

**PUBLIC SCHOOL RETIREMENT SYSTEM  
OF THE CITY OF ST. LOUIS**  
**MINUTES OF THE  
SPECIAL BOARD OF TRUSTEES MEETING**  
**July 24, 2006**

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Paulette McKinney, Chairperson of the Board of Trustees, called the Special Board of Trustees Meeting to order at approximately 4:50 p.m. The meeting took place in the administrative offices of the Public School Retirement System of the City of St. Louis (PSRSSTL).

Roll call was taken and Trustees Joseph Clark, Marlene Davis, Katha McKinney, Paulette McKinney, Lois Jean Turner and Cynthia Warren were in attendance. Trustees Christina Bennett, Louis Cross and Donald Glenn joined the meeting while it was in progress. Trustees Katie Lamb and Vincent Schoemehl were absent. A quorum was present. Executive Director, Andrew Clark was also present for the meeting.

The Chairperson clarified the agenda for the meeting. The agenda for the meeting included a status report on the new building project, a brief presentation from money manager MDL Capital Management, a presentation on goals and objectives for PSRSSTL and discussion on an evaluation tool for the Executive Director.

The Chairperson asked the Executive Director to update the Trustees on the status of the new building project. The Executive Director began by referring to the status report dated July 19, 2006. The completion of the construction has been delayed to August 15, 2006, due to an issue with the electric company, Ameren. The Executive Director stated that the windows have not been installed on the 2<sup>nd</sup> floor because there needs to be electricity to environmentally control the building so the finishing work can be completed. The Trustees were informed that the next construction project meeting was scheduled for Wednesday, July 26, 2006. There was discussion on the office configuration and the situation with Ameren.

Katha McKinney announced that Cynthia Warren has been named as the new national vice president to the American Federation of School Administrators for the St. Louis area.

Marlene Davis introduced Mark Lay of MDL Capital Management Inc. Mr. Lay thanked the Trustees for allowing him to make his presentation and gave a brief overview of MDL, discussed the current status of MDL's investment portfolio and reviewed performance of the portfolio relative to the benchmark. Mr. Lay reviewed several pages from a booklet he distributed to the Trustees as part of the presentation. There was discussion by the Trustees on the PSRSSTL investment with MDL. Trustee Bennett joined the discussion at the end of MDL's presentation and asked several questions that were answered by Mr. Lay.

The Chairperson asked the Executive Director to present goals and objectives for PSRSSTL from a document prepared for the meeting. The Executive Director began the presentation by providing an internal and external assessment of the PSRSSTL situation inventory, environmental scan, anticipation/foresight for the future and benchmarking. The Executive Director stated that PSRSSTL has one primary program which is pension administration and reviewed the pension administration program goals and objectives. There were five primary goals presented including improving customer service, testing and implementation of the new computer system, data cleanup, increasing dissemination of information to members and improving the image of PSRSSTL. A number of objectives were presented as part of each goal. The Executive Director stated the two primary program activities for PSRSSTL as the investment of money and the administration of the fund. The goals and objectives under each activity were reviewed and summarized. There was discussion

about the 2006 COLA, the increase to the health care subsidy from \$80 to \$100 and that the issues need to be addressed in a Benefits Committee meeting.

The Chairperson announced a break at around 6:10 p.m. and the meeting reconvened at approximately 6:30 p.m.

The Chairperson introduced a tool to the Trustees for the evaluation of the Executive Director provided by the National Council on Teacher Retirement (NCTR). The Trustees discussed the necessity of the evaluation tool being tied to goals and objectives in order to evaluate the Executive Director. The Chairperson discussed high level goals and objectives that were mentioned in a Special Board Meeting in October 2005. There was discussion on the evaluation by the Executive Director of staffing needs, possible reorganization and salaries. Another item discussed was board orientation, training and development. The benchmark set for both the staffing evaluation and the creation of a new board member orientation session is the end of 2006. There was discussion on the number of member training seminars, open enrollment sessions and health insurance benefits. There were timeframes set for the completion of a new logo and letterhead as the end of the 1<sup>st</sup> Quarter of 2007, and for the board retreat to take place during the 2<sup>nd</sup> Quarter of 2007. There was discussion on the investment activity goals and objectives. The review of the investment policy should take place during the 4<sup>th</sup> Quarter of 2006. There was discussion on the administrative support activity goals and objectives with extended conversation on timeframes for employee evaluations, salary ranges and the tie to merit increases for staff.

The Chairperson stated that a Personnel and Professional Committee meeting needs to be scheduled to review and create the evaluation tool for the Executive Director. There was discussion on whether or not the actual evaluation should be in a Special Board Meeting or in committee. More discussion ensued on “how to” incorporate the goals and objectives set out by the Executive Director into a format for an evaluation tool similar to the document provided by NCTR.

Katha McKinney made a motion, seconded by Donald Glenn, to adjourn the meeting.

By voice vote, the motion carried and the meeting adjourned at 8:00 p.m.

Attachments: MDL Capital Management Inc. booklet  
PSRSSTL Strategic Plan, Goals & Objectives Fiscal Year 06 & 07, July 2006 (revised)  
NCTR Appendix D – Executive Director Evaluation (sample)