



**MINUTES FROM THE MEETING OF THE
DELAWARE EARNS PROGRAM BOARD
November 15, 2022**

A meeting of the Delaware EARNS Program Board (the “Board”) was held on November 15, 2022, convening at 1:00 p.m., at the Buena Vista Conference Center located at 661 South Dupont Highway, New Castle, Delaware. Board members and members of the public were able to participate using the provided videoconference and dial-in information.

Board Members Represented or in Attendance:

Fayette Blake – Board Chair
The Honorable Colleen C. Davis – State Treasurer
Rick Geisenberger – Secretary of Finance
Christina Haas – Office of the State Insurance Commissioner
Ethel Belfon – Department of Labor
Donna Vieira – Chair of the Plans Management Board
Robert Herrera – Member at Large

Absent:

None

Others in Attendance:

Liza Davis, Deputy State Treasurer, Office of State Treasurer (OST)
Jason Staib, Delaware Department of Justice
John Meyer, OST
Jordan Seemans, OST
Dan Kimmel, OST
Deborah Bradl, OST
Carl Kanefsky, OST
John Scott, The Pew Charitable Trusts
Kim Olson, The Pew Charitable Trusts
Monai Washington, OST
Matthew Rosen, OST
Michael Parker, Oregon Treasury Savings Network
Hunter Railey, Colorado SecureSavings Program
Angela Antonelli, Georgetown Center for Retirement Initiatives
Ellen Breslow
Laura Gendreau, United Way of Delaware Director, Financial Empowerment
Lucretia Young, AARP Delaware

CALLED TO ORDER

The meeting was called to order at 1:03 p.m.

WELCOME

Mr. Seemans initiated a roll call of all Board members. A quorum was established at 1:04 p.m. Ms. Blake announced guest presenters: Angela Antonelli, Hunter Railey, and Michael Parker. Lastly, members of the public were asked to identify and introduce themselves.

APPROVAL OF MINUTES

Discussion and Vote to Approve Minutes from October 4, 2022, Board Meeting

Ms. Blake asked for a motion to approve the minutes from the previous Board meeting.

A MOTION was made by Mr. Geisenberger and seconded by Ms. Vieira to approve the minutes of the October 4, 2022, Board meeting.

MOTION ADOPTED UNANIMOUSLY

PRESENTATIONS

Best Practices and Lessons Learned

Ms. Antonelli presented an overview of best practices and learned lessons from other State programs. For instance, Ms. Antonelli explained that a program board should develop an efficient decision-making framework and management procedures and act in a transparent and accountable manner.

Ms. Antonelli then explained the roles of program staff and third-party vendors and how they can work with the program board in a meaningful way.

Ms. Antonelli further discussed considerations for setting default contribution & escalation rates, as well as maximum default contribution rates. She also discussed the reasoning for using a Roth IRA, as it offers maximum flexibility. Ms. Antonelli also recommended offering only a small number of investment choices, in the interest of simplicity. She also discussed the payroll process for employers. Finally, she discussed the trend of states electing to use a hybrid fee structure, including both a flat and percentage-based fee, rather than only using a percentage-based fee.

Key Considerations for an Interstate Partnership

Mr. Railey presented an overview of the key considerations for an interstate partnership.

Mr. Railey explained the delegation of responsibilities for parties wishing to engage in a multistate partnership, including the responsibility for drafting RFPs for program vendors and executing a Master Services Agreement with vendors on behalf of the consortium. Mr. Parker provided additional context from the perspective of the OregonSaves program.

Mr. Railey further commented that even if a State enters into a partnership, there are still basic responsibilities and duties that remain such as governance and oversight, staffing, marketing and outreach, enforcement of employer participation, reporting, public disclosure, auditing, and other requirements.

ACTION ITEMS

Discussion and Vote to Appoint Committee Chairs to the three Standing Committees

Mr. Seemans stated that OST recommends the following chairs for the three Standing Committees:

- Secretary Geisenberger - Chair of the Audit, Policy, and Governance Committee
- Treasurer Davis - Chair of the Program and Investment Committee
- Mr. Herrera - Chair of the Outreach and Engagement Committee

A MOTION was made by Ms. Vieira and seconded by Ms. Belfon to approve the appointments of Secretary Geisenberger, Treasurer Davis, and Mr. Herrera as Chairs to the three Standing Committees. MOTION ADOPTED UNANIMOUSLY

BOARD UPDATES

- RFP for Program Consultant – Mr. Seemans stated that OST has been working diligently to draft an RFP. It is expected to be finalized and published within the next several weeks.
- Executive Director Recruitment – Mr. Seemans updated the Board on the progress of hiring an Executive Director, which requires close coordination with the Delaware Department of Human Resources. Mr. Seemans stated that the position will be classified within the merit system and that OST is aiming to have the position posted as soon as possible.
- Standing Board Meetings – Mr. Seemans explained how OST will work with each of the new committee chairs on structuring their committees and filling them with interested committee members. Furthermore, committees will be called at the discretion of the Chair and are expected to begin meeting in 2023.

FUTURE BUSINESS

- Appoint Committee members
- Committee Charters/Resolution

PUBLIC COMMENT

None

NEXT MEETING

- The next meeting of the Board is tentatively scheduled for January 12, 2023, at 10:00 a.m. Location will be provided later.

EXECUTIVE SESSION

- None Scheduled

ADJOURNMENT

A Motion was made by Mr. Herrera and seconded by Ms. Belfon to adjourn the meeting.

Ms. Fayette Black adjourned the meeting of the Board at 3:06 p.m.

Respectfully submitted,

Fayette Black, Chair, EARNS Program Board