



New Mexico Work and \$ave Board M E E T I N G M I N U T E S

Via Zoom—Thursday, May 5, 2022, 2:00 – 3:30 p.m.

Members Present	Members Absent	Others Present	Staff Present
Lynn Hoffman, Chair	Carter Bundy		Claudia Armijo, Executive Director
Connor Browne	Mary Chowning		Maria Spray, Program Coordinator
Cindy Bryan (joined at 2:06 p.m)			Julie Filatoff, Staff Manager
Melissa Coleman			Tim Eichenberg, NM State Treasurer
Eric Quintana			
Othiamba Umi			
Isaiah Zemke			

1. Roll Call

Board Chair Hoffman (Chair Hoffman) called the meeting to order at 2:01 p.m.

2. Welcome and Opening Comments

Chair Hoffman welcomed the board members, registered attendees, and staff members from the State Treasurer’s Office.

3. Approval of May 5, 2022 Agenda

Chair Hoffman called for a vote of approval of the May 5, 2022 Board meeting agenda. Member Browne made a motion to approve; Member Coleman seconded the motion. The motion passed by roll call vote as follows:

- Mr. Browne: Aye
- Ms. Coleman: Aye
- Mr. Quintana: Aye
- Mr. Umi: Aye
- Mr. Zemke: Aye
- Chair Hoffman: Aye

4. Approval of March 3, 2022 Minutes

Chair Hoffman called for a vote on approval of the March 3, 2022 Board meeting minutes. Member Coleman made a motion to approve; Member Browne seconded the motion. The motion passed by roll call vote as follows:

- Mr. Browne: Aye
- Ms. Bryan: Aye
- Ms. Coleman: Aye
- Mr. Quintana: Aye
- Mr. Umi: Aye
- Mr. Zemke: Aye
- Chair Hoffman: Aye

5. Ad Hoc Committee Appointments and Board Governance Update

- 1) Chair Hoffman updated the Board on the designation of an Ad Hoc Advocacy Committee in accordance with the authority granted to Chair Hoffman during the November 4, 2021 Board meeting. The committee will serve as necessary to provide advice to the Chair and the Executive Director (ED) in the creation of a comprehensive plan for communication and outreach, particularly with regards to policymakers. Along with the Education and Outreach Committee, the Ad Hoc Committee will work closely with an outside, third-party communications and marketing consultant.
- 2) Board Governance items on the agenda were then presented by Chair Hoffman.
 - a) The Work and \$ave Board Vice Chair position has been open for several months and the Chair will be working to fill the position. She will be contacting each Board member in the next few weeks to determine who is interested in the Vice Chair position or whom they may wish to nominate for the position. Chair Hoffman will nominate the candidate for Vice Chair during the July 2022 Board meeting.
 - b) The Chair will also be contacting members of each Board committee to determine the desire of each committee member to continue to serve on their appointed committee or to rotate to another committee as their terms expire in July 2022.
 - c) The charters of both the Work and \$ave Board and its three committees require review by the Board as to their effectiveness. The Chair and ED Armijo will be creating questionnaires to be distributed to the members of the Board and committees for confidential feedback. The comments and scoring will be discussed at the July 2022 Board meeting.

6. Executive Director's Report

ED Armijo reported on the following:

- 1) Status of the Memorandum of Cooperation (MoC) between New Mexico and Colorado.
 - a) On March 22nd the Colorado Secure Savings Program Board approved extending the MoC through September 30th of this year.
 - b) NM W&\$ Staff continue to discuss the overall structure of the MoC with Colorado's Executive Director and Board.
 - c) Colorado will be the lead state, thereby entering into the Master Contracts with the program administrator and investment managers.
 - d) New Mexico and Colorado are continuing discussions regarding the inclusion of partnerships with other states in the future.
 - e) These discussions prompted the creation of draft agreements for both the Master Contracts lead and partnerships with additional states. Once these agreements are reviewed by attorneys from both New Mexico and Colorado, they will be presented to the NM Work and \$ave Board for review and approval.
- 2) Report on NAST and CRI conferences.

ED Armijo attended both the National Association of State Treasurers (NAST) Legislative Conference and the Georgetown Center for Retirement Initiatives (CRI) annual conference in March 2022. She and the Colorado Retirement Savings Board

Executive Director Hunter Railey sat on a four-person panel at the CRI conference that focused on multi-state partnerships in the retirement savings field. This was of great importance to New Mexico because it would allow for economies of scale in both initial implementation and continuing operations. The opportunity to network with representatives of other states and other retirement-focused entities, including the U.S. Department of Labor, will be invaluable going forward.

3) Marketplace RFI Update

ED Armijo reminded the Board that we received 15 responses to our Request for Information (RFI) issued in January 2022. Chair Hoffman and ED Armijo are continuing to take a critical look at the responses to identify key areas of content for the Board to review when it is ready to approve providers for participation in the Marketplace.

4) Web Design Update

Chair Hoffman and ED Armijo are looking at the Marketplace portal and the overall Work and \$ave platform holistically, because the platform will host the Marketplace website and will also be the starting point for integration with the future program administrator for the IRA Program.

5) ERISA Attorney Legal Opinion Update

The contract for the ERISA legal opinion is nearly completed with an anticipated fulfillment of the contract no later than June 30, 2022.

6) RFP Colorado Program Administrator Evaluation and Administrator

On April 15, 2022 Board member Othiamba Umi and ED Armijo participated in the evaluation of responses to the Colorado Request for Proposals (RFP) for potential Auto-IRA Program Administrators. The contract was awarded to Vestwell.

7) June NAST TMTS

ED Armijo will be attending the National Association of State Treasurers Treasury Management Training Symposium in San Antonio, TX, from June 6 to June 9, 2022.

8) September 2022 Private Sector Retirement Awareness Event

During the NAST annual conference in March, State Treasurer Eichenberg and ED Armijo met Kathleen Kennedy Townsend, Retirement Advisor to US Department of Labor Secretary Marty Walsh. Ms. Townsend asked Treasurer Eichenberg to host one of six retirement awareness events the U.S. Department of Labor is arranging nationally. The event will be held in Albuquerque on September 20, 2022, and is currently in the planning stage.

At the completion of the Executive Director's report, the floor was opened to questions. There were none.

7. Committee Reports

Chair Hoffman called on Member Browne to present the Finance and Funding Committee report in place of Committee Chair Mary Chowning who was not able to attend the Board meeting. Member Browne reported the following:

1) The Finance and Funding Committee met earlier this week on Tuesday, May 3, 2022.

We heard from ED Armijo who gave a brief overview of the state's procurement process

She reminded the Committee of the Board's original budget projections for FY 22 and FY 23, along with the more recently revised expenditure priorities approved by the Board, which included expenditures that are in process now for:

- a) An ERISA attorney opinion
- b) The Memorandum of Understanding for partnership consulting services between NM and Colorado

2) The Committee discussed and recommended that the Finance and Funding Committee be renamed the Finance and Project Management Committee to reflect its duties in monitoring ongoing projects and, as steps are completed, to make updates and recommendations to the Board on projects, priorities, and expenditures.

Member Browne offered the following motion for the Board's approval regarding the Committee's decisions:

As recommended by the Committee, I move that the Board approve changing the Finance and Funding Committee name to the Finance and Project Management Committee, as well as changing the Finance and Project Management Charter. The motion was seconded by Member Quintana and the motion passed by roll call vote as follows:

- Mr. Browne: Aye
- Ms. Bryan: Aye
- Ms. Coleman: Aye
- Mr. Quintana: Aye
- Mr. Umi: Aye
- Mr. Zemke: Aye
- Chair Hoffman: Aye

3) Next the Committee discussed updated recommendations for FY 23 fund expenditures.

The ED explained that we received a lot of good information we can use in designing the Marketplace, and that we are required by the Legislature to launch the Marketplace before the IRA Program. The Committee determined the Marketplace design and launch should be a priority and we should move forward as soon as possible.

Member Browne offered the following motion:

As recommended by the Committee, I move that the Board delegate authority to the Board Chair and Executive Director to move forward on an FY 23 contract for a Marketplace Consultant. The motion was seconded by Member Bryan and the motion passed by roll call vote as follows:

- Mr. Browne: Aye
- Ms. Bryan: Aye
- Ms. Coleman: Aye
- Mr. Quintana: Aye
- Mr. Umi: Aye
- Mr. Zemke: Aye
- Chair Hoffman: Aye

4) The final FY 23 priority that the Committee agreed on is moving forward with a hiring a Communications and Marketing firm with the goal of determining a long-term strategy for all communication and marketing efforts.

Member Browne offered the following motion:

As recommended by the Committee, I move for Board approval to delegate authority to the Board Chair and Executive Director to move forward as appropriate on an FY 23 contract with a communications and marketing firm. The motion was seconded by Member Coleman and the motion passed by roll call vote as follows:

- Mr. Browne: Aye
- Ms. Bryan: Aye
- Ms. Coleman: Aye
- Mr. Quintana: Aye
- Mr. Umi: Aye
- Mr. Zemke: Aye
- Chair Hoffman: Aye

8. Adjourn

Meeting adjourned at 2:36 p.m. Next meeting is July 7, 2022 at 2:00 p.m.