

Q1 2023 Meeting Minutes

Central Contra Costa Sanitary District New Line Up

Meeting Date: 05/03/2023

Attendees		
Committee Members	Geoff Niswander	Amal Lyon
	Christopher Thomas	Dana Lawson
	Grace Arellano	Justin Mercer
	Kevin Mizuno	
Non-Committee Attendees	Phil Leiber	Teji O'Malley
	Todd Smithy	Velisa Parks
NFP	Mindy Harris	Vince Learned, CFA, CFP®, CRPS®
	Tom Heuer	
Other	Hillis Haygood, MissionSquare	

Administrative Review	
Reviewed Prior Meeting Notes	<input checked="" type="checkbox"/>
Signed IPS on file	<input checked="" type="checkbox"/>
Signed Committee Charter on file	<input checked="" type="checkbox"/>

Investment Due Diligence Investment Analysis Summary

- NFP provided an economic and market commentary for Q1 2023.
- NFP reviewed the investment scoring methodology and criteria for monitoring, watchlisting and removing investments from the fund menu.
- NFP reviewed plan asset balances across all investment options.
 - Assets of the Plan as of were \$0.00
- NFP reviewed the Plan's investment scorecard covering available funds as well as their current scores and performance metrics, scoring history, asset class coverage, as well as other key metrics.
 - All funds were reviewed from a quantitative and qualitative perspective.
 - 12 funds are acceptable:
 - Schwab Target Index Series Institutional (8)
 - Lord Abbett Core Fixed Income R6, LCRVX (10)

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- JPMorgan US Value R6, VGINX (10)
- BlackRock Equity Index Fund CL 1, 97183J632 (10)
- BlackRock U.S. Debt Index Fd CL 1, 97183J624 (10)
- Large Cap Value I1 (Putnam LCV), 97183K381
- BlackRock MSCI ACWI ex-US NonLend CL I, 97183H842 (10)
- BlackRock Russell 2000 Index Fnd CL R, 97182P340 (10)
- Small Cap Growth II I1 (AB Small Cap Growth), 97182E220
- International Equity I1 (Fidelity Intl Cap Apprec), 97183C348
- Large Cap Growth III I1 (AB Large Cap Growth), 97184D766
- Small Cap Value III I1 (PIMCO RAE SCV), 97184J383
- 0 funds are on watchlist:
 - Potential Replacements:

Market Summary - Q1 2023

U.S. equity markets rallied in the first quarter, rising 7.2% (Russell 3000) on continued moderating inflation. The Consumer Price Index (CPI) peaked last June and has seen steady improvement since. International equities rose to a lesser extent, posting a 6.9% gain over the quarter (MSCI ACWI ex U.S.). The broad U.S. fixed income market showed continued improvement, up 3% (Bloomberg Barclays Aggregate). Despite cooling economic growth, the U.S. labor market remained tight during the quarter with unemployment at 3.5% in March. Large cap growth stocks had a strong quarter, with the Russell 1000 Growth up 14.4% and outperformed the Russell 1000 Value by over 13 percentage points. The Federal Reserve raised interest rates 50 basis points during the first quarter. The Fed will continue to analyze incoming data on inflation in deciding whether to continue its interest rate hiking regime. (All data from MPI) ACR# 5629420 04/23

Scorecard Methodology

The Scorecard Methodology supports upholding the impartial conduct standards as the scores and analytics do not include any adviser compensation components and are calculated incorporating all investment fees and revenue sharing. Any and all compensation earned by the adviser (if any) is explicitly disclosed and reasonable given services provided. All information to any investment consideration has been disclosed and no misleading information has been provided to fiduciaries in their determination of action.

Fund Review

Overview of NFP's WellCents Service

Tom Heuer discussed WellCents, NFP's financial wellness and advice program, which is an employer-sponsored worksite financial advice solution that includes employees assessments, calendaring, action planning, group sessions, one-on-one meetings, and employer reporting. WellCents was created to provide guidance and advice for the employees of NFP's clients that need that guidance and advice the most. In doing so, WellCents inspires employees to develop financial confidence and removes barriers that prohibit employees from making good financial decisions. Additional benefits of the WellCents program are the coordination of retirement plan and

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benefits advice for employees. WellCents advisors obtain a thorough understanding of an organization's total benefits offerings and use that information to help employees better understand and take advantage of the employer-sponsored benefits of our clients. The DCAC requested that a follow up meeting be scheduled where Heuer could demonstrate the program to the Plan Governance Subcommittee. (Meeting scheduled for 5/31/23)

Participant Education Q1 - 2023

MissionSquare covered the participant education efforts. They went over the number of Retirement Plans Specialist consultations, webinars, CFP activity, plan inflow, plan outflow, and logins to the financial wellness center. Some of the key takeaways were the increases in CFP usage, plan contributions, and financial wellness logins compared to Q1 of 2022. There also has been a significant decrease in roll outs (85.61%) for improved retention.

MissionSquare covered the Retirement Plans Specialist presentation calendar for the year, upcoming program goals for April-June, and provided a recap of Financial Literacy Month (April) to start the quarter.

A CEO update was provided to follow up an announcement that was sent by MissionSquare and the Relationship Manager at the end of April. The previous CEO's 3-year contract expired who oversaw the rebrand and platform update. Due to operational inefficiencies, her contract wasn't renewed. This is seen as a positive due to the speed at which MissionSquare can now improve operations to deliver faster administration which will improve the overall client experience.

Status Update new Administrative Services Agreement Central San & MissionSquare

MissionSquare provided a status update on the new contract. All edits from Central San's counsel (Hanson Bridgette) had been received and under review. Once MissionSquare's review is complete, a call will be scheduled to finalize edits to be signed by the plan sponsor. The target is to have that completed in the next couple of weeks.

Status Update Fund Lineup Transition & Participant Communication

MissionSquare went over the fund lineup final mapping and provided a preview of the letter that will go out to participants. They discussed the timeline for the distribution, the effective date of the change, and if contract signature timing affects the process.

Unforeseeable Emergency Withdrawal Request

Mizuno noted the DCAC approved one participant request for Unforeseeable Emergency withdrawal from their account. He further noted that in the new ASA, MissionSquare has agreed to review and determine future withdrawal requests on behalf of the DCAC.

NAGDCA Conference Attendance

Mizuno informed the committee that there is room in the budget for 4 people to attend the 2023 NAGDCA Conference, to be held in Seattle October 8-11. Geoff Niswander indicated he wants to attend. Mizuno asked other committee members to let him know asap if they are also interested.

DCAC Fiduciary Training

Mizuno reminded DCAC members that prior to engaging NFP, MissionSquare provided fiduciary training. The DCAC has not had a fiduciary training plan for about a year due to full agendas. Mizuno wants education to become a standing item on future DCAC agendas and asked for both NFP and MissionSquare to provide options the DCAC may choose from. Education will resume at the Q3 meeting on August 2, 2023.

Committee Membership

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Mizuno reviewed the current committee members and their terms and asked if anyone wanted to resign their membership in the near future. No members indicated they wanted to resign.

Additional Comments

There being no further business, the meeting adjourned at 12:10 pm.

Pending Action Items

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| Fund Changes By RecordKeeper <input checked="" type="checkbox"/> | MissionSquare to transition to new fund lineup by 6/16/23. |
| WellCents follow up <input checked="" type="checkbox"/> | Mindy to schedule follow up demo of WellCents program with Tom Heuer & subcommittee. |
| Fiduciary Education <input checked="" type="checkbox"/> | Vince & Hillis to send Fiduciary Education options to Kevin. |

Disclosures

This material contains an assessment of the market and economic environment at a specific point in time and is not intended to be a forecast of future events, or a guarantee of future results. Forward-looking statements are subject to certain risks and uncertainties. Actual results, performance, or achievements may differ materially from those expressed or implied. Information is based on data gathered from what we believe are reliable sources.

It is not guaranteed as to accuracy, does not purport to be complete and is not intended to be used as a primary basis for investment decisions. It should also not be construed as advice meeting the particular investment needs of any investor. The indices mentioned are unmanaged and cannot be directly invested into. Past performance does not guarantee future results.

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