



JACKSON COUNTY LIBRARY DISTRICT (JCLD)  
Dial 1-669-900-6833 to attend by phone.  
Enter Meeting ID (access code): 995 0562 6750  
Or, click the link below to attend using Zoom:  
<https://libraryiq.zoom.us/j/99505626750>  
July 9, 2020, at 4:00 p.m.

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## BOARD OF DIRECTORS MEETING AGENDA

**CALL TO ORDER/ROLL CALL**

**INTRODUCTIONS / PROCLAMATIONS**

**ELECTION OF OFFICERS**

**CONSENT AGENDA (Action)** .....1

- 1. Resolution 2021-01: To Authorize Checking Account, Designated Personnel and Signers .....2
- 2. Resolution 2021-02: To Authorize LGIP Account, Designated Personnel and Signers .....3
- 3. District Organizational Items for Fiscal Year 2021.....4
- 4. JCLD Monthly Financial Report (Preliminary).....6

**ORAL REQUESTS AND COMMUNICATIONS FROM AUDIENCE** (Comments will be limited to 3 minutes per individual and shall be limited to comments on non-agenda items or on agenda items that do not otherwise provide for public comment.)

**REPORTS (Inform)**

- 1. Library Director Report – Kari May.....11
- 2. Transition Roadmap – Kari May & Lisa Marston .....16

**UNFINISHED BUSINESS (Discuss/Action)**

- 1. Approval of Longer Term for IGA with City of Ashland – Cathy Shaw & Jacquelyn Bunick
- 2. Retirement Plan Services Contract Award – Finance Committee .....18

**NEW BUSINESS (Inform/Discuss/Action)**

- 1. Board Committee Appointments; Board Liaisons to Outside Entities – Kari May & Board President.....82
- 2. Leave During a Global Pandemic Policy – Brynn Fogerty & Kari May .....87
- 3. JCLS Return to Work Plan: COVID-19 Pandemic Response Guide – Brynn Fogerty & Kari May .....94

**COMMITTEE AND BOARD MEMBER REPORTS (Inform)**

Individual Board Member Reports

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**FUTURE MEETINGS/EVENTS/OBSERVANCES:**

July 23, 2020 – Board Special Meeting (if needed)  
August 13, 2020 – Board Regular Meeting  
August 14-15, 2020 – Board Annual Planning Meeting

*The Jackson County Library District Board meets regularly at 4:00 p.m. on the second Thursday of every month at the Medford Library in the Adams Community Meeting Room, unless otherwise noticed. You may find proposed agendas and prior meeting minutes at [www.jcls.org](http://www.jcls.org). If you have further questions or would like to be added to the email notification list, please contact Administrative Assistant, Denise Menicucci, at 541-774-8679 or [dmenicucci@jcls.org](mailto:dmenicucci@jcls.org).*

*If a physical accommodation is needed to participate in a Jackson County Library District meeting, please contact Denise Menicucci at 541-774-8679. Notification of at least 48 hours prior to the meeting, preferably in writing, will assist us in providing reasonable accommodation.*



July 9, 2020

**Title:** Annual Organizational Meeting Consent Agenda Items  
**From:** Kari May, Library Director  
Lisa Marston, Assistant Director of Administrative Services

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**Recommendation:**

The Library Director and Assistant Director of Administrative Services recommend that the Board approve the items attached below as part of the Consent Agenda.

**Budget Impacts:**

n/a

**Policies, Plans, and Goals Supported:**

Appropriate use of the Consent Agenda for standard or routine business items is intended to help expedite the Board's decision-making process, thus allowing more time for other important agenda items.

**Background and Additional Information:**

The resolutions authorizing the District's checking account and investment account, and designating the responsible personnel, are brought to the Board at the start of every new fiscal year in July. The same is true for the District Organizational Items. These items may be brought back to the Board anytime during the fiscal year should revisions or updates be required, and staff is already anticipating bringing Resolution 2021-01 back to the Board after the District's new accounting system goes live and the District is no longer using RVCOG for accounting services.

**Attachments:**

- Resolution 2021-01: To Authorize Checking Account, Designated Personnel and Signers
- Resolution 2021-02: To Authorize LGIP Account, Designated Personnel and Signers
- District Organizational Items for Fiscal Year 2021

**RESOLUTION: 2021-01**

**A RESOLUTION DESIGNATING BANNER BANK, LOCATED IN MEDFORD, OREGON, AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE BANNER BANK CHECKING ACCOUNT**

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-06, authorizing the opening of a checking account at AmericanWest Bank (now Banner Bank) and designating authorized personnel to transact business with Banner Bank and sign checks or authorize withdrawals from the account with Banner Bank.
- B. It is the District's practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. Jackson County Library District has an Intergovernmental Agreement with the Rogue Valley Council of Governments (RVCOG) to provide professional accounting services to the District.
- D. It is recommended that three Library District directors, two District employees, and two RVCOG employees are designated as authorized personnel and signers on the Banner Bank checking account.
- E. It is the District's practice to designate its Board President, Board Vice President, and Board Finance Liaison as authorized signers on the Banner Bank checking account.

BE IT RESOLVED:

- 1. That RVCOG Deputy Director Ann Marie Alfrey and JCLD Senior Accountant Vicki Robinson are hereby authorized to transact business with Banner Bank on behalf of the Jackson County Library District.
- 2. The following persons are authorized to sign checks or authorize withdrawals from the checking account with Banner Bank on behalf of the Jackson County Library District: President \_\_\_\_\_, Vice President \_\_\_\_\_, and Finance Liaison \_\_\_\_\_, Directors of the Jackson County Library District; Kari May, Library Director, and Lisa Marston, Assistant Director of Administrative Services; Michael Cavallaro, RVCOG Executive Director; and Ann Marie Alfrey, RVCOG Deputy Director;

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

By:

Attest:

\_\_\_\_\_

\_\_\_\_\_

Board President

Recording Secretary

**Board Vote:**

- Cathy Shaw \_\_\_\_\_
- Susan Kiefer \_\_\_\_\_
- George Prokop \_\_\_\_\_
- Jill Turner \_\_\_\_\_
- Eric Dziura \_\_\_\_\_

**RESOLUTION: 2021-02**

**A RESOLUTION DESIGNATING THE OREGON STATE TREASURY LOCAL GOVERNMENT INVESTMENT POOL (LGIP) AS A DEPOSITORY OF FUNDS FOR THE JACKSON COUNTY LIBRARY DISTRICT AND DESIGNATING AUTHORIZED PERSONNEL AND SIGNERS FOR THE LGIP ACCOUNT**

WHEREAS, THE BOARD OF THE JACKSON COUNTY LIBRARY DISTRICT FINDS:

- A. At its regular meeting on June 4, 2015, the Board approved Resolution 2015-07, authorizing the opening of an investment pool account through the Oregon State Treasury Local Government Investment Pool (LGIP) and designating authorized personnel to transact business with the LGIP and sign or initiate bank account information changes on behalf of the Jackson County Library District.
- B. It is the District's practice to reauthorize its bank accounts and designated personnel and signers at its annual organizational meeting in July.
- C. It is recommended that two Library District directors and the Library Director are designated as authorized signers on the LGIP account.
- D. It is the District's practice to designate its Board President and Board Vice President as authorized signers on the LGIP account.

BE IT RESOLVED:

- 1. That Assistant Director of Administrative Services, Lisa Marston, and Senior Accountant, Vicki Robinson, are hereby authorized to transact business with the Local Government Investment Pool (LGIP) through the Oregon State Treasury on behalf of the Jackson County Library District.
- 2. That the following persons are hereby authorized to sign documents or initiate bank account information changes for the Oregon State Treasury LGIP account on behalf of the Jackson County Library District: President \_\_\_\_\_ and Vice President \_\_\_\_\_, Directors of the Jackson County Library District; and Kari May, Library Director.

The above resolution statement was approved by the Board of the Jackson County Library District and declared adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

By:

Attest:

\_\_\_\_\_

\_\_\_\_\_

Board President

Recording Secretary

**Board Vote:**

Cathy Shaw \_\_\_\_\_  
Susan Kiefer \_\_\_\_\_  
George Prokop \_\_\_\_\_  
Jill Turner \_\_\_\_\_  
Eric Dziura \_\_\_\_\_



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## District Organizational Items for Fiscal Year 2021

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The Library Director and Assistant Director of Administrative Services recommend the items listed below:

1. Meeting Day & Time – The Board meets on the second Thursday of each month at 4:00 p.m. by virtual means or in person, as indicated on the agenda.
  - a. During the 2020 Special Session, the Oregon legislature enacted House Bill 4212. Sections 1 and 2 of HB 4212 impact public meetings for local government, as follows:
    - i. The governing body of a public body may hold all meetings by telephone or video conferencing technology or through some other electronic or virtual means. When a governing body meets using telephone or video conferencing technology, or through other electronic or virtual means, the public body shall make available a method by which the public can listen to or observe the meeting.
    - ii. If the governing body of the public body elects not to use telephone or video conferencing technology or other electronic or virtual means to conduct meetings, all persons attending meetings held in person must maintain social distancing, including maintaining intervals of six feet or more between individuals, wherever possible.
    - iii. When conducting a virtual or telephonic meeting the public body does not have to provide a physical space for the meeting.
    - iv. If the telephone or video conferencing technology allows the public body to do so, the public body shall record the meeting and make the recording available to the public. This paragraph does not apply to executive sessions.
    - v. Any public testimony or comment taken during a meeting need not be taken in person if the public body provides an opportunity to submit testimony or comment by telephone or video conferencing technology, or through other electronic or virtual means, or provides a means of submitting written testimony, including by electronic mail or other electronic methods, and the governing body is able to consider the submitted testimony in a timely manner.
  - b. These provisions apply until 30 days after the date on which the declaration of a state emergency (EO 20-03) issued by the Governor on March 8, 2020, and any extension of the declaration is no longer in effect.

2. Mileage Reimbursement Rate for Board and Staff – It has been Board practice to pay the IRS-approved rate, currently \$0.575 per mile. Continuation of this practice is recommended.
3. Authorization to Submit Grant and Contract Proposals – It is necessary to respond quickly to grant and contract opportunities. It is requested that the Board authorize the Library Director and Assistant Director of Administrative Services to submit proposals for grants and contracts during Fiscal Year 2021. The Board retains final authority to accept or reject an award.
4. Board Attorney – It is recommended that the Board continue to contract for legal services with Jarvis, Dreyer, Glatte & Larsen, LLP, with Jacquelyn Bunick as the District’s primary attorney and Sydnee Dryer as backup attorney. It is requested that you authorize the Board President, Library Director, and Assistant Director of Administrative Services to seek specialized legal counsel, when necessary, from Ms. Bunick.
5. Auditor – It is recommended that Isler Medford serve as the District’s auditor for Fiscal Year 2021.
6. Authorized Depositories of Funds – Two depositories of funds are recommended: Banner Bank for general operation, and the Oregon State Treasury Local Government Investment Pool (LGIP). *[See Resolutions 2021-01 and 2021-02 reauthorizing the District’s bank accounts, designated personnel and signers.]*
7. Local Contract Review – It is recommended that the Jackson County Library District Board of Directors continue to act as the District’s Local Contract Review Board (LCRB).
8. Identifying Purchasing Practices – It is recommended that the Jackson County Library District continue its practice of following the Public Contracting Rules and Procedures adopted by the Board at its regular meeting on April 4, 2015, which closely follow the Oregon Attorney General’s Model Public Contracting Rules and ORS 279 pertaining to public contracting.
9. Insurance Agent of Record – The District’s Insurance Agent of Record is Sandy Orr, CISR, Branch Supervisor, Brown & Brown Northwest Insurance.

**Proposed Action:** That the Board move to accept these recommendations as presented for organizational items 1 through 9, as included on the Consent Agenda.

Jackson County Library District  
Statement of Revenues and Expenditures  
From 7/1/2019 Through 6/30/2020

**PRELIMINARY**

101 - General Administration

	<b>Budget- Current</b>	<b>Current Month</b>			<b>Percentage</b>	
	<b>Year</b>	<b>Actual</b>	<b>YTD Actual</b>	<b>Budget Remaining</b>	<b>received or spent to</b>	<b>date</b>
Operating revenue						
Current Property Tax Collections	10,610,000.00	268,094.63	10,429,533.21	(180,466.79)	98.29%	
Prior Year Property Tax Collections	200,000.00	12,411.56	186,427.10	(13,572.90)	93.21%	
Interest Income	310,000.00	15,744.68	303,024.06	(6,975.94)	97.74%	
Interest- Lindberg Note	13,000.00	1,132.53	13,537.01	537.01	104.13%	
Other Income	5,000.00	0.00	29,975.48	24,975.48	599.50%	true up from county
E Rate	106,000.00	8,848.50	106,110.00	110.00	100.10%	
Reimbursements From RCC	34,100.00	0.00	29,988.57	(4,111.43)	87.94%	
Ready To Read Grant	35,000.00	0.00	36,353.00	1,353.00	103.86%	
Conference Room Rental	0.00	0.00	129.10	129.10	0.00%	
Government Agency Rentals	109,420.00	0.00	109,420.14	0.14	100.00%	
Inter-library Loan Fees	1,000.00	0.00	0.00	(1,000.00)	0.00%	
Late Fee Charges- RCC/UMS	0.00	0.00	8,848.81	8,848.81	0.00%	
Lost/Damaged Materials	0.00	0.00	7,618.79	7,618.79	0.00%	
Photocopy/Fax Sales	9,000.00	0.00	7,024.98	(1,975.02)	78.05%	
Patron Refunds	0.00	0.00	(2,406.68)	(2,406.68)	0.00%	
Printer Sales	0.00	0.00	16,023.69	16,023.69	0.00%	
On Line Fee Collections	0.00	0.00	800.19	800.19	0.00%	
Hulburt Donation	130,000.00	0.00	131,527.00	1,527.00	101.17%	
Library Friends Donations	65,000.00	0.00	24,159.43	(40,840.57)	37.16%	
Medford Friends Book Shop Remodel	10,000.00	0.00	0.00	(10,000.00)	0.00%	
Library Foundation Donations	0.00	0.00	50,485.46	50,485.46	0.00%	
General Public Donations	500.00	0.00	370.48	(129.52)	74.09%	
OR Community Foundation- restricted	12,000.00	0.00	2,721.86	(9,278.14)	22.68%	
OR Community Foundation- non	2,000.00	0.00	0.00	(2,000.00)	0.00%	
EJ Smith Trust-Restricted	85.00	0.00	0.00	(85.00)	0.00%	
Ted Gerlock-Restricted	15.00	0.00	0.00	(15.00)	0.00%	
Carpenter Foundation-Restricted	3,000.00	0.00	3,000.00	0.00	100.00%	
Library Foundation Donations- CP	10,000.00	0.00	0.00	(10,000.00)	0.00%	
Oregon Community Foundation-	29,000.00	0.00	0.00	(29,000.00)	0.00%	
Kaleidoscope grant	0.00	0.00	2,154.95	2,154.95	0.00%	
Gebhard Estate	200,000.00	0.00	307,585.63	107,585.63	153.79%	
Restricted Grants- Misc.	0.00	0.00	6,600.00	6,600.00	0.00%	
Beginning Fund Balance-Unrestricted	7,700,000.00	0.00	7,212,782.95	(487,217.15)	93.67%	
Beginning Fund Balance-Restricted	500,000.00	0.00	714,703.50	214,703.50	0.00%	
<b>Total Revenue</b>	<b>20,094,120.00</b>	<b>306,231.90</b>	<b>19,738,498.71</b>	<b>355,621.29</b>	<b>98.23%</b>	

Jackson County Library District  
Statement of Revenues and Expenditures  
From 7/1/2019 Through 6/30/2020

**PRELIMINARY**

101 - General Administration

	<b>Budget- Current</b>	<b>Current Month</b>			<b>Percentage</b>
	<b>Year</b>	<b>Actual</b>	<b>YTD Actual</b>	<b>Budget Remaining</b>	<b>received or spent to date</b>
Expenditures					
<b>Personnel Expenses</b>					
Salaries and Wages	90,825.00	14,923.75	121,436.10	(30,611.10)	133.70%
FICA and Medicare- payroll taxes	34,500.00	1,198.60	9,435.44	25,064.56	27.34%
Worker comp- payroll taxes	3,000.00	25.50	550.44	2,449.56	18.34%
Health/Dental Insurnace	50,400.00	0.00	13,613.34	36,786.66	27.01%
Retirement Contribution	30,686.00	744.18	8,930.16	21,755.84	29.10%
Payroll- SUTA	9,950.00	0.00	0.00	9,950.00	0.00%
Vacation accrual	0.00	236.81	236.81	(236.81)	0.00%
Transition team	360,059.00	0.00	0.00	360,059.00	0.00%
<b>Total Personnel Expenses</b>	<b>579,420.00</b>	<b>17,128.84</b>	<b>154,202.29</b>	<b>425,217.71</b>	<b>26.61%</b>
<b>Materials and Services</b>					
Accounting Services	40,000.00	0.00	33,963.59	6,036.41	84.90%
Auditing Services	11,300.00	0.00	11,050.00	250.00	97.78%
Administrative Services	38,000.00	0.00	33,623.18	4,376.82	88.48%
Bank Fees/Interest Expense	1,000.00	50.17	908.05	91.95	90.80%
Consultant Fees	50,000.00	422.50	12,731.74	37,268.26	25.46%
Elections	0.00	0.00	334.00	(334.00)	0.00%
Insurance	30,000.00	0.00	22,167.00	7,833.00	73.89%
Legal Services	50,000.00	7,232.00	37,357.50	12,642.50	74.71%
Memberships, Dues and Subscriptions	5,000.00	236.08	3,658.38	1,341.62	73.16%
Supplies	5,000.00	310.00	2,991.68	2,008.32	59.83%
Postage	3,000.00	662.99	2,011.84	988.16	67.06%
Travel- airfare, lodging, meals etc	20,000.00	0.00	5,355.76	14,644.24	26.77%
Special fees and Expenses	1,000.00	0.00	1,017.64	(17.64)	101.76%
Advertising/Legal Notices	3,000.00	400.00	788.26	2,211.74	26.27%
Professional Development	0.00	0.00	416.25	(416.25)	0.00%
<b>subtotal</b>	<b>257,300.00</b>	<b>9,313.74</b>	<b>168,374.87</b>	<b>88,925.13</b>	
Alarm Services	3,465.00	0.00	1,877.67	1,587.33	54.18%
Building Repair/Maintenance	467,937.00	0.00	467,937.00	0.00	100.00%
Custodial Services	419,322.00	34,943.57	384,568.27	34,753.73	91.71%
Custodial Supplies	12,600.00	248.97	10,754.70	1,845.30	85.35%
Landscape Services	9,072.00	756.03	10,316.33	(1,244.33)	113.71%
Maintenance Services	2,000.00	0.00	0.00	2,000.00	0.00%
Security Services	84,791.00	7,099.57	70,452.77	14,338.23	83.08%
Signs and Signal Materials	25,000.00	4,981.00	11,434.50	13,565.50	45.73%
Building Repair/Maintenance- B-7	245,000.00	0.00	0.00	245,000.00	0.00%



Jackson County Library District  
Statement of Revenues and Expenditures  
From 7/1/2019 Through 6/30/2020

**PRELIMINARY**

101 - General Administration

	<b>Budget- Current</b>	<b>Current Month</b>			<b>Percentage</b>
	<b>Year</b>	<b>Actual</b>	<b>YTD Actual</b>	<b>Budget Remaining</b>	<b>received or spent to date</b>
Fees- Lindberg Note	72.00	6.00	72.00	0.00	100.00%
Copier Expense	0.00	1,935.00	10,406.97	(10,406.97)	0.00%
Equipment Repair/Maintenance	30,000.00	504.11	9,547.51	20,452.49	31.82%
Facility Furnishing Expense	25,000.00	0.00	0.00	25,000.00	0.00%
Minor Equipment	50,000.00	0.00	17,612.66	32,387.34	35.22%
Computers and technology	200,000.00	38,508.80	135,399.62	64,600.38	67.69%
Supplies and Expenses-Facilities	500.00	0.00	226.90	273.10	45.38%
Computer Software and Licensing	50,000.00	719.64	22,601.64	27,398.36	45.20%
<b>subtotal</b>	<b>1,624,759.00</b>	<b>89,702.69</b>	<b>1,153,208.54</b>	<b>471,550.46</b>	
Transition expenses	250,000.00	15,627.50	150,375.24	99,624.76	60.15%
LS&S Contract	5,738,291.00	464,839.65	5,626,421.78	111,869.22	98.05%
Library Materials	1,314,337.00	153,123.21	1,067,276.22	247,060.78	81.20%
City Participation	16,700.00	0.00	0.00	16,700.00	0.00%
Strategic Plan Initiative	21,500.00	0.00	0.00	21,500.00	0.00%
E Rate Services	33,765.00	0.00	25,323.75	8,441.25	75.00%
Unique Management Services	16,883.00	0.00	12,662.25	4,220.75	75.00%
Comic Con	23,100.00	0.00	4,967.27	18,132.73	21.50%
LS &S- digital library staff	178,000.00	10,723.10	116,702.77	61,297.23	65.56%
SOHS contract	39,000.00	0.00	39,000.00	0.00	100.00%
Advertising	5,000.00	0.00	10,638.92	(5,638.92)	212.77%
JCLF contract	55,000.00	13,750.00	55,000.00	0.00	100.00%
Branch Support	15,000.00	0.00	0.00	15,000.00	0.00%
Professional Services	0.00	670.80	670.80	(670.80)	0.00%
<b>subtotal</b>	<b>7,706,576.00</b>	<b>658,734.26</b>	<b>7,109,039.00</b>	<b>597,537.00</b>	
Electricity	241,500.00	13,409.96	167,734.43	73,765.57	69.45%
Natural Gas	31,500.00	1,377.45	31,724.24	(224.24)	100.71%
Garbage Service	15,750.00	1,842.52	15,942.64	(192.64)	101.22%
Water and Sewer Service	32,550.00	5,175.08	30,705.53	1,844.47	94.33%
Street and Storm Drain Fees	18,900.00	1,724.25	20,003.08	(1,103.08)	105.83%
Telecom-Voice and LD	27,000.00	1,535.23	22,341.19	4,658.81	82.74%
Telecom-Wide Area Network	115,500.00	0.00	99,481.04	16,018.96	86.13%
Telecom-Internet Services	25,200.00	2,369.96	24,865.72	334.28	98.67%
Municipal Assessments	3,550.00	401.53	3,780.00	(230.00)	106.47%
Telecom- Hot Spots	52,000.00	4,371.20	46,147.90	5,852.10	88.74%
<b>subtotal</b>	<b>563,450.00</b>	<b>32,207.18</b>	<b>462,725.77</b>	<b>100,724.23</b>	
<b>Maintenance &amp; Fuel for Vehicles</b>	<b>16,000.00</b>	<b>138.26</b>	<b>8,757.77</b>	<b>7,242.23</b>	<b>54.73%</b>
Hulburt Donation	125,000.00	5,830.60	62,117.87	62,882.13	49.69%
Library Friends Donations	65,000.00	175.00	23,022.27	41,977.73	35.41%
Library Foundation Donations	110,000.00	7,342.51	55,712.49	54,287.51	50.64%
General Public Donations	2,500.00	0.00	0.00	2,500.00	0.00%
OR Community Foundation-restricted	42,000.00	8,700.00	11,270.54	30,729.46	26.83%

Jackson County Library District  
Statement of Revenues and Expenditures  
From 7/1/2019 Through 6/30/2020

**PRELIMINARY**

101 - General Administration

	<b>Budget- Current</b>	<b>Current Month</b>			<b>Percentage</b>
	<b>Year</b>	<b>Actual</b>	<b>YTD Actual</b>	<b>Budget Remaining</b>	<b>received or spent to date</b>
EJ Smith Trust Books	85.00	0.00	0.00	85.00	0.00%
Gerlock Trust Books	15.00	0.00	0.00	15.00	0.00%
Carpenter Foundation Books	3,000.00	0.00	0.00	3,000.00	0.00%
Ready to Read Grant	70,000.00	0.00	0.00	70,000.00	0.00%
Kent Family Trust	5,000.00	1,984.39	2,418.11	2,581.89	48.36%
Library Foundation Donations- CP	50,000.00	0.00	0.00	50,000.00	0.00%
Lindberg Estate expense	100,000.00	0.00	0.00	100,000.00	0.00%
2018 Ready to Read Grant	0.00	210.95	33,488.82	(33,488.82)	0.00%
Kaleidoscope grant expenditures	0.00	0.00	2,251.10	(2,251.10)	0.00%
Gebhard Estate expenditures	200,000.00	0.00	0.00	200,000.00	0.00%
Restricted grants- expenses	0.00	0.00	1,210.00	(1,210.00)	0.00%
<b>subtotal</b>	<b>772,600.00</b>	<b>24,243.45</b>	<b>191,491.20</b>	<b>581,108.80</b>	
<b>Total Materials and Services</b>	<b>10,940,685.00</b>	<b>814,339.58</b>	<b>9,093,597.15</b>	<b>1,847,087.85</b>	<b>83.12%</b>
Other expenditures					
Capital Outlay	250,000.00	570.40	77,355.88	172,644.12	30.94%
Contingency	750,000.00	0.00	0.00	750,000.00	0.00%
Ending Fund Balance	5,524,015.00	0.00	0.00	5,524,015.00	0.00%
Total Other expenditures	6,524,015.00	570.40	77,355.88	6,446,659.12	1.19%
Transfers to CIF					
Transfer to Capital Improvement Fund	2,050,000.00	0.00	2,050,000.00	0.00	100.00%
Total Transfers to CIF	2,050,000.00	0.00	2,050,000.00	0.00	100.00%
Total Expenditures	20,094,120.00	832,038.82	11,375,155.32	8,718,964.68	56.61%
Net Revenue Over Expenditures	0.00	(525,806.92)	8,363,343.39	8,363,343.39	0.00%

Jackson County Library District  
Statement of Revenues and Expenditures  
From 7/1/2019 Through 6/30/2020

**PRELIMINARY**

201 - Capital Improvement Fund

	<b>Budget- Current Year</b>	<b>Current Month Actual</b>	<b>YTD Actual</b>	<b>Budget Remaining</b>	<b>Percentage received or spent to date</b>
Operating revenue					
Beginning Fund Balance-Unrestricted	4,016,279.00	0.00	4,068,211.60	51,932.60	101.29%
Transfer from General fund	<u>2,050,000.00</u>	<u>0.00</u>	<u>2,050,000.00</u>	<u>0.00</u>	<u>100.00%</u>
Total Revenue	<u>6,066,279.00</u>	<u>0.00</u>	<u>6,118,211.60</u>	<u>51,932.60</u>	<u>100.86%</u>
Expenditures					
Other expenditures					
Capital Outlay	6,066,279.00	90,159.44	138,218.71	5,928,060.29	2.27%
Total Other expenditures	<u>6,066,279.00</u>	<u>90,159.44</u>	<u>138,218.71</u>	<u>5,928,060.29</u>	<u>2.28%</u>
Total Expenditures	<u>6,066,279.00</u>	<u>90,159.44</u>	<u>138,218.71</u>	<u>5,928,060.29</u>	<u>2.28%</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>(90,159.44)</u>	<u>5,979,992.89</u>	<u>5,979,992.89</u>	<u>0.00%</u>



## July 2020 Director's Report

### Highlights

#### *COVID-19 Response*

As outlined in Resolution 2019/2020-05, the “Director should review the Coronavirus Response Plan every 14 days and update or revoke as necessary.” In order to remain nimble and respond quickly to changing conditions, Director May will communicate with the Board Chair before advancing or retreating to a different stage within the approved Staged Library Operations Plan. The full Board will be updated immediately via email on any action taken. The Administration team closely monitors local guidelines and recommendations related to the COVID-19 pandemic, the daily case count, library supplies, library usage, and other factors to determine the best way to comply with guidelines and keep staff and patrons safe and healthy while providing the highest level of services possible. Over the past four months, everyone has learned that the pandemic situation remains unstable, and decisions need to be made quickly.

June was a busy month. All libraries moved to Stage 5 of the Library Operations Plan, providing limited library services during modified operating hours. Configuration of finance system Tyler Incode kicked off in early June. The first floor of the Medford Renovation project was also completed in early June, and staff have partially moved back into their regular work areas; new furniture will be installed at the end of July. Finally, library staff officially transitioned from being employed by LS&S to being directly employed by the District. Director May and Assistant Directors Marston, Hunt, and Taillac visited staff at all libraries on July 1 and 2 to welcome them to the District.

Director Kari May attended the Friends Presidents Forum on June 10 and discussed ways that Friends groups can safely return to the library to manage their book sales. The Friends Book Sale Safety Guidelines have been shared with the Friends and Branch Managers.

Sharing information about the libraries reopening was a highlight for the Marketing Team in June. With multiple news stories appearing in the Mail Tribune and an on-air interview on KDRV, the word spread quickly. On social media, the Library's following continued to grow with over a hundred new followers across three platforms. This growth allows Marketing to reach more people than ever before. This growth also fueled an outstanding response to JCLS' statement against systemic injustice. In late June, Marketing kicked off a six-week ad campaign with the Mail Tribune, which started with a ¼ color page ad for the Summer Reading Program and a 1/2 page advertorial (an ad written like an article).

## **Support Services**

### **Collection Development**

Collection Development Librarian Wende Glimpse has been working with Jackson County Emergency Preparedness and the City of Talent to get required FEMA materials into the library catalog, per FEMA Emergency Preparedness requirements. The material will be in electronic format that will automatically update as FEMA publishes any changes.

### **IT and Digital Services**

IT and Digital Services are collaborating on transition projects and creating best practices for using Microsoft Office 365 products for the Library. The Library's subscription includes Email, Teams, SharePoint, and OneDrive. This one subscription eliminates the need for multiple communication platforms that Library staff have been using for remote and distance (branch to branch) collaboration. Slack for Chatting, Zoom for meetings, Outlook for Email, LibGuides for Intranet, and Google for shared document work, all with different account names and logins are being replaced with one platform and one user account.

### **Technical Services**

Technical Services and Collection Management have completed year-end purchasing and met LS&S contract goals with a slight over expenditure of \$49. Acquisitions is now set up for JCLS and ordering started July 1<sup>st</sup>.

### **Public Services**

All public services staff attended Regional Meetings in June, which included training for time entry for payroll and a discussion about equity and inclusion after viewing the TED Talk [Reimagining the Public Library to Reconnect the Community | Shamichael Hallman](#). A training on Library Management and Communication has been scheduled for Branch Managers and Outreach Coordinators, and Assistant Director Claudine Taillac and Volunteer and Development Coordinator Jessica Arenas have a meeting scheduled with a local consultant to discuss Equity, Diversity and Inclusion (ED&I) training for staff.

Best Selling Author Max Brooks (*World War Z*) will lead a virtual program on July 8, where he will discuss his newly released book *Devolution: A Firsthand Account of the Rainier Sasquatch Massacre*. In correlation with this program, a "Search for Sasquatch" passive program will be launched where sixty wooden rounds with the image of Sasquatch will be hidden around the county. Those lucky enough to find one of the rounds will win a signed copy of the book.

A post-program survey has been added to all adult programs to track patron feedback and to gather email addresses so that patrons can opt in to receive promotional emails or be placed on the email lists for newsletters or the Library Connect Blog. This feedback and the Bibliocommons book lists that are created to accompany each program will help gauge engagement and create more opportunities for future connections to library services and resources.

### **Adult Services**

During the month of June, adult services presented twenty-eight virtual programs covering a wide range of topics including book talks, local history, the 2020 Census, small business assistance, and computers and technology.

Some of the programs offered were virtual book clubs, including the new *Resilient Reads: A Business Book Discussion Group* hosted by Business Librarian Elanna Erhardt. Ms. Erhardt was joined by speaker Marta Tarantsey, the Regional Development Officer for Business Oregon. This ongoing book club will feature a speaker from the local business community and a guided discussion of books on various business-related subjects.

Ms. Erhardt worked with Digital Services Specialists Laura Irwin and Nicole Vukcevic to provide the first programs in the series *Social Media for Small Business* and *Google Drive™ For Small Business*. These programs were originally planned as in-person programs that would be repeated at multiple branches and were easily adapted to virtual programs.

Central Area Manager Terra McLeod facilitated a program titled *The Teapot in History* with presenter Camille Korsmo. A book list was created for the program, and one response to the post-program survey was, "Wonderful way to view presentations. I have multiple sclerosis and is hard to physically attend."

Adult Services Librarian Carrie Tannehill facilitated *Windows in Time presents The Life of George Wright: Rancher, Philosopher, Friend*, presented by Pat Harper. Ms. Tannehill also facilitated the first of a three-part series *Climate Science for Non-scientist* presented by Dr. Alan Journet.

Adult Services Librarian Danielle Ellis led the first "take and make" program for adults, *Create a Terrarium*. The discussion included information about plant care, summer reading suggestions, and gardening while participants built terrariums over Zoom. One participant who responded to the post-program survey wrote, "Danielle is awesome. I really enjoyed the class and will keep my eye out for more like it!" Ms. Ellis created a [book list](#) with books about caring for terrariums.

Bear Creek Area Manager Kristin Anderson facilitated a program with Dr. Kyle Padget, PT, DPT on the topic of pelvic floor health for women. Participants were able to ask Dr. Padget questions about their own problems and concerns.

Maureen Battistella presented the program *Rogue Valley Women's Movement, 1970-1999*, facilitated by Adult Services Librarian Carrie Turney Ross. The program highlighted the women, places, and politics in Southern Oregon through interviews, photographs, and historical records. Some of the women Ms. Battistella discussed in the program were in attendance. This program is part of a community documentation project is centered on the Rogue Valley Women's Movement of the 1970s through the 1990s, collecting the Stories of Southern Oregon Women, made possible through a grant Ms. Battistella received from the Oregon Heritage Commission. Ms. Turney Ross created a [book list](#) highlighting Oregon women to go along with the program.

### **Outreach**

Ms. Turney Ross has continued to adapt JCLS's Census 2020 work through the Census Equity Funders of Oregon grant to provide Census Assistance Centers (CAC) in typically hard-to-count communities. The newest iteration of the pandemic-affected plan is a three-day-per-week schedule for the staff members who are serving as CAC Ambassadors to set up a table at each of the branches on a set schedule to promote the Census and to help patrons complete their questionnaire.

Outreach to Homebound was recently renamed At Home Services (AHS) in order to better represent what the service actually provides, which is home delivery to any patron who cannot visit the library of their own volition, not just because they are homebound. The AHS team created a new application that

will help them gather better data regarding the needs and reading interests of each patron using the service. The team is also working to update the AHS brochure, which will help JCLS spread awareness of the service and increase usage.

### **Youth Services**

June kicked off the 2020 Summer Reading Program. The book review and digital badges features in Beanstack have proven popular with young and old, with 368 book reviews written, many by small children, and 3,402 digital badges earned. To replace the ever-popular SRP in-person youth programs, Take & Make programs have been introduced. These are hands-on activities that families pick up at the library and do not require a screen to complete.

Virtual programs have included professional storytellers Alton Chung and Will Hornyak. Mr. Chung's programs focus on sharing traditional Asian folktales and ancient Hawaiian legends, and Mr. Hornyak's interactive programs focus on familiar fairy tale themes such as magic, princesses (who often save themselves), and what it means to be a hero. These programs drew not just people from Jackson County but also participants from India, Denmark, and several states across the country. From a collaboration with the bilingual children's podcast [Eat Your Spanish](#), The JCLS YouTube channel has been able to host a video created by bilingual storytellers Evan and Vanessa. This video contains songs and stories in both English and Spanish, including songs that teach the importance of hand washing! Central Point Branch Manager Marne Kapule presented a live Zoom Babies storytime for a local moms' group by invitation from the WIC director.

The JCLS YouTube channel has an ever-growing collection of Digital Storytimes, Booktalks, and Storytime Shorts, which typically include one story and a song or rhyme, good for children who may not be able to sit through a longer, more traditional storytime. Booktalker Anna Monders has been recording weekly book talks featuring the more well-received and favorite titles from the previous school year, while Medford Children's Librarian Wally Clark has started a "Reader Recommendations" series—booktalks for picture books—allowing parents (and kids) to hear about books they may not have seen or read before.

Virtual programs for teens are gaining traction, with the most popular ones being crafts and trivia. Teen Librarians Jacqueline Keating and Andrea Leone hosted a Harry Potter trivia event and not only did they all have a good time, they also used the event as an opportunity to discuss JCLS' efforts toward equity, diversity, and inclusion in light of JK Rowling's unsupportive tweets toward the transgender community. The best-attended program was the collage event where teens picked up a Take & Make kit that included all the materials necessary (magazines, glue, scissors, and a folder to decorate) to do it on their own. But there was also the opportunity to participate in the Zoom program, and most teens chose this option. They enjoyed decorating their folders "together" while also sharing the stories related to the images they were choosing to create the collage folder. Teens expressed that they really liked "hanging out" with each other in the digital space.

## Vacancy Report

Date Vacant	Vacated by	Position	Location	Hrs/Wk	Status	Date Filled	Name	Type (EXT/INT)
1/22/20	Amy Greenwold	Librarian 2 (Head of Adult Services)	Ashland	40	Under Recruitment			
2/20/20	Petra Lilley	Library Clerk	Ashland	15	Under Recruitment			
5/15/20	Joy Hess	Library Clerk	Medford	20	Under Recruitment			
6/1/20	Holly Mills	Library Associate	Ashland	20	Under Recruitment			
6/9/20	Ben Lucas	Library Associate	Talent	20	Under Recruitment			
6/14/20	Kendra Matthews	Library Associate	Ashland	20	Under Recruitment			
6/17/20	Magdalene Sullivan	Library Associate	Ashland	20	Under Recruitment			
	New Position	Human Resources Assistant	Systemwide	40	Under Recruitment			
	New Position	IT Technician	Systemwide	40	Under Recruitment			
	New Position	Executive Assistant	Systemwide	40	Under Recruitment			
	New Position	Library Associate – Collection Development	Systemwide	40	Under Recruitment			
	New Position	Payroll Specialist	Systemwide	40	Under Recruitment			
	New Position	Accounting Specialist	Systemwide	20-29	Under Recruitment			



## Transition milestones in process or completed within the last month

### Jackson County Library District - 2020 Roadmap

Report Date: 7/3/2020

Big Rocks	Key Milestone	Responsible	Scheduled		New	Status	Notes / Task Owners
			Start	Stop	Actual		
<b>Staffing</b>	Hire Admin Staff	DA, HR	Mar-20	May-20	Jun-20	Behind schedule	Future updates in Director's reports
	Hire Public Services Staff	AD-PS, HR	Mar-20	May-20	Jun-20	Completed	
	Hire Support Services Staff	AD-SS, HR	Mar-20	May-20	Jun-20	Completed	
<b>Communication</b>	Provide weekly update to staff	LD, LS&S, Board	Jan-20	Jun-20		Completed	
	Provide additional answers to FAQs	LD, HR	Mar-20	May-20		Completed	
<b>Human Resources</b>	Approve Retirement Plan	Board	Jun-20	Jun-20	Aug-20	Behind schedule	July & August Board Meetings
	Implement Tyler-Incode HR software	Tyler, Finance/HR	May-20	Jun-20	Oct-20	Behind schedule	Future updates in Director's reports
<b>Finance</b>	Implement Tyler-Incode financial/payroll software	Tyler, Finance/HR	May-20	Jun-20	Oct-20	Behind schedule	Future updates in Director's reports
<b>Technology</b>	All contracts transferred from LS&S in place	AD-SS, DA, Legal	Feb-20	Jun-20		Completed	
<b>Facilities</b>	Approve buildings transfer, lease agreements	Board	Jul-19	Jun-20		Completed	
<b>Medford Renovation</b>	Medford renovation construction	Contractor	Mar-20	Jun-20	Sep-20	Behind schedule	Future updates in Director's reports
	Furniture installation	Jackson County	Jun-20	Jun-20	Sep-20	Behind schedule	Future updates in Director's reports
	Move into new spaces	Staff	Jun-20	Jun-20	Sep-20	Behind schedule	Future updates in Director's reports

## Completed Transition Milestones

### Jackson County Library District - 2020 Roadmap

Report Date: 7/3/2020

Big Rocks	Key Milestone	Responsible	Scheduled		New	Status	Notes / Task Owners	
			Start	Stop	Actual			
Staffing	Approve hiring Kari May as JCLS Library Director	Board	Jul-19	Jul-19		Completed	July 12, 2019	
	Approve Kari May's employment contract	Board	Dec-19	Dec-19	Jan-20	Completed	January 9, 2020	
	Hire HR Manager - recruitment by HR Answers	LD, DA	Dec-19	Mar-20	Feb-20	Completed	February 24, 2020	
Communication	Provide initial letter to library staff	LD, LS&S, Board	Jul-19	Jul-19		Completed	July 29, 2019	
	Provide update to staff on Staff Training Day	LD, LS&S, Board	Sep-19	Sep-19		Completed	September 18, 2019	
	Provide quarterly update to staff	LD, LS&S, Board	Oct-19	Oct-19	Nov-19	Completed	November 7, 2019	
	Provide first set of answers to FAQs	LD	Feb-20	Feb-20		Completed	February 21, 2020	
Human Resources	Approve contract with HR Consultant	Board	Sep-19	Sep-19		Completed	September 12, 2019	
	Job market analysis, total compensation survey	HR Consultant	Sep-19	Oct-19	Nov-19	Completed	November 14, 2019	
	Present salary/benefits recommendations to Board	HR Consultant	Oct-19	Oct-19	Nov-19	Completed	November 14, 2019	
	Present HR staffing recommendations	HR Consultant	Nov-19	Nov-19		Completed	November 14, 2019	
	Approve HR staffing recommendations	Board	Nov-19	Nov-19		Completed	November 21, 2019	
	Approve HR information system	Board	Nov-19	Nov-19		Completed	November 21, 2019	
	Approve salary schedule	Board	Nov-19	Nov-19	Feb-20	Completed	February 13, 2020	
	Approve employee benefits	Board	Nov-19	Nov-19	Feb-20	Completed	February 13, 2020	
	Present draft Employee Handbook to Board	HR, LD, DA	Mar-20	Mar-20		Completed	April 9, 2020	
	Approve Employee Handbook	Board	Jan-20	Jan-20	Apr-20	Completed	April 23, 2020	
	Approve Premium Conversion Plan (Section 125)	Board	Apr-20	Apr-20		Completed	April 9, 2020	
	Finance	Research accounting/HR/payroll solution	Finance Committee	Sep-19	Nov-19		Completed	November 14, 2019
		Approve accounting/HR/payroll system	Board	Nov-19	Nov-19		Completed	November 21, 2019
Update Board on long-range financial plan		Finance Committee	Jan-20	Jan-20	Mar-20	Completed	March 2, 2020	
Approve alternative payroll processing solution		Board	Mar-20	Mar-20		Completed	March 12, 2020	
Tyler-Incode Current Future State Assessment		Tyler, Project Team	Mar-20	Mar-20		Completed	March 16-19, 2020	
Policies	Approve board governance policies	Board	Jul-19	Jan-20	Mar-20	Completed	March 12, 2020	
Technology	Receive draft report of IT assessment	Planning Team	Aug-19	Aug-19		Completed	August 20, 2019	
	Present IT assessment and recommendations	IT Consultant	Sep-19	Sep-19		Completed	September 12, 2019	
	Approve IT assessment and recommendations	Board	Oct-19	Oct-19	Sep-19	Completed	September 12, 2019	
	Approve Contract with LS&S for Polaris ILS	Board	Oct-19	Oct-19	Nov-19	Completed	November 21, 2019	
	Install/configure Tyler-Incode servers	IT, Tyler	Jan-20	Jan-20	Feb-20	Completed	February 5, 2020	
	Select and migrate over to new email system	IT	Mar-20	May-20		Completed	June 13, 2020	
	Migrate District website to jcls.org	IT, DA, Marketing	Feb-20	May-20		Completed	June 13, 2020	
Facilities	Approve FFA Architecture Design Proposal	Board	Aug-19	Aug-19		Completed	August 8, 2019	
	Begin working on lease assignments, agreements	Legal Counsel	Sep-19	Sep-19	Jul-19	Completed	Negotiations ongoing	
	Approve facilities maintenance IGA with County	Board	Feb-20	Mar-20		Completed	March 12, 2020	
Medford Renovation	Approve renovation design and estimated Budget	Board	Dec-19	Dec-19		Completed	December 12, 2019	
	Approve B-7 to fund design/architecture	DA	Jan-20	Jan-20		Completed	January 14, 2020	
	100% Construction Drawings	ORW	Jan-20	Jan-20	Feb-20	Completed	February 14, 2020	
	Construction Invitation to Bid (ITB) advertised	Jackson County	Feb-20	Mar-20		Completed	February 19, 2020	



July 9, 2020

**Title:** Retirement Plan Services RFP Contract Award

**From:** Finance Committee

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**Recommendation:**

Pending legal review by Special Districts Association of Oregon (SDAO), the Finance Committee recommends that the Board award the attached Administrative Services Agreement to the International City Management Association Retirement Corporation (“ICMA-RC”) to provide the District with a range of retirement plan services including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, and benefit disbursement.

The Finance Committee further recommends that, pending legal review by SDAO, the Board authorize the District to sign a Managed Accounts Services Agreement with ICMA-RC, which will allow the District to offer and make available Managed Accounts to participants in each of our eligible ICMA-RC administered 457 and 401(a) plans. Participants who want to delegate their individual Plan investment decisions to a financial expert are charged an asset-based Managed Accounts fee. There is no cost to the employer or the Plan for offering Managed Accounts.

Note that the 401(a) and 457 Retirement Plan and Trust Document(s) and Resolution(s) are still being drafted and will be brought back to the Board in late July and/or early August for formal approval and adoption.

**Budget Impacts:**

ICMA’s Plan Administration Fee is 0.55% per annum of the amount of Plan assets invested in VantageTrust. The FY2021 budget estimates \$335,736 in retirement contributions. Based on that estimate, the annual fee would be \$1,846.55. There is also an Employer Fee of \$1,000 per year, although staff will be asking ICMA-RC to waive this fee.

**Policies, Plans, and Goals Supported:**

Offering a retirement plan appropriate to be competitive in our geographic region and industry supports the District’s Total Compensation Philosophy adopted on February 13, 2020.

**Background and Additional Information:**

The Finance Committee issued the Retirement Plan Services RFP on May 25, 2020. Three firms submitted proposals: 1) Empower Retirement; 2) ICMA-RC; and 3) PlanMember. The evaluation committee members included Director Jill Turner; Library Director Kari May; District Administrator Lisa Marston; and HR Manager Brynn Fogerty. After scoring and ranking the three proposals individually using the attached scoring rubric, the evaluation committee met via Zoom on June 16, 2020 to review and discuss the proposals and decide on next steps. Based on the scoring, the committee agreed that the two highest-ranked firms, Empower Retirement and ICMA-RC, should be invited to a finalist presentation. A list of questions and three investment scenarios were provided to the finalists on June 18, 2020.

On June 22, 2020, the evaluation committee met with a local investment broker, who had reviewed each firm’s fund lineups, fees, and expenses, to receive additional insights into the evaluation criteria and the District’s role as the plan sponsor and fiduciary. The evaluation committee attended the finalist presentations via WebEx later that day and, on June 23, 2020, the committee met again to compare their impressions of the finalist presentations and to provide final scores for compilation. Included below is the scoring summary:

	<b>Empower Retirement</b>	<b>ICMA-RC</b>	<b>PlanMember</b>
Evaluator #1	600	665	570
Evaluator #2	900	923	735
Evaluator #3	920	920	680
Evaluator #4	850	958	700
<b>Total →</b>	<b>3,270</b>	<b>3,466</b>	<b>2,685</b>
<b>Final Ranking</b>	<b>2</b>	<b>1</b>	<b>3</b>

On June 26, 2020, a Notice of Apparent Best Value Proposer and Intent to Award Contract was sent to the firms, informing them of the District’s intent, pending successful negotiations and Board approval, to award a five-year contract to ICMA-RC for retirement plan services.

**Attachments:**

- Administrative Services Agreement between ICMA-RC and JCLD
- Scoring Rubric for Retirement Plan Services RFP
- ICMA-RC’s Submittal in response to the RFP
- ICMA-RC’s Fund Performance Monthly Report as of May 31, 2020

**ADMINISTRATIVE SERVICES AGREEMENT**

Between

**ICMA Retirement Corporation**

and

**Jackson County Library District**

Type: **457**

Account #: **301369**

Type: **401**

Account #: **100158**

## ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement (“Agreement”), made as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between the International City Management Association Retirement Corporation (“ICMA-RC”), a nonprofit corporation organized and existing under the laws of the State of Delaware, and the **Jackson County Library District** (“Employer”), an **Entity** organized and existing under the laws of the State of **Oregon** with an office at **205 South Central Avenue, Medford, Oregon 97501**.

### RECITALS

Employer acts as public plan sponsor of a retirement plan (“Plan”), and in that capacity, has responsibility to obtain administrative services and investment alternatives for the Plan;

VantageTrust is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds;

ICMA-RC, or its wholly owned subsidiary, acts as investment adviser to VantageTrust Company, LLC, the Trustee of VantageTrust;

ICMA-RC has designed, and VantageTrust offers, a series of separate funds (the “Funds”) for the investment of plan assets as referenced in VantageTrust’s principal disclosure documents, the VantageTrust Disclosure Memorandum and the Funds’ Fact Sheets (together, “VT Disclosures”); and

ICMA-RC provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, and benefit disbursement.

## AGREEMENTS

1. Appointment of ICMA-RC

Employer hereby appoints ICMA-RC as Administrator of the Plan to perform all nondiscretionary functions necessary for the administration of the Plan. The functions to be performed by ICMA-RC shall be those set forth in Exhibit A to this Agreement.

2. Adoption of VantageTrust

Employer has adopted the Declaration of Trust of VantageTrust Company and agrees to the commingled investment of assets of the Plan within VantageTrust. Employer agrees that the investment, management, and distribution of amounts deposited in VantageTrust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the VT Disclosures or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

3. Exclusivity Agreement

Employer agrees that for the initial or succeeding term of this Agreement specified in Section 11, so long as ICMA-RC continues to perform in all material respects the services to be performed by it under this Agreement, Employer shall not obtain plan administration from anyone other than ICMA-RC. Employer acknowledges that ICMA-RC has agreed to the compensation to be paid to ICMA-RC under this Agreement in the expectation that ICMA-RC will be able to offset costs allocable to performing this Agreement with revenues arising from Employer's exclusive use of ICMA-RC at the rates provided herein throughout the initial or succeeding term.

4. Employer Duty to Furnish Information

Employer agrees to furnish to ICMA-RC on a timely basis such information as is necessary for ICMA-RC to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in VantageTrust, and information as to the employment status of participants, and participant ages, addresses, and other identifying information (including tax identification numbers). Employer also agrees that it will notify ICMA-RC in a timely manner regarding changes in staff as it relates to various roles. Such notification is to be completed through the online EZLink employer contact options. ICMA-RC shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is furnished by such participant or beneficiary, and ICMA-RC shall not be responsible for any error arising from its reliance on such information. ICMA-RC will provide reports, statements and account information to the Employer through EZLink, the online plan administrative tool.

Employer is required to send in contributions through EZLink, the online plan administration tool provided by ICMA-RC. Alternative electronic methods may be allowed but must be approved by ICMA-RC for use. Contributions may not be sent through paper submittal documents.

To the extent Employer selects third-party funds that do not have fund profile information provided to ICMA-RC through our electronic data feeds from external sources (such as Morningstar) or third-party fund providers, the Employer is responsible for providing to ICMA-RC timely fund investment updates for disclosure to Plan participants. Such updates may be provided to ICMA-RC through the Employer's investment consultant or other designated representative.

5. ICMA-RC Representations and Warranties

ICMA-RC represents and warrants to Employer that:

- (a) ICMA-RC is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement. The ability of ICMA-RC, or its wholly owned subsidiary, to serve as investment adviser to VantageTrust Company is dependent upon the continued willingness of VantageTrust Company for ICMA-RC, or its wholly owned subsidiary, to serve in that capacity.
- (b) ICMA-RC is an investment adviser registered as such with the U.S. Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended.
- (c)(i) ICMA-RC shall maintain and administer the Plan in accordance with the requirements for eligible deferred compensation plans under Section 457 of the Internal Revenue Code and other applicable federal law; provided, however, that ICMA-RC shall not be responsible for the eligible status of the Plan in the event that the Employer directs ICMA-RC to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 457 or otherwise causes the Plan not to be carried out in accordance with its terms. Further, in the event that the Employer uses its own customized plan document, ICMA-RC shall not be responsible for the eligible status of the Plan to the extent affected by terms in the Employer's plan document that differ from those in ICMA-RC's model plan document. ICMA-RC shall not be responsible for monitoring state or local law applicable to retirement plans or for administering the Plan in compliance with local or state requirements regarding plan administration unless Employer notifies ICMA-RC of any such local or state requirements.
- (c)(ii) ICMA-RC shall maintain and administer the Plan in accordance with the requirements for plans which satisfy the qualification requirements of Section 401 of the Internal Revenue Code and other applicable federal



law; provided, however, ICMA-RC shall not be responsible for the qualified status of the Plan in the event that the Employer directs ICMA-RC to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 401 or otherwise causes the Plan not to be carried out in accordance with its terms; provided, further, that if the plan document used by the Employer contains terms that differ from the terms of ICMA-RC's model plan document, ICMA-RC shall not be responsible for the qualified status of the Plan to the extent affected by the differing terms in the Employer's plan document. ICMA-RC shall not be responsible for monitoring state or local law applicable to retirement plans or for administering the Plan in compliance with local or state requirements regarding plan administration unless Employer notifies ICMA-RC of any such local or state requirements.

6. Employer Representations and Warranties

Employer represents and warrants to ICMA-RC that:

- (a) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (b) Employer understands and agrees that ICMA-RC's sole function under this Agreement is to act as recordkeeper and to provide administrative, investment or other services at the direction of Plan participants, the Employer, its agents or designees in accordance with the terms of this Agreement. Under the terms of this Agreement, ICMA-RC does not render investment advice, is neither the "Plan Administrator" nor "Plan Sponsor" as those terms are defined under applicable federal, state, or local law, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Plan and its related trust. ICMA-RC does not perform any service under this Agreement that might cause ICMA-RC to be treated as a "fiduciary" of the Plan under applicable law, except, and only, to the extent that ICMA-RC provides investment advisory services to individual participants enrolled in Guided Pathways Advisory Services.
- (c) Employer acknowledges and agrees that ICMA-RC does not assume any responsibility with respect to the selection or retention of the Plan's investment options. Employer shall have exclusive responsibility for the Plan's investment options, including the selection of the applicable mutual fund share class. Where applicable, Employer understands that the VT Retirement Income Advantage Fund is an investment option for the Plan

and that the fund invests in a separate account available through a group variable annuity contract. By entering into this Agreement, Employer acknowledges that it has received the Important Considerations document and the VT Disclosures and that it has read the information therein concerning the VT Retirement Income Advantage Fund.

- (d) Employer acknowledges that certain such services to be performed by ICMA-RC under this Agreement may be performed by an affiliate or agent of ICMA-RC pursuant to one or more other contractual arrangements or relationships, and that ICMA-RC reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (e) Employer acknowledges that it has received ICMA-RC's Fee Disclosure Statement, prepared in substantial conformance with ERISA regulations regarding the disclosure of fees to plan sponsors.
- (f) Employer approves the use of its Plan in ICMA-RC external media, publications and materials. Examples include press releases announcements and inclusion of the general plan information in request for proposal responses.

7. Participation in Certain Proceedings

The Employer hereby authorizes ICMA-RC to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings involving the garnishment of benefits or the transfer of benefits pursuant to the divorce or separation of participants in the Plan. Unless Employer notifies ICMA-RC otherwise, Employer consents to the disbursement by ICMA-RC of benefits that have been garnished or transferred to a former spouse, current spouse, or child pursuant to a domestic relations order or child support order.

8. Compensation and Payment

- (a) **Plan Administration Fee.** The amount to be paid for plan administration services under this Agreement shall be 0.55% per annum of the amount of Plan assets invested in VantageTrust. Such fee shall be computed based on average daily net Plan assets in VantageTrust.
- (b) **Compensation for Management Services to VantageTrust, Compensation for Advisory and other Services to the VT III Vantagepoint Funds and Payments from Third-Party Mutual Funds.** Employer acknowledges that, in addition to amounts payable under this Agreement, ICMA-RC, or its wholly owned subsidiary, receives fees from VantageTrust for investment advisory services and plan and participant services furnished to VantageTrust. Employer further acknowledges that ICMA-RC, including certain of its wholly owned subsidiaries, receives

compensation for advisory and other services furnished to the VT III Vantagepoint Funds, which serve as the underlying portfolios of a number of Funds offered through VantageTrust. For a VantageTrust Fund that invests substantially all of its assets in a third-party mutual fund not affiliated with ICMA-RC, ICMA-RC or its wholly owned subsidiary receives payments from the third-party mutual fund families or their service providers in the form of 12b-1 fees, service fees, compensation for sub-accounting and other services provided based on assets in the underlying third-party mutual fund. These fees are described in the VT Disclosures and ICMA-RC's fee disclosure statement. In addition, to the extent that third party mutual funds are included in the investment line-up for the Plan, ICMA-RC receives administrative fees from its third party mutual fund settlement and clearing agent for providing administrative and other services based on assets invested in third party mutual funds; such administrative fees come from payments made by third party mutual funds to the settlement and clearing agent.

- (c) **Employer Fee.** There shall be an annual Employer fee of **\$1,000**. The annual Employer Fee will be billed in equal amounts on a quarterly basis and is payable within 30 days after the quarterly billing cycle. The Employer Fee will be charged as long as there are Plan assets, regardless of the status of the participant(s). The Employer acknowledges that, in the event the Employer fails to pay the Employer fee when due, such fee shall be paid directly from assets held on behalf of the Plans(s) under VantageTrust, i.e., deducting the fees from the Plan participant accounts. Plans that are initially established mid-year will be billed on a pro-rata basis.
- (d) **Redemption Fees.** Redemption fees imposed by outside mutual funds in which Plan assets are invested are collected and paid to the mutual fund by ICMA-RC. ICMA-RC remits 100% of redemption fees back to the specific mutual fund to which redemption fees apply. These redemption fees and the individual mutual fund's policy with respect to redemption fees are specified in the prospectus for the individual mutual fund and referenced in the VT Disclosures.
- (e) **Payment Procedures.** All payments to ICMA-RC pursuant to Section 8(a) shall be paid out of the Plan assets held by VantageTrust or received from third-party mutual funds or their service providers in connection with Plan assets invested in such third-party mutual funds, to the extent not paid by the Employer. All payments to ICMA-RC pursuant to Section 8(c) shall be paid directly by Employer and shall not be deducted from Plan Assets. The amount of Plan assets administered by ICMA-RC shall be adjusted as required to reflect any such payments as are made from the Plan. In the event that the Employer agrees to pay amounts owed pursuant to this Section 8 directly, any amounts unpaid and outstanding after 30 days of invoice to the Employer shall be withdrawn from Plan assets.

The compensation and payment set forth in this Section 8 are contingent upon the Employer's use of ICMA-RC's EZLink system for contribution processing and submitting contribution funds by ACH or wire transfer on a consistent basis over the term of this Agreement.

9. Contribution Remittance

Employer understands that amounts invested in the Plan are to be remitted directly to Vantagepoint Transfer Agents in accordance with instructions provided to Employer by ICMA-RC and are not to be remitted to ICMA-RC. In the event that any check or wire transfer is incorrectly labeled or transferred to ICMA-RC, ICMA-RC may return it to Employer with proper instructions.

10. Indemnification

ICMA-RC shall not be responsible for any acts or omissions of any person with respect to the Plan or its related trust, other than ICMA-RC in connection with the administration or operation of the Plan. Employer shall indemnify ICMA-RC against, and hold ICMA-RC harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against ICMA-RC by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or its related trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from ICMA-RC's negligence, bad faith, or willful misconduct.

11. Term

This Agreement shall be in effect and commence on the date all parties have signed and executed this Agreement ("Inception Date"). The term of this Agreement will commence on the Inception Date and extend five (5) years from that date. This Agreement will be renewed automatically for each succeeding year unless written notice of termination is provided by either party to the other no less than 60 days before the end of such Agreement year. The Employer understands and acknowledges that, in the event the Employer terminates this Agreement (or replaces the Vantagepoint PLUS Fund, offered by VantageTrust, as an investment option in its investment line-up), ICMA-RC retains full discretion to release Plan assets invested in the Vantagepoint PLUS Fund in an orderly manner over a period of up to 12 months from the date ICMA-RC receives written notification from the Employer that it has made a final and binding selection of a replacement for ICMA-RC as administrator of the Plan (or a replacement investment option for the Vantagepoint PLUS Fund).

12. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.

- (b) ICMA-RC may modify this agreement by providing 60 days' advance written notice to the Employer prior to the effective date of such proposed modification. Such modification shall become effective unless, within the 60-day notice period, the Employer notifies ICMA-RC in writing that it objects to such modification.
- (c) The parties agree that enhancements may be made to administrative services under this Agreement. The Employer will be notified of enhancements through the Employer Bulletin, quarterly statements, electronic messages or special mailings. Likewise, if there are any reductions in fees, these will be announced through the Employer Bulletin, quarterly statement, electronic messages or special mailing.

13. Notices

Unless otherwise provided in this Agreement, all notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

**ICMA-RC:** Legal Department, ICMA Retirement Corporation, 777 North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240  
**Facsimile:** (202) 962-4601

**Employer:** at the office set forth in the first paragraph hereof, or to any other address, facsimile number or e-mail address designated by the Employer to receive the same by written notice similarly given.

Each such notice, request or other communication shall be effective: (i) if given by facsimile, when transmitted to the applicable facsimile number and there is appropriate confirmation of receipt; (ii) if given by mail or e-mail, upon transmission to the designated address with no indication that such address is invalid or incorrect; or (iii) if given by any other means, when actually delivered at the aforesaid address.

14. Complete Agreement

This Agreement shall constitute the complete and full understanding and sole agreement between ICMA-RC and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. This Agreement supersedes all written and oral agreements, communications or negotiations among the parties. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

15. Titles

The headings of Sections of this Agreement and the headings for each of the attached schedules are for convenience only and do not define or limit the contents thereof.

16. Incorporation of Exhibits

All Exhibits (and any subsequent amendments thereto), attached hereto, and referenced herein, are hereby incorporated within this Agreement as if set forth fully herein.

17. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of **Oregon**, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.

In Witness Whereof, the parties hereto certify that they have read and understand this Agreement and all Schedules attached hereto and have caused this Agreement to be executed by their duly authorized officers as of the Inception Date first above written.

**JACKSON COUNTY LIBRARY DISTRICT**

By \_\_\_\_\_  
Signature/Date

By \_\_\_\_\_  
Name and Title (Please Print)

**INTERNATIONAL CITY MANAGEMENT  
ASSOCIATION RETIREMENT CORPORATION**

By   
Erica McFarquhar  
Assistant Secretary

Please return an executed copy of the Agreement to a Delivery Address, either:

- (a) Electronically to [PlanAdoptionServices@icmarc.org](mailto:PlanAdoptionServices@icmarc.org), or
- (b) In paper form to ICMA-RC  
ATTN: PLAN ADOPTION SERVICES  
777 North Capitol Street NE  
Suite 600  
Washington DC 20002-4240

## Exhibit A

### Administrative Services

The administrative services to be performed by ICMA-RC under this Agreement shall be as follows:

- (a) Participant enrollment services are provided online. Employees will enroll online through a secure site or the Employer will enroll employees through EZlink.
- (b) Establishment of participant accounts for each employee participating in the Plan for whom ICMA-RC receives appropriate enrollment instructions. ICMA-RC is not responsible for determining if such Plan participants are eligible under the terms of the Plan.
- (c) Allocation in accordance with participant directions received in good order of individual participant accounts to investment funds offered under the Plan.
- (d) Maintenance of individual accounts for participants reflecting amounts deferred, income, gain or loss credited, and amounts distributed as benefits.
- (e) Maintenance of records for all participants for whom participant accounts have been established. These files shall include enrollment instructions (provided to ICMA-RC through Account Access or EZLink), beneficiary designation instructions and all other documents concerning each participant's account.
- (f) Provision of periodic reports to the Employer through EZLink. Participants will have access to account information through Participant Services, Voice Response System, Account Access, and Text Access, and through quarterly statements that can be delivered electronically through Account Access or by postal service.
- (g) Communication to participants of information regarding their rights and elections under the Plan.
- (h) Making available Participant Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday through Friday (excluding holidays and days on which the securities markets or ICMA-RC are closed for business (including emergency closings)), to assist participants.
- (i) Making available access to ICMA-RC's web site, to allow participants to access certain account information and initiate certain plan transactions at any time. Account access is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance. The scheduled maintenance window is outlined at <https://accountaccess.icmarc.org>.
- (j) Maintaining the security and confidentiality of client information through a system of controls including but not limited to, as appropriate: restricting plan and participant information only to those who need it to provide services, software and hardware security, access controls, data back-up and storage procedures, non-disclosure agreements, security incident response procedures, and audit reviews.

- (k) Making available access to ICMA-RC's plan sponsor EZLink web site to allow plan sponsors to access certain plan information and initiate plan transactions such as enrolling participants and managing contributions at any time. EZLink is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance. The scheduled maintenance window is outlined at <https://ezlink.icmarc.org>.
- (l) Distribution of benefits as agent for the Employer in accordance with terms of the Plan. Participants who have separated from service can request distributions through Account Access or via form.
- (m) Upon approval by the Employer that a domestic relations order is an acceptable qualified domestic relations order under the terms of the Plan, ICMA-RC will establish a separate account record for the alternate payee and provide for the investment and distribution of assets held thereunder.
- (n) Loans may be made available on the terms specified in the Loan Guidelines, if loans are adopted by the Employer. Participants can request loans through Account Access.
- (o) Guided Pathways Advisory Services – ICMA-RC's participant advice service, "Fund Advice", and asset allocation service, "Asset Class Guidance" may be made available through a third-party vendor on the terms specified on ICMA-RC's website.
- (p) ICMA-RC will determine appropriate delivery method (electronic and/or print) for plan sponsor/participant communications and education based on a number of factors (audience, effectiveness, etc.).



**Instructions: For each evaluation criteria, please score each vendor based on the total points available. Please include comments to substantiate your scores.**

Evaluation Criteria	TOTAL			Evaluator comments
	POINTS	Empower	ICMA-RC	
<b>I. Organization - Firm Strength, Public Sector Experience, Quality</b>				
a) Number of public sector 401/457 plans administered; assets; participants				
b) Business model - portion of business serving public sector retirement plans				
c) Regulatory censure or litigation in past 10 yrs. re: 401/457 plans				
d) Public sector references - minimum of 3				
e) Public sector retirement plan client retention rates for last 5 years				
<b>TOTAL - ORGANIZATION</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Ila. Participant Services - Education, enrollment, financial planning, cz</b>				
a) Education and enrollment during implementation; ongoing				
b) Compensation structure for reps - salary/bonus/commission/incentive				
c) Access to personalized financial plans				
d) Financial planning - staff compensation; fees; what's included				
e) Samples of retirement plan educational materials for participants				
f) Performance metrics for educational program				
g) Educational features offered to public employees on Web site				
h) Investment advice/managed account services; which firm provides?				
i) Transactions, online reporting available to participants; plan sponsor				
j) URL for participant web site and test account to view all functions				
k) Awards, recognition for Web services in past 3 years				
l) Call center services - Dedicated line? Access? Responsiveness?				
m) Sample quarterly statement				
n) Statement frequency, quality, personalization				
o) Call center services - Dedicated line? Access? Responsiveness?				
<b>TOTAL - PARTICIPANT SERVICES</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Iib. Administrative Services - Recordkeeping</b>				
a) Annuity, non-annuity disbursement options				
b) Transfer and withdrawal process - timeliness, restrictions				
c) Processing of minimum required distributions				
d) Evaluating & processing QDROs/DROs/hardship/emergency withdrawals				
e) Quality control procedures; reconciliation & editing; responsiveness				
f) Corrective action - resolving/escalating issues				
g) Administrative & record keeping implementation plan with timeline				
<b>TOTAL - ADMINISTRATIVE SERVICES</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>III. Plan Sponsor Services</b>				
a) How interact with sponsor; reduce sponsor workload w/ automation				
b) Help sponsor maintain plan compliance? Updates to regulations?				
c) Sample model plan document(s) - Tax code updates? Fees?				
d) Help sponsor fulfill fiduciary oversight of plan? How?				
e) Sample materials to support plan sponsor due diligence.				
f) Assist sponsor with selection, monitoring, replacement of funds?				
g) Contact for daily questions; administration of plan?				
h) Online services for plan sponsors				
i) URL for plan sponsor web site and test account to view all functions				
<b>TOTAL - PLAN SPONSOR SERVICES</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>IV. Investment Management</b>				
a) Overall investment philosophy				
b) Criteria for selecting, retaining funds offered in the plan				
c) Proposed investment options and criteria				
d) Morningstar summary sheets for each fund proposed				
e) Stable-value or equivalent investment options - rate/history/risk/fees				
f) Available in-plan guaranteed income solutions				
<b>TOTAL - INVESTMENT MANAGEMENT</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>V. Fees and Expenses</b>				
a) Plan asset based fees				
b) Participant fees				
c) Fund expenses				
d) Ancillary service fees				
e) Other fees/expenses				
f) Acknowledgement that fees/expenses not disclosed cannot be charged				
<b>TOTAL - FEES AND EXPENSES</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Possible Score</b>	<b>1000</b>	<b>0</b>	<b>0</b>	<b>0</b>

Jackson County Library District, Oregon

Request for Proposal

Retirement Plan Services



Submitted by ICMA-RC

Proposal Due: June 12, 2020

Contact: Dayla Cabeza de Vaca, Vice President, Core Markets, West Region  
Phone: 202-329-0623  
Email: [daylacdv@icmarc.org](mailto:daylacdv@icmarc.org)

Corporate Headquarters:  
Suite 600  
777 North Capitol Street, NE  
Washington, DC 20002-4240  
(202) 962-4600



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## **EXECUTIVE SUMMARY**

### **Our Mission**

At ICMA-RC, our mission is to help public sector employees build retirement security. We are incredibly proud to serve thousands of women and men across the country who keep our communities running. We understand the unique characteristics and challenges that public sector workforces face and we strive to provide simple, proactive solutions to those challenges. Currently, ICMA-RC provides services like those you are seeking through this RFP process to numerous clients in Oregon, including the City of Corvallis, City of Ashland and the City of Medford.

ICMA-RC is unlike any organization in the retirement industry. We are an independent, Washington, DC based non-profit organization. Created in 1972 by the public sector, for the public sector, we started with one plan and one participant. While the size of our firm has grown dramatically, our mission has remained the same, to help public sector employees build retirement security. With no shareholders to serve, we are able to put our clients first.

### **Your Local Engagement Team**

Your local engagement team will be led by **Peter Hoerber, Regional Vice President**. His team will leverage ICMA-RC's experience with plans of your size and employee demographic to tailor an education program designed to improve retirement outcomes for your employees. Furthermore, his team will provide individual consultations as well as educational webinars through approved arrangements with the District.

**DeLana Hansen**, Retirement Plans Specialist will deliver on ICMA-RCs mission through our RealizeRetirement® approach. This means we actively **engage** employees in their retirement programs by helping them **build** their asset base toward a stated goal. Finally, we help them **realize** their retirement dreams through a comprehensive retirement planning approach aimed at maximizing their retirement income generation. ICMA-RC's RealizeRetirement® approach combines **High-touch** with **High-tech** and is making a real difference in the lives of public sector employees.

### **Administration and Investments**

Public sector retirement plan administration requires significant provider flexibility, experience, and efficiency. Furthermore, without a recordkeeper that is actively committed to reducing plan sponsors' administrative burdens, state and local entities can quickly find themselves overwhelmed by the complexities of operating their plans. To assist in this area, ICMA-RC provides you with several optional features designed to lower administrative burdens and make your fiduciary oversight easier. These include:

- **Online Enrollment and Contribution Change** – Employees elect to enroll or change their contribution using ICMA-RC online enrollment and deferral change feature.
- **Elective Auto Escalation and Auto Rebalance** – Participants can elect to have their deferral increase automatically each year by percentage of wages. Participants can also elect to have their investments rebalanced on an ongoing basis to ensure that their original allocation remains intact.
- **Customizable Marketing Tools** – Educational handouts, HTML emails, videos, calculators and website push technology designed to improve participant outcomes
- **Customizable Fund Lineup** – ICMA-RC will provide the District with an open architecture platform of investments with access to more than 15,000 funds/share classes, and we will work to determine availability of additional funds upon request



## Jackson County Library District, Oregon Request for Proposal Retirement Plan Services

- **Data Visualization Tools** – streamlined access for designated District staff view insights into your plans demographics and address potential action items

### Mobility and Technology

How many of your employees sit in front of a workstation all day? How many of your employees have immediate access to a mobile device? Today, employees expect to have the power of their plan in their pocket. ICMA-RC makes that happen with our award-winning mobile app. Need to enroll? Need to perform transactions? No problem, you can handle all of that on your mobile device! Maybe you would rather use a traditional computer? We've got that covered too with our award-winning RealizeRetirement® website that offers stage specific tools, calculators, links, videos, and more. You can visit it yourself here: <http://www.realizeretirement.org>

### Cybersecurity

ICMA-RC is committed to providing a secure and confidential environment for participant data, elections, and account history. We employ multiple layers of Security and Fraud Prevention controls designed to prevent, detect, and minimize the impact of any fraudulent attempts and malicious attacks on its information systems and network. ICMA-RC has a dedicated team of highly trained professionals who seek to ensure: our client data remains confidential; integrity of data is intact and accurate; and systems remain available to meet our participant and plan sponsor needs. Additionally, in the event of unauthorized activity through no fault of their own, ICMA-RC offers a security guarantee for making participants whole again.

### Conclusion

We strongly believe that no firm has more commitment or will take better care of your employees and retirees than ICMA-RC. We are excited about the opportunity to build a long-term business relationship with Jackson County Library District and look forward to your review of our proposal. If you have any questions about our response, please contact **Dayla Cabeza de Vaca, Vice President, Core Markets West Region**, at **202-329-0623** or [daylacdv@icmarc.org](mailto:daylacdv@icmarc.org).



## ADDENDUM 1 ACKNOWLEDGEMENT

ICMA-RC acknowledges receipt of Addendum 1 and the accompanying Question and Answer attachment.

### C. MINIMUM REQUIREMENTS

Proposing firms must make an affirmative statement confirming conformance with the following requirements:

- **The firm must have at least 10 years experience administering public sector 401 or 457 plans and must administer a minimum of \$5 billion in assets in public sector retirement plans.**

Confirmed.

- **On-site service representatives of the vendor site must have at least two years of experience providing on-site services for public sector retirement plans.**

Confirmed.

- **Representatives will be absolutely forbidden to sell ancillary products (such as life insurance) to participants without the express written consent of Jackson County Library District. Participant data is the sole property of Jackson County Library District and may not be used in any way to market other products or be sold to other organizations without the express written consent of Jackson County Library District. These provisions will be included in the contract with the vendor for the plans.**

Confirmed. ICMA-RC representatives will not solicit ancillary services to participants without the express written consent of the JCLD.

- **SHELBY A wide spectrum of investment options must be available to participants, including a stable value fund that does not restrict participant withdrawals or transfers (with the exception of transfers to “competing” fixed income funds) and the asset classes requested in the investment section of the questionnaire. Insurance company General Accounts may not be offered to the plans.**

Confirmed.

- **There may be no termination, withdrawal or transfer charges or restrictions (including market value adjustments) throughout the term of the contract. The only exceptions are a) stable value fund restrictions against direct fund transfers into competing fixed income funds, b) a 12-month put on a stable value fund, c) charges for early withdrawal from fixed maturity or other structured investment products (such as CDs) which have a clearly defined investment period that if shortened would jeopardize the strategy and benefits to longer-term investors, and d) redemption fees for short-term trading.**

Confirmed.

- **The vendor must accept full responsibility for processing errors it makes and they must be reported within a reasonable period of time. In the event a participant incurs a loss or a lost opportunity due to such an error, the vendor shall adjust the participant's account to the same level as if the processing error had not occurred.**



**Jackson County Library District, Oregon  
Request for Proposal  
Retirement Plan Services**

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Confirmed. In the event of an error made by ICMA-RC and, as a direct result, a loss is incurred by the participant (or a gain is not received), we will adjust the account retroactively. We will then correct the transaction and the account will be made whole. There is no time limit for reporting errors, as long as a participant reports the error promptly after becoming aware of it and does not intentionally seek market advantage by delaying the reporting of the error.

- **The vendor must comply with all components of this RFP. Unless otherwise noted in your cover letter, it is assumed that by submitting a response to this RFP, your response conforms to all specifications in every way. After finalist selection, the proposal of additional terms may not be considered.**

Confirmed.

**Any proposal not meeting these specifications will not be considered.**



## D. QUESTIONNAIRE

### I. ORGANIZATION

1. **Provide the name of the proposing organization and its address, telephone, e-mail address, and fax number. Provide the same for your organization's contact for this proposal.**

ICMA Retirement Corporation (ICMA-RC)  
777 North Capitol Street, NE, Suite 600  
Washington, D.C. 20002-4240  
Phone: 202-962-4600  
Fax: 202-962-4601 c/o Dayla Cabeza de Vaca

Dayla Cabeza de Vaca, Vice President, Core Markets  
2635 N. First Street, Suite 207  
San Jose, CA 95134  
Phone: 202-329-0623  
Email: [daylacdv@icmarc.org](mailto:daylacdv@icmarc.org)  
Fax: 202-962-4601 c/o Dayla Cabeza de Vaca

2. **How many public sector defined contribution and deferred compensation plans do you currently administer? What are the assets and number of participants in these public sector retirement plans?**

As of March 31, 2020, ICMA-RC provides plan administrative services for more than 2,100 defined contribution public sector retirement plan clients with more than 477,000 participant accounts and \$12.2 billion in assets. We also provide plan administration services for more than 4,600 deferred compensation public sector retirement plan clients with more than 869,000 participant accounts and \$35.7 billion in assets.<sup>1</sup>

3. **What portion of a) your total retirement plan business and b) your company's total business is serving public sector plans?**

ICMA-RC was established for the purpose of providing high-quality retirement plan services to public sector employers. Our public sector retirement plan business comprises more than 99% of ICMA-RC's business. We administered the first nationally available governmental deferred compensation plan in 1972 and first offered public sector employers §401 plans in 1985. We pioneered Retirement Health Savings (RHS) plans in 2000. We consistently work with legislators, lobbyists, and political groups to maintain the integrity and unique qualities that separate public sector plans from other retirement plans. Finally, ICMA-RC began offering 403(b) services to clients in 2019. Our success in serving the retirement planning needs of public sector employees across the country is reflected in our mission statement: **We help public sector employees build retirement security.**

4. **Describe any regulatory censure or litigation involving the business of your firm with relation to its deferred compensation or defined contribution services in the past ten years.**

ICMA-RC has not been cited or reprimanded by any regulatory agency in the past 10 years, and to our knowledge, there are no current investigations of our firm by any regulatory agency.

In its capacity as a third-party administrator, ICMA-RC has been named as a defendant or co-defendant with the plan sponsor in benefit claims litigation brought by plan participants or putative

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<sup>1</sup> Data is provided at the plan level. Numerous clients have multiple 401, 457, 403(b), and other plans. Defined contribution plans include 401(a) and 401(k) plan types. Deferred compensation plans include 457(b) plan types.





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beneficiaries (e.g., a benefit claims dispute brought by the widow of a deceased participant) seeking determinations regarding those parties' entitlement to benefits. However, the nature and quality of ICMA-RC's administrative and recordkeeping services have never been at issue in any such claims. ICMA-RC also has been included as a defendant in lawsuits filed by former plan sponsor clients and participants in which the allegations focus on the new provider's acquisition of the plan. One of these lawsuits is currently pending.

**5. Provide three references of public sector retirement plan clients. Include a contact name, title, phone number and e-mail address.**

<b>Client Name</b>	City of Corvallis, OR
<b>Contact Name &amp; Title</b>	Susanne Storm, Human Resources Analyst
<b>Phone Number</b>	541-766-6584
<b>Email Address</b>	susanne.storm@corvallisoregon.gov

<b>Client Name</b>	City of Ashland, OR
<b>Contact Name &amp; Title</b>	Tina Gray, Human Resource Director
<b>Phone Number</b>	541-552-2101
<b>Email Address</b>	Tina.Gray@ashland.or.us

<b>Client Name</b>	City of Medford, OR
<b>Contact Name &amp; Title</b>	Bonnie Barasch, Director of Human Resources
<b>Phone Number</b>	541-774-2011
<b>Email Address</b>	bonnie.barasch@cityofmedford.org

**6. Provide your public sector retirement plan client retention rates for the last five years.**

For sixteen years consecutively, ICMA-RC has retained in excess of 98% of our plan sponsor relationships, including plan-level retention rates of 99.3% in 2015, 98.8% in 2016, 98.9% in 2017, 99.0% in 2018, and 98.6% in 2019. As these retention rates demonstrate, ICMA-RC's clients know us as a reliable, long-term provider.

As a plan sponsor, you are seeking a reliable long-term provider who will always service your plan with excellence. A testament to our commitment to our mission to help public sector employees build retirement security is that, while we continue to grow and serve more plans and participants like yours, we retain our existing clients to an exceptional degree.



## II. PARTICIPANT SERVICES

### Education

1. **Describe the enrollment and educational program that your on-site service representatives will perform during the implementation and on an ongoing basis.**

We will conduct on-site services at locations chosen by JCLD. Our representatives conduct seminars on a range of topics that encourage your employees to actively participate in the plan and increase their contributions. Topics include retirement planning, investment options available, and specific features of your plan. During these sessions, our representatives can provide additional educational materials and direct participants to online resources.

ICMA-RC will work closely with JCLD to plan transition seminars and develop a year-long education schedule.

Your Regional Vice President, Peter Hoerber, will coordinate with your Retirement Plans Specialist to plan a lineup of exciting and relevant seminars. We have developed a core curriculum to inform and engage your plan participants during the transition and on an ongoing basis. We propose educational seminars on the following topics to maximize the value of your plan to participants:

- **Plan Transition.** Describes enhancements made to plan by JCLD, including the new fund lineup, protocol for transfer of assets to the new lineup, and enhanced on-site and online services.
- **Orientation/Enrollment.** Provides description of plan features and benefits. Discussion on how to integrate participation with other retirement savings/pension plans. Review of plan investment options and services available from on-site representatives, toll-free line, and website.
- **Investing for Retirement – Just the Basics.** Discusses how to build and manage a retirement portfolio and introduces basic investing concepts, including risk, asset allocation, diversification, rebalancing, market timing, and dollar-cost averaging.
- **Your Saving & Investing Goals.** Whether participants are just starting out or want to make sure they're still on track, setting saving and investing goals is key to a more secure financial future. This seminar explores how to make these goals more attainable.
- **I am Nearing Retirement. Now What? Managing Your ICMA-RC Retirement Accounts.** For participants who are retiring soon and might have questions about their retirement accounts, this session covers what to expect and how to plan for it.

Your Retirement Plans Specialist will provide customized seminars to meet both the specific requirements of your plan and the needs of each employee. ICMA-RC's on-site education seminars include information about effective investing, selecting mutual funds, portfolio management, and managing investment risk. In addition, we provide information on how to read your statement and newsletter and how to navigate through our website. We also provide specialized seminars for distribution options, self-directed brokerage account investing, and other topics.

Before and after group meetings (and by appointment), your Retirement Plans Specialist will meet with participants who have questions on plan features or wish to discuss their retirement planning concerns.

Your employees would have the option of completing enrollment forms during individual educational meetings with our Retirement Plans Specialist, using our print-on-demand enrollment kit, going online, or utilizing our mobile app. At the discretion of JCLD, enrollment materials can be left on-site for employees to review and enroll.



2. **Briefly describe how you encourage new employees to join the plan and how you assist participants nearing retirement.**

### **Encouraging Employees to Join the Plan**

ICMA-RC is dedicated to increasing participation by educating employees about the benefits of participating in your plan. We will work closely with JCLD to develop strategies that target those who are not currently saving for retirement. We will communicate to eligible employees through a number of communication channels:

- **On-Site Seminars.** Your Retirement Plans Specialist, DeLana Hansen, will conduct specialized enrollment presentations for new hires and eligible employees who are not yet enrolled in the plan.
- **Individual Meetings.** Your Retirement Plans Specialist is also available to meet with participants to discuss the benefits of starting early and making contributions to the plan, as well as to answer any questions the participant might have about the plan.
- **Mobile App Enrollment.** Mobile enrollment allows employees to enroll through the ICMA-RC mobile app. To begin the process, employees would download ICMA-RC's mobile app from the App Store<sup>SM</sup> or Google Play<sup>TM</sup>. Once the ICMA-RC mobile app is open, employees will go to "Enroll in Your Plan," and then select the "Enroll" and enter their Social Security number and Plan Number.
- **Online Enrollment.** Online enrollment allows employees to enroll in their plan in a secure and convenient way, with a choice between "Express" or "Comprehensive" enrollment. To begin the process, employees visit [www.icmarc.org](http://www.icmarc.org) from a desktop computer, laptop, or tablet, then select the "Enroll Now" link to begin. The employee will have the option to choose between the "Express" or "Comprehensive" enrollment types. Next, the employee will follow the prompts to enter their personal information, designate beneficiaries, and select their investments. After confirming their information, the employee will need to submit the Contribution Form to their employer to complete the enrollment process.
- **Enrollment Kit.** ICMA-RC will provide JCLD with comprehensive custom, print-on-demand enrollment kits that detail specific features of the plan as well as retirement basics. These dynamically generated kits make it easier than ever to provide your participants with the enrollment materials they need on an ongoing basis.

### **Participants Nearing Retirement**

Your Retirement Plans Specialist, DeLana Hansen, will conduct specialized group presentations for retirees and near-retirees. ICMA-RC provides these participants with access to the guidance of a full-time regional CERTIFIED FINANCIAL PLANNER<sup>TM</sup> professional. The CERTIFIED FINANCIAL PLANNER<sup>TM</sup> professional will conduct group seminars that address the broad financial issues of concern to this group. ICMA-RC's seminars focus on lifelong financial planning. As such, our program is designed to help participants with the relevant financial issues they face at specific stages of their lives, including retirement. ICMA-RC's Financial Planning Seminar Series offers four career-based modules, of which **Rewards and Challenges In Retirement** focuses on retirees. ICMA-RC local and home office staff can also arrange for personal consultations with a Certified Financial Planner<sup>TM</sup> and provide access to personal financial plans.

ICMA-RC provides individuals nearing retirement with a withdrawal package that describes the disbursement options available. In addition to meeting with Ms. Hansen, our licensed, Participant Services Representatives are available to respond to employee questions during distribution.



ICMA-RC fully understands the importance of education addressed specifically to retirees and is moving forward with further enhancements to the educational services we offer those plan participants who are in retirement. Our newsletters, **RealizeRetirement® Monthly: Finances, Investing & Life** and **RealizeRetirement® Monthly: Planning, Preparing & Retiring** – for early/mid-career participants and those nearing and in retirement, provide participants with relevant, straightforward information. We also have developed **Reaching Your Dreams**, a retiree guide and presentation that focuses on the needs of retirees.



**3. Are your representatives salaried employees?**

Yes, representatives are salaried employees with an opportunity to earn incentives/bonuses.

**On average, what percent of their total compensation is salary and what percent is bonus/commission?**

Below is a description of the compensation structure for on-site representatives:

**On-site Representatives**

Our representatives are compensated with a base salary and an opportunity to earn incentives that are tied directly to improving plan results. As such, our representatives receive the following compensation:

- A base salary (approximately 60% of target compensation).
- An incentive opportunity (approximately 40% of target compensation) based upon quantifiable measures that improve the health of your plan, such as increasing enrollments, increasing participant savings rates, and retaining participants and their assets.

**CERTIFIED FINANCIAL PLANNER™ Professionals**

CERTIFIED FINANCIAL PLANNER™ professionals are compensated with a salary and a bonus based on the financial planning services they provide to participants. As such, these professionals receive the following compensation:

- A base salary (approximately 80% of target compensation)
- A bonus payment (approximately 20% of target compensation) based on quantifiable measures, including the number of financial planning seminars and individual educational meetings, as well as the quality of services provided.

**Is their compensation affected in any way by participant investment or disbursement decisions?**

No.

**Do your representatives receive any additional compensation for the sale of annuities or life insurance to participants?**

No.



**4. Do you provide participants access to personalized financial plans? Please describe what they include and any fees associated.**

Financial planning services are available through a CERTIFIED FINANCIAL PLANNER™ professional as well as a staff of qualified financial planning specialists located at our headquarters.

**Seminars and Meetings**

A regional CERTIFIED FINANCIAL PLANNER™ professional, will offer in-depth group seminars on essential financial management skills as well as individual educational meetings for participants.



Our financial planner will be on-site to assist participants with their financial planning questions.

**Personalized Financial Plans<sup>1</sup>**

ICMA-RC will offer two types of financial plans to JCLD participants. These plans, delivered through our headquarters, include a Goal-Specific Financial Plan and a Comprehensive Financial Plan. No ancillary products will be sold with the financial plans.

▪ **Goal-Specific Financial Plans**

For an in-depth financial analysis, we offer goal-specific financial plans. Goal-specific financial plans address a single financial planning topic so participants can focus their attention on one goal, such as asset allocation, education planning, retirement planning, major purchase planning (i.e. home purchase), or insurance planning. These plans are priced at \$175 per plan, but the fee will be waived once annually for participants with over \$100,000 in total ICMA-RC-administered account balances (457, 401(a), 403(b), Retirement Health Savings).

▪ **Comprehensive Financial Plans**

Comprehensive financial plans provide a very in-depth analysis of the participants overall financial situation. The plan encompasses every element of a participant's financial situation including cash flow analysis, retirement income forecasts, and estate planning strategies. Typically speaking, a comprehensive plan is geared towards participants within five years of retirement; however, the comprehensive plan is available to all those interested. The cost is \$450 per plan, but the fee will be waived once annually for participants with over \$200,000 in total ICMA-RC-administered account balances (457, 401(a), 403(b), Retirement Health Savings).

**Describe how financial planning staff is compensated.**

CERTIFIED FINANCIAL PLANNER™ professionals are compensated with a salary and a bonus based on the financial planning services they provide to participants. As such, these professionals receive the following compensation:

- A base salary (approximately 80% of target compensation)
- A bonus payment (approximately 20% of target compensation)

Bonus payments are based on quantifiable measures, which may include number of individual financial planning consultations held, but does not include the cross-selling of any products such as life insurance or annuities. Financial planners may also receive an annual bonus based on their

<sup>1</sup> Fee-based financial planning services are offered through ICMA-RC, a federally registered investment adviser. Please read all disclosure documents carefully prior to initiating any plan. ICMA-RC does not provide specific tax or legal advice and does not guarantee results.



tenure with ICMA-RC, a review of their performance during the year, and ICMA-RC's achievement of corporate success measures.

**5. Provide samples of retirement plan educational publications materials available to employees.**

Participants receive the following educational materials and regular communications:

**Educational Publications**

- **Get to Know Your 457 Plan** provides an overview of the benefits of participating in a deferred compensation plan.
- **Get to Know Your 401 Plan** provides an overview of the benefits of participating in a defined contribution plan.
- **Charting Your Course** is a comprehensive series of brochures that help participants set savings goals based on estimated retirement expenses and assets. This series also covers investment principles for long-term goals, such as retirement.
- **Investment Option Sheets** list the investment options available in your plan that are administered by ICMA-RC and describe each fund's objective, strategies, and risks.

**Newsletters and Statements**

- **RealizeRetirement® Monthly**, our monthly participant newsletter, discusses investment performance, market trends, new plan features and services, regulatory developments, and other issues.
- **Quarterly Statements** of account activity show contributions, investment performance, disbursements, and fund transfers, as well as beginning and ending account balances.

**Transactional Publications**

- **Employee Enrollment Kit** – provides plan highlights as well as information about the website, self-service phone line unit/ contact center, and forms that participants need to enroll in the plan. Our dynamically generated, print-on-demand (POD) enrollment kits make ordering up-to-date kits and enrollment forms on an ongoing basis more convenient than ever.
- **Benefit Withdrawal Packet** – provides information about plan disbursements and includes all of the forms participants need for arranging their payments with ICMA-RC.

**Investment Fund Disclosure**

- **Fund Fact Sheets** provide specific information about investments, portfolio managers, fees and expenses, and other details about funds made available in the plan.
- **VantageTrust Disclosure Memorandum** cover fees, expenses, investment objectives and strategies risks, and other information about the VantageTrust Funds.

Samples of our educational materials are provided in the **Appendix**.

**6. How do you measure the success of your educational programs?**

Your Regional Vice President, Peter Hoerber, will work with you to evaluate communication and education initiatives for both current participants and retirees. This evaluation will be ongoing and metric-driven, taking a look at contribution amounts, asset allocation, retirement readiness, retention, and other specific factors by participant groups to determine the success of your plan.

He can present this information utilizing ICMA-RC's Visual Analytics, a Business Intelligence tool powered by SAS. This dynamic data visualization tool enables the audience to identify, measure and



benchmark patterns and relationships in data that may not have been initially evident. It offers interactive reporting capabilities combined with advanced analytics so users can track trends and discover insights from any size and type of data. This tool makes data available quickly – as early as five business days following month end so that education and outreach campaigns can be more current and relevant for your participants.

## Web-Based Services

### 1. Describe the educational features offered to public employees on your Web site.

ICMA-RC has developed a robust array of innovative online resources for your participants of all ages and at all career stages.

- **RealizeRetirement® website:** This all-in-one-place online resource hub includes articles, videos, webinars, interactive calculators<sup>1</sup>, and other content to help participants plan for retirement, including special sections of the site dedicated specifically to retirees.
- **Retirement Security Builder calculators – Retirement Savings Calculator and Paycheck Calculator:**<sup>2</sup> These interactive online tools allow participants to enter their specific information in order to better plan for their retirement and make adjustments.
- **Charting Your Course Series:** This is a collection of brochures, available online, that helps participants set savings goals based on estimated retirement expenses and assets and discusses investment principles for long-term goals such as retirement. Participants are guided through mechanics of the Social Security system and the Employer's retirement plan to see how these components should work together to formulate a comprehensive retirement strategy.
- **Financial Planning Publications** offered via the internet include, among others:
  - Risk Assessment: Setting Up Your Retirement Portfolio
  - Income and Distribution Planning: Taking Care of Yourself and Loved One
  - Investing for Your Future: It's Up to You; Retirement Budgeting: How Much Will Retirement Cost?
  - Set for Life?
- **Employment Transition Resources:** ICMA-RC recognizes the increasing pressures on the public sector to deal with budget challenges brought on by the recession and developed the Employment Transition Resource to assist participants going through transition. The resource provides information on expense management during transition, financial planning services and the options available.
- **10 Question Retiree Guide:** We developed the **10 Question Retiree Guide** and accompanying resources to focus on the needs of retirees.

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<sup>1</sup> These calculators are designed to provide general assistance in making informed decisions. Their accuracy is not guaranteed and some results may vary from those provided by other systems.

<sup>2</sup> These calculators are designed to provide general assistance in making informed decisions. Their accuracy is not guaranteed and some results may vary from those provided by other systems.



**2. Describe investment advice and managed account services available to participants.**

ICMA-RC offers a comprehensive suite of investment advisory and planning services through our **Guided Pathways® Advisory Services**<sup>1</sup> program, providing varying levels of assistance to your employees based on how involved they want to be in their retirement investing decisions. Employees have access to Guided Pathways® Advisory Services over the telephone, through a dedicated and credentialed team, or directly through our website.

Guided Pathways® Advisory Services begins with a personalized retirement savings plan that provides employees with a wealth forecast developed from their individual information. Based on this wealth forecast, employees receive a savings rate recommendation and can see how changing certain factors impact their chances of reaching their retirement goals.

**Service Overview**

Building on the retirement savings plan, Guided Pathways® Advisory Services provides three types of service that enable your employees to choose the level of investment advice and account management that best meets their needs and preferences<sup>2</sup>:

- **Asset Class Guidance** is an educational service that provides participants with a point-in-time recommendation on how to divide their retirement plan assets among the different asset classes available in your plan. However, participants remain responsible for selecting the specific funds to fill the recommended asset classes.
- **Fund Advice** is an advisory service that provides participants with a point-in-time, fund-specific investment portfolio recommendation from the funds available within your plan. The recommendations are generated by Morningstar Investment Management, LLC (Morningstar), a third-party independent financial expert, and delivered by ICMA-RC. The service is non-discretionary, so participants remain responsible for implementing any investment changes and monitoring their account.
- **Managed Accounts** offers a higher level of advisory service than Asset Class Guidance or Fund Advice. Participants benefit from ongoing discretionary professional management of their ICMA-RC administered retirement accounts, with the objective of helping them reach their retirement goals. At any time, participants may elect to opt out of Managed Accounts and manage their own accounts.

If the participant selects Managed Accounts, Morningstar designates the fund-specific investment portfolio that it determines is most appropriate for the participant based on his or her financial situation, investment time horizon, sustainable retirement income, and other relevant factors. ICMA-RC then allocates the assets of the participant's account in accordance with Morningstar's selected portfolio.

On an ongoing basis, ICMA-RC assumes the discretionary management of the participant's ICMA-RC administered retirement plan investments. Typically, on a quarterly basis, or as participants notify us of changes in their personal or financial information, Morningstar will re-

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<sup>1</sup> Investment advice and analysis tools are offered to participants through ICMA-RC, a federally registered investment adviser. Investment advice is the result of methodologies developed, maintained and overseen by the Independent Financial Expert, Morningstar Investment Management LLC. Morningstar Investment Management LLC is a registered investment advisor and subsidiary of Morningstar, Inc. Morningstar, Inc. and Morningstar Investment Management LLC are not affiliated with ICMA-RC. All rights reserved. The Morningstar name and logo are registered marks of Morningstar, Inc.

<sup>2</sup> Managed Accounts and Fund Advice are fee-based services.





examine the participant's investment portfolio and determine whether to rebalance the funds within the existing portfolio or reallocate to a different portfolio.

For those enrolled in Managed Accounts, Guided Pathways® Advisory Services<sup>1</sup> will help participants transition from building up their savings to drawing them down, automatically adjust the advice provided to assist them with their retirement income planning, with the goal of making their assets last throughout retirement.

If offered by the plan and appropriate for the individual employee, employees who are nearing retirement or are retired may receive a recommendation to invest a portion of their ICMA-RC retirement plan assets in the VT Retirement IncomeAdvantage Fund (Fund), a fund of VantageTrust that provides for guaranteed lifetime income.<sup>2</sup>



### **Retirement Readiness Planning**

Our Financial Consultants engage participants in retirement readiness discussions that help bring to life the participant's path to a successful retirement. Our team engages directly with participants to help them address their financial goals through:

- **Proactive outreach.** We reach out to participants via targeted campaigns and invite them to meet with our Financial Consultants for a retirement readiness consultation.
- **Scheduling tools.** We offer an online scheduling tool to help participants prepare and schedule educational consultations.
- **Personal consultations.** Over the phone or in person, our financial consultants will Engage participants to help them Build, then RealizeRetirement®.

During consultations, our licensed Guided Pathways® Financial Consultants work with participants to develop a personalized and objective retirement savings plan. To ensure objectivity, this plan is based on recommendations of a third-party independent financial expert. This plan provides participants with a wealth forecast developed from their individual information, including external assets such as pensions, Social Security and other sources of investments. Based on this wealth

<sup>1</sup> ICMA-RC is an SEC registered investment adviser. For more information about ICMA-RC's Guided Pathways® Advisory Services, please see our Guided Pathways Form ADV Part 2A Brochure which is available at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

<sup>2</sup> Prudential Retirement Insurance and Annuity Company (Prudential), CA COA #08003, Hartford, CT. Neither Prudential nor ICMA-RC guarantees the investment performance or return on contributions to Prudential's Separate Account. You should carefully consider the objectives, risks, charges, expenses and underlying guarantee features before purchasing this product. Prudential may increase the Guarantee Fee in the future, from 1.00% up to a maximum of 1.50%. Like all variable investments, this Fund may lose value. Availability and terms may vary by jurisdiction; subject to regulatory approvals. Annuity contracts contain exclusions, limitations, reductions of benefits and terms for keeping them in force. Guarantees are based on Prudential's claims-paying ability. This annuity is issued under Contract form # GA-2020-TGWB4-0805-RC. ICMA-RC provides recordkeeping services to your Plan and is the investment manager of the underlying Prudential separate account. Prudential or its affiliates may compensate ICMA-RC for providing these and related administrative services in connection with the Fund. Variable annuities are suitable for long-term investing, particularly retirement savings. ©2020 Prudential, the Prudential logo, and the Rock symbol and Bring Your Challenges are service marks of the Prudential Insurance Company of America, Newark, NJ, and its related entities, registered in many jurisdictions worldwide. Note: Participants who are interested in the VT Retirement IncomeAdvantage Fund must first receive and read the VT Retirement IncomeAdvantage Fund Important Considerations document, before investing.



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forecast, participants receive a savings rate and retirement age recommendation. They also can see how changing certain factors will impact their chances of reaching their retirement goals.

### **Rollover Education**

ICMA-RC provides participants with education specifically addressing questions about the rollover process. Specifically, we give participants access to objective educational counseling services that help them evaluate their options when rolling funds into or out of an ICMA-RC administered retirement plan or IRA. The service is provided by the existing Guided Pathways® Advisory Services Financial Consultants team.

Similar to our retirement readiness conversations, these rollover discussions consist of personal consultations with participants in which we gather plan and other asset information and educate them via a tool that objectively analyzes different plan characteristics and provides an objective analysis of plan options and features.

These educational services are offered at no cost to the participants.

### **What firm provides this service?**

ICMA-RC has selected Morningstar Investment Management LLC ("Morningstar Investment Management") to act as an Independent Financial Expert (IFE) for Guided Pathways® Advisory Services<sup>1</sup>.

Although Guided Pathways® Advisory Services is powered by Morningstar Investment Management's underlying investment methodology, ICMA-RC's position as the intermediary delivering these recommendations makes us an advice provider. As such, ICMA-RC is the investment adviser to those participants accepting advice or Managed Accounts services.

### **3. Describe the transactions that can be implemented by employees on-line.**

Our participant website, Account Access, which earned the Dalbar Seal for excellence in financial communications, provides participants with the following account functionality:

- Easy access to account balances with multiple view options
- Complete visibility into all investments and prices
- Multiple views showing account activity and performance
- Total picture of transaction history, including contributions, transfers, disbursements, loans, fees, and others
- Five-year personal rate of return
- Seven years of online statements and confirms
- Custom transaction detail reports

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<sup>1</sup> Investment advice and analysis tools are offered to participants through ICMA-RC, a federally registered investment adviser. Investment advice is the result of methodologies developed, maintained and overseen by the Independent Financial Expert, Morningstar Investment Management LLC. Morningstar Investment Management LLC is a registered investment advisor and subsidiary of Morningstar, Inc. Morningstar, Inc. and Morningstar Investment Management LLC are not affiliated with ICMA-RC. All rights reserved. The Morningstar name and logo are registered marks of Morningstar, Inc.



### Transactions

- Online enrollment
- Set / Change Contributions
- Set / Change investment allocations
- Rebalance to match investment allocations
- Fund to fund transfers
- Establish automated rebalancing of investment portfolio
- Request / change ongoing disbursements
- Request one-time disbursement
- Model and initiate loans
- Set / Update Beneficiary designations
- Personal information updates
- Update email and mailing address
- Change online password / User ID
- Setup contribution auto increase

#### 4. What online reporting is available to plan sponsors?

EZLink, ICMA-RC's proprietary Web-based employer administrative tool ([www.icmarc.org](http://www.icmarc.org)), is designed to make plan administration easy and convenient for plan sponsors. EZLink is an automated platform for transmitting contributions, enrollments, employee changes, distribution requests, and other transactions.

In addition, EZLink offers comprehensive reporting and analytics capabilities that enable plan sponsors to monitor and analyze plan and investment activity. To meet the unique needs of plan sponsors, online report formats are highly flexible and data can be downloaded to an Excel spreadsheet file. The following reports are available:

#### Fiduciary Oversight Reports

- **Asset Change/Asset Allocation Reports.** Allocation of assets by fund or asset class for client-selected date range in table or graphic format.
- **Transaction Reports.** Contribution, disbursement, and fund transfer reports by fund or asset class for client-selected date range in table or graphic format.
- **Enrollment Report.** Participant enrollments and departures from plan for a client-selected date range.

#### Administration Reports

- **Participant Information Report.** Indicative data and current balance for range of participants.
- **Address Report.** Shows all valid and invalid addresses.
- **Transaction Detail Report.** Provides individual participant transactions for a specified period.
- **Participant Account Data.** Instant access to address employee questions.
- **Plan-Level Quarterly Statement.** Available through EZLink.
- **Participant Quarterly Statements.** Available through EZLink.



- **Loan Reports.** Loan check history, loans paid in full, loan repayment activity, loans processed for payroll deduction, new loan issuances, loan details, loan payoff, current loan balances, and pending loans.
- **Employee Changes Report.** Provides a list of all changes that have been processed within a client-selected date range.
- **Contribution Limit.** View listing of year-to-date contributions for each participant to assist in monitoring IRS contribution limits.
- **Deferral Information.** View a listing of current deferral information/changes for individual participants.
- **Participant Contribution Overage/Catch-up.** View, print, or download a report listing participants who are maxing out their contributions or participating in catch-up.
- **Required Minimum Distribution.** View a listing of participants who have reached the age for required minimum distributions in the testing year who are not terminated and had an account balance on the last day of the prior year. This report helps the employer to validate whether the participants listed are still employed and to identify those participants who are terminated but whose termination date still needs to be entered into the record keeping system in order for their RMD status to be accurately reported.
- **Exception Reports.** View a listing of participants who had transactions rejected via an enrollment or indicative change submitted electronically by the plan sponsor, have missing or inaccurate personal information, or are missing a date of birth.
- **Plan Usage Demographics.** View various types of plan usage and demographic information such as average balance/contribution by age, participants in investment funds or default funds, and the top funds based on the number of investors.
- **Roll In and Roll Out & Incoming Rollovers by Date.** View activity related to rollovers by client specified date range.

#### **Account Access Statistics**

- Participant demographics
- Login activity
- Account demographics
- Transaction counts

#### **Daily Reports**

- Plan balances by investment
- Plan level investment allocations
- Pie chart of investment allocations by age
- Daily share prices and performance
- Participant information, including account balance by investment, year-to-date contributions and contributions by a specified date range, allocation percentages, statements on demand, and indicative information.

#### **Transaction Implementation**

- Contribution data transmittal
- Enrollments and rehires
- Changes to contribution deferral amounts



- Individual and aggregate indicative data updates
- Survivor updates
- Terminated participants
- Enrollment approval (for online self-enrollment process)
- Request and email forms and publications

### **Plan Analytics**

- An array of reports designed to provide information on investment returns, plan balance and activity, plan participation and individual participant information.
- Functionality to allow users to view information in either a pre-set or custom date range (for select reports) format.
- A filter option allowing users to select various investment and participant attributes when creating reports.
- This tool makes data available as early as five business days following month end.

### **Visual Analytics**

We make our self-service Visual Analytics tool available to the JCLD. This dynamic data visualization tool enables you to identify, measure, and detect patterns and relationships in data that may not have been initially evident. It offers interactive reporting capabilities combined with advanced analytics so users can track trends and discover insights from any size and type of data to help you fulfill your fiduciary responsibility. This tool makes data available as early as five business days following month end so that education and outreach campaigns can be more current and relevant for your participants.

## **5. Provide the URL for your participant Web site and a test account for us to view all functions.**

The User ID and password below will allow you to access the participant demo accounts on the ICMA-RC website at [www.icmarc.org](http://www.icmarc.org).

### **Participants – Account Access\***

- Web address: [www.icmarc.org](http://www.icmarc.org)
- User ID: demoacct42
- Password: Jack\_cld61

\*This User ID and password will expire August 12, 2020. If the password has expired, please contact ICMA-RC to reset password.

*Please do not change the passwords, IDs, responses to security questions, or email addresses used to access these demonstration accounts. Doing so may disable the accounts.*



**6. Describe awards and national recognition received by your Web services over the past three years.**

Working with our clients, ICMA-RC has received more than 170 awards and recognitions related to educating participants on the value of investing for retirement through tax deferred retirement plans and on how to develop personal strategies for designing an investment portfolio. While we are always happy to receive these types of accolades, what makes these awards so satisfying is that we are being recognized for initiatives that are specifically designed to help employees build retirement security.



Below are some of the awards ICMA-RC has received related to our digital services over the past three years:

**The FutureEdge 50 Award:** In 2020, ICMA-RC received this prestigious award for *Glide*, an experience that the company developed to help simplify how public sector professionals and their municipal employers plan for retirement. ICMA-RC was among 50 recipients that were recognized for their forward-looking research and applications of emerging technologies – and the innovative cultures enabling them.

**CIO 100 Award:** In 2019 ICMA-RC received the CIO 100 Award, which recognizes organizations that exemplify the highest level of operational and strategic excellence in information technology. ICMA-RC won the recognition for its ground-breaking work in enhancing the digital experience for public sector retirement plan participants. The award cites ICMA-RC’s blending of high-tech with high-touch services and names tools such as the *Am I On Track?* calculator, Account Aggregation tool, pension calculator, TextAccess, mobile responsive design, and Visual Analytics for graphical reporting of plan demographics.

**DALBAR Seal of Excellence:** DALBAR is an organization that evaluates and recognizes excellent financial services communications. Programs that are evaluated favorably receive the DALBAR Communications Seal. In 2017, ICMA-RC received the DALBAR Communications Seal for our plan sponsor website.

**The Communicator Awards<sup>1</sup>:** The Communicator Awards is the leading international awards program recognizing big ideas in marketing and communications. In 2017, ICMA-RC and our clients won Communicator Awards for the following resources:

- ICMA-RC’s Mobile App
- ICMA-RC’s Retirement Education Center

<sup>1</sup> The Communicator Awards are sanctioned and judged by the International Academy of the Visual Arts, an invitation-only body consisting of professionals from acclaimed media, communications, advertising, creative and marketing firms.



## Call Center Services

### 1. What transactions and information are accessible through call center representatives and through your voice response system?

#### Contact Center (Call Center)

Participant Services Representatives have immediate online access to plan data and participant account information. They can answer participant questions and complete transactions such as the following:

- Investments
- Account status
- Account balances
- Loan status
- Reallocation
- Transactions
- Current investment allocation
- Benefit payments and tax withholding

Upon request by participants, Participant Services Representatives can provide customized benefit illustrations, reallocate contributions, and transfer assets between funds. Representatives are available from 8:30 a.m. to 9:00 p.m. Eastern Time. Callers can press 0 at any time during a call to reach a Participant Services Representative.

#### Self-service Phone Line (Voice Response System)

Utilizing ICMA-RC's self-service phone line, participants can:

- Obtain information on account balances, receive balances by Fund and Source, and request statements.
- Obtain detailed loan information including outstanding loan balance, payment, next payment date, interest rate, and pay off date.
- Listen to customized messages with timely information or alerts regarding their account.
- Listen to information in Spanish if that option is selected.

PIN changes and statement requests can also be submitted through the self-service phone line, but based on research and usage, we found that participants prefer to use our online platform and did not utilize the self-service phone line for transactions and these features were removed in our last redesign to improve the user experience and simplify usage of the most popular features.

#### Is it a dedicated line to public sector 457/401 service associates, or do they cover all other aspects of your business?

ICMA-RC is dedicated to providing comprehensive retirement plan services tailored to the public sector, so both the self-service phone line and our Participant Services Representatives will only perform transactions and provide information related to their plan and individual account.



**2. Describe training received and qualifications of call center personnel.**

ICMA-RC requires certain Telephone Participant Services Representatives personnel to maintain securities licenses.

Whenever possible, we recruit experienced, licensed individuals for the position. However, in the event a new hire does not have a license, classroom instruction and/or computer-based training is provided at our expense. Typically, new Participant Services Representatives are given approximately 10 weeks to complete their study program for licensing.

All telephone representatives, whether previously licensed or not, must complete a core curriculum that includes:

- Comprehensive training on retirement plans, such as §401 qualified plans, §403(b) plans, and eligible §457 plans. Training covers IRS regulations and product information.
- Technical training on our proprietary information systems.
- Overview of compliance requirements and our corporate structure.
- Training on general investment principles, as well as investment options administered by ICMA-RC.

Each new Participant Services Representative completes extensive self-study and on-the-job training. They also receive a comprehensive training guide, participate in computer-based training, and complete online exams. Participant Services Representatives receive extensive on-the-job training and coaching while working side-by-side with experienced representatives. They also meet frequently with their supervisor during the first three months of employment. In addition, a comprehensive online help system and a bulletin board for frequent updates provide ongoing performance support.

Participant Services Representatives also receive extensive training in the intricacies of plan regulations and administration. Using a flexible approach that emphasizes customized information allows associates to quickly adapt to the needs of the customer.

**3. Describe how participants transfer from the voice response system to the call center. When are they notified they can transfer to a representative?**

Participants may voluntarily elect to opt out of the ICMA-RC self-service phone line to speak to a Participant Services Representative about their account or to request a transaction by pressing “0” at any point or the participant can stay on the line and they will be routed to the next available representative. If participants select Spanish as their language of choice when first reaching the self-service phone line and then wish to opt out, they will be routed to the next available bi-lingual Spanish speaker.

**When are they notified they can transfer to a representative?**

After participants enter their PIN and hear their options for obtaining account information, they are notified they can press zero (0) to speak to a representative.

**4. What hours are call center representatives available?**

Participant Services Representatives are available Monday through Friday from 5:30 a.m. to 6:00 p.m. Pacific Time on business days that the New York Stock Exchange is open.

ICMA-RC plan sponsor representatives are available to employers Monday through Friday from 5:30 a.m. to 4:30 p.m. Pacific Time. Plan Sponsor Service Representatives assist employers with answers





to general and technical plan questions, plan adoption and implementation, regulatory changes, contribution submittals and orders for publications and forms.

**5. What procedures do you have in place for managing unusually large call volumes?**

Contact Center management uses Modern Web-based tools that provide instant access in real-time to queue call activity and agent login status. We use workforce management software to generate daily call volume forecasts, and we create schedules for the agents based on the call volume estimates. In addition, we monitor intra-day to determine any staff or skill changes that may be required based on excess call volumes for a given day. We continue to evaluate the calls we receive in the contact center to evaluate for potential self-service options.

Furthermore, our Contact Center is staffed by more than 60 Participant Services Representatives. An additional staff of 75 reserves is available during peak periods of demand to ensure necessary coverage and to provide consistent, high quality service.

**6. Provide the average call abandon rate and the average response time for your call center for the 12 months ending as of the last quarter-end.**

The average call abandon rate and the average response time<sup>1</sup> are as follows:

- Abandon Rate: 2.90%
- Average Response Time: 42 seconds

**Statements**

**1. Do you provide aggregate account information for participants if you administer multiple plans?**

Yes. Participants in multiple plans receive separate quarterly statements for each plan and a combined statement summarizing activity across all plans.

**2. Provide a sample quarterly statement.**

A sample quarterly statement is included in the [Appendix](#).

**3. How many days after quarter-end are statements mailed? What percent of statements mailed over the past four quarters met this target?**

Participant statements are mailed and made available electronically within 12 business days of the end of the quarter. One hundred percent of quarter-end statements have been mailed and made available electronically on time.

**4. Do your statements provide personalized investment performance?**

Yes. Personalized performance for the period and year to date, as well as a bar chart showing the growth of their account balance over previous years, gives participants a clear picture of how their investments are performing.

<sup>1</sup> Our statistics are calculated quarterly. The statistics provided here are our quarterly 12 month average from April 1, 2019 to March 31, 2020.



## **Administrative Services**

**Address the following questions regarding your administrative services:**

- 1. Describe in detail the annuity and non-annuity disbursement options available to plan participants.**

Participants may specify any of the acceptable payment schedules listed below, which are consistent with IRS regulations. Examples of acceptable payment schedules include:

- Lump sum payment of accumulated assets (partial or full)
- Periodic payments of participant-selected payment amount or number of years
- Combination of lump-sum and periodic payments
- Partial or full annuitization through our Income for Life program<sup>1</sup>

- 2. How long does it take to mail a check to the participant once a withdrawal is authorized?**

Withdrawals are processed as follows:

- Requests for immediate lump-sum payment received by 1:00 p.m. Pacific Time are paid within two business days, if all plan-waiting periods have been met and all documentation is complete.
- Requests for lump-sum payments at a future date are paid on the payment date requested, if all plan-waiting periods have been met and all documentation is complete.

Periodic payments and direct-deposit requests are initiated on the payment date selected by the participant within the parameters of the plan document.

**How long does it take to mail a check to another vendor once a participant provides an instruction to make the transfer?**

We process the request for next-day payment, if the request is complete and in good order, by 1:00 p.m. Pacific Time.

**What authorization do you require to make such a payment?**

We include a standard form for participants to use that helps them provide complete information with their initial request.

**Identify all participant- level or plan-level transfer or withdrawal restrictions.**

### **Participant-Level Restrictions**

The Vantagepoint PLUS Fund is benefit responsive and allows for benefit payments at book value. The Fund offers daily liquidity to individual participants for such benefit payments. Further, participants have full liquidity to move monies from the Vantagepoint PLUS Fund to other mutual fund and collective investment trust options available. However, due to restrictions from wrap contract issuers, direct transfers from the Vantagepoint PLUS Fund to self-directed brokerage accounts or other competing funds are not permitted. Funds considered to be competing include, but are not limited to, short-term fixed income funds, money market funds, certificate of deposit products, or other

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<sup>1</sup> Annuities are insurance products available through companies not affiliated with ICMA-RC. Please consult "Income for Life Annuity Program: Immediate Annuities for Retirement Income," prior to purchasing an annuity. 1-800-669-7400.



stable value products. Investors must transfer their money to a non-competing fund for 90 days (equity wash) before investing in a competing fund (this includes assets in the Vantagepoint PLUS Fund transferred to co-providers, if applicable). Whether or not a particular fund is a competing fund will be determined, at the sole discretion of ICMA-RC, on a fund-by-fund basis.<sup>1</sup> Transfers to another provider may be restricted if an employer elects to replace the Vantagepoint PLUS Fund.

Other funds may assess redemption fees for assets that have been invested for less than a period of time defined in the fund prospectus or disclosure documents.

While participants always have the right to transfer the market value from the VT Retirement IncomeAdvantage Fund<sup>2</sup> to other investment options available within the plan, transfers from the Fund will proportionately reduce the guaranteed values available from the Fund. Following a transfer from the Fund, participants are restricted from transferring back into the Fund for a period of 90 days.<sup>3</sup>

If a participant leaves the retirement plan, the ability to transfer all or part of the VT Retirement IncomeAdvantage Fund's guarantees to an IRA made available by Prudential Retirement Insurance and Annuity Company may be limited. Further, the terms and conditions of the successor IRA may differ significantly from those applicable to the Fund.

### **Plan-Level Restriction**

ICMA-RC retains full discretion to release employer-initiated Vantagepoint PLUS Fund withdrawals at book value in an orderly manner over a period of up to 12 months from the date ICMA-RC receives written notification from the employer that it is initiating withdrawals from the Vantagepoint PLUS Fund, regardless of whether the market to book value ratio of the Vantagepoint PLUS Fund is above or below 100%. This restriction on employer withdrawals from the Vantagepoint PLUS Fund does not apply to participant directed withdrawals from the Fund. The Vantagepoint PLUS Fund remains benefit responsive to participants eligible to take participant-directed withdrawals from the Fund.

### **Market Value Adjustments**

ICMA-RC does not impose any financial market value adjustments or other financial penalties on withdrawals or transfers among mutual funds or rollover of mutual funds to another provider (aside from amortization schedules for the payment of such charges imposed by other vendors or charges imposed by a specific investment options).

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<sup>1</sup> Before investing, please read the applicable Fund Fact Sheet(s) and the Fund's Disclosure Memorandum carefully for a complete summary of all fees, expenses, investment objectives and strategies, and risks. This information is available when you log in at [www.icmarc.org/login](http://www.icmarc.org/login), or upon request by calling 800-669-7400.

<sup>2</sup> Prudential Retirement Insurance and Annuity Company (Prudential), CA COA #08003, Hartford, CT. Neither Prudential nor ICMA-RC guarantees the investment performance or return on contributions to Prudential's Separate Account. You should carefully consider the objectives, risks, charges, expenses and underlying guarantee features before purchasing this product. Prudential may increase the Guarantee Fee in the future, from 1.00% up to a maximum of 1.50%. Like all variable investments, this Fund may lose value. Availability and terms may vary by jurisdiction; subject to regulatory approvals. Annuity contracts contain exclusions, limitations, reductions of benefits and terms for keeping them in force. Guarantees are based on Prudential's claims-paying ability. This annuity is issued under Contract form # GA-2020-TGWB4-0805-RC. ICMA-RC provides recordkeeping services to your Plan and is the investment manager of the underlying Prudential separate account. Prudential or its affiliates may compensate ICMA-RC for providing these and related administrative services in connection with the Fund. Variable annuities are suitable for long-term investing, particularly retirement savings. ©2020 Prudential, the Prudential logo, and the Rock symbol and Bring Your Challenges are service marks of the Prudential Insurance Company of America, Newark, NJ, and its related entities, registered in many jurisdictions worldwide. Note: Participants who are interested in the VT Retirement IncomeAdvantage Fund must first receive and read the VT Retirement IncomeAdvantage Fund Important Considerations document, before investing.

<sup>3</sup> Please note that the VT Retirement IncomeAdvantage Fund is not available for 403(b) plans.



### **Short-Term Trading Policy**

A summary of ICMA-RC's Frequent Trading Policy is provided in the [Appendix](#).

#### **3. Describe how you handle minimum required distributions.**

ICMA-RC follows IRS guidelines for calculating Required Minimum Distribution (RMD) amounts for all retirement plan participants who have separated from service with the plan sponsor and are over age 72. To avoid any potential penalties, we also take steps to ensure that participants withdraw at least the RMD amount from their accounts by the required dates.

We calculate the Required Minimum Distribution each year using the life expectancy tables provided in the Internal Revenue Service Publication 590-B.

#### **4. Describe how you evaluate and process QDROs/DROs and hardship/emergency withdrawal requests.**

##### **QDRO Process**

We provide all administrative services to assist the employer in making the final decision related to Qualified Domestic Relations Orders (QDROs).

The role the employer would play in processing QDROs would be defined by the employer. While we generally ask employers to sign off on any division or distribution made pursuant to a QDRO meeting the applicable requirements, if an employer wishes, the employer can be removed from the process once the employer has adopted ICMA-RC's standard procedures.

An ICMA-RC QDRO Specialist oversees the QDRO process from start to finish. To facilitate the process, we offer the following comprehensive services:

- An informational letter
- Sample stipulation
- Telephone consultation
- Pre-review of the QDRO
- Establishing an individual account for the alternate payee
- Tax withholding and reporting upon disbursement

ICMA-RC processes QDRO distributions upon notification in accordance with IRS regulations and plan guidelines. When an employer is not involved in the process, the participant or alternate payee sends copies of duly signed or certified QDROs directly to ICMA-RC's QDRO Specialist. ICMA-RC would then transfer funds according to our standard procedures. Our system also calculates and processes QDRO distributions to alternate payees.

The alternate payee has full access to all the investment options available to the plan, Participant Services Representatives in our contact center, the toll-free self-service phone line System, and the website. The total processing time from start to finish varies based on receipt of supporting documentation, timing of court orders, etc.

##### **Hardship/Emergency Withdrawal Requests**

ICMA-RC works closely with employers to minimize their work related to hardship and emergency withdrawals, and we can fully administer the process for your plan, including first level appeals. Pursuant to a written agreement between the employer and ICMA-RC, the employer may delegate



to ICMA-RC the functional process of reviewing emergency withdrawal requests. As part of the process, ICMA-RC will:

- Make the required withdrawal forms available to employers and participants.
- Review requests from participants, including all supporting documentation, to determine whether the request complies with Internal Revenue Code (IRC) requirements and applicable plan provisions.
- Approve or deny the request based upon a review of the application and an assessment of the supporting documentation. When requests are denied, participants receive notification of the reason(s) the request was not approved.
- Provide the employer with a report reflecting all processed applications.

ICMA-RC is prepared to discuss your needs related to the emergency withdrawal process and ways in which we can help facilitate the process for your plan.

ICMA-RC will process the request upon receipt of signed and approved hardship and emergency withdrawal applications from the employer. Requests received in good order by 1:00 p.m. Pacific Time with complete supporting documentation and approval are paid within two business days.

**5. Describe your loan service and how participants and the plan sponsor would implement a loan.**

**Participant Role**

Participants can request loans online through Account Access. They also can model loans online. When loans are initiated, the terms of the loan are agreed upon up front by the participant at the time the loan is requested. Once the loan is processed the loan proceeds can be sent via ACH or check and the loan documents are electronically delivered or mailed. Loan repayments (including additional payments) may be sent via payroll deduction. The employer can also choose to allow repayments through ACH debit of the participant's bank account. However, ICMA-RC recommends payroll deduction as a guard against delinquent payments. ICMA-RC provides an EZLink report to the employer's payroll department for payroll deduction repayments.

Participants may determine the status of their loan repayment through our quarterly participant statements, which reflect the amount of the loan outstanding and the total loan repayments for the quarter (with principal and interest distinguished). They can also get up-to-date information on their loans from our website, Participant Services Representatives, or self-service phone line system. Plan sponsors receive information about the loan, including loan repayment information, via the secure plan sponsor website.

**Plan Sponsor Role**

JCLD's involvement in loan responsibility is minimal. ICMA-RC provides comprehensive loan administration services. We confirm each participant's eligibility, process loan requests, send applicable loan disclosure documents, maintain amortization schedules, process repayments, and handle any distributions that may result from a participant failing to make scheduled repayments.

JCLD can elect to allow loan repayments through ACH debit of the participant's bank account, but ICMA-RC recommends payroll deduction as that method serves to greatly reduce delinquent repayments and helps to preserve the integrity of the program. We will provide your payroll area with a report showing the loan repayments that must be made, and you will need to ensure that your payroll is set up to submit repayments.



**6. Describe the quality control procedures you have in place. What types of reconciliation and editing do you perform?**

A comprehensive array of edits are built into our recordkeeping system to identify possible errors and promote data integrity. Our recordkeeping system edits all transactions several times each day to identify possible errors. Discrepancies are listed in reports generated by the system and are investigated and resolved prior to day-end posting. Processes such as contribution processing, distributions and tax reporting all go through these series of edits to ensure accuracy and validity.

Using the edits within our recordkeeping system, ICMA-RC employs several steps of oversight and procedures to promote the highest quality in all aspects of our retirement recordkeeping services. Associates ensure their work is complete and accurate before submitting it for additional review.

**Step 1:** A risk-based sampling methodology is employed to select transactions for peer review to validate that transaction information entered is consistent with supporting documentation and plan specifications.

**Step 2:** Each functional unit performs a higher-level review daily. Any rejected transactions are identified on reports, researched, and corrected immediately.

**Step 3:** An automated process confirms all units complete their review and then authorizes the start of the posting cycle in our recordkeeping systems.

In addition, our Internal Audit department reviews the reliability and integrity of information, compliance with policies and regulations, safeguarding of assets, economical and efficient use of resources, and established operational goals and objectives. On an annual basis, Internal Audit performs an independent evaluation of the risk rating for each organization or function based on inherent risk to the organization, prior audit results and Internal Audit's assessment of the control environment.

**How do you resolve data discrepancies with respect to transaction processing?**

Immediately upon receipt of the transmission from the employer, contribution data is run through a custom edit process identifying any data exceptions, including validation of the member's account. Defined checklists provide for manual verification of data, including confirmation of appropriate trade dates. We notify the employer when discrepancies are discovered to obtain additional information and assist the employer in correcting or resubmitting files.

Most errors are identified through daily edits that are run and viewed online several times a day. Prior to engaging our system's update cycle, ICMA-RC associates review edit reports, identify rejected and flagged transactions, and research and correct those transactions prior to nightly postings. Corrected transactions are run through the edit process before posting to ensure accuracy.

Electronic edit processes also ensure that the payroll data reconciles to the cash deposit previously received for this batch of data. Reporting is generated from this process detailing any exceptions. Exceptions are brought to the plan sponsor's attention immediately for any employer payroll not reconciling to the previously received cash deposit. ICMA-RC works closely with the plan sponsor in resolving them, and they are tracked until corrected.

Additional daily edit/validation checks and post-process reconciliations are performed to ensure accuracy. The results of the posting process are reviewed and reconciled. Any exceptions are immediately researched and resolved.



**7. Describe your process for resolving issues that occur. What are your standards for the timing of resolving issues and how do you meet that target?**

While attempting to adhere to one call resolution, Participant Services representatives are trained to escalate an issue to their immediate support staff, consisting of senior representatives and immediate supervisors, while the participant is on the phone. If an account related issue cannot be addressed immediately during the call, an issue is reported to operations personnel who will research and resolve the issue. If a technical system related issue cannot be addressed by the Participant Services representative, then the call is escalated to subject matter experts who will assist the participant with their issue.

Issues are tracked, logged, and monitored on a regular basis by management to ensure customer responses are appropriate and service levels regarding the resolution of issues are met. As necessary, if an issue is not handled based on established protocols and procedures then the representative is given the necessary coaching and training by their support staff.

The average turnaround is approximately seven business days. The turnaround for resolution of each issue, however, varies depending upon the complexity of the situation. Client Services management reviews reports on a regular basis to monitor the response time to issues.

**What are your escalation procedures for issues that are not resolved within a standard period of time?**

Client Services management reviews the status of issues received regularly. In the event that resolution of an issue has been delayed, this will come to the attention of senior management on a timely basis as part of their review. front-line associates are empowered to resolve many types of issues. Other issues are referred to resolution specialists or management as warranted by the circumstances.

**8. Provide your administrative and record keeping implementation plan with timelines.**

The entire implementation process is dependent upon the time needed by JCLD to execute the documents and coordinate testing. On average, this process takes approximately six to eight weeks to complete, including EZLink testing.

A Plan Adoption Services Analyst will guide you through the completion of each document and provide support for questions you may have with the design of your plan through the adoption process.

Adoption materials include the following items, which will be provided by ICMA-RC:

- Administrative Services Agreement – Contract between the JCLD and ICMA-RC.
- Plan Adoption Agreement 401(a) Plan – Defines contribution rates and vesting for your 401(a) Plan, and describes optional plan features.
- Plan Resolution – Adopts plan document and trust, and names ICMA-RC as your record keeper.
- Plan Data Implementation Form – Provides day-to-day contact information for the administration of your plan.
- EZLink Form – EZLink provides employers with real-time access to all participant and plan data to fully administer their plans. It provides them the ability to process transactions either online or by securely transmitting files to enroll or change participant data, request fulfillment materials and submit contributions and loan repayments. Online statements, numerous reports, and tools are available to use. Online enrollment services, ACH loan repays, and many other features are available.



Additionally, ICMA-RC will coordinate testing of EZLink, our web-based plan administration tool. An EZLink Specialist will provide the following support through the adoption process:

- Submission of payroll contributions files
- Plan reporting
- Account maintenance updates

A typical plan start-up takes approximately six to eight weeks to complete. A sample timeline of events is shown below:

Week	Task	Responsible Party
Week 1	ICMA-RC provides adoption materials to JCLD	ICMA-RC – JCLD
Week 1	Conference call to introduce Plan Adoption Services Analyst and provide overview of plan adoption materials.	ICMA-RC – JCLD
Week 1	Administrative Services Agreement executed by all parties.	ICMA-RC - JCLD
Week 2	Resolution language prepared and finalized.	ICMA-RC – JCLD
Week 3	Resolution passed by JCLD.	JCLD
Week 4	JCLD completes Plan Adoption Materials, including Plan Data Implementation Form, EZLink Forms, etc. Forms returned to ICMA-RC.	JCLD
Week 4	ICMA-RC provides Notice of Plan Acceptance to the Plan.	ICMA-RC
Week 4	Plan Adoption Services Analyst reviews forms. Initiates plan setup and issuance of EZLink User ID and passwords.	ICMA-RC
Week 5	EZLink Specialist coordinates conference call to discuss payroll testing and wire/ACH instructions for payroll remittance	ICMA-RC - JCLD
Week 5	Payroll testing completed	ICMA-RC – JCLD
Week 6-7	Participant enrollment occurs.	ICMA-RC
Weeks 7-9	First payroll processed at ICMA.-RC.	ICMA-RC – JCLD

### III. PLAN SPONSOR SERVICES

#### 1. Describe how you interact with plan sponsors on a daily basis and how you minimize the plan sponsor’s workload through automation.

Kai Bond, Client Services Manager, based in ICMA-RC’s headquarters, will serve as the day-to-day plan administrative contact. Mr. Bond and his team are available support the JCLD by ensuring that enrollments, contributions, and disbursements are processed in a timely manner. Mr. Bond also will:

- Orchestrate delivery of all administration/record keeping services in support of your goals.
- Resolve service inquiries and provide technical assistance.
- Provide support for as many JCLD plan administrative functions as deemed appropriate.

To minimize the plan sponsor’s workload, we provide the ability to implement transactions electronically to enhance your administrative efficiency through our EZLink ([www.icmarc.org](http://www.icmarc.org)) Internet service. All core transactions (enrollments, contribution allocations, contribution amounts, and fund transfers) can be accommodated online in a fully paperless environment. EZLink also provides reporting that is formatted graphically and in spreadsheets that will significantly enhance your understanding of participant activity and the results of the plan’s educational efforts.





**2. Describe the services you offer to help maintain compliance with current and proposed regulations as they relate to public sector retirement plans.**

ICMA-RC conducts numerous tests to ensure compliance of our operations with plan and Internal Revenue Code provisions, including checks for participant adherence to minimum distribution requirements, any plan-level fund transfer restrictions, and maximum contribution limits.

We routinely monitor federal-level legal and regulatory changes, and we report on changes that may affect all of the plans we serve in our monthly *Employer Bulletin* and via our website.

ICMA-RC also works with plan sponsors to administer the plan in accordance with applicable state and local laws, statutes, ordinances, rules, and regulations governing the governmental retirement plans and investment options ICMA-RC makes available.

Operationally, our systems have various built-in rules to ensure the plan provisions are followed. ICMA-RC utilizes the OmniDC recordkeeping system, the leading plan administration package in the industry today, and the developers of the system, FIS, regularly release software updates to ensure the recordkeeping system remains in compliance. In addition, ICMA-RC utilizes various peripheral systems that interact with OmniDC. The peripheral systems are continually updated to ensure that ICMA-RC complies with current regulations.

ICMA-RC tracks work through Salesforce Case Management (typically for work items coming in via phone call) and AWD (for imaged work items). Both of these systems offer robust reporting to assure timeliness of completion and support resource management during high volume cycles.

**3. Do you have a model plan document and take responsibility for maintaining it in compliance with the current tax code?**

ICMA-RC maintains model governmental 401(a) and 457(b) plan documents for employers who choose to use them. ICMA-RC consistently submits its model plan documents to the Internal Revenue Service (IRS) for review as IRS requirements warrant. Adopting the ICMA-RC model plan document releases you from the burden and cost of continually reviewing and revising your plan document in response to changes in the Internal Revenue Code (IRC) and related regulations.

If the employer elects to use its own plan document, we can review the document to ensure that we are able to record keep and provide the proper administrative services required for the plan. However, ICMA-RC would not be responsible for the qualified or eligible status of plan documents not drafted by ICMA-RC.

**If so, please provide a sample. Is there a fee for maintaining that document?**

A sample of our model plan is included in the [Appendix](#). If JCLD chooses to adopt our model plan, there is no fee for maintaining the document.

**4. What information do you provide to the plan sponsor to support their oversight of the plan? Provide samples of materials provided to support plan sponsor due diligence.**

The most popular reports we provide to plan sponsors include the Quarterly Employer Statement and the Plan Service Report. These reports are made available online and samples of each are included in the [Appendix](#):

- **Quarterly and Annual Employer Statements** – Summarizes most of the information that Plan Coordinators want to see each year, including the following:
  - Plan-specific information – Total plan assets, beginning balance, contributions, distributions, fees, ending balance, asset allocation, individual fund balances, loan information, and more.



- Account activity for the statement period – Total contributions, roll-ins, loan repayments, beneficiary transfers, distributions, loan issuances and forfeiture information.
- Consolidated investment activity – Contributions, Distributions, Transfers, Fees, Gain/Loss and Ending Balance for each fund available within the plan. Fund performance is also provided (Quarterly Employer Statement only).
- Transaction activity – As per the above, a significant amount of transaction activity detail is provided.
- **Plan Service Report (PSR)** – The PSR provides an additional level of detail that goes beyond the quarterly statements. In addition to plan specific information, valuable investment information and commentary is included in the Investment Due Diligence Review section of the PSR. The following is also included:
  - Plan-specific information – Total plan assets, number of participants, trends (assets, contributions, withdrawals, asset allocation, participation), service usage (internet use, self-service phone line calls, contact center calls), loan totals and more.
  - Account activity for the statement period – In addition to the information provided on statements (shown above), details related to fees and revenue are provided.
  - Consolidated investment activity – In addition to the information provided on statements (shown above), the number of participants with balances in each fund is displayed.
  - Transaction activity – As per the above, in addition to transaction activity for the period, the PSR shows trends in activity by comparing the activity for each year.
- **Reports & Analytics** – In addition to the above, our plan sponsor website offers comprehensive reporting and analytics capabilities that enable plan sponsors to administer, monitor and analyze plan and investment activity at their convenience. To meet the unique needs of plan sponsors, online report formats are highly flexible and data can be downloaded to an Excel spreadsheet. The available reports include information on the following (and more!) and can be generated at any time:
  - Plan-specific information – Enrollments, contributions, transactions, loans, rollovers, plan usage demographics (e.g., average contributions by age)
  - Data & Visual Analytics – We make our self-service data & visual analytics tools available to the JCLD. These dynamic data visualization tools enable you to identify, measure, and detect patterns and relationships in data that may not have been initially evident. They offer interactive reporting capabilities so users can track trends and discover insights from any size and type of data to help you fulfill your fiduciary responsibility. These tools make data available as early as five business days following month end so that education and outreach campaigns can be more current and relevant for your participants.
  - Transaction activity – As per the above, a significant amount of transaction activity detail is available through the statements, PSR, and other reports and tools.
- **Plan Health Monitor.** Plan Health Monitor, an online plan sponsor report card provides a quick and accurate way for plan sponsors and associated consultants to assess the overall health of the plan and identify opportunities for improvement. The Plan Health Monitor includes:
  - High-Level Plan Snapshot – Assess the overall health of your plan by viewing key plan health metrics
  - Segmentation Analysis – Access more detailed employee data to identify segments that may benefit from additional attention
  - Results Tracking – Track your efforts and see your plan's progress over time.

Plan Health metrics that can be presented in the Plan Health Monitor include:



- Retirement Readiness
- Asset Class Allocation
- Investment Diversification
- Participant Balance
- Employee Participation
- Savings Rate Election
- Participant Rate of Return
- Outstanding Loans
- Managed Accounts Participation

ICMA-RC is working on enhancing the Plan Health Monitor to provide benchmarking functionality to assist you in determining how your plans compare against other ICMA-RC public sector plans.

The Plan Health Monitor is a natural evolution of our existing plan health tools, which include ICMA-RC Visual Analytics and Plan Analytics. Plan Analytics is available as a stand-alone tool, and is also integrated into the Plan Health Monitor to allow for accessing detailed employee information.

To see a brief video providing additional information about the Plan Health Monitor, please visit, <https://www.icmarc.org/planhealthmonitorvideo.html>. A flyer providing an overview of the product can be found in the **Appendix**.

#### **How do you assist selection, monitoring, and, if necessary, replacement of funds?**

If the JCLD uses only funds of the VantageTrust, ICMA-RC is responsible to the VantageTrust for the selection, monitoring, and replacement of funds available through the VantageTrust. ICMA-RC will provide the JCLD information regarding the process we follow to perform those responsibilities. If the JCLD chooses to offer funds outside the VantageTrust, we will present a Plan Service Report in person and a quarterly Plan Service Report online that provide an executive summary of fund performance and fund attributes, including fund rankings versus peers. The summary information provides perspective on the quality of the fund and its performance and is intended to assist fiduciaries in their oversight responsibilities.

When plan sponsors choose to replace funds, ICMA-RC confirms availability with the fund company provides written communication to participants and delivers educational seminars as appropriate before the transfer of assets to the new funds.

#### **5. Who will serve as our contact for daily questions and issues related to the administration of our plan?**

Kai Bond, Client Services Manager, will serve as JCLD's day-to-day contact for administrative and recordkeeping services.

#### **6. Describe on-line services available to plan sponsors.**

EZLink, ICMA-RC's proprietary Web-based plan administrative tool is an automated platform for transmitting contributions, enrollments, employee changes, distribution requests, and other transactions. EZLink is designed to make plan administration convenient for plan sponsors by offering easy access to the items they use most. The comprehensive reporting capabilities enable plan sponsors to monitor and analyze plan and investment activity.

Some unique features of our site include:



**Home Page Highlights**

The EZLink home page features instant access to account balance information, a summary of the last three contributions, alerts, and includes an option for participant searches. In addition, users can make frequently used menu options readily available through the “Personalize My Links” feature.

**Reporting**

Plan administrative reports can be tailored to provide the information in a format that suits your needs. Most reports can be generated for a user-specified timeframe and can be viewed, printed, or downloaded.

**Automation**

- Enrollments, participant indicative data changes, and contributions can be submitted online or through data transfer.
- Plan administration for loans and distributions is handled conveniently online.
- Employers may use the message option to keep employees updated on its retirement plan and other employee benefit matters.

**7. Provide the URL for your plan sponsor Web site and a test account for us to view all functions.**

The User IDs and passwords shown below will allow you to access the plan sponsor demo accounts on the ICMA-RC website at [www.icmarc.org](http://www.icmarc.org).

**Employers – EZLink\***

- Web address: [www.icmarc.org](http://www.icmarc.org)
- User ID: Ctestus22
- Password: Jack\_cld61

\*This User ID and password will expire August 12, 2020. If the password has expired, please contact ICMA-RC to reset password.

*Please do not change the passwords, IDs, responses to security questions, or email addresses used to access these demonstration accounts. Doing so may disable the accounts.*

**IV. INVESTMENT MANAGEMENT**

**1. Briefly describe your overall investment philosophy. What are your criteria for selecting and retaining funds offered to participants in the plan?**

ICMA-RC is making our standard fund lineup available to JCLD. This lineup seeks to cover the risk-and-return spectrum for your participants and is comprised of the following.

**Vantagepoint Funds**

ICMA-RC makes a number of investment options available to plans and their participants through VantageTrust<sup>1</sup>, including the Vantagepoint Funds. Each Vantagepoint Fund invests all of its assets in a VT III Vantagepoint Fund collective investment trust having the same investment objective as the corresponding Vantagepoint Fund. ICMA-RC’s wholly-owned subsidiary, Vantagepoint

<sup>1</sup> Before investing, please read the applicable Fund Fact Sheet(s) and the Fund’s Disclosure Memorandum carefully for a complete summary of all fees, expenses, investment objectives and strategies, and risks. This information is available when you log in at [www.icmarc.org/login](http://www.icmarc.org/login), or upon request by calling 800-669-7400.



Investment Advisers, LLC (“Vantagepoint”), advises VantageTrust Company with respect to investments in VT III Vantagepoint Funds by VantageTrust.

Vantagepoint provides advisory services to the VantageTrust Company primarily as a "manager of managers" whereby Vantagepoint enters into agreements with one or more subadvisers, who are responsible for selecting the investments of the funds.

The subadviser selection process includes extensive quantitative and qualitative analysis and evaluation to ensure that highly capable firms are selected that meet Vantagepoint’s rigorous requirements.

Ongoing, each subadviser's portfolio is analyzed frequently. Risk, return, and attribution analysis measures are assessed for each fund, as well as for each subadviser within the fund<sup>1</sup>. Vantagepoint uses several types of analytical software to independently evaluate each portfolio, performance, risk, compliance, and style adherence.

**VantageTrust Trust Series Funds**

ICMA-RC also makes available the VantageTrust Trust Series Funds, a group of funds each of which invests substantially all of its assets in a third-party mutual fund. On behalf of VTC, ICMA-RC's wholly-owned subsidiary, Vantagepoint Investment Advisers, LLC (“Vantagepoint”), monitors the performance and characteristics of the underlying third-party mutual funds and their managers, provides analyses and reports on their performance to VTC and, where appropriate, recommends the addition or removal of third-party funds from the VantageTrust Trust Series. Both quantitative analysis and qualitative evaluation are conducted to determine each fund's adherence to stated objectives, prospectus parameters, and to identify the specific types of risk incurred by the fund. Regular analysis and reporting are conducted.

**Client Reporting**

Monthly data and quarterly reports are available to clients and participants through ICMA-RC's website. Quarterly disclosure documents (e.g., the Funds’ Fact Sheets and Disclosure Memorandum) are also made available through the website.

Annually, clients receive an investment review and due diligence support report as part of the client's Plan Service Report. The client-specific due diligence support report provides an executive summary of fund performance and fund attributes, including fund rankings versus peers. The summary information provides perspective on the quality of the fund and its performance, and is intended to assist fiduciaries in their oversight responsibilities. Quarterly reports are available under special contract arrangements.

- 2. Provide a listing of the proposed investment options and include the criteria below. You may propose more than one fund per category:**

Please see the files *Fund Lineup Data - Performance* and *Fund Lineup Data – Morningstar Ratings* provided in the **Appendix**.

Fund Name/Benchmark	1 Year Return	3 Year Return	5 Year Return	10 Year Return	Mstar. Rating
Intermediate-Term Bond					
Fund:					



Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Foreign					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Real Estate					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Risk-Based/ Lifestyle					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A
Time-Based/ Lifecycle					
Fund:					
Index Benchmark:					N/A
Morningstar Category Average:					N/A

**3. For your stable-value or equivalent investment option(s):**

**A. Provide the rate being paid in the current month.**

The net annualized crediting rate for the Vantagepoint PLUS Fund, R1 is 1.39% for the day of May 31, 2020. The PLUS Fund crediting rate is calculated daily. The Fund's crediting rate is generally expected to follow interest rate trends over time, but will typically do so on a lagged basis and may not move in the same direction as prevailing interest rates over certain time periods.

**Provide a five-year history of credited rates by quarter.**

Please see the file *Vantagepoint PLUS Fund Historical Crediting Rates* provided in the **Appendix**.



**If a single portfolio rate is not used, provide new and old money rates by quarter for the period. Define how assets are distributed between the new and old money rates.**

Not applicable. The Vantagepoint PLUS Fund currently offers a single portfolio rate for all participants in each share class. Interest is credited daily to participant accounts.

**B. Provide the market-book ratio as of the end of the last quarter.**

The market-to-book value ratio as of March 31, 2020 is 101.67%.

**Are plan-level or participant-level transfers or withdrawals limited in any way?**

Yes. Please see below for plan- and participant-level restrictions.

**Plan-Level Restriction**

ICMA-RC retains full discretion to release employer-initiated Vantagepoint PLUS Fund withdrawals at book value in an orderly manner over a period of up to 12 months from the date ICMA-RC receives written notification from the employer that it is initiating withdrawals from the Vantagepoint PLUS Fund, regardless of whether the market to book value ratio of the Vantagepoint PLUS Fund is above or below 100%. This restriction on employer withdrawals from the Vantagepoint PLUS Fund does not apply to participant directed withdrawals from the Fund. The Vantagepoint PLUS Fund remains benefit responsive to participants eligible to take participant-directed withdrawals from the Fund.

**Participant-Level Restrictions**

The Vantagepoint PLUS Fund is benefit responsive and allows for benefit payments at book value. The Fund offers daily liquidity to individual participants for such benefit payments. Further, participants have full liquidity to move monies from the Vantagepoint PLUS Fund to other mutual fund and collective investment trust options available. However, due to restrictions from wrap contract issuers, direct transfers from the Vantagepoint PLUS Fund to self-directed brokerage accounts or other competing funds are not permitted. Funds considered to be competing include, but are not limited to, short-term fixed income funds, money market funds, certificate of deposit products, or other stable value products. Investors must transfer their money to a non-competing fund for 90 days (equity wash) before investing in a competing fund (this includes assets in the Vantagepoint PLUS Fund transferred to co-providers, if applicable). Whether or not a particular fund is a competing fund will be determined, at the sole discretion of ICMA-RC, on a fund-by-fund basis.<sup>1</sup> Transfers to another provider may be restricted if an employer elects to replace the Vantagepoint PLUS Fund.

**Confirm that there are no charges of any kind (including market value adjustments) for plan-level or participant-level transfers or withdrawals from the fund.**

Confirmed. There are no fees, contingent deferred sales charges, or financial market value adjustments on withdrawals from the Fund. ICMA-RC accommodates all plan payout options allowable under the Internal Revenue Code.

<sup>1</sup> Before investing, please read the applicable Fund Fact Sheet(s) and the Fund's Disclosure Memorandum carefully for a complete summary of all fees, expenses, investment objectives and strategies, and risks. This information is available when you log in at [www.icmarc.org/login](http://www.icmarc.org/login), or upon request by calling 800-669-7400.



**C. How is the fund diversified by type of investment and contract issuer?**

For this information, please see the file *Fund Fact Sheet - Vantagepoint PLUS Fund, R1 with Cylinder Graphic* provided in the **Appendix**.

**D. How do you monitor and manage the portfolio's credit risk?**

Credit risk in the Vantagepoint PLUS Fund is managed through in-depth credit analysis of traditional GIC issuers and wrap contract issuers, controls for investment managers, and ensuring backup wrap capacity for synthetic GICs. ICMA-RC conducts in-depth credit analysis to compile a list of financially eligible traditional GIC and wrap contract issuers. Criteria for eligibility on the list include factors such as issuer asset quality, both present and potential; capital adequacy; product mix; profitability; and competence of senior management.

ICMA-RC also takes into consideration ratings as to "claims-paying ability" available through the major independent rating services (Moody's and Standard & Poor's). Wrap providers must be rated at least A3/A- by Moody's/S&P at time of hire. GIC issuers must be rated at least Aa3/A- or A3/AA- by Moody's/S&P, respectively, at time of purchase. The minimum weighted average credit quality of the Vantagepoint PLUS Fund's investments, at the Vantagepoint PLUS Fund Level, under normal market conditions should be Aa3/AA- or above by Moody's/S&P, measured immediately after each purchase/deposit. Investment managers underlying the synthetic GICS are continually monitored for adherence to the minimum credit ratings provided in the investment guidelines.

Issuer risk, including wrapper default risk, is managed through maintaining an approved list based on internal credit analysis. Additional wrap capacity for synthetic GICs is available in the unlikely event that a wrapper defaults. Market value out language is also required for all traditional GICs if exiting the contract is necessary.

**4. What in-plan guaranteed income solutions are available?**

ICMA-RC makes available the VT Retirement Income Advantage Fund (the Fund).<sup>1</sup> The Fund is a professionally managed investment option available within ICMA-RC's clients' retirement plans that includes a guaranteed lifetime income feature. The Fund invests in a separate account under a group variable annuity issued by Prudential Retirement Insurance and Annuity Company (Prudential), Hartford, CT. Guarantees are provided by Prudential and are based on its claims-paying ability. The separate account, in turn, invests an asset allocation that is approximately 60% equity investments (both domestic and foreign) and 40% fixed income investments through a mix of collective investment

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<sup>1</sup> Prudential Retirement Insurance and Annuity Company (Prudential), CA COA #08003, Hartford, CT. Neither Prudential nor ICMA-RC guarantees the investment performance or return on contributions to Prudential's Separate Account. You should carefully consider the objectives, risks, charges, expenses and underlying guarantee features before purchasing this product. Prudential may increase the Guarantee Fee in the future, from 1.00% up to a maximum of 1.50%. Like all variable investments, this Fund may lose value. Availability and terms may vary by jurisdiction; subject to regulatory approvals. Annuity contracts contain exclusions, limitations, reductions of benefits and terms for keeping them in force. Guarantees are based on Prudential's claims-paying ability. This annuity is issued under Contract form # GA-2020-TGWB4-0805-RC. ICMA-RC provides recordkeeping services to your Plan and is the investment manager of the underlying Prudential separate account. Prudential or its affiliates may compensate ICMA-RC for providing these and related administrative services in connection with the Fund. Variable annuities are suitable for long-term investing, particularly retirement savings. ©2020 Prudential, the Prudential logo, and the Rock symbol and Bring Your Challenges are service marks of the Prudential Insurance Company of America, Newark, NJ, and its related entities, registered in many jurisdictions worldwide. Note: Participants who are interested in the VT Retirement Income Advantage Fund must first receive and read the VT Retirement Income Advantage Fund Important Considerations document, before investing.





trusts. ICMA-RC is responsible for managing the assets of the separate account for Prudential. The separate account's current target allocation for the underlying funds is as follows:

Fund Name	Target Allocation
<b>Equity Funds</b>	
Vantagepoint Broad Market Index	25%
Vantagepoint Growth & Income	20%*
Vantagepoint International	15%*
<b>Fixed Income Funds</b>	
Vantagepoint Inflation Protected Securities	10%*
Prudential Core Conservative Intermediate Bond	30%

*\*Actively-managed fund.*

This allocation enables investors to participate in the market, while the guaranteed income benefit protects retirement income against market downturns. Like other investments available through ICMA-RC, participants are eligible to transfer any portion of their current balance and/or allocate future contributions to the Fund.

For complete and important information concerning the Fund, please review the *VT Retirement Income Advantage Important Considerations* document included in the [Appendix](#).

## V. FEES AND EXPENSES

- Provide a description of your fees. All fees, including but not limited to plan asset based fees, participant fees, fund expenses, ancillary service fees and any other fees/expenses must be fully disclosed in response to this question. You will not be permitted to assess fees or expenses of any kind for services you have proposed that are not clearly disclosed in the written response.**

### 401 AND 457 PLANS

ICMA-RC will charge a plan administration fee of 0.55% on all assets administered. Disclosure of fund expenses and revenue received by ICMA-RC is provided in the fund line up spreadsheets in the [Appendix](#). Please note that the 0.55% plan administration fee is incorporated in the Recordkeeping Revenue column of the Revenue Disclosure tab of the fund spreadsheets. Our fees are based upon adoption of our model plan document and assume that the plan sponsor will utilize EZLink to submit contributions electronically on a consistent basis. Our fee proposal assumes no surrender charges and that all assets transfer upon inception of contract.

Our fee proposal is based upon the following requirements:

- Enrollments will be completed online by the participant (custom enrollment link provided to the employer) or by the employer through EZLink.
- Loans can be requested online and must be repaid through payroll deduction.
- Beneficiary information must be updated online.
- Participant address changes can be done online or via the contact center. The employer can also update the address through EZLink.



- Disbursements for separated participants must be completed online.
- Quarterly statements and confirmations will be set up to be received electronically for the participant; the participant can opt out of eDelivery and receive the statement/confirmations by postal service.
- Fund transfers and investment allocations can be completed online or via the contact center.

ICMA-RC retains full discretion to release employer-initiated Vantagepoint PLUS Fund withdrawals in an orderly manner over a period of up to 12 months from the date ICMA-RC receives written notification from the employer that it is initiating withdrawals from the Vantagepoint PLUS Fund. This restriction on employer withdrawals from the Vantagepoint PLUS Fund does not apply to participant directed withdrawals from the Fund. The Vantagepoint PLUS Fund remains benefit responsive to participants eligible to take participant-directed withdrawals from the Fund. Transfers to another provider may be restricted if an employer elects to replace the Vantagepoint PLUS Fund.

Funds may assess redemption fees or have purchase restrictions for assets that have been invested for less than a period of time defined in the fund prospectus or disclosure documents.

**ANCILLARY SERVICE FEES**

The following ancillary service fees<sup>1</sup> apply exclusively to the participants who choose to use these supplemental services:

**Investment Advice Services**

Fees<sup>2</sup> for investment advice through our **Guided Pathways<sup>®</sup> Advisory Services<sup>3</sup>** programs are as follows:

- **Asset Allocation Guidance** – This service is available at no charge.
- **Fund Advice** – There is an annual fee<sup>4</sup> of \$20 for participants who choose to use this service.
- **Managed Accounts** – Participants who use Managed Accounts are charged an additional asset-based fee based on the following schedule:

Participant Account Balance	Annual Fee
First \$100,000	0.40%
Next \$100,000	0.35%
Next \$300,000	0.25%
Over \$500,000	No additional fee charged

<sup>1</sup> Fees for ancillary services are subject to change with appropriate notification.

<sup>2</sup> Underlying mutual fund expenses and plan administration fees still apply. Please consult the applicable disclosure materials for a description of these fees and expenses.

<sup>3</sup> Investment advice and analysis tools are offered to participants through ICMA-RC, a federally registered investment adviser. Investment advice is the result of methodologies developed, maintained and overseen by the Independent Financial Expert, Morningstar Investment Management LLC. Morningstar Investment Management LLC is a registered investment advisor and subsidiary of Morningstar, Inc. Morningstar, Inc. and Morningstar Investment Management LLC are not affiliated with ICMA-RC. All rights reserved. The Morningstar name and logo are registered marks of Morningstar, Inc.

<sup>4</sup> Underlying mutual fund expenses and plan administration fees still apply. Please consult the applicable disclosure materials for a description of these fees and expenses.



Under this fee schedule, no participant is charged more than \$1,500 per year for Managed Accounts.

**Loans**

- **Setup fee** – \$75 origination fee for loan applications, re-amortizations, and re-financings. This is a one-time expense.
- **Annual fee** – \$50 annual fee for outstanding loans.
- **ACH reject fee** – \$20 for each occurrence of an ACH return due to insufficient bank funds, invalid bank account, or account closed.

**Personalized Financial Plans<sup>1</sup>**

ICMA-RC offers the preparation and delivery of a written financial plan as follows:

- **Goal-Specific Financial Plan** – Free for participants with minimum \$100,000 balance once annually. Otherwise \$175 per financial plan.
- **Comprehensive Financial Plan** – Free for participants with minimum \$200,000 balance once annually. Otherwise \$450 per financial plan.

Financial plan fees apply only to participants who choose to utilize this service.<sup>2</sup>

**Wire Transfer Fees**

A \$15 participant fee will apply for each outgoing wire transfer requested by a participant. Should our processing bank increase the wire fees during the contract period, the increased fee will be charged to the participant accordingly. There is no charge for incoming wire transfers.

**QDRO Processing Fees**

\$250 per divorce.

**Programming Costs**

Any systems programming for services that are not identified in the scope of services or that have not been proposed in this proposal is available at a cost of \$150 per hour for programming, testing, and project oversight.

**Complete the following table to provide all asset-based fees and current expenses (as of the latest quarter-end) that you and the funds you propose will assess.**

Please see the file *Fund Lineup Data - Fees and Revenue* provided in the **Appendix**.

Asset Category	Fund Name	Gross Expense	Net Expense	All Other Asset Fees*	Total Fees & Net Expenses**	Total Revenue to Vendor
Stable Value						

<sup>1</sup> Fee-based financial planning services are offered through ICMA-RC, a federally registered Investment Adviser. Please read all disclosure documents carefully prior to initiating any plan. ICMA-RC does not provide specific tax or legal advice and does not guarantee results.

<sup>2</sup> The fee may also be waived under other circumstances.



**Jackson County Library District, Oregon  
Request for Proposal  
Retirement Plan Services**

Intermed Term Bond						
Treas Infl Prot Bond						
High-Yield Bond						
Large Cap Growth						
Large Cap Blend						
Large Cap Value						
Mid Cap Growth						
Mid Cap Blend						
Mid Cap Value						
Small Cap Growth						
Small Cap Blend						
Small Cap Value						
Foreign (1)						
Foreign (2)						
Real Estate						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
Risk/Time Based						
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Risk/Time Based						

**\*Administration fees, risk & mortality expense fees, etc. Do not include asset based fees for advice or managed accounts in this table.**

**\*\*Total fees and expenses is the net expense ratio plus all other asset-based fees and expenses.**

**2. If expenses and/or revenue for the stable value fund are not disclosed, explain why.**

Not applicable. Fees and revenue for the Vantagepoint PLUS Fund are disclosed.

**3. Describe any per participant fees you will charge.**

Not applicable. All fees are disclosed in **Question 1.**, above, and the related file *Fund Lineup Data – Fees and Revenue* provided in the **Appendix**.

**4. Describe all ancillary service fees and any other fees/expenses you will charge.**

Ancillary fees are included in the response to **Question 1.**, earlier in this section.



# Fund Performance

## ICMA-RC R1

### Monthly Report as of 05/31/2020

Fund past performance, as shown, is no guarantee of how the Fund will perform in the future. The performance shown has been annualized for periods greater than one year. Investment returns and principal value will fluctuate, so that an investor's shares, when redeemed, may be worth more or less than their original cost. For current performance, participants or plan sponsors in an ICMA-RC administered account can log in at [www.icmarc.org](http://www.icmarc.org), or institutions can go to [www.vantagepointfunds.org](http://www.vantagepointfunds.org).

<b>Stable Value/Cash Management</b>	<b>Current Month 05/31/2020</b>	<b>Prior QTR Ended 03/31/2020</b>	<b>YTD</b>	<b>1 Year</b>	<b>3 Year</b>	<b>5 Year</b>	<b>10 Year</b>	<b>Since Inception</b>	<b>Inception Date</b>	<b>Gross Expense Ratio</b>	<b>Net Expense Ratio</b>
Vantagepoint PLUS Fund R1 <sup>A, B, C, D</sup>	0.12%	0.38%	0.62%	1.59%	1.50%	1.38%	1.59%	-	Jan 1991	1.34%	1.34%

<b>Bond</b>	<b>Current Month 05/31/2020</b>	<b>Prior QTR Ended 03/31/2020</b>	<b>YTD</b>	<b>1 Year</b>	<b>3 Year</b>	<b>5 Year</b>	<b>10 Year</b>	<b>Since Inception</b>	<b>Inception Date</b>	<b>Gross Expense Ratio</b>	<b>Net Expense Ratio</b>
Vantagepoint Core Bond Idx R1 <sup>B, C, D, E, II</sup>	0.29%	3.04%	5.04%	8.41%	4.05%	2.95%	2.90%	-	Jun 1997	0.99%	0.94%
VT Western Asset Core Plus Bnd <sup>B, C, D, E, II</sup>	1.98%	(2.41%)	2.66%	8.44%	4.80%	4.32%	-	4.01%	Jan 2015	1.07%	1.00%
Vantagepoint Infl Foc R1 <sup>B, C, D, E</sup>	0.37%	0.61%	4.02%	6.60%	3.21%	2.28%	2.35%	-	Jul 1992	1.16%	1.16%
VT PIMCO High Yield <sup>B, C, D, E, F</sup>	3.61%	(11.24%)	(4.43%)	1.55%	2.39%	3.34%	5.33%	-	Jul 2002	1.39%	1.39%

<b>Guaranteed Lifetime Income</b>	<b>Current Month 05/31/2020</b>	<b>Prior QTR Ended 03/31/2020</b>	<b>YTD</b>	<b>1 Year</b>	<b>3 Year</b>	<b>5 Year</b>	<b>10 Year</b>	<b>Since Inception</b>	<b>Inception Date</b>	<b>Gross Expense Ratio</b>	<b>Net Expense Ratio</b>
VT Retirement Income Advantage <sup>B, C, D, G</sup>	3.22%	(12.65%)	(3.06%)	6.66%	4.26%	3.82%	-	5.99%	Aug 2010	2.23%	2.23%

<b>Balanced/Asset Allocation</b>	<b>Current Month 05/31/2020</b>	<b>Prior QTR Ended 03/31/2020</b>	<b>YTD</b>	<b>1 Year</b>	<b>3 Year</b>	<b>5 Year</b>	<b>10 Year</b>	<b>Since Inception</b>	<b>Inception Date</b>	<b>Gross Expense Ratio</b>	<b>Net Expense Ratio</b>
VP Milestone Ret Inc R1 <sup>B, C, D, H, II</sup>	2.07%	(6.30%)	(0.23%)	5.89%	3.72%	3.19%	4.07%	-	Feb 2005	1.27%	1.21%
VP Milestone 2015 R1 <sup>B, C, D, H, II</sup>	2.51%	(8.74%)	(1.56%)	5.83%	3.85%	3.42%	5.62%	-	Feb 2005	1.29%	1.25%
VP Milestone 2020 R1 <sup>B, C, D, H, II</sup>	2.66%	(9.86%)	(2.15%)	5.85%	4.16%	3.71%	6.22%	-	Feb 2005	1.32%	1.27%
VP Milestone 2025 R1 <sup>B, C, D, H, II</sup>	3.11%	(12.54%)	(3.73%)	5.58%	4.13%	3.84%	6.77%	-	Feb 2005	1.35%	1.29%

<b>Balanced/Asset Allocation</b>	<b>Current Month</b>	<b>Prior QTR</b>		<b>1</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>Since</b>	<b>Inception</b>	<b>Gross</b>	<b>Net</b>
<b>Fund Name</b>	<b>05/31/2020</b>	<b>Ended</b>	<b>YTD</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Inception</b>	<b>Date</b>	<b>Expense</b>	<b>Expense</b>
		<b>03/31/2020</b>								<b>Ratio</b>	<b>Ratio</b>
VP Milestone 2030 R1 <sup>B, C, D, H, II</sup>	3.67%	(15.05%)	(5.06%)	5.43%	4.10%	3.95%	7.27%	-	Feb 2005	1.38%	1.31%
VP Milestone 2035 R1 <sup>B, C, D, H, II</sup>	4.08%	(17.20%)	(6.35%)	5.19%	4.16%	4.10%	7.78%	-	Feb 2005	1.40%	1.32%
VP Milestone 2040 R1 <sup>B, C, D, H, II</sup>	4.44%	(19.12%)	(7.51%)	4.82%	4.20%	4.23%	8.17%	-	Feb 2005	1.41%	1.34%
VP Milestone 2045 R1 <sup>B, C, D, H, II</sup>	4.62%	(20.27%)	(8.23%)	4.62%	4.29%	4.34%	-	8.52%	Jun 2010	1.42%	1.34%
VP Milestone 2050 R1 <sup>B, C, D, H, II</sup>	4.61%	(20.60%)	(8.45%)	4.42%	4.25%	4.33%	-	7.41%	Dec 2012	1.43%	1.34%
VP Milestone 2055 R1 <sup>B, C, D, H, I, II</sup>	4.59%	(20.66%)	(8.61%)	4.33%	4.25%	-	-	6.78%	Nov 2016	1.45%	1.34%
Vantagepoint MP Cons Gr R1 <sup>B, C, D</sup>	2.40%	(8.64%)	(1.65%)	5.19%	3.49%	3.12%	4.75%	-	Apr 1996	1.31%	1.31%
Vantagepoint MP Trad Gr R1 <sup>B, C, D</sup>	3.45%	(13.71%)	(3.99%)	5.84%	4.47%	4.13%	6.46%	-	Apr 1996	1.34%	1.34%
Vantagepoint MP Lng-Trm Gr R1 <sup>B, C, D</sup>	4.12%	(17.64%)	(6.44%)	5.41%	4.69%	4.51%	7.47%	-	Apr 1996	1.37%	1.37%
Vantagepoint MP Gbl Eq Gr R1 <sup>B, C, D, J</sup>	5.20%	(21.39%)	(8.56%)	5.06%	4.32%	4.17%	8.44%	-	Oct 2000	1.44%	1.44%
VT Puritan® Fund <sup>B, C, D, K</sup>	4.41%	(11.37%)	0.86%	12.79%	8.24%	6.97%	9.24%	-	Jun 1995	1.08%	1.08%

<b>U.S. Stock</b>	<b>Current Month</b>	<b>Prior QTR</b>		<b>1</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>Since</b>	<b>Inception</b>	<b>Gross</b>	<b>Net</b>
<b>Fund Name</b>	<b>05/31/2020</b>	<b>Ended</b>	<b>YTD</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Inception</b>	<b>Date</b>	<b>Expense</b>	<b>Expense</b>
		<b>03/31/2020</b>								<b>Ratio</b>	<b>Ratio</b>
Vantagepoint Equity Income R1 <sup>B, C, D, L</sup>	3.28%	(26.14%)	(16.12%)	(3.68%)	0.12%	2.06%	7.19%	-	Apr 1994	1.25%	1.25%
VT Invesco Diversified Div <sup>B, C, D, II, L</sup>	2.77%	(24.37%)	(15.57%)	(3.31%)	0.20%	3.22%	-	5.00%	Dec 2013	1.13%	1.12%
VT MFS® Value <sup>B, C, D, L</sup>	3.86%	(23.89%)	(12.50%)	1.89%	-	-	-	0.88%	Dec 2017	1.12%	1.12%
Vantagepoint 500 Stock Idx R1 <sup>B, C, D, II</sup>	4.71%	(19.84%)	(5.39%)	11.82%	9.21%	8.84%	12.10%	-	Jun 1997	0.99%	0.94%
Vantagepoint Broad Mkt Idx R1 <sup>B, C, D, II</sup>	5.21%	(21.12%)	(6.06%)	10.38%	8.56%	8.20%	11.80%	-	Oct 1994	0.99%	0.94%
Vantagepoint Growth & Inc R1 <sup>B, C, D</sup>	4.86%	(19.54%)	(5.35%)	9.59%	8.19%	7.87%	11.46%	-	Oct 1998	1.18%	1.18%
VT Parnassus Core Equity <sup>B, C, D</sup>	4.57%	(17.01%)	(4.48%)	10.58%	10.52%	9.18%	-	8.58%	Nov 2014	1.42%	1.42%
VT Invesco Oppenheimer Main St <sup>B, C, D</sup>	3.28%	(20.22%)	(6.68%)	8.22%	6.43%	7.64%	-	11.39%	Nov 2011	1.17%	1.17%
Vantagepoint Growth R1 <sup>B, C, D, L</sup>	7.05%	(13.39%)	5.74%	23.84%	15.61%	12.13%	13.20%	-	Apr 1983	1.30%	1.30%
VT T Rowe Price® Growth Stock <sup>B, C, D, L, M</sup>	7.41%	(14.83%)	4.54%	20.32%	14.06%	12.59%	14.84%	-	Dec 2004	1.47%	1.47%
VT Contrafund® <sup>B, C, D, K, L</sup>	6.41%	(13.76%)	5.06%	20.19%	14.11%	12.46%	14.02%	-	Jan 1996	1.40%	1.40%
Vantagepoint Select Value R1 <sup>B, C, D, L, N</sup>	5.17%	(30.19%)	(17.54%)	(5.48%)	(1.49%)	0.87%	7.49%	-	Apr 2008	1.36%	1.36%
VT Victory Sycamore Est Value <sup>B, C, D, L, N</sup>	5.28%	(29.44%)	(15.99%)	(3.03%)	-	-	-	1.85%	Jun 2017	1.18%	1.18%
Vantagepoint Agg Opps R1 <sup>B, C, D, L, N</sup>	10.68%	(20.44%)	0.24%	11.07%	10.81%	8.25%	10.38%	-	Oct 1994	1.29%	1.29%
VT AMG TimesSquare Mid Cap Gr <sup>B, C, D, L, N</sup>	10.85%	(19.42%)	1.16%	16.98%	13.19%	9.73%	-	9.85%	Dec 2013	1.73%	1.73%

<b>U.S. Stock</b>	<b>Current Month</b>	<b>Prior QTR</b>		<b>1</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>Since</b>	<b>Inception</b>	<b>Gross</b>	<b>Net</b>
<b>Fund Name</b>	<b>05/31/2020</b>	<b>Ended</b>	<b>YTD</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Inception</b>	<b>Date</b>	<b>Expense</b>	<b>Expense</b>
		<b>03/31/2020</b>								<b>Ratio</b>	<b>Ratio</b>
VT Carillon Eagle Mid Cap Gr <sup>B, C, D, L, N</sup>	11.76%	(20.49%)	3.83%	19.12%	-	-	-	11.24%	Dec 2017	1.30%	1.30%
VT LSV Small Cap Value <sup>B, C, D, L, O</sup>	2.65%	(43.70%)	(33.03%)	(23.01%)	-	-	-	(15.54%)	Dec 2017	1.61%	1.61%
Vantagepoint Md/Sm Co Idx R1 <sup>B, C, D, II, O</sup>	7.28%	(29.84%)	(13.84%)	(1.58%)	3.05%	3.80%	9.49%	-	Jun 1997	0.99%	0.94%
Vantagepoint Discovery R1 <sup>B, C, D, O</sup>	7.13%	(31.96%)	(17.15%)	(5.06%)	2.56%	3.14%	8.61%	-	Apr 2008	1.34%	1.34%
VT Invesco Oppenheimer Disc <sup>B, C, D, II, L, O</sup>	10.74%	(16.00%)	8.45%	22.64%	17.44%	12.23%	-	10.75%	Dec 2013	1.40%	1.39%

<b>International/Global Stock</b>	<b>Current Month</b>	<b>Prior QTR</b>		<b>1</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>Since</b>	<b>Inception</b>	<b>Gross</b>	<b>Net</b>
<b>Fund Name</b>	<b>05/31/2020</b>	<b>Ended</b>	<b>YTD</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Inception</b>	<b>Date</b>	<b>Expense</b>	<b>Expense</b>
		<b>03/31/2020</b>								<b>Ratio</b>	<b>Ratio</b>
VT ClearBridge Intl Value <sup>B, C, D, II, J, L</sup>	3.14%	(34.46%)	(26.22%)	(15.81%)	-	-	-	(13.87%)	Oct 2018	1.55%	1.46%
Vantagepoint International R1 <sup>B, C, D, J</sup>	5.32%	(24.31%)	(13.74%)	(0.80%)	(0.15%)	0.72%	5.11%	-	Oct 1994	1.54%	1.54%
Vantagepoint Ovrseas Eq Idx R1 <sup>B, C, D, II, J</sup>	5.42%	(23.18%)	(13.78%)	(2.87%)	(0.83%)	0.07%	4.53%	-	Jun 1997	1.05%	1.00%
VT Diversified International <sup>B, C, D, J, L</sup>	5.92%	(19.44%)	(7.34%)	8.19%	2.89%	2.47%	6.40%	-	Dec 2004	1.30%	1.30%
Vantagepoint Emerging Mrkts R1 <sup>B, C, D, I, J</sup>	1.28%	(23.35%)	(15.41%)	(5.11%)	-	-	-	(1.75%)	Dec 2017	1.71%	1.71%

<b>Specialty</b>	<b>Current Month</b>	<b>Prior QTR</b>		<b>1</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>Since</b>	<b>Inception</b>	<b>Gross</b>	<b>Net</b>
<b>Fund Name</b>	<b>05/31/2020</b>	<b>Ended</b>	<b>YTD</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Year</b>	<b>Inception</b>	<b>Date</b>	<b>Expense</b>	<b>Expense</b>
		<b>03/31/2020</b>								<b>Ratio</b>	<b>Ratio</b>
VT Nuveen Real Estate Secs <sup>B, C, D, P</sup>	1.48%	(23.13%)	(16.52%)	(10.38%)	0.77%	2.82%	7.98%	-	Jul 2009	1.57%	1.57%

**GENERAL Disclosures**

Investment options listed were available at the time this information was generated and can change overtime. Investment option performance is available the 5th business day after month end and benchmark/peer group performance is available on the 10th business day after quarter end. Information prior to those time periods may be incomplete. Please refer to <http://www.icmarc.org/for-individuals/plansmart/glossary.html> for a glossary of investment and fee related terms.

**INVESTMENT OPTION Disclosures**

A. ICMA-RC and your employer may negotiate a different fund management or service fee for your Plan that would lower the total expense ratio. The performance and total expense ratio shown do not reflect any such alternative fee arrangements.



- B. Before investing in the Fund you should carefully consider your investment goals, tolerance for risk, investment time horizon, and personal circumstances. There is no guarantee that the Fund will meet its investment objective and you can lose money.
- C. The Fund is an investment option of VantageTrust, a group trust established and maintained by VantageTrust Company, LLC, a wholly owned subsidiary of ICMA-RC. VantageTrust provides for the commingling of assets of certain trusts and plans as described in its Declaration of Trust, and is only available for investment by such eligible trusts and plans. The Fund is not a mutual fund. Its units are not deposits of VantageTrust Company and are not insured by the Federal Deposit Insurance Corporation or any other agency. The Fund is a security that has not been registered under the Securities Act of 1933 and is exempt from investment company registration under the Investment Company Act of 1940. For additional information regarding the Fund, including a description of the principal risks, please consult the VantageTrust Funds Disclosure Memorandum, which is available when plan administration clients log in at [www.icmarc.org](http://www.icmarc.org), at [www.vantagepointfunds.org](http://www.vantagepointfunds.org) for institutions, or upon request by calling 800-669-7400.
- D. When Funds are marketed to institutional clients by our Defined Contribution Investment Only (DCIO) team, the Funds are offered by ICMA-RC Services, LLC (RC Services), an SEC registered broker-dealer and FINRA member firm. RC Services is a wholly-owned subsidiary of ICMA-RC and is an affiliate of VantageTrust Company, LLC and Vantagepoint Investment Advisers, LLC.
- E. A fixed income fund is subject to credit risk and interest rate risk. Credit risk is when an issuer of a fixed income security may be unable or unwilling to make payments of principal or interest to the holders of these securities or may declare bankruptcy. Fixed income securities fluctuate in value as interest rates change. When interest rates rise, the market prices of fixed income securities will usually decrease; when interest rates fall, the market prices of fixed income securities usually will increase.
- F. Funds that invest primarily in high yield bonds (bonds that are rated below investment grade and also known as "junk bonds") are subject to additional risk as these high yield bonds are considered speculative and involve a greater risk of default than "investment grade" securities. The values of these securities are particularly sensitive to changes in interest rates, issuer creditworthiness, and economic and political conditions. The market prices of these securities may decline significantly in periods of general economic difficulty, may be harder to value, and may be less liquid than higher rated securities.
- G. Prudential Retirement Insurance and Annuity Company (Prudential), CA COA #08003, Hartford, CT. Neither Prudential nor ICMA-RC guarantees the investment performance or return on contributions to Prudential's Separate Account. You should carefully consider the objectives, risks, charges, expenses and underlying guarantee features before purchasing this product. Prudential may increase the Guarantee Fee in the future, from 1.00% up to a maximum of 1.50%. Like all variable investments, this Fund may lose value. Availability and terms may vary by jurisdiction; subject to regulatory approvals. Annuity contracts contain exclusions, limitations, reductions of benefits and terms for keeping them in force. Guarantees are based on Prudential's claims-paying ability. This annuity is issued under Contract form # GA-2020-TGWB4-0805-RC. ICMA-RC provides recordkeeping services to your Plan and is the investment manager of the underlying Prudential separate account. Prudential or its affiliates may compensate ICMA-RC for providing these and related administrative services in connection with the Fund. Variable annuities are suitable for long-term investing, particularly retirement savings. ©2020 Prudential, the Prudential logo, and the Rock symbol and Bring Your Challenges are service marks of the Prudential Insurance Company of America, Newark, NJ, and its related entities, registered in many jurisdictions worldwide. Note: Participants who are interested in the VT Retirement IncomeAdvantage Fund must first receive and read the VT Retirement IncomeAdvantage Fund Important Considerations document, before investing.
- H. The Fund is not a complete solution for all of your retirement savings needs. An investment in the Fund includes the risk of loss, including near, at or after the target date of the Fund. There is no guarantee that the Fund will provide adequate income at and through an investor's retirement.
- I. Performance information for this class prior to its inception date is the performance of the Fund adjusted to reflect the estimated fees and expenses of this class.
- J. Funds that invest in foreign securities are exposed to the risk of loss due to political, economic, legal, regulatory, and operational uncertainties; differing accounting and financial reporting standards; limited availability of information; currency fluctuations; and higher transaction costs. Investments in foreign currencies or securities denominated in foreign currencies (including derivative instruments that provide exposure to foreign currencies) may experience gains or losses solely based on changes in

the exchange rate between foreign currencies and the U.S. dollar. The risk of investing in foreign securities may be greater with respect to securities of companies located in emerging market countries. The value of developing or emerging market currencies may fluctuate more than the currencies of companies with more mature markets.

- K. PURITAN and CONTRAFUND are registered service marks of FMR LLC. Used with permission.
- L. Certain funds may be subject to style risk, which is the possibility that the investment style of its investment adviser will trail the returns of the overall market. In the past, different types of securities have experienced cycles of outperformance and underperformance in comparison to the market in general. For example, growth stocks have performed best during the later stages of economic expansion and value stocks have performed best during periods of economic recovery. Both styles may go in and out of favor. When the investing style used by a fund is out of favor, that fund is likely to underperform other funds that use investing styles that are in favor.
- M. T. Rowe Price® is a registered trademark of T. Rowe Price Group, Inc. - all rights reserved.
- N. Funds that invest primarily in mid-capitalization companies involve greater risk than is customarily associated with investments in larger, more established companies. Equity securities of mid-capitalization companies generally trade in lower volume and are generally subject to greater and less predictable price changes than the securities of larger companies.
- O. Funds that invest primarily in small-capitalization companies involve greater risk than is customarily associated with investments in larger, more established companies. Equity securities of small-capitalization companies are generally subject to greater price volatility than those of larger companies due to less certain growth prospects, the lower degree of liquidity in the markets for their securities, and the greater sensitivity of smaller companies to changing economic conditions. Also, small-capitalization companies may have more limited product lines, fewer capital resources and less experienced management than larger companies.
- P. Sector funds tend to be riskier and more volatile than the broad market because they are generally less diversified and more volatile than other mutual funds.

#### **EXPENSE Disclosures**

- II. Differences between the net and gross expense ratios of a fund are typically due to fee waivers, expense reimbursements, and/or expense limits.



July 9, 2020

**Title:** Appointing Committee Chairpersons; Board Liaisons

**From:** Kari May, Library Director

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**Recommendation:**

The Library Director recommends that the Board: 1) determine which committees will be reappointed; 2) appoint the chairperson and members of each committee; 3) determine which outside entities should have a Board liaison; 4) appoint the liaisons for each outside entity; and 5) appoint the Board’s media representative.

**Budget Impacts:**

n/a

**Policies, Plans, and Goals Supported:**

Committees are established to assist the Board to govern more efficiently and, in some cases, to comply with the requirements of state law. A Board committee is not designed to do staff work. Committees shall be used to investigate, deliberate, analyze, and make recommendations with regard to policy and other special issues directly related to the Board’s role as governing body. Appointing Board liaisons to outside entities ensures the District is well represented in the community and supports one of the District’s core values—collaboration.

**Background and Additional Information:**

In accordance with the attached Board Committees Policy, the Board shall annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary. Committee chairpersons and members are appointed in July. In August of each year, the committees submit their charters and annual work plans to the Board for review and approval. The Board’s liaison and media contact represent the District when interacting with outside entities. For instance, each year, the Board appoints a representative to attend the Rogue Valley Council of Governments monthly Board of Directors meeting. Alternates should be selected in the event the appointed liaison is unavailable.

**Attachments:**

- Board Committees Policy



Policy 1-7	<b>Board Committees</b>	Approved: 8/8/2019
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**I. Purpose**

The Jackson County Library District Board of Directors (“Board”) may establish committees to assist the Board to govern more efficiently and, in some cases, to comply with the requirements of state law. A Board committee is not designed to do staff work. Committees shall be used to investigate, deliberate, analyze, and make recommendations with regard to special issues.

**II. Accountability**

Committees are a subsidiary of the Board, and shall report their work to the Board on a regular basis.

The Board shall annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.

**III. Appointment**

The Board shall appoint the chairperson and members of each committee, and each will serve a term of one year. The Board may fill vacancies on a committee and may remove a member from a committee at any time without cause.

**IV. Authority**

Committees established by the Board are advisory in nature and shall have only the powers specifically delegated to it by the Board. Functions of each committee will be in writing as part of Board policy, a committee charter, or recorded in the minutes of the meeting at which the committee was established.

**V. Committee Charter; Annual Work Plan**

The purpose and responsibilities of each committee shall be included in writing as part of the committee’s charter. In August of each year, the committees shall submit their charters and annual work plans to the Board for review and approval.

## **VI. Committee Meetings**

The committee chair shall convene all meetings of the committee or a majority of the committee members may call a committee meeting. Minutes shall be kept of committee meetings. When committees make recommendations to the Board for action, such recommendations shall be made in the form of a motion at a Board meeting.

## **VII. Public Meetings Law**

Meetings of Board committees are subject to the Oregon Public Meetings Law.

## **VIII. Guidelines for Committee Chairs**

The committee chair will be expected to lead the committee just as the Board President is expected to lead the Board. The chair is accountable for ensuring the productivity of the committee by:

- A. Planning the agenda for the committee meetings.
- B. Ensuring that all members of the committee are notified of committee meetings.
- C. Convening committee meetings, and keeping meetings on track.
- D. Ensuring a written record of committee actions is kept.
- E. Encouraging the committee to take action on the issues discussed by the committee.
- F. Ensuring that reports and recommendations for action from the committee are presented to the Board.
- G. Leading the committee to evaluate its own operations.
- H. Contacting the Board President or Library Director to have committee issues/reports placed on the agenda prior to the agenda deadline.

## **IX. Committees**

Although committees can have countless names, they all fall into one or two categories: standing or special.

### **A. Standing Committees**

A standing committee exists from one year to the next, and is typically charged with a continuing function. The standing committees of the Jackson County Library District are as follows:

1. Budget Committee: As required by state law, the Budget Committee works with the Library Director and staff to develop a plan for the coordination of revenue and expenditures for the District's fiscal year. Requirements in ORS 294.414 regarding membership on the Budget Committee are listed below:

- i. The Budget Committee shall consist of five members of the Board and five appointed electors within the District. Appointed members cannot be officers or employees of the District.
  - ii. Budget Committee members shall serve for three years. Their terms shall be staggered so that as nearly as possible one third of the terms of the appointed members shall end each year.
  - iii. Appointed members may not receive any compensation for their service on the committee.
  - iv. A vacancy on the Budget Committee shall be filled by the Board for the unexpired portion of the term of the vacant position as soon as practicable.
2. Policy Committee: The Policy Committee works with the Library Director and staff to develop and revise necessary policies related to the governance and operations of the District. Policies shall serve as guiding principles for Board members, staff and patrons.
3. Facilities Committee: The Facilities Committee works with the Library Director and staff to increase the useful life of the buildings and their systems, ensure the safety of library patrons and capital equipment, and create and maintain welcoming spaces that support the District's service priorities.
4. Advocacy Committee: The Advocacy Committee works with the Library Director and staff to stay abreast of local, state, and national legislation that might impact library services; develop talking points about the impact of library services in Jackson County; and promote the library in the community at large.
5. Finance Committee: The Finance Committee works with the Library Director and staff to provide oversight of the District's finances and ensure that the District is operating within its established policies regarding fiscal management.
6. Executive Committee: The Executive Committee consists of the officers of the Board. Its only purpose is to advise the Board President, when needed, and to assist the Board President in developing each Board meeting agenda.
7. Technology: The Technology Committee works with the Library Director and staff to maintain and oversee the Library's rolling 3-Year Technology Plan, including budget and capital project estimates. The committee is also charged with keeping abreast of emerging technologies for libraries and recommending new technologies to library staff.

## **B. Special Committees**

A special committee is formed to perform a specific task. It comes together, performs the task, gives its final report, and then ceases to exist. The special or ad hoc committees of the Jackson County Library District are as follows:

1. **Strategic Planning:** The Strategic Planning Committee is activated every five years, at which time a new chairperson and members are appointed. The committee works with the Library Director to develop a five-year strategic plan that assures the library's services and activities reflect the District's mission; set priorities; show measurable progress; and provide a strong foundation for decision making.
2. **Any other committee as needed.**



July 9, 2020

**Title:** Leave During a Global Pandemic

**From:** Brynn Fogerty, HR Manager

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**Summary:**

The state and federal government created several types of leave in March and April 2020, in response to the COVID-19 Pandemic. This document is meant to make understanding the leave that is available to employees easier. Some of the leave referenced have an expiration date of December 31, 2020. This document will be updated as changes occur.

**Actions, Options, or Potential Motions:**

Move to approve the Leave During a Global Pandemic document as presented.

**Recommendation:**

This document has been reviewed by Assistant Directors Carrie Hunt, Lisa Marston, and Claudine Taillac, and Library Director Kari May.

**Policies, Plans and Goals Supported:**

This document references state Executive Orders given by Oregon state Governor Brown and both federal and state leave laws, which were either already in place or modified, or were passed in response to the COVID-19 pandemic.

**Budget Impacts:**

State and federal mandated leave could be utilized by employees if they meet certain criteria, have been ordered to self-quarantine, or have tested positive for COVID-19.

**Background and Additional Information:**

**Attachments:**

1. Leave During a Global Pandemic





# Leave During a Global Pandemic

*NOTE: The information contained in this document is subject to change with state and federal guidelines and/or laws.*

## New Legislation:

Leave Type and Legislation Details	Who Gets It?
<p><b>Emergency Family and Medical Leave</b></p> <p>General</p> <ol style="list-style-type: none"> <li>a. Applies to ALL employers with fewer than 500 employees.</li> <li>b. Employers must post and provide notice to employees about their rights under the Act as provided by the Department of Labor.</li> </ol> <p>Reasons and Coverage</p> <ol style="list-style-type: none"> <li>a. EFML is intended to cover an employee who is unable to work or telework due to a need for leave to care for a child (under 18) of the employee if the school or place of care has been closed or the child care provider of said child is unavailable due to a public health emergency.</li> <li>b. There are no minimum hours worked requirement.</li> <li>c. EFML is limited to “an emergency with respect to COVID-19 declared by Federal, State or local authority”.</li> </ol> <p>Compensation</p> <ol style="list-style-type: none"> <li>a. The first 10 days of EMFL is unpaid. The employee can choose to use their sick, vacation, comp or any other paid leave for those ten days. The employer cannot require the employee to use accrued leave hours to cover the 10 days.</li> </ol>	<ul style="list-style-type: none"> <li>• Employee must have been <u>employed 30 calendar days</u> to be able to take EFML and both full and part time employees are eligible to receive up to 12 weeks of EFML.</li> <li>• This is different from FMLA in that your employee doesn’t have to work a minimum number of hours to be eligible. Any use of EMFL is for the COVID-19 pandemic eligible reasons.</li> </ul>

<p>b. After the first ten days, employers must provide paid leave for each additional day off.</p> <p>c. The rate the employer must compensate an employee at after the first 10 days, is at a rate of at least 2/3rds of their regular rate of pay for the number of hours the employee would have been regularly scheduled to work. This is subject to a cap of \$200.00 per day and \$10,000 in the aggregate. Be sure to track time for EFLM correctly and document the 10 days of unpaid leave prior to moving into a paid status.</p> <p>Job Protection</p> <p>a. Must make reasonable efforts to reinstate the employee into the same position.</p> <p>b. If the position no longer exists due to economic conditions or other changes in operating conditions caused by a public health emergency, reasonable efforts must be made if an equivalent position becomes available within a year.</p>	
<p><b>Temporary Emergency Paid Sick Time</b></p> <p>General</p> <p>a. Applies to all public employers with 1 or more employees.</p> <p>b. Employers must post and provide notice to employees about their rights under the Act as provided by the Department of Labor.</p> <p>c. Employers cannot:</p> <p>a. Employers who already offer paid sick time cannot substitute or change their existing sick time policies for the 80 hours required by this law; they must provide 80 hours in addition to their existing sick policies.</p> <p>b. Require employees to use other accrued, unused sick time before using the additional 80 hours.</p> <p>c. Require employee to search for or find a replacement employee to cover their hours as a condition of using paid sick time.</p>	<ul style="list-style-type: none"> <li>• Employees may take this sick time regardless of how long they have been employed.</li> <li>• 80 hours of sick time available to full time employees, (30-40 hours per week).</li> <li>• Pro-rated hours of sick time available to part-time employees. A number of sick hours equal to the number of hours that such employee works on average over a two week period. <i>EXAMPLE: Employee works 20 hours per week on a regular basis. Employee is eligible for 40 hours of Temporary Emergency Paid Sick Time.</i></li> </ul>

<p>Reasons and Coverage</p> <ol style="list-style-type: none"> <li>a. Employee is subject to Federal, State or local quarantine or isolation order related to COVID-19 - capped at \$511 per day and \$5,100 in the aggregate.</li> <li>b. Employee has been advised by a health care provider to self-quarantine due to concerns relate to COVID-19 - capped at \$511 per day and \$5,100 in the aggregate.</li> <li>c. Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis - capped at \$511 per day and \$5,100 in the aggregate.</li> <li>d. Employee is caring for an individual who is subject to an order— paid at 2/3rds the employee’s rate and capped at \$200 per day and \$2,000 in the aggregate.</li> <li>e. Employee is caring for a child of employee if school or place or care of the child is closed or the child care provider of child is unavailable due to COVID-19— paid at 2/3rds the employee’s rate and capped at \$200 per day and \$2,000 in the aggregate.</li> <li>f. Employee is experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services in consultation with the Treasury and the Secretary of Labor – paid at 2/3rds the employee’s rate and capped at \$200 per day and \$2,000 in the aggregate.</li> </ol>	
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Quick facts and notes:

- EPSLA and EFMLEA become effective on April 1, 2020, and sunset on December 31, 2020.
- BOLI amended its OFLA regulations and, as of March 18, 2020, an eligible employee may take OFLA to care for a child whose school or place of care has been closed in conjunction with a statewide public health emergency declared by a public health official. This regulation is set to expire on September 13, 2020.
- Employers can choose to be more generous than these laws, but they must at least meet these requirements.

## COVID Leave Request Decision Tree:

If an employee requests leave for a COVID-related reason, ask yourself the following questions:

- Can the employee work from home? If so, work with Human Resources to come up with a telecommuting plan.
- If the employee cannot work remotely, either due to the reason for leave (e.g., ill, taking care of someone ill, or school closure) or the nature of their job, what is the employee's stated reason for needing leave? Consult Chart A to determine which laws, if any, apply.
- Make a list of the laws that apply.
- For each law, consult Chart B to determine if the employee requesting leave is eligible.
  - It is important to note that an employee diagnosed with a confirmed case of COVID-19 may still qualify under standard FMLA and/or OFLA as a serious health condition for themselves or their family member. For instance, an employee might qualify for EPSLA for paid leave and then FMLA for a serious health condition. If so, employers should follow the normal family medical leave process.
- For EFMLEA and OFLA, consider amount of leave available. Except in limited circumstances, employees are only entitled to 12 weeks of FMLA or OFLA leave during a leave year. Does the employee have OFLA and/or FMLA leave still available? If yes, determine how much.
- Once you've determined that the employee is eligible, determine how they employee will be paid. Consult Chart C.

Chart A: Which Leave Law(s) Applies?

Need for Leave	FMLA	EFMLEA	OFLA	OR Sick Time	EPSLA
1. Subject to a local, federal, or quarantine or isolation order	No	No	No	Depends. See OAR 839-007-0020(6)	Yes
2. Has been advised by a medical provider to self- quarantine due to COVID-19 concerns	No	No	No	Yes. OAR 839-007-0020(6)(b)	Yes
3. Is experiencing symptoms of and is seeking medical care for symptoms of COVID-19	Yes, if meets definition of “serious health condition”	No	Yes, if meets definition of “serious health condition”	Yes	Yes
4. Is caring for an individual for any of the foregoing reasons	Yes, if individual fits definition of family member	No	Yes, if individual fits definition of family member	Yes, if individual fits definition of family member	Yes
5. Is caring for a child whose school has been closed, or whose childcare provider is unavailable, due to a public health emergency related to COVID-19	No	Yes For son or daughter as defined in FMLA; under 18; “school” means elementary and secondary schools	Yes For child as defined in OFLA; “school” is not defined	Yes	Yes
5. Are experiencing any other “substantially similar condition”*	Yes	No	Yes	Yes	Yes

### Chart B: Which employees are eligible?

<b>FMLA</b>	Employees whose employer has 50 or more employees and who have worked 1250 hours for the employer within the last 12 months.
<b>EFMLEA</b>	Employees who have worked for the employer at least 30 days immediately prior to needing leave.
<b>OFLA</b>	Employees whose employer has 25 or more employees and who have been employed for at least 180 days for an average of 25 hours per week
<b>OR Sick Time</b>	Everybody! Paid leave is required for employers who have 10 or more employees; 90-day waiting period for new employees.
<b>EPSLA</b>	All employees immediately.

### Chart C: To what pay is the employee entitled?

<b>EFMLEA</b>	First 10 workdays unpaid (but employee can choose to use accruals); after that at least 2/3 of employee's regular pay during the leave, up to a maximum of \$200/day and \$10,000 total.
<b>OR Sick Time</b>	Up to 40 hours; prorated for part-time. Pay regular rate unless employer has fewer than 10 employees (then, just unpaid).
<b>EPSLA</b>	Up to 80 hours; prorated for part-time. Pay regular rate, up to a maximum of \$511 per day and \$5,100 total for three reasons identified in law. Employees must be paid 2/3 of their regular rate, up to a maximum of \$200 per day and \$2,000 total for three different reasons identified in the law.
<b>Accrued Leave</b>	Follow employer policy to cover absences that are not covered by other leave laws.

*NOTE: Once an employee becomes eligible for pay under either of the new federal laws, the employer cannot require the employee to use accrued leave (i.e. standard sick and vacation time) before using the paid sick time provided under new federal laws. An employee can, however, use accruals to cover the first 10 unpaid days of Emergency FMLA leave.*



July 9, 2020

**Title:** JCLS Return to Work Plan—COVID-19 Pandemic Response Guide

**From:** Brynn Fogerty, HR Manager

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**Summary:**

The Jackson County Library Services Return to Work Plan—COVID-19 Pandemic Response Guide—was created to provide an easy-to-read handbook to the staff of JCLS. This handbook is a fluid document and will continue to evolve as guidelines at the state and federal level change, and executive orders are issued. The handbook provides one place to keep all related policies in relation to the COVID-19 pandemic, and protocols if an employee tests positive for COVID-19. The final draft of the handbook is being reviewed and will be provided to Board members the week of July 6.

**Actions, Options, or Potential Motions:**

Move to approve the Return to Work Plan—COVID-19 Pandemic Response Guide, with discretion given to the HR Manager to revise and redistribute as needed.

**Policies, Plans and Goals Supported:**

Multiple resources were used to research and build this handbook. The Oregon Health Authority, Governor Brown’s Office, Center for Disease Control, Jackson County Health and Human Services, Special Districts Association of Oregon, Society for Human Resource Management, and various insurance and law offices were all utilized and consulted. This handbook will guide the JCLS staff through policy and protocols and ensure safety with regard to COVID-19.

**Budget Impacts:**

State and federal mandated leave could be utilized by employees if they meet certain criteria, have been ordered to self-quarantine, or have tested positive for COVID-19.

**Background and Additional Information:**

This handbook has been reviewed by Library Director Kari May and Assistant Directors Carey Hunt, Lisa Marston, and Claudine Taillac. The handbook and the policies and protocols within mirror those of other districts and organizations similar in size.