

**Louisiana School Employees' Retirement System
Quarterly Board Meeting**

**Tuesday, December 6, 2011
8:30 a.m.**

The Board of Trustees of the Louisiana School Employees' Retirement System convened in the Board Room (Room 100) of the Louisiana School Employees' Retirement System Building located at 8660 United Plaza Blvd., Baton Rouge, Louisiana. Mr. Jeffrey Faulk, Sr., Vice Chairman of the Board, called the meeting to order at 8:30 a.m. The Lord's Prayer and Pledge of Allegiance were recited. Roll was called by Ms. Champagne.

Members Present: Mr. Philip B. Walther, Mr. Eugene Rester, Jr., Ms. Judith Ann McKee, Ms. Kathy B. Landry, Ms. Betty Crain, Mr. Jeffrey Faulk, Sr., Ms. Linda Mathiew, Mr. Tim Palmatier - designee for Mr. Tom Schedler – Secretary of State

Members Absent: Mr. John Kennedy – State Treasurer, Senator D. A. “Butch” Gautreaux – Chairman of the Senate Committee on Retirement, Representative J. Kevin Pearson – Chairman of the House Committee on Retirement

Staff Present: Mr. Charles P. Bujol - Executive Director, Ms. Carolyn Forbes - Assistant Director, Mr. Warren D. Ponder - Executive Counsel, Mr. Brendan Brosnan - Chief Investment Officer, Mr. Jason St. Romain – Auditor 2, Mr. George Meyer - Investment Officer 2, Ms. Donna Racca - Accountant Administrator 2, Ms. Anita Green - Human Resource Director A, Mr. Jack Allen - IT Director 2, Ms. Heidi Rowland – Retirement Assistant Administrator, Mr. Anthony Guzzardo - IT Technical Support Specialist 3, Ms. Jennifer Champagne - Administrative Assistant 6 (Recording Secretary)

Also Present: * Mr. Brett Hazen, Segal Advisors

* Mr. Hazen arrived at 8:45 a.m.

DIRECTOR'S ANNOUNCEMENTS

There were no announcements.

PUBLIC COMMENT ON ANY ITEM ON AGENDA

Mr. Faulk called for public comment on any item on the agenda. There were no comments.

APPROVAL OF MINUTES**August 22, 2011 Quarterly Board Meeting**

ON MOTION BY MR. WALTHER, SECONDED BY MS. CRAIN AND CARRIED BY UNANIMOUS CONSENT, the Board approved the minutes of the August 22, 2011 Quarterly Board meeting.

August 23, 2011 Quarterly Board Meeting

ON MOTION BY MS. CRAIN, SECONDED BY MR. WALTHER AND CARRIED BY UNANIMOUS CONSENT, the Board approved the minutes of the August 23, 2011 Quarterly Board meeting.

October 10, 2011 Investment Committee Meeting

ON MOTION BY MR. WALTHER, SECONDED BY MS. LANDRY AND CARRIED BY UNANIMOUS CONSENT, the Board approved the minutes of the October 10, 2011 Investment Committee meeting.

October 10, 2011 Special Board Meeting

ON MOTION BY MS. CRAIN, SECONDED BY MR. WALTHER AND CARRIED BY UNANIMOUS CONSENT, the Board approved the minutes of the October 10, 2011 Special Board meeting.

ADMINISTRATION**Reports (July 1, 2011 – September 30, 2011)****Retirement**

Ms. Forbes presented the Retirement Report and then addressed questions from the Board.

ON MOTION BY MS. LANDRY, SECONDED BY MS. MCKEE AND CARRIED BY UNANIMOUS CONSENT, the Board accepted/approved the Retirement report.

Human Resources Actions

Ms. Forbes presented the report on personnel actions that occurred during the reporting period and then addressed questions from the Board.

ON MOTION BY MS. MCKEE, SECONDED BY MS. MATHIEW AND CARRIED BY UNANIMOUS CONSENT, the Board approved the Human Resources Actions report.

Travel Expenses

Year-to-Date and Staff

Ms. Forbes presented the year-to-date and staff reports, which included the amount budgeted for travel, amount expended, remaining balance for the year, and travel expenses incurred by staff members. Ms. Forbes then addressed questions from the Board.

Overtime

Ms. Forbes presented the overtime report and then addressed questions from the Board.

ON MOTION BY MR. RESTER, SECONDED BY MS. MCKEE AND CARRIED BY UNANIMOUS CONSENT, the Board accepted the Travel Expenses and Overtime reports.

Other Business

There was no other business to discuss under Reports.

AUDIT

Mr. St. Romain provided a detailed review of the internal audit plan for the period July 1, 2011 to June 30, 2012. It was noted that future internal audit plans will be presented at the beginning of each fiscal year and reports will be provided at each board meeting on audits that have been conducted, any outcomes, as well as compliance audits with privatization. Mr. St. Romain then addressed questions from the Board and LSERS administrative staff.

ON MOTION BY MR. WALTHER, SECONDED BY MS. MATHIEW AND CARRIED BY UNANIMOUS CONSENT, the Board approved the Audit.

Mr. Hazen arrived at 8:45 a.m.

LEGISLATION

2012 Legislative Session

Mr. Bujol and Mr. Ponder provided a brief outlook on the 2012 legislative session and noted that no retirement bills have been advertised to date, but January 27, 2012 is the deadline for retirement bills to be prefiled. Mr. Bujol and Mr. Ponder then addressed questions from the Board.

Other Business

There was no other business to discuss under Legislation.

LEGAL

Discussion and Adoption of Resolution on Requirements of the Internal Revenue Code Applicable to the Louisiana School Employees' Retirement System

Mr. Ponder provided a brief review of a resolution on the requirements of the Internal Revenue Code applicable to the Louisiana School Employees' Retirement System found on pages 67 – 71 of the board booklet. Mr. Ponder read, for the record, the following resolution to be adopted by the Board of Trustees:

“That the Board of Trustees adopt the following rules and limitations applicable to the Louisiana School Employees' Retirement System in order to meet the requirements of the Internal Revenue Code to be published in Chapter 4 of Part VII of Title 58 of the Louisiana Administrative Code.”

ON MOTION BY MS. MCKEE, SECONDED BY MR. WALTHER AND CARRIED BY UNANIMOUS CONSENT, the Board adopted the Resolution of the Internal Revenue Code Applicable to the Louisiana School Employees' Retirement System.

Litigation

Mr. Ponder provided an update on litigation and then addressed questions from the Board.

Collections

Mr. Ponder provided a report on collections during the last quarter and then addressed questions from the Board.

Other Business

There was no other business to discuss under Legal.

PRESENTATION OF 2011 ACCOMPLISHMENTS BY DEPARTMENT MANAGERS

Mr. Bujol provided a brief introduction and then turned the presentation over to Ms. Forbes, who provided an overview of the 2011 accomplishments slide presentation. The following managers provided their Department accomplishments and then addressed questions from the Board:

Donna Racca – Accounting

Jason St. Romain - Audit

Bill McMorris – Building Maintenance – presented by Charles P. Bujol

Anita Green – Human Resources

Jack Allen – Information Technology

Brendan Brosnan – Investments

Warren D. Ponder – Legal

Heidi Rowland – Retirement

OTHER BUSINESS

Mr. Bujol announced Mr. Brosnan's impending retirement and noted that details would be forthcoming after discussions with Mr. Brosnan.


There was no other business to discuss.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

ON MOTION BY MR. RESTER, SECONDED BY MS. MCKEE AND CARRIED BY UNANIMOUS CONSENT, the Board adjourned at 9:54 a.m.



Charles P. Bujol – Executive Director



Jeffrey Faulk, Sr. – Vice Chairman