



**MINUTES FROM SPECIAL MEETING OF THE AUDIT AND GOVERNANCE
COMMITTEE OF THE PLANS MANAGEMENT BOARD
April 17, 2020**

A special meeting of the Audit and Governance Committee (the “Committee”) of the Plans Management Board (the “Board”) was held April 17, 2020, beginning at 10:00 a.m. Pursuant to paragraph 5 of Governor Carney’s Executive Order, dated March 12, 2020, declaring a state of emergency due to the Covid-19 pandemic, the meeting was held telephonically, without a physical location. Members of the public were able to participate using the provided dial-in information.

Committee Members Represented or in Attendance:

Mr. Peter Kennedy, Committee Member
Mr. John Macedo, Committee Member
Mr. Gerard Gallagher, Board Member At-Large
The Honorable Colleen C. Davis, State Treasurer
Mr. Timothy J. Snyder, Committee Member

Others in Attendance:

Mr. Jason Staib, Deputy Attorney General, Delaware Department of Justice
Mr. John Meyer, Director of Contributions and Plan Management, Office of State Treasurer (“OST”)
Mr. Daniel Kimmel, Promotion and Outreach Program Manager, OST
Mr. Michael Green, Investment and Program Manager, OST
Mrs. Deborah Bradl, Executive Assistant, Contributions and Plan Management, OST

CALLED TO ORDER

The meeting was called to order at 10:00 a.m.

DISCUSSION AND ACTION ITEMS

Recommendation Regarding the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act Provisions

Mr. Meyer reviewed with the Committee the provisions of the CARES Act that warrant prompt action: (a) provisions relating to new coronavirus-related distributions (“CRDs”), (b) provisions related to new coronavirus related loans, and (c) the waiver of required minimum distributions (“RMDs”) for calendar year 2020.

The Committee discussed the CRD provisions and options relating to the \$100,000 cap, including the prospect of setting the cap at a lower amount. The Committee discussed educating participants on taking distributions from retirement plans.

The Committee discussed the loan-related provisions within the CARES Act. The State’s plans presently do not provide for loans, which are notoriously difficult to administer properly.

Mr. Meyer explained the waiver of RMDs for calendar year 2020. Mr. Meyer explained that no vote is required as the provision is mandatory.

**A MOTION was made by Mr. Macedo and seconded by Mr. Gallagher to recommend that the Board adopt the CRD provisions for the 457(b) and 403(b) plans, capped at the \$100,000 maximum set in the CARES Act, subject to appropriate participant education.
MOTION ADOPTED UNANIMOUSLY**

**A MOTION was made by Mr. Kennedy and seconded by Mr. Macedo to recommend to the Board to not approve coronavirus-related loans.
MOTION ADOPTED UNANIMOUSLY**

PUBLIC COMMENT

No member of the public was present for comment.

NEXT MEETING

The next meeting of the Committee is scheduled for May 12, 2020.

The next meeting of the Board is scheduled for April 23, 2020.

ADJOURNMENT

A MOTION was made by Treasurer Davis and seconded by Mr. Macedo to adjourn the meeting at 10:45 a.m.

MOTION ADOPTED UNANIMOUSLY

Respectfully submitted,

Chair of the Audit and Governance Committee

DRAFT