

**MINUTES OF BOARD OF DIRECTORS OF  
THE SUPERIOR COURT CLERKS RETIREMENT FUND OF GEORGIA**

**January 24, 2007**

The regular quarterly meeting of the Superior Court Clerks' Retirement Fund of Georgia was held in the Fund's office in Jonesboro, Georgia, on January 24, 2007 beginning at 10:00 a.m.

Present for the meeting were Board Members Caldwell, Studdard, Jordan, Osborn and Glass. Also present were actuary Jeffrey Groves, legal counsel Oliver and Secretary-Treasurer Daniel.

Chairman Caldwell presided at the meeting and welcomed all present and called on Jordan to give the invocation.

The first order of business was consideration of minutes of the previous meeting. Osborn noted the correction in her name spelling and requested that the phrase "five year planning" on the second page of the minutes be changed to "five year experience study." With those changes on motion by Osborn, seconded by Jordan, the minutes were unanimously approved.

The Secretary-Treasurer then gave the treasurer's report for the previous quarter. Copies of the report are attached to the minutes. Following distribution and review, on motion by Studdard, seconded by Glass, the treasurer's report was approved as submitted. Osborn made the request that future reports give quarterly comparisons of actual versus expectation figures.

The Secretary-Treasurer then reviewed investment activity reports, investment balance reports and investment income reports, copies of which are also attached to the minutes. On motion by Studdard, seconded by Osborn, the Board unanimously approved these reports.

There were a number of carry-over projects from the previous quarterly meeting, and the Chair then called for their discussion and updates, as follows:

1. Legal counsel Oliver gave a report on the auditor's suggestion that the investment policy be reviewed against financial reports so that the reports matched whatever the investment policy required, even if changes in the investment policy were necessary to do so. Oliver distributed a copy of a letter dated January 23<sup>rd</sup> from Duane Schlereth listing seven matters that were not in sync with the investment policy. Each was considered in turn, and Oliver reported that the committee of three recommended changes in the investment policy as noted on a "marked up" copy of the investment policy. There was discussion on each of the items, and by consensus the matter was tabled until the next regular meeting or a work session called for the purpose to review more thoroughly.

2. The October meeting included a report by Schlereth that GASB rules had changed and more independence was required of the outside auditors in terms of the financial statement. The January 23, 2007 letter attached also addresses these issues, and it was noted that there was sufficient expertise in the Secretary-Treasurer's office to prepare the financial statement independent of the auditor, and thus it would not be necessary to employ a different firm just for preparation of the statements.

3. Oliver reported on his efforts in getting remittances from the Fulton County probation office and indicated he was awaiting a response from the office on the demand for submission for reports and remittances. There was further discussion as to alternate contact measures as well as the Board's frustration that no one in Fulton County was taking responsibility for this omission. Efforts will continue.

4. Oliver reported on his research on possible changes in the Act dealing with disability retirement. A study of other retirement plans indicated that disability treatment was all over the Board with other statutory plan. He pointed out four areas of concern that would have to be addressed by the Board before any action could be taken in the form of requested legislation. The consensus of the Board was that no effort should be made toward legislation of any form at present, including specifically anything dealing with disability.

5. It was reported that Senator Bill Heath wanted to have dialog with the Board on matters in the previous session's draft legislation. It was agreed that Chairman Caldwell would contact Senator Heath, but again there was no feeling that legislation should be pursued at this time.

6. Osborn reported on the issue of a more formal way to confirm deaths of retirees or dependants. She stated that while the ERS has a contract with an agency to verify deaths, the program was very expensive and could not be justified for a plan with as few members and retirees as this Fund. Again, it was noted that traditionally there had been no problems with getting confirmation of deaths soon after they occurred and that there had never been a problem with unwarranted payments going forward.

7. Jeffrey Groves than gave a report on his activities since the last meeting. Following discussion, it was agreed that this item of business would be tabled until the next quarterly meeting or work session as well, for further development.

8. Finally, Board member Studdard reported on progress with the web-site development. She distributed a memo with general contents to be covered in web-site development and reported on a projected cost figure of \$17,000.00, with a 200 hour work limit for development, and any time over and beyond 200 hours to be billed at \$100.00 per hour. Questions were asked about web-site maintenance after creation, and there was no information available about projected costs. By consensus, the matter of the web-site was tabled pending development of a figure for webmaster maintenance costs and more complete details on web-site inclusion.

At the conclusion of all other business, Chairman Caldwell reported, along with Secretary-Treasurer Daniel, on discussions of a very preliminary nature that had taken place with Bob Carter, who currently serves as manager of several other retirement funds. The discussions were over concerns about the need for long term backup ongoing in the day to day support for the Secretary-Treasurer in the office data maintenance and other duties. Transition needs were recognized going forward to establish such continued long term plan for support and backup of the Secretary-Treasurer with its duties, all in the beneficial interest of the Fund. There was a great deal of discussion and confirmation that the Board was totally satisfied with the present job being performed under and by the Secretary-Treasurer, but concern over the fact that there was no plan of continuing long term backup assistance. During portions of this discussion, Mr. Daniel was excused and the Board met in an executive session. After coming out of executive session, on motion by Studdard, seconded by Osborn, the Board unanimously approved Chairman Caldwell and Secretary-Treasurer Daniel to go forward with negotiations for a contract, working with legal counsel, for presentation at a future Board meeting or work session. The motion contemplated something being in place by the start of the new fiscal year on July 1<sup>st</sup>.

Discussion was had about the next meeting date being in conflict with a Clerks' meeting, and the date of the next meeting was changed by consensus to Wednesday, April 18, 2007.

Chairman Caldwell noted that a Board member, Jake Pollard, had submitted his resignation, thus creating two vacancies on the Board at present.

There being no further business to come before the Board, the meeting was properly adjourned at 12:20 p.m.

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Woodson Daniel, Secretary-Treasurer