

ADAMS COUNTY RETIREMENT BOARD MEETING

**MINUTES – SPECIAL BOARD MEETING
4430 SOUTH ADAMS COUNTY PARKWAY
RETIREMENT CONFERENCE ROOM
BRIGHTON, COLORADO 80601**

JUNE 20, 2018

BOARD MEMBERS PRESENT

Marc Osborne - Chairman
Ben Dahlman – Vice-Chairman
Brigitte Grimm – Treasurer
Jim Morgen – Secretary
Brent Voge

BOARD MEMBERS EXCUSED

ADMINISTRATIVE STAFF

Pamela Mathisen, Executive Director
Debbie Haines, Senior Retirement Benefits Specialist (Corresponding Secretary)

Called to Order: 3:04 P.M.

NEW BUSINESS

Executive Director Position

Discussion regarding Job Descriptions and Posting position on NeoGov

Mr. Osborne indicated that there has been some discussion between Board members about the timeline of posting/interviewing and hiring for a new Executive Director for the Adams County Retirement Plan. He stated that there has also been discussion on whether to make changes with regards to how the Plan is handled. This means whether to do the work in-house or outsource.

Ms. Mathisen gave the Board an overview of what the staff does and why she recommended bringing someone in earlier to shadow. Ms. Mathisen indicated that she spoke with Lew Quigley, Arapahoe County about their processes and how they work with US Bank. After some discussion the Board went into Executive Session.

Mr. Dahlman moved to convene into Executive Session at 3:32 P.M. Pursuant to C.R.S. Section 24-6-402(4)(f)(I) to discuss personnel matters. Mr. Morgen seconded the motion and it was unanimously carried.

EXECUTIVE SESSION

Ms. Haines and Ms. Mathisen returned to the Executive session.

Mr. Dahlman moved to adjourn Executive Session and reconvene the Regular Board Meeting. Mr. Morgen seconded the motion and it was unanimously carried.

The Regular Board Meeting reconvened at 4:40 P.M. with all Board members and staff present.

Mr. Dahlman moved to post the Executive Director Position for 4 weeks and in August 2018 the Board will conduct interviews. Mr. Morgen seconded the motion.

Discussion:

Mr. Osborne gave clarification on timeline. He stated that the job will be posted Friday, July 22, 2018 and will be posted for 4 weeks. Mr. Osborne indicated that at the August 2018 Board meeting the Board will finalize on when they will conduct interviews.

Unanimously carried.

The Regular Board Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Debbie Haines, Senior Retirement Benefits Specialist
(Corresponding Secretary)

NEXT BOARD MEETING

**TUESDAY, JULY 3, 2018
REGULAR BOARD MEETING
ADAMS COUNTY GOVERNMENT CENTER
4430 SOUTH ADAMS COUNTY PARKWAY
RETIREMENT CONFERENCE CENTER
BRIGHTON, COLORADO 80601**