

**MINUTES
ARKANSAS TEACHER RETIREMENT SYSTEM
BOARD OF TRUSTEES-CALLED TELEPHONIC**

**Wednesday, October 3, 2018
4:00 p.m.
1400 West Third Street
Little Rock, AR 72201**

ATTENDEES

Board Members Present

Jeff Stubblefield, Chair*
Danny Knight*
Dr. Richard Abernathy*
Lloyd Black*
Kathy Clayton*
Kelly Davis*
John Alhen, designee for Ms. Candace Franks
Johnny Key, Education Commissioner*
Hon. Andrea Lea*
Skot Covert, designee for Hon. Andrea Lea*
Bobby G. Lester*
Jason Brady, designee for Hon Dennis Milligan*
Robin Nichols*
Janet Watson*

Board Members Absent

Anita Bell
Deborah Thompson

* *via telephone*

ATRS Staff Present

Vicky Fowler, Manager, Human Resources
Laura Gilson, General Counsel
Rod Graves, Deputy Director
Rett Hatcher, Deputy Director
Manju, Director, Information Systems
Martha Miller, Attorney Specialist
Tammy Porter, Executive Assistant
Clint Rhoden, Director of Operations
Leslie Ward, Manager, Private Equity
Brenda West, Internal Audit/Risk Mgmt.

Guest Present

Donna Morey, ARTA

Reporters Present

Mike Wickline AR DemGaz

- I. **Call to Order/Roll Call.** Mr. Jeff Stubblefield, Chair, called the Board of Trustee meeting to order at 4:03 p.m. Voice roll call was taken. Ms. Bell and Ms. Thompson were absent. Mr. Johnny Key arrived at 4:11 p.m. on phone.

- II. **Adoption of Agenda**

Ms. Nichols *moved for adoption of the Agenda.* Mr. Knight *seconded the motion,* and the Board *unanimously approved the motion.*

III. Executive Summary. The Executive Summary was provided for reference with no questions or expansions on the written summary.

IV. Review and Approval of Job Description for ATRS Executive Director. The Trustees were given a copy of the job description at the October 1, 2018 meeting. The first question was from Mr. Black regarding the title of the position. The first paragraph refers to the position as "Director/Chief Executive Officer. Mr. Black asked if the position would be called "Executive Director" or just "Director". Ms. Vicky Fowler, ATRS HR Manager, responded that the OPM title is ATRS Director. No other questions regarding the title.

Mr. Lester recommended that on page 5, under Job Duties that we add a new #10 to reflect that the ATRS Director will serve as the Board's chief communicator and will be willing to travel the state, as time allows, to conduct school hall meetings for retirees and active members. Kathy Clayton and Ms. Lea both agreed we should include such language.

Mr. Lester moved to *approve* the addition of Item #10 under Job Duties to read "Serves as the Board's Chief Communicator and willing to travel the State, as time allows, to attend School Hall Meetings with Retirees and Active Employees". Ms. Clayton *seconded* the *motion*, a Voice Roll Call was taken, and the Board *unanimously approved the motion*.

Auditor Lea asked if this was generally what had existed up to this point in regards to the qualifications, and that no edits had been made before being handed to the Board. Mr. Stubblefield said that was correct.

On page 6, regarding participation (6%) in the retirement plan, Mr. Lester asked if it was necessary to include the increases that will occur over the next several years to make it clear that it is not just 6%. The Trustees discussed changing the language just for clarification.

Mr. Lester moved to *approve* clarification language regarding participation in the retirement system to read "Participant will be a Member of ATRS retirement plan as required by law". Mr. Knight *seconded* the *motion*, a Voice Roll Call was taken, and the Board *unanimously approved the motion*.

Auditor Lea stated she was surprised at the education requirements. Maybe we have been spoiled, but she was surprised that they just have a simple business degree. Auditor Lea's questions was if other Trustees were comfortable with someone just having a simple business degree? Mr. Stubblefield responded that he did not want to eliminate someone who may be the CFO at some bank that may have been there for 25 years. Mr. Lester stated that on Page 4, under minimum qualifications, the last sentence should cover Ms. Lea's question. Auditor Lea agreed that does answer her question.

Mr. Stubblefield asked if anyone had any further questions. With no more questions, the Chairman entertained a motion to approve the changes to the job description.

Ms. Watson moved to *approve* the changes to the Job Description as made in previous motions. Ms. Nichols *seconded* the *motion*, a Voice Roll Call was taken, and the Board *unanimously approved* the *motion*.

V. Approval to instruct ATRS HR Manager to post Executive Director Position.

Ms. Clayton moved to *approve* the ATRS HR Manager to post Executive Director position in accordance with OPM requirements. Ms. Watson *seconded* the *motion*, a Voice Roll Call was taken, and the Board *unanimously approved* the *motion*.

VI. Other Business. A revised timeline was emailed to Trustees. Mr. Stubblefield discussed possible dates with the Board to return to review applications and select applicants for interviews based upon meeting the required qualifications.

Auditor Lea asked questions regarding the logic for setting up of the timeline and who drafted the timeline. Mr. Stubblefield stated that he drafted the timeline and that the timeline is concurrent with the timeline that was used 10 years ago. On the timeline that is written in 2008, so he used the same methodology. Auditor Lea asked about the one prior to 2008, she stated it seemed to be a little longer. He just went off of the most recent one. Mr. Stubblefield wanted to stay away from people being absent and causing conflicts in peoples schedule. Ms. Watson also stated that teachers have difficulty getting off the week before Thanksgiving before of district policy,

which are called black-out days. Ms. Lea stated that she thought the new schedule was rather aggressive, and honestly lead her to believe they had someone in mind and just wanted to go through the motions. Auditor Lea asked about putting in an interim, had discussions occurred to put in an interim and expand to a broader search. Mr. Stubblefield stated that it was an independent thought process and an interim had not been discussed. Mr. Stubblefield stated that if Mr. Hopkins had left immediately, then an interim might have been a discussion. Dr. Abernathy stated that if the Board does not get the candidate they want, then the Board has the authority to go back and hire an interim. If we post an interim, we risk not getting the person we want. Auditor Lea stated she felt the exact opposite. She said that Director Hopkins assured us in the last couple of meetings that he spent a lot of time making sure the directors immediately under him are up speed and we would not have much legislation. Therefore, we would have time to get the right candidate and put on of the people under him in the interim position.

Mr. Stubblefield's position is that if Mr. Hopkins is willing to stay longer or shorter, then when you put in an interim, then you're tipping the hand then they might think they are getting the job.

Mr. Key stated that the previous director left quickly, was the timeline 10 years ago, because the director abruptly left. They put Gail Bolden in as interim. Auditor Lea said that if no one is with her on the interim, she is not going to push the issue. She, like the other Trustees, only wants what is best for the system.

Mr. Stubblefield asked for input on a meeting October 24 or October 25 to review applicants for potential interviews. The members stated that either day worked, but would prefer to start earlier rather than later in the day. Mr. Stubblefield entertained a motion to approve the next meeting.

Mr. Lester moved to *approve* October 25, 2018 at 9:00 a.m. as the date for the next called meeting to review applications and select applicants for interviews based on meeting qualifications. Mr. Knight *seconded* the *motion*, and the Board *unanimously approved* the *motion*.

VII. Adjourn.

Mr. Lester moved to *adjourn* the Board Meeting. Mr. Black *seconded* the *motion*, and the Board *unanimously approved* the *motion*.

Meeting adjourned at 4:36 p.m.

George Hopkins,
Executive Director

Mr. Jeff Stubblefield, Chair
Board of Trustees

Tammy Porter,
Recorder

Date Approved