NDPERS BOARD MEETING
Agenda

Bismarck Location:
ND Association of Counties
1661 Capitol Way
Fargo Location:
BCBS, 4510 13th Ave SW

April 16, 2015 **Time: 8:30 AM**

I. MINUTES
- A. March 12, 2015
- B. March 19, 2015
- C. March 27, 2015

II. AUDIT REPORT – Brady Martz

III. RETIREMENT
- A. Request for Proposal for Retirement Consulting Services – Sparb (Board Action)
- B. RHIC Implementation Update – Bryan (Information)

IV. GROUP INSURANCE
- A. Member Rebate Program – Sparb (Board Action)
- B. Health Plan Implementation Update – Deb (Information)
- C. Sanford Heart of America – Kathy (Board Action)
- D. HDHP Health Savings Account – Sparb (Board Action)
- E. Health Consultant – Sparb (Board Action)

V. MISCELLANEOUS
- A. Executive Director Evaluation – (Board Action)
- B. Legislation Update – Sparb (Information)

Any individual requiring an auxiliary aid or service must contact the NDPERS ADA Coordinator at 328-3900, at least 5 business days before the scheduled meeting.

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Executive Director
(701) 328-3900
1-800-803-7377

FAX: (701) 328-3920 ● EMAIL: NDPERS-info@nd.gov ● www.nd.gov/ndpers

Memorandum

TO: NDPERS Board

FROM: Jamie

DATE: April 6, 2015

SUBJECT: 2014 Audit Report Presentation

The 2014 audit report for the PERS agency was distributed last month, so please bring it to the meeting.

John Mongeon and his staff from Brady Martz & Associates will be at the Board meeting to review the report with you and answer any questions you may have.

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Memorandum

TO: PERS Board

FROM: Sparb

DATE: April 9, 2015

SUBJECT: Segal Contract

At the last Board meeting we discussed the Segal Contract (Attachment #1 is the memo from last meeting). It was decided to seek an extension for one more year with them. Attachment #2 is their proposed renewal. As you can see, Segal has proposed a small increase (3%) to the base fee. Segal has also proposed that the hourly rate for supplemental projects be adjusted to match Segal's agreement with TFFR.

Board Action Requested

To accept or reject the attached Segal proposal for one more year.

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Memorandum

TO: PERS Board

FROM: Sparb

DATE: March 11, 2015

SUBJECT: Actuarial Consultant

At the March 14, 2014 meeting the Board made the following motion:

> **MR. SAGE MOVED TO RENEW WITH SEGAL FOR ONE YEAR (JULY 1, 2014 THROUGH JUNE 30, 2015) AND TO GO OUT TO BID THE NEXT YEAR. THE MOTION WAS SECONDED BY MR. TRENBEATH.**
>
> **Ayes:** Ms. Wassim, Ms. Smith, Mr. Sage, Ms. Ehrhardt, Mr. Trenbeath, Mr. Sandal, and Chairman Strinden
> **Nays:** None

Staff is prepared to issue the RFP for this service, however, with the recent award of the experience study to Segal, it may be beneficial to retain them for one more year to integrate the findings of that study into the next valuation. If we were to change consultants at this time, Segal would be completing the Experience Study while we could be changing to a new firm that would have to integrate the new assumptions.

The following is a brief history:

1. This effort was last bid in 2003 with six contract with renewal every two years (2004-2010)
2. Extended in 2010 due to recovery planning & PERSLink efforts
3. Extended in 2011 due to recovery planning/DC efforts
4. Extended in 2012 to 2014 due to recovery efforts/DC planning and after reviewing the TFFR bid process.
5. Extended in 2014 to 2015 to provide continuity for DC planning.

Board Action:

1. Authorize staff to move forward and issue an RFP, or
2. Approach Segal about extending for one more year.

Segal Consulting

5990 Greenwood Plaza Boulevard Suite 118 Greenwood Village, CO 80111-4708
T 303.714.9900 www.segalco.com

March 27, 2015

Mr. Sparb Collins
Executive Director
North Dakota Public Employees' Retirement System
400 East Broadway, Suite 505
Bismarck, ND 58502

Re: Proposed Contract Extension

Dear Sparb:

The current consulting services contract extension expires on June 30, 2015. Based upon your request, we are proposing our fees for the next year of the current contract. Due to the increasing costs of providing actuarial and consulting services, we are requesting an approximate 3% increase in our fixed fee for the extension period.

Segal values our over 20-year relationship with the System and has made every effort to provide increases that support the ever increasing level of diligence and care required for all public employee retirement systems. Our knowledge of the System's plans and provisions enhances assessing the impact of proposed changes and identifying future challenges. We will continue to work closely with the Board and staff through increased communications utilizing team calls to assure concurrence on and the outcome of core services and special projects.

The following tables set forth the proposed fees for consideration.

Fixed Fee Rates	**Current Fee 7/1/14-6/30/15**	**Proposed Fee 7/1/15-6/30/16**
Actuarial Valuation and Consulting Services		
• Plans: General, Judges, Law Enforcement with prior service. Law Enforcement without prior service. Highway Patrol, National Guard, et.al.	$72,100	$74,500
• Retiree Health Insurance Credit Fund	$13,300	$13,700
• Job Service North Dakota	$19,200	$19,500
Total Fixed Fee Matters	**$104,600**	**$107,700**

Time Charge Rates		
QDRO, Compliance Consulting, General Consulting and Special Projects	Time Charges per schedule	Time Charges per schedule
Flexible Compensation	Time Charges per schedule	Time Charges per schedule
Legislative Analysis	Time Charges per schedule	Time Charges per schedule
401(a) Defined Contribution Plans	Time Charges per schedule	Time Charges per schedule
457 Plan	Time Charges per schedule	Time Charges per schedule

The overall fixed fee covers the valuations listed above and two onsite meetings, one with the Board and one before the Legislative Committee. Other special projects or consulting will be charged on an hourly rate basis as listed below with prior approval from the System.

Hourly Rates	**Current Fee 7/1/14 - 6/30/15**	**Proposed Fee 7/1/15 - 6/30/16**
Blended Rate	$280	$295

We respectfully submit this proposal for an extension. Please do not hesitate to call if I can answer any questions.

Sincerely,

Brad Ramirez, FSA, MAAA, FCA, EA
Consulting Actuary

/cz

cc: John Coyle
Cathie Eitelberg
Tammy Dixon
Steve Ohanian

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Memorandum

TO: NDPERS Board

FROM: Bryan Reinhardt

DATE: April 16, 2015

SUBJECT: Retiree Health Insurance Credit Implementation

The implementation team from NDPERS and ASIFlex are working on the Retiree Health Insurance Credit Program. The contract, implementation document, and plan design have been completed. The team is currently working on communications and data file specifications. Attached is the implementation timeline.

If you have any questions, we will be available at the NDPERS Board meeting.

Description of Task	Responsible Party	Completion Date	Actual Date
Award of Contract	NDPERS	February 27, 2015	2/20/2015
Schedule Implementation Kick-Off Call or On-Site Meeting; Implementation Document, Contract, Business Associate Agreement provided to NDPERS	ASI/NDPERS	March 2, 2015	2/23/2015 thru 3/9/2015
Implementation Document and Plan Design Completed	ASI/NDPERS-Bryan	March 9, 2015	Pending: Final Meeting 3/25@1:00pm 3/30: Completed
Schedule Weekly Touch-Point Calls	ASI	March 16, 2015	3/9/2015
Contract Offer Document Reviewed and Executed	ASI/NDPERS-Sparb	March 23, 2015	3/11/2015
Business Associate Agreement Reviewed and Executed	ASI/NDPERS-Sparb	March 23, 2015	3/11/2015
Provide eligibility and contribution/deposit file formats to NDPERS	ASI	March 13, 2015	3/10/2015 3/23, 4/1: Meeting to discuss
Establish Secure Employer Portal	ASI	March 30, 2015	
Discuss Communication Strategy and provide sample material to NDPERS	ASI	April 13, 2015	3/9/2015: Samples provided. 3/17: Customized RHIC overview and claim form to Kathy & MaryJo
RHIC Overview Mailing RHIC Overview Web Site	NDPERS – MaryJo	April 10, 2015	Two different versions of the RHIC Overview.
Final Decision – To offer or not offer Pay Cards as reimbursement option	NDPERS	April 15, 2015	Not at this time 3/30/2015
Welcome & Confirmation Letter Changes to ASI	NDPERS – MaryJo	May 1, 2015	

Complete data file testing	NDPERS-Sharmain/Ron/ASI	May 4, 2015	
Establish dates to release participant communication and method of dissemination	NDPERS-MaryJo/ASI	May 11, 2015	
Release of Employee Communication	NDPERS-Kathy/ASI – Anita Checking on who sends this. Will eligibility test file work?	May 15 – June 1, 2015	
H/D/V letters for language on RHIC	NDPERS-MaryJo/Sharmain (PERSLink Letters)	June 1, 2015	
Handbooks, Forms, Letters modification of RHIC language	NDPERS – MaryJo/Sharmain	Immediately (Sharmain already gathering) with publishing on June 15th	
RHIC Overview & Claim Form	NDPERS – Kathy/MaryJo		
Communications – possible use of MSS for instruction links & vendor link	NDPERS – Sharmain	?	
Provide initial eligibility and contribution/deposit files to ASI	NDPERS-Sharmain/Ron	June 8, 2015	
Provide NDPERS expenses verification file for NDPERS paid premiums	NDPERS – Sharmain/Ron	?	
ASI processes initial files and sends welcome letter to participants	ASI	June 15, 2015	
Plan Start Date		July 1, 2015	
Review/Validation of accounts through ASI management reports	NDPERS-MaryJo/Sharmain	July 6, 2015	
Non-discrimination Testing Completed	NDPERS-MaryJo/Sharmain/ASI	July 31, 2015	Bryan checking with Segal to see if needed.

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Memorandum

TO: PERS Board

FROM: Sparb

DATE: April 9, 2015

SUBJECT: Member Rebate Accounts

At the last meeting we discussed the fact that Member Rebate Accounts have been discontinued by BCBS for all of its fully insured members as of January of this year. When we issued our RFP we were not aware of this change, so it was included in the bid for 2015-17. In the Sanford bid they noted that this was functionality they would need to build. In the RFP this program was described as:

- Carrier has set up a Member Rebate Account (MRA) in the member's name. Accounts are set up at the member level. For every eligible brand prescription medication a member purchases at the point-of-sale (electronic claim), they will receive an appropriate portion of the manufacturer rebate associated with that particular medication into their MRA. Please note this program does not apply to COB or paper claims.

The question that arises now is do we now want to reinstate this program for our members for 2015-17?

Board Action Requested

Should the member rebate program be reinstated for PERS members for 2015-17?

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Memorandum

TO: PERS Board

FROM: Deb Knudsen

DATE: April 9, 2015

SUBJECT: Health Plan Implementation Update

Since our last Board meeting, staff has continued to work with the Sanford Health Plan (SHP) team. We have broken our efforts down into several areas we told you about last month. Below is an update in each of those areas.

a. **Data file layouts and other data and reporting requirements.** Progress continues to be made in this area with test files having been confirmed to work. The "834" file containing enrollments will be provided on time and continue to be updated per the agreement between SHP and NDPERS. New requests for data continue to emerge and are coordinated with BCBS as they come up.

b. **Marketing/communication –**
    i. Meetings have been set up for Information meetings at the universities and schools around the state for the last two weeks of April. (Schedule is attached) A second round of meetings for state agencies, political subdivisions and retirees is planned for the first part of May.
    ii. Materials are being drafted including web-blasts, postcards to be mailed to homes with information regarding the information meetings and posters. There will be a pool of three NDPERS representatives presenting the information meetings with a SHP representative at various locations. A handout entitled "What You Need to Know" is being created to use at the meetings. In addition to live meetings, participants will have the option to attend a webinar or watch a video of the meetings on either the NDPERS or Sanford websites.
    iii. Messages have been sent and will continue to be sent to notify participants that they must redeem their wellness points earned on Healthy Blue no later than June 30, 2015. Related to this, messages are being sent to Wellness Coordinators as well with similar information.

iv. Disease Management participants will also be receiving a letter from SHP notifying them of the transition from BCBS to Sanford.
v. Presently we are working with The ND Pharmacy Association and SHP to formulate and communicate the transition from About the Patient administered by BCBS to the program administered by SHP.

c. **Certificate of Insurance (COI) finalization** Staff continues to work on the Certificate of Insurance pieces and accompanying Summary Benefits and Coverage pieces. Originally it was anticipated that all COI's and SBC's would be finalized by March 31st, but due to all the time required by HB1475, this effort has not stayed on the scheduled pace.
d. **Benefits Configuration/Claims Processing –** This effort is dependent upon the COI's so cannot be finalized until the COI's are, although SHP has been working from their side on this.
e. **Wellness –** Weekly meetings have been held in this area and information about this program has been shared and discussed. SHP has provided us with a demo of the wellness portal they intend to use, called BWell administered by Social Wealth, however, the bulk of this initiative remains to be developed. As of the date of this memo, the Wellness positions are still vacant at this time as well.
f. **Pharmacy and Care Management –** This committee has met several times and will handle the transition of the Disease Management programs and value added programs. It has been communicated to us through this committee that anyone who is on a drug that is not currently on the formulary Sanford has with Express Scripts will have that drug grandfathered into the existing formulary to avoid any disruption due to the transition. However, any new prescriptions issued would be subject to the plan's existing formulary.

Staff continues to meet with the BCBS transition team to facilitate the exit of the BCBS system.

- An internal working group at NDPERS has been working with BCBS team to transition the HSA provided by Discovery Benefits.
- Staff is also beginning to work on the Medicare Blue RX issues related to transitioning this benefit at the end of the year.
- Details are being worked out regarding claims processing, etc.
- Transitions from the Disease Management and Value Added programs are being planned as well as many other details as they emerge. BCBS staff have been very helpful during these meetings.

Weekly meetings are held with the internal PERS transition team to address issues that are specific to NDPERS and do not require involvement from BCBS or SHP. Internal transition issues for NDPERS are being identified and tracked and addressed by this team.

A transition/project plan was drafted by Sanford and provided to staff and we are working with them on getting regular updates to this tool. At the present time, Sanford has not been able to update it weekly as requested, but are striving to address this by training additional team members to do this task.

Other areas that SHP is currently working towards are securing office space in Bismarck, hiring efforts and the building of their systems. At this time, they have hired an Account Executive for the NDPERS plan who will be located in Fargo. As of our weekly status meeting on April 2, 2015, there are 55 job openings in Fargo, with 781 applicants and 118 interviews with 5 pending job offers. In Bismarck there are 15 job openings with 116 applicants and 8 interviews completed. They continue to have multiple Job Fairs and have indicated that they are having difficulty filling positions in Bismarck, but are pleased with the turnout in Fargo. Positions with minimal applicants (five or less) are department assistant, case management supervisor, case manager, life advocate (social worker), pharmacy specialist and UM Manager. Negotiations continue with Trinity Health Systems in Minot and Essentia in Fargo. Sanford expects to sign a contract with them in the next month or so.

Our weekly status meetings include Jeff Sandene, acting project manager, Ruth Krystopolski, President, Lisa Carlson, Director of Planning and Regulation and Jason Huber, Director of Marketing, Dr. Crandall, Director of Care Management, and several other staff devoted to communication, marketing, and building their systems. Also in attendance are their Directors of IT, Utilization and Care Management and Marketing Manager.

This is provided for your information and I will be at the Board meeting if you have any further questions or concerns or please feel free to call me.

Schedule

Sanford Health Plan/PERS On-site Presentations
University Systems and Schools

East Schedule	West Schedule
Monday, April 20, 2015 Where: NDSU, Fargo Century Theater Times: 9:00 a.m., 10:30 a.m., 1:00 p.m. and 3:30 p.m. Contact: Brittnee Steckler, 701-231-8965 Brittnee.steckler@ndsu.edu	Monday, April 20, 2015 Where: Bismarck State College Basin Auditorium, Energy Building Times: 1:00 p.m. and 3:00 p.m. Contact: Linda Fossum, 701-224-2418 Linda.fossum@Bismarckstate.edu
Tuesday, April 21, 2015 Where: Lake Region Special Educ Unit Conference Room Time: 10:30 a.m. Contact: Lori Wilhelmi, 701-662-7690 Lori.wilhelmi@k12.nd.us Where: School for the Deaf, Devils Lake Large Conference Room Time: 3:30 p.m. Contact: Diane Frelich, 701-665-4403 Diane.frelich@sendit.nodak.edu	Tuesday, April 21, 2015 Where: Dickinson State University Beck Auditorium Times: 10:00 a.m. (MDT) 11:00 a.m. (CDT) 2:00 p.m. (MDT) 3:00 p.m. (CDT) Contact: Gail Ebeltoft, 701-483-2530 Gail.ebeltoft@dickinsonstate.edu
Wednesday, April 22, 2015 Where: Lake Region State College Main Campus Auditorium Time: 10:00 a.m. and 1:00 p.m. Contact: Sandy Lillehaugen, 701-662-1543 Sandra.lillehaugen@lrsc.edu Where: Devils Lake Schools Auditorium Time: 4:00 p.m. Contact: Scott Privratsky, 701-662-7640 Scott.privratsky.1@sendit.nodak.edu	Wednesday, April 22, 2015 Where: Williston State College Room for 200 Time: 10:00 a.m. and 1:00 p.m. Contact: Michelle Remus, 701-774-4204 Michelle.remus@willistonstate.edu Where: Williston Public School High School Auditorium Time: 3:45 p.m. Contact: Chery Pierzina, 701-572-1580 X3004 Chery.pierzina@willistonschools.org

East Schedule	West Schedule
Thursday, April 23, 2015 Where: Dakota College at Bottineau Alumni Conference Center Time: 10:30 a.m. and 1:30 p.m. Contact: Vonda Berg, 701-228-5409 Vonda.berg@dakotacollege.edu	Thursday, April 23, 2015 Where: Minot State University Aleshire Theater of Hartnett Hall Time: 9:00 a.m. and 3:30 p.m. Contact: Jonelle Watson, 701-858-3368 Jonelle.watson@minotstateu.edu
Monday, April 27, 2015 Where: UND, Grand Forks Lecture Bowl Time: 9:00 a.m., 10:30 a.m., 1:00 p.m. and 3:30 p.m. Contact: Vicki Robertson, 701-777-2158 vicki.robertson@und.edu	
Tuesday, April 28, 2015 Where: School for the Blind, Grand Forks School Gym Time: 8:30 a.m. Contact: Tami Purcell, 701-795-2707 tpurcell@nd.gov Where: Mayville State University Berg Hall, Room 122 Time: 1:00 p.m. and 3:00 Contact: Karen Amundson, 701-788-4756 Email: Karen.amundson@mayvillestate.edu	
Wednesday, April 29, 2015 Where: ND State College of Science, Wahpeton Harry Stern and Ella Stern Cultural Center (Building 9 on the map) Time: 8:30 a.m. and 10:30 a.m. Contact: Elaine Wieser, 701-671-2902 Elaine.wieser@ndscs.edu Where: Valley City State University Rhoades 102 (Auditorium) Time: 3:30 p.m. and 5:00 Contact: Jennifer Larson, 701-845-7401 Jennifer.larson@vcsu.edu	

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Memorandum

TO: PERS Board

FROM: Sparb

DATE: April 9, 2015

SUBJECT: Health Savings Accounts

With the transition to Sanford Health Plan, a couple of issues need to be discussed relating to the Health Savings Accounts. However, let me start by giving some background.

<u>Background</u>

The health savings accounts are a part of the High Deductible Health plan that is an option for state employees. If they elect to join this plan money is deposited each month into their HSA account. That account is presently with Discovery Benefit Incorporated (DBI). This account is in the name of the member and according to federal law is the member's account and not the employers, such as a Health Reimbursement Account (HRA). NDCC 54-52.1-18 establishes the program as states:

> **54-52.1-18. High-deductible health plan alternative with health savings account option.**
> The board shall develop and implement a high-deductible health plan as an alternative to the plan under section 54-52.1-06. The high-deductible health plan alternative with a health savings account must be made available to state employees by January 1, 2012. The high-deductible health plan alternative may be offered, at the discretion of the board, to political subdivisions after June 30, 2013. <u>Health savings account fees for participating state employees must be paid by the employer.</u> Subject to the limits of section 223(b) of the Internal Revenue Code [26 U.S.C. 233(b)], the difference between the cost of the single and family premium for eligible state employees under section 54-52.1-06 and the premium for those employees electing to participate under the high-deductible health plan under this section must be deposited in a health savings account for the benefit of each participating employee. Each new employee of a participating employer under this section must be provided the opportunity to elect the high-deductible health plan alternative. At least once

each biennium, the board shall have an open enrollment period allowing existing employees of a participating employer under this section to change their coverage.

Please note the underlined portion of the above which requires the HSA fees to be paid by the employer.

Issues

1. As noted in the above background the accounts are the employees and not the employers. Therefore when the plan moves to Sanford, a new account with a new vendor will be established for the HSA. Starting in July new contributions will be going into that account. The question that arises is pursuant to the above statute. Will we need to pay the fee on both accounts or just one account? Please note the member can transfer their account from DBI to the new vendor at their election. Jan is reviewing this and will discuss this at the board meeting. If we only pay on the one account, when will the fees to DBI end?
2. Since the existing contract with DBI is ending, we are investigating the need to extend it. We believe that it would be beneficial to extend for the remainder of the year to insure that all reporting is completed.

Board Action Requested

1. To determine how fees will be handled on member accounts
2. To authorize staff to proceed with developing a contract with DBI for the remainder of the year.

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Memorandum

TO: PERS Board

FROM: Sparb

DATE: April 9, 2015

SUBJECT: Deloitte Contract

Our contract with Deloitte on the RFP work is expiring at the end of April. We expected to have this effort fully completed by this time. However, with the review work relating to the RFP process ongoing at this time, staff is seeking your approval to extend this contract to accommodate additional work that may be associated with additional questions or modification to the RFP.

Board Action Requested

Approve extending the contract with Deloitte relating to the RFP effort.

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Memorandum

TO: PERS Board

FROM: Sparb

DATE: April 8, 2015

SUBJECT: ANNUAL EXECUTIVE DIRECTOR EVALUATION

It is time to conduct the annual evaluation for the Executive Director. Attached is the form that is used for the evaluation. We will email the Board members the evaluation form after today's meeting.

In the past the Board has appointed a committee of three to coordinate the annual evaluation of the Executive Director and make a salary recommendation at the June meeting. Last year Mr. Sandal, Ms. A. Smith and Chairman Strinden served on the committee.

Board Action Requested
To determine how to proceed with the evaluation process.

Critical Job Elements
NDPERS Executive Director
For the Year: 2015

Board Member Completing Evaluation: ______________________________

CJE – Critical Job Element	Expectation	Rating	Comments
Category 1 Board Meetings	1. Agenda items are prepared with supporting information. 2. Board materials are distributed at least 3 days before the meeting. 3. Appropriate information is provided to Board either orally/verbally to aid the Board in arriving at a decision. 4. Board material identifies items, which need “Board Action”, and makes a staff recommendation where appropriate. 5. Education is provided at Board meetings in order that Board may adequately perform their policy setting role.		
Category 2 Board Relations	1. The Director is responsive to Board requests. 2. The Director is adaptable to Board direction on PERS policy and able to work with the board as a team member. 3. The Director keeps Board members aware of current issues and when appropriate provides information to Board members between board meetings. 4. The Director provides timely and accurate problem identification to the Board as well as providing solutions and options for the Boards consideration.		
Category 3 Operations	1. Accurate Records 1.1 Maintain appropriate, accurate and accessible data for individual members and benefit recipients. 1.2 Accurate accounting records and a system of internal controls is maintained to result in an annual, unqualified opinion by the System’s auditor. 1.3 An application to GFOA for the Certificate of Achievement for Excellence in Financial Reporting is submitted annually. 1.4 The Public Pension Coordinating Council’s Award of Excellence is submitted biennially. 2. Biennial Budget 2.1 Biennial budget is prepared pursuant to OMB guidelines and submitted pursuant to guidelines established by the Governor. 2.2 Board is provided opportunity to review the budget before it is submitted. 2.3 Expenditures for budget items do not exceed appropriation without approval of the Board. 3. Timely and Understandable Service 3.1 Member inquiries are responded to in a timely manner. (Survey information shall be reported to the board relating to this from the “How are we doing” cards and the biennial survey).		

CJE – Critical Job Element	Expectation	Rating	Comments
	3.2 Participating employers shall be provided the necessary support to administer the PERS programs in which they participate. (Biennial surveys shall be done relating To this and reported to the Board). 4. Staffing 4.1 All applicable personnel rules of the State of North Dakota shall be followed. 4.2 Staff performance evaluations are completed at least annually. 4.3 Employee's receiver recognition, direction or discipline as appropriate.		
Category 4 Investment Programs	1. Maintain board approved Investment Objectives and Policies for: 1.1 The defined benefit plan 1.2 The defined contribution plan 1.3 The deferred compensation plan 2. Performance 2.1 Produce and report investment return information for the defined contribution plan and the PERS Companion Plan. 2.2 Accurate yearly reports are given to the Board concerning the defined benefit plan and its progress and compliance with the investment policies. 2.3 Advice and recommendations are given to the board on investment matters to support Board decision making. 2.4 Recommend corrective actions including termination of funds in the deferred comp plan and the defined contribution plan. 3. Provider Monitoring 3.1 Monitor the various providers in the defined contribution plan and deferred compensation to insure that all contract provisions are being followed. 3.2 Identify and report to the board all infractions of the contract provisions. 4. Fiduciary Standards Discharge investment duties solely in the interest of the members and benefit recipients With the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.		
Category 5 Benefit Program Operations	1. Actuarial Management 1.1 Provide accurate member, retiree and asset data necessary for the Actuary to perform the annual actuarial valuation for the four PERS defined benefit plans.		

CJE – Critical Job Element	Expectation	Rating	Comments
	1.2 Provide accurate member and retiree data for the actuary to perform biennial premiums estimates for the group insurance plans. 1.3 Maintain knowledge of actuarial methods, the current status of the actuarial makeup of the various retirement and group insurance plans and the impact of benefit enhancements to the contribution rates. 1.4 Provide actuarial information to the Board, Legislature, employers, members and retirees so they have sufficient background to make knowledgeable decisions. 2. Contract Management 2.1 Distribute and analyze bids for services for the various retirement, group insurance, EAP and Flex Programs to facilitate Board decision making. 2.2 Monitor contractor performance and advise the Board of any issues, including options for responding and recommended action plan. 2.3 Provide direction to all contractors to insure that board objectives are achieved. 2.4 Insure that all contractors comply with contract provisions, state law and administrative rules.		
Category 6 Public Relations	1. Publish a newsletter at least semiannually. 2. Provide informational programs to employers, members, retirees, and public groups. 3. Represent the System with appropriate affiliate organizations and functions. 4. Maintain availability to the news media.		
Category 7 Legislative Relations	1. Develop Legislative proposals in concert with the Board and its advisory committee. 2. Present requests for legislative changes to the Legislature. 3. Make the Boards position known to members, employers and the legislature. 4. Keep the Legislature, through the Interim Committee informed regarding the financial, legislative and administrative status of the system. 5. Develop adequate rapport with Legislators so that the legislative body as a whole has a sense of credibility with the positions taken by the Board on behalf of the System.		

CJE – Critical Job Element	Expectation	Rating	Comments
Category 8 Professional and Personal Development	1. Maintain membership and involvement in professional organizations. 2. Maintain professional certifications. 3. Be dependable. 4. Exhibit stability/reaction to pressure. 5. Have strong leadership skills.		
Category 9 General	1. Follow safety procedures. 2. Adhere to all laws, rules, policies, procedures and professional ethics. 3. Work as part of a team. 4. Use courtesy and respect in all interactions. 5. Maintain a well-organized work area and a business like appearance. 6. Foster good working relations by being responsive to requests. 7. Maintain confidentiality policy.		

There are nine major evaluation categories. When evaluating, rate using the following categories (indicate a rating of 1, 2, or 3 in each evaluation category):

1. **DOES NOT MEET EXPECTATIONS**: Executive Director is not performing acceptably and expectations are not being met.. Goals for improvement must be set and performance review date established (3-6 months).

2. **MEETS EXPECTATIONS:** Executive Director is performing acceptably and is meeting all standards and expectations.

3. **EXCEEDS EXPECTATIONS:** Executive Director is performing beyond and exceeds the established standards and expectations.

2015 Legislative Session
North Dakota Public Employees Retirement System

Bill Number Hearings	Sponsor Committee Assignment Action	Bill Summary
House Bill 1038	Government and Veterans Affairs Committee Rep Jim Kasper, Chair (14) Senator Dick Dever, Chair (7) **House Passed 88-5** **Senate Passed 47-0, amended** **House Passed 83-8**	PERS coverage of telemedicine
House Bill 1039	Human Services Committee Rep Robin Weisz, Chair (13) Senator Judy Lee, Chair (6) **House Passed as amended, 80-12** **Recommend Do Not Pass** **Senate Failed 4-42**	Health insurance coverage of substance abuse treatment
House Bill 1062	PERS: Government and Veterans Affairs Committee **House Passed 92-0** **Senate Passed 47-0**	Technical bill
House Bill 1063	Government and Veterans Affairs Committee **House Passed 92-0** **Senate Passed 47-0**	Investment policies of the State Investment Board (just follow)
House Bill 1072	Human Services **House Passed 60-33** **Senate Passed with amendments 33-14** **Passed 58-34**	Insurance coverage of cancer treatment medications

Bill Number Hearings	Sponsor Committee Assignment Action	Bill Summary
House Bill 1080	PERS: Government and Veterans Affairs Committee **House Passed 68-25** **Senate Failed 14-33**	Retirement Contribution increase legislation
House Bill 1154	Rep. Haak Government and Veterans Affairs **Do Pass 15-6-2** **House Failed 40-51**	Transfer from DC to DB Plan
House Bill 1200 Track	Government and Veterans Affairs **House Failed 17-73**	Create a save toward retirement today program for small, nongovernmental employers and their employees (Secretary of State would administer)
House Bill 1300 Track	Industry, Business and Labor Committee Rep. George Keiser, Chair (15) Senator Jerry Klein, Chair (7) **House Failed 0-86**	Provider networks for uniform group insurance program
House Bill 1475	Industry, Business and Labor Committee Rep. George Keiser, Chair **Do Pass, with amendments 10-4-1** **House Passed 77-14** **Emergency clause carried**	Changes to group health insurance provisions
Senate Bill 2022	Appropriations Committee Senator Ray Holmberg, Chair (13) Rep. Senate Gov Operations Division	PERS budget bill

Bill Number Hearings	Sponsor Committee Assignment Action	Bill Summary
	Rep. Blair Thoreson, Chairman (8)	
Senate Bill 2038	Government and Veterans Affairs Committee Senator Dick Dever Chair (7) **Senate Failed 8-39**	Defined contribution plan legislation
Senate Bill 2039	Education Committee Senator Tim Flakoll, Chair (6) Rep. Mike Nathe, Chair (13) **Senate Passed as amended 46-0**	PERS stabilization fund and school construction assistance loan fund
Senate Bill 2102	Adjutant General: Government and Veterans Affairs Committee **Senate Passed 46-0** **House Passed 91-0**	Retirement contributions by national guard security officers and firefighters (just follow)
Senate Bill 2160 Track	Human Services Committee Senator Judy Lee, Chair (6) **Senate Passed 46-0**	Create health information hub office in ITD
Senate Bill 2290	Government and Veterans Affairs Committee **Senate Failed 15-32**	Relating to determination of full-time employment of the state
HCR 3003	Legislative Management: Government and Veterans Affairs Committee **Do Pass** **Second amendment adopted** **Filed with Secretary of State**	Study state contributions to state employee health insurance premiums
SCR 4003	Education Committee	Amend Section 24 of Article X of the Constitution relating to the foundation aid

Bill Number Hearings	Sponsor Committee Assignment Action	Bill Summary
	Second Engrossment **Senate Passed 46-0** **House Passed 69-22** **Conference Committee Appointed**	stabilization fund