

Berkshire County Retirement Board Meeting  
January 23, 2019

**The meeting of the Berkshire County Retirement Board was called to order at 8:58 A.M. in the Retirement Office, located at 29 Dunham Mall, Pittsfield, MA. Present at the meeting were, Michael Ovitt, Chairman, Mark Bashara, Elected Member and Karen Williams, Elected Member. Paul A. Lisi, Jr., Advisory Board Member and Gerald Doyle Jr., Appointed Member were absent.**

**PUBLIC COMMENT:**

Members of the public have an opportunity to address the Retirement Board. No comments.

**MINUTES:**

1.) The Board minutes of the meeting held December 26, 2018, were reviewed and approved **Voted to approve the minutes.**

**NEW BUSINESS:**

2.) The Board conducted an interview with Attorney Elizabeth Goodman a finalist for the Legal Services RFP (Personnel Policies) @9:45- 10:05am. The Board engaged in a general discussion regarding the update of the personnel policy for the Berkshire County Retirement Board. After introductions, Attorney Goodman detailed how she would work thru the update process by first including required federal regulations then working thru the discretionary changes to the policy. Attorney Goodman had a copy of the current personnel policies and identified some of the areas needing updates or rewrites. The Board requested an interactive process with the Board and staff on the updates to the policy Attorney Goodman agreed. The Board also asked that she perform personnel services as required in the future she was agreeable and indicated she would be working in a capacity to represent the Board not the staff but would be available to mediate or answer any questions regarding personnel matters. Attorney Goodman requires a letter of engagement and the Board agreed that Sheila LaBarbera would sign the letter of engagement and the process would commence immediately. The Board asked if a working draft could be available for the March 2019 meeting Attorney Goodman indicated it would. The Board also requested that the updates be processed thru the original document so that changes would be redlined and easier to follow, Attorney Goodman agreed. Attorney Goodman left the meeting.

The three board members briefly discussed Attorney Goodman and her qualifications all agreed she was very capable and liked that she was a local attorney. Mark Bashara made a motion to engage Attorney Goodman for personnel policy update and any personnel services the Board may require in the future, Karen Williams second. Unanimous.

**Voted to engage Elisabeth Goodman as the attorney to handle personnel policies for the Berkshire County Retirement Board.**

3.) The Board will conduct an interview with Attorney Thomas Gibson a finalist for the Legal Services RFP (MGL Ch. 32) @10:30am. **Postponed until February 27, 2019.**

4.) The Board will discuss the Retirement Board Chairman's compensation. A letter was sent to PERAC for a legal ruling on January 4, 2019, the Board had not yet received a response so no action was taken.

**Voted to note the record.**

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5.) The Board received a letter from PERAC notifying the Board that PERAC actuaries will conduct a valuation study for the Berkshire County Retirement System as of January 1, 2019. The Board discussed the requests from some communities to change job descriptions to enable group 4 status to employees who work in multiple group classifications and how these changes may affect the costs to the system. The Board also discussed reevaluating how the assessments are calculated, we currently use a percentage of payroll to determine the assessment. The Board will discuss options with legal counsel.

**Voted to note the record.**

**INVESTMENTS:**

6.) The Board received from PRIT a statement of performance for December 2018. The PRIT Fund returned -2.57% for the month of December.

**Voted to note the record.**

**BANK STATEMENTS:**

7.) The Board received the bank statements for Dec 2018 and the budget for Jan 2019.

*There were no cashbooks this month they will be distributed next month.*

**MONTHLY WARRANTS:**

8.) The Board approved payment vouchers:

12-06-18	\$1,321,998.13
12-07-18	\$931.14
12-08-18	\$1575.91
01-01-19	\$103,605.17

**Voted to approve payments as presented.**

**REQUESTS FOR RETIREMENT:**

9.) The Board approved the application for superannuation retirement from Randee Goodrich, CBRSD, Paraprofessional. The retirement will be effective 01/02/19.

The Board approved the application for superannuation retirement from June Lovett, BHRSD, Cook/ Supervisor. The retirement will be effective 02/15/2019.

The Board approved the application for superannuation retirement from William Barkin, Williamstown, Principal assessor. The retirement will be effective 03/22/2019.

The Board approved the application for superannuation retirement from Florence Ammendola, Lenox, Admin Asst. The retirement will be effective 03/15/2019.

**Voted to approve retirements as presented.**

**REQUEST FOR SERVICE BUYBACK:**

10) There are no requests for service buybacks in the month of January.

**MEMBER TRANSFERS OUT OF SYSTEM:**

11.) There are no transfer requests in the month of January.

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**REQUESTS FOR REFUNDS:**

12.) There were no refund requests in the month of January.

**INJURY REPORTS:**

13.) There was an injury report submitted from the Town of Dalton.

**Voted** to note the record.

**NEW MEMBER APPLICATIONS:**

14.) The Board approved for membership in the Berkshire County Retirement System the following members:

6884	KATIE M SOBON	LEE	10/1/2018	FF/EMT	1
6885	JENNIFER ROSSI	SBRSD	11/8/2018	ESP	1
6902	LYNNE M BAUMGARTNER	HINSDALE	12/17/2018	ADMIN ASST	1
6903	BRADLEY W CURRY	SANDISFIELD	12/27/2018	HWY SUPV	1
6905	LUKE P FITZGERALD	BCRHA	12/26/2018	CASE MGR	1
6906	MICHELLE L LILLIE	BCRHA	12/27/2018	SERV COORD	1

**Voted** to approve new members as presented.

**RETIREMENT ALLOWANCE APPROVALS:**

15.) The Board received approval from PERAC to grant a retirement allowance to Daniel Clifford, Lenox as of October 18 2018. Annual pension amount is \$54,967.68.

The Board received approval from PERAC to grant a retirement allowance to James Olmsted, Egremont as of November 9, 2018. Annual pension amount is \$34,494.60.

The Board received approval from PERAC to grant a retirement allowance to Terry Hall, SBRSD as of November 1, 2018. Annual pension amount is \$14,733.72.

**3(8)c REIMBURSEMENTS:**

16.) There are no 3(8)c reimbursement requests for the month of January.

**TRAVEL & EDUCATION APPROVALS:**

17.) There are no travel requests for the month of January.

**PERAC CORRESPONDENCE:**

18.) The Board received from PERAC the following memorandums:

#35/2018	2018 Disability Data
#01/2019	Medical Testing Fee
#02/2019	Mandatory Retirement Training Schedule 1 <sup>st</sup> quarter
#03/2019	2019 Limits under Ch. 46 of the Acts of 2002
#04/2019	2019 Limits under sec 23 of Ch. 131 of 2010
#05/2019	COLA Notice
#06/2019	Actuarial Data

Note: copies of memorandums and letters given to each Board member

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**MISCELLANEOUS CORRESPONDENCE:**

- a.) GIC Public Listening Session 2019
- b.) Notice of Buffis hearing rescheduled to February 19, 2019 @ 2pm.
- c.) Copy of email sent to the Town of Egremont regarding eligibility for enrollment in the retirement system.
- d.) PRIT annual CAFR report for fiscal year 2018.

The next regular board meeting is scheduled for Wednesday, February 27, 2019 at 9:00am.

**Voted to adjourn at 10:10am.**

RESPECTFULLY SUBMITTED:



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Sheila LaBarbera, Executive Director

APPROVED BY:



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Michael Ovitt, Chairman



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Mark Bashara, Elected Member



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Karen Williams, Elected Member

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Paul A. Lisi, Jr., Advisory Council Member

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Gerald Doyle, Jr., Appointed Member