from Cambridge. He said that they had not had any discussion about the search process. Gardner noted that they did not list a salary range on the job description, with Gardner feeling that it would be best to keep that

number flexible. The Chairman noted that he has noticed that most job postings do list a salary and that some states have passed laws requiring it. Gardner noted that the City has wage guidelines for department heads, but that the Retirement System is not bound by those numbers. He stated that he would favor advertising the position through PERAC's website, the MMA newsletter, and possibly through Boston.com. He suggested that the full Board review all applications and then identify finalists who should be invited to interview. Quirk stated that it would be permissible to conduct the initial review of resumes in Executive Session. However, once finalists are identified, any interviews would need to be held in open session.

Chamblin-Foster stated that she believes that the City has a policy of publishing salary ranges and that she would favor including the salary number. She also suggested that the job description include a requirement around facility with public speaking since the Executive Director should be able to conduct educational seminars with members.

Gardner stated that he would be willing to be the contact person for applicants, such that resumes would be emailed to him. Quirk stated that the Board must be careful not to deliberate about candidates outside of a public meeting, which would include discussions by email. Burns suggested that, for the limited purpose of facilitating the distribution of information, that Gardner could forward all resumes to him, and Burns would then distribute them through the usual agenda software.

The Chairman stated that he would favor posting the opening on the City's website. Chamblin-Foster stated that she felt that the job should be posted on one of the larger job sites, like Indeed.com. She stated that she believed that the Attorney General's office had recently issued a decision that jobs should be posted as broadly as possible. Quirk suggested that the description should note that finalists would be subject to a background check. Gardner stated that he was prepared to include the revisions that the Board had offered. He stated that he would prefer to have the Retirement Board staff handle the actual process of posting the job. The Chairman suggested that, in order to allow time to distribute resumes with the April agenda, that the application deadline be set for Friday, March 22.

Gardner moved to accept the job description, with amendments including the addition of a public speaking requirement and notice of a background check for finalists; that the job be posted with PERAC, MMA and Indeed.com; that the Board confirm that the omission of a salary range is not in conflict with any regulation; that the Board authorize Michael Gardner to receive resumes by email; to set the application deadline for March 22; and to distribute resumes to all Board members in time for the April meeting, using the Director's Desk agenda software. Chamblin-Foster seconded the motion and it was voted unanimously.

Agenda Item #12 – PERAC Memos

The Board reviewed PERAC memos numbered 1 through 8. The Chairman asked that consideration of a COLA be placed on the agenda at the April meeting.

Agenda Item #13 - Old Business

Burns stated that he had spoken with Robert Kelsey at the Housing Authority and that he should be able to provide further information on Juan Pons at the March meeting.

Agenda Item #14 – New Business

Chamblin-Foster stated that the City of Cambridge released a disparity study, which reviewed the selection of women, minority and veteran owned businesses as vendors for the City. She asked if the City Manager's office had passed any instructions down to City Departments. Burns stated that he has not received any notice of the study from the City Manager. Chamblin-Foster asked that the office consider ways of reviewing their own use of different vendors.

Monagle discussed a recent article in the Boston Globe which describes a proposed exception to the usual rules around post-retirement public employment.

Quirk stated that he prepared a brief on a recent case which narrows the use of the antispiking regulation. A salary increase which results from a City ordinance would now be considered exempt from the antispiking rule.

Attorney Gibson stated that it appears that his time serving as the Fifth Member on the Belmont Retirement Board may soon end. Two of the Town's appointees have deadlocked the selection process. After thirty days, the selection will revert to the Select Board.

Agenda Item #15 – Executive Session

Agenda Item #6 – adopted

Agenda Item #7 – adopted

Agenda Item #8 – adopted

Agenda Item #9 – adopted

Agenda Item #10 – tabled for legal review

Agenda Item #16 - Chairman's Report

None offered.

Agenda Item #17 – Executive Director's Report

Burns reported that all 1099-R forms were mailed on January 23.

The Cambridge Retirement Board will again participate in cybersecurity training offered by the State Executive Office of Technology Services and Security. Burns stated that the system used their training program in 2023 and that he found it to provide very good information.

In February, the office will mail annual affidavits to all retirees and beneficiaries.

The following documents were also reviewed by the Board:

- Notice of Retiree Deaths
- Segal Marco – Preliminary Analysis of Investment Performance – December 31, 2023
- Correspondence from Attorney Quirk re: Anti-Spiking Matters
- Correspondence from Attorney Quirk re: The Hero Act
- UBS Flash Report, 4Q23
- Manager/Vendor Disclosures: Mellon Emerging Markets Index Fund, Mellon Small Cap Index Fund
- November Financials: General Ledger, Summary of Accounts, Trial Balance, Adjustments, Cash Disbursements, Cash Receipts, Wire Transfers, Bank Reconciliation.

Monagle moved to adjourn at 1:30 PM.