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## MEMORANDUM

To: Plans Management Board Members  
From: John Meyer, Director of Contributions and Plan Management  
Sent: September 10, 2024  
Subject: **September Meeting- Committee Reports and Action Items**

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The Plans Management Board (“Board”) will meet on September 10, 2024. The Board will receive reports from the Audit and Governance Committee (“AGC”), the Investment Committee (“IC”) and updates from the Office of State Treasurer (“OST”). The AGC assembled virtually on August 6, 2024. The AGC received plan audit reports for the 457(b) plan, 401(a) plan and the Delaware Qualified Tuition Savings Plan Trust (DE529). The AGC also discussed a vendor management policy and SECURE Act 2.0 plan provisions. The IC convened virtually on August 13, 2023. In addition to the quarterly investment reports presented by CAPTRUST, the IC received an overview from Capital Group on the [American Funds Target Date Series](#), discussed the account limits for the 529 and 529a plans, a share class change, and an update on the request for proposal for investment advisory services. The committees and OST present the following items to Board:

### **Vendor Management Policy**

The AGC reviewed the draft of the [vendor management policy](#). The policy governs OST’s duties and responsibilities concerning vendor management practices for the deferred compensation plans, the Education Savings Plan, and the ABLE Plan. OST and vendors performing Plan-related services may have additional duties and responsibilities under the Board’s [cybersecurity policy](#). Vendors may include, but are not limited to, program managers, recordkeepers, investment consultants, legal advisors, and marketing partners. The policy does not apply to vendors with whom OST, or the Board do not have direct contractual relationships – e.g., 403(b) “legacy” vendors and outside auditors retained by the Office of the Auditor of Accounts. The selection and monitoring of investment option performance for the Plans is governed exclusively by 3 investment policy statements approved by the Board. The AGC recommends the Board approve the vendor management policy.

Action Item: Motion to approve the vendor management policy.

### **Share Class Change**

The IC discussed a cost share class change. The deferred compensation plans now qualify for a lower cost share class of one of the current plan investments. The Vanguard Institutional Index I

(0.035%) can be replaced by the Vanguard Institutional Index PI (0.020%). The fund within the plans had \$123,938,792 as of June 30, 2024, and represents 9.33% of the assets of the plans. The IC recommends this change.

Action Item: Motion to approve the cost share class change to Vanguard Institutional Index PI.

### **Investment Consultant RFP**

At the March meeting, the Board approved a contract extension for the investment consultant (CAPTRUST) through April 2025 and directed OST to proceed with an RFP. The RFP was published in August 2024. OST and the IC will provide updates at a future meeting.

Action Item: No action needed at this time.