DEFERRED COMPENSATION COMMITTEE MEETING MINUTES March 16 2016, 2:30-4:00 p.m.

Portland Building – 4th Floor Human Resources Room 403

Present: Cathy Bless

Jennifer Cooperman

Ken Rust

Administrative: Tom Breaden – Hyas Group

Jeanine Keller Ken McGair

Santos Aguilar (Benefits Office Observer) Hanh Tran (Benefits Office Observer)

Presenters: Bishop Bastien – Sr. VP Tax Exempt Markets – West Coast

Melinda Lewis – Voya Local Office Financial Planner

1. **WELCOME** – No additions/changes to the Agenda

2. VOYA CITY OF PORTLAND PLAN REVIEW 2015

Voya Updates

- Reminder of Voya's new CEO of Tax-Exempt and Corporate Markets and Retail Wealth Management, Charles Nelson, effective May 1, 2015
- Mr. Nelson joined other industry representatives in taking part in public testimony on proposed definition of "fiduciary"

Plan Review and Activity

- Growth in Voya Plan Assets was noted along with number of plan participants
- During 2015 the City's participation rate hit 60 percent which is a new alltime high. Ended the year at 59.65 percent
- An increase in new enrollments (total of 429) was noted for 2015 attributed to the introduction of employee self-service and Voya's EZ Enroll form.
- Separated employees who had a deferred comp account increased for 2015 attributed to retirement age eligibility and the PERS change in the assumed interest rate for Tier 1 members.
- Average annual deferrals continue to increase (new payroll transmission total was noted of one million dollars which occurred in 2015)
- Committee discussed Auto Enroll which is not available in the State of Oregon except to bargaining units. It was noted other local jurisdiction bargaining units have added or are reviewing auto enroll for their members

- Average participant balances continue to increase and on average are higher than Voya's benchmark and also other local jurisdictions.
- Plan Diversification was reviewed. Committee requested review of prior diversification mailings. Also discussed was "is there an ideal diversification". Administrator and Voya will review. Current City average is approximately 4.5 funds
- Roth participation is notably higher along with amount deferred. Largest age groups participating remain those who are age 30-49.
- Melinda reviewed local reps' plan activity for 2015 and noted the increase in retirement questions. Voya local office added online scheduling in 2015 for individual appointments.
- Committee suggested more information be given on how to request estimates from PERS – either online or a written estimate.
- Committee discussed the lack of individual investment choices within the IAP PERS system.

MyOrange Money Enhancements

- Reminder an enhancement was added to show an estimate of how much health care would cost beginning at age 65.
- o Social Security enhancement was added.
- Noted that participants taking action once using MyOrange money is low.
- Committee discussed the option to use Voya's online contribution-change system. Human Resources Benefits office will re-review.
- Administrator will send contribution activity for 2015 to Voya for addition to current data and for future meetings.
- Sponsor site updates were noted and MyOrange money will be added soon
- Voya Personal Dashboard was reviewed. Voya will bring Hyas up to date on this feature.

2015 Marketing Outreach Efforts

- Administrator noted employee work-location information within the Voya system is complete.
- Bishop noted direct mail marketing had a very low response.
- Bishop noted the Testimonial Videos are almost completed but viewing is low when introduced in Bright-Tomorrow emails.
- Human Resources will review new employee onboarding and inclusion of the testimonial video series within this program.
- o Bishop will review including the video series within the Custom Website
- Benefits office would like to note the success of in-person visits at the Kerby Maintenance location in 2015
- In 2015 Voya introduced live webinars on age-related topics during National Save for Retirement week. Some technical glitches were noted.

• 2016 Marketing Outreach Plans

- Benefits team will continue to focus on the in-person visits to outlying City locations. Maintenance fair is planned for May 2016.
- Benefits office has created a "Connecting with your Health and Financial Benefits" session that includes deferred compensation information.
- Bishop and the Administrator are working on adding sessions conducted by local Voya reps on various deferred comp topics.
- Voya will continue to offer live webinars (expected occurrence is quarterly) and the showings are expected to be at 9:00 and again at 12:00 Pacific Coast time so employees can participate during their lunch hour.
- Bishop reviewed the preferred methods of communication and noted that email is the most preferred. He also noted the average attention span of people is about 9 seconds.
- 2016 planned campaigns include "Restart Contributions" in April and "Step Closer" (TBD) for non-participants.
- Roll-out of testimonial videos will be completed in early 2016.
- 3. QUESTIONS FROM THE COMMITTEE No further questions were presented.

4. ACCEPTANCE OF REPORT

 Cathy Bless moved and Jennifer Cooperman seconded a motion to accept the 2015 Voya Annual Report to the Committee. Committee voted unanimously to accept this report.

5. ACTION ITEM REVIEW

- Review age 50-plus 2015 contribution activity and their participation in catch-up provisions – Jeanine and Bishop
- Review new employee onboarding process and inclusion of deferred comp testimonial videos – Cathy
- Review diversification marketing from 2015 and develop material for distribution in 2016 – Bishop
- Review Voya's online contribution-change system as an additional option for making changes – Cathy and Jeanine
- In conjunction with myOrange money activity, send contribution-change activity for 2015 to Voya
- o Review use of work emails Jeanine, Cathy and Ken McGair
- **6. Next meeting** will be middle of August or beginning of September 2016 Hyas' Semi-Annual report to the Committee on Fund Performance.

7. Meeting adjourned