

## MEETING AGENDA

**Meeting:** Finance Committee  
**Date:** January 3, 2019  
**Time:** 9:00 AM  
**Location:** Trust Authority Building, 3745 Community Park Loop, Anchorage  
**Teleconference:** (844) 740-1264 / Meeting Number: 287 291 220 # / Attendee Number: #  
<http://thetrust.webex.com>  
**Trustees:** Jerome Selby (Chair), Verné Boerner, Chris Cooke, Laraine Derr, Paula Easley, Mary Jane Michael, Carlton Smith

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### Thursday, January 3, 2019

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<b>9:00</b>	<b><u>Call Meeting to Order (Jerome Selby, Chair)</u></b> Roll Call Announcements Approve Agenda Ethics Disclosure Approve Minutes – 10/17/18	6
<b>9:05</b>	<b><u>Staff Report Items</u></b> <ul style="list-style-type: none"><li>• Cash Management Reports – Andy Stemp, CFO</li><li>• FY2019 Pay-Out – Andy Stemp, CFO</li><li>• APFC Real Estate Update – Andy Stemp, CFO</li><li>• Review of Real Estate Options – Mike Abbott, CEO, Andy Stemp, CFO</li></ul>	Hand-Out 12 Hand-Out Hand-Out
<b>10:00</b>	<b>Adjourn</b>	

## Future Meeting Dates

### Full Board of Trustee / Program & Planning / Resource Management / Audit & Risk / Finance

#### 2019 / 2020 / 2021

(Updated – October 26, 2018)

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- Program & Planning Committee January 3, 2019 (Thu)
- Resource Mgt Committee January 3, 2019 (Thu)
- Audit & Risk Committee January 3, 2019 (Thu)
- Finance Committee January 3, 2019 (Thu)
- Full Board of Trustee January 30-31, 2019 (Wed, Thu) – JUNEAU
  
- Program & Planning Committee April 17, 2019 (Wed)
- Resource Mgt Committee April 17, 2019 (Wed)
- Audit & Risk Committee April 17, 2019 (Wed)
- Finance Committee April 17, 2019 (Wed)
- Full Board of Trustee May 8, 2019 (Wed) – TBD
  
- Program & Planning Committee July 30-31, 2019 (Tue, Wed)
- Resource Mgt Committee August 1, 2019 (Thu)
- Audit & Risk Committee August 1, 2019 (Thu)
- Finance Committee August 1, 2019 (Thu)
- Full Board of Trustee September 4-5, 2019 (Wed, Thu) – Anchorage
  
- Program & Planning Committee October 16, 2019 (Wed)
- Resource Mgt Committee October 16, 2019 (Wed)
- Audit & Risk Committee October 16, 2019 (Wed)
- Finance Committee October 16, 2019 (Wed)
- Full Board of Trustee November 14, 2019 (Thu) – Anchorage

## Future Meeting Dates

### Full Board of Trustee / Program & Planning / Resource Management / Audit & Risk / Finance 2019 / 2020 / 2021

(Updated – October 26, 2018)

- 
- Program & Planning Committee January 3, 2020 (Fri)
  - Resource Mgt Committee January 3, 2020 (Fri)
  - Audit & Risk Committee January 3, 2020 (Fri)
  - Finance Committee January 3, 2020 (Fri)
  - Full Board of Trustee January 29-30, 2020 (Wed, Thu) – JUNEAU
  
  - Program & Planning Committee April 22, 2020 (Wed)
  - Resource Mgt Committee April 22, 2020 (Wed)
  - Audit & Risk Committee April 22, 2020 (Wed)
  - Finance Committee April 22, 2020 (Wed)
  - Full Board of Trustee May 7, 2020 (Thu) – TBD
  
  - Program & Planning Committee August 4-5, 2020 (Tue, Wed)
  - Resource Mgt Committee August 6, 2020 (Thu)
  - Audit & Risk Committee August 6, 2020 (Thu)
  - Finance Committee August 6, 2020 (Thu)
  - Full Board of Trustee September 2-3, 2020 (Wed, Thu) – Anchorage – TAB
  
  - Program & Planning Committee October 21, 2020 (Wed)
  - Resource Mgt Committee October 21, 2020 (Wed)
  - Audit & Risk Committee October 21, 2020 (Wed)
  - Finance Committee October 21, 2020 (Wed)
  - Full Board of Trustee November 19, 2020 (Thu) – Anchorage – TAB

## Future Meeting Dates

### Full Board of Trustee / Program & Planning / Resource Management / Audit & Risk / Finance 2019 / 2020 / 2021

(Updated – October 26, 2018)

- Program & Planning Committee      January 6, 2021      (Wed)
- Resource Mgt Committee      January 6, 2021      (Wed)
- Audit & Risk Committee      January 6, 2021      (Wed)
- Finance Committee      January 6, 2021      (Wed)
- Full Board of Trustee      January 27-28, 2021      (Wed, Thu) – JUNEAU
  
- Program & Planning Committee      April 22, 2021      (Thu)
- Resource Mgt Committee      April 22, 2021      (Thu)
- Audit & Risk Committee      April 22, 2021      (Thu)
- Finance Committee      April 22, 2021      (Thu)
- Full Board of Trustee      May 12, 2021      (Wed) – TBD
  
- Program & Planning Committee      August 3-4, 2021      (Tue, Wed)
- Resource Mgt Committee      August 5, 2021      (Thu)
- Audit & Risk Committee      August 5, 2021      (Thu)
- Finance Committee      August 5, 2021      (Thu)
- Full Board of Trustee      September 1-2, 2021      (Wed, Thu) – Anchorage  
– TAB
  
- Program & Planning Committee      October 21, 2021      (Thu)
- Resource Mgt Committee      October 21, 2021      (Thu)
- Audit & Risk Committee      October 21, 2021      (Thu)
- Finance Committee      October 21, 2021      (Thu)
- Full Board of Trustee      November 18, 2021      (Thu) – Anchorage – TAB

## Future Meeting Dates

### Statutory Advisory Boards – 2019

(Updated – December 18, 2018)

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#### **Alaska Mental Health Board / Advisory Board on Alcoholism and Drug Abuse**

- Executive Committee – monthly via teleconference (First Wednesday of the Month)
- March 4-6, 2019 – Juneau

#### **Governor’s Council on Disabilities and Special Education**

- February 5-6, 2019 – Juneau, with Key Campaign Feb. 7-8
- May 6, 7, or 14, 2019 – ZOOM/Webinar/Teleconference
- Oct 2-3, 2019 - Anchorage (pre-meeting for Autism Ad Hoc on Oct 1)

#### **Alaska Commission on Aging**

- February 11-13, 2019 (face-to-face)
- May 1, 2019 by video/teleconference <tentative>

ALASKA MENTAL HEALTH TRUST AUTHORITY

FINANCE COMMITTEE MEETING

October 17, 2018

9:00 a.m.

Taken at:

Alaska Mental Health Authority  
3745 Community Park Loop, Suite 120  
Anchorage, Alaska 99508

**OFFICIAL MINUTES**

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Trustees present:

Jerome Selby, Chair

Chris Cooke

Mary Jane Michael

Carlton Smith

Laraine Derr

Paula Easley

Verne' Boerner

Trust staff present:

Mike Abbott

Steve Williams

Miri Smith-Coolidge

Kelda Barstad

Andy Stemp

Luke Lind

Michael Baldwin

Carrie Predeger

Katie Baldwin-Johnson

Jimael Johnson

Valette Keller

Eric Boyer

Travis Welch

Autumn Ve

Also participating:

Denise Daniello; Alison Kulas; Kristin Vandergriff.

**PROCEEDINGS**

CHAIR SELBY calls the Finance Committee to order and states that all the trustees are present. There being no announcements, he asks for a motion to approve the agenda.

TRUSTEE DERR makes a motion to approve the agenda.

TRUSTEE MICHAEL seconds.

*There being no objection, the motion is approved.*

CHAIR SELBY asks for any ethics disclosures. There being none, he moves to the minutes of August 2, 2018.

TRUSTEE DERR makes a motion to approve the minutes of August 2, 2018.

TRUSTEE MICHAEL seconds.

*There being no objection, the motion is approved.*

## **STAFF REPORTS**

### **CASH MANAGEMENT REPORT**

MR. STEMP states that the cash management status report is for the two months ending in August and is an early look at the results. He goes through the summary of the different TLO activities as well as the totals, adding that all is on target. The investment results continue to be favorable for the Trust, and there is optimism about potential investment returns.

MR. ABBOTT states that this will be the last committee meeting with this report in this format. There will be a different template shown in January, which will include the comments and feedback. He continues that it will still present the total picture of the system and give a bit more insight into ongoing activity, which will make it more useful as an oversight tool for the trustees and a more useful management tool for staff.

CHAIR SELBY thanks Mr. Stemp for a good report, and moves to the Trust Land Development Account.

### **TRUST AUTHORITY DEVELOPMENT ACCOUNT**

MR. STEMP states that this is an analysis and recommendation within two requests out for committee consideration for these proposed actions. He continues that the first item is requesting that the committee recommend a target level for the Trust Authority Development Account with funding at \$4.05 million, reflecting the balance of the existing commitments from the TADA account.

TRUSTEE DERR makes a motion that the Finance Committee recommend to the Full Board of Trustees a target level for the Trust Authority Development Account with funding at \$4.05 million.

TRUSTEE EASLEY seconds.

MR. STEMPEL states that the second action is a request that the Full Board of Trustees authorize the Chief Financial Officer to transfer the balance of the TADA accounts moneys that exceed the target level to the Permanent Fund for investment. He continues that the balance of that account, as of the date of this memo, would be approximately \$16.8 million, which is proposed for transfer.

CHAIR SELBY moves to the motion and asks for any further information or questions.

MR. STEMPEL acknowledges that it reflects the commitments that the Trust previously made and is consistent with the messaging shared through the Legislative Audit process. That will finish the existing commitments without making new commitments.

CHAIR SELBY clarifies that this is part of the money that was advised to the Legislative Audit to be committed.

*There being no objection, the motion is approved.*

TRUSTEE DERR makes a motion that the Full Board of Trustees authorizes the Chief Financial Officer to transfer TADA funds that exceed the target level to the Permanent Fund for investment.

TRUSTEE COOKE seconds.

MR. ABBOTT states that both of the motions would be in the form of recommendations to the Full Board. He clarifies that nothing will happen as a result of committee actions other than the production of a recommendation for the Full Board's consideration.

CHAIR SELBY calls the vote.

*There being no objection, the motion is approved.*

CHAIR SELBY moves to the Reserve Fund.

## **RESERVE FUND**

MR. STEMPEL states that this is a follow-up for the trustees' consideration about the Trust reserves, which is presented as information. He adds that staff is looking for a recommended allocation. This is not a request for spending authorization. He states that there is a summary of the reserves as of June 30 in the memo, which is approximately \$142.5 million. There is a summary of the assessment, and there are needs that are identified that are outside of the regular operating budget. Staff is also aware of facility needs that are presented from different communities and different beneficiary groups. He continues that in order to address those needs and maintain some flexibility and ability to assess and respond to changes, staff would like the trustees to consider allocating a part of that \$25 million reserve level. For consideration, he

recommends initial funding for the new Trust Land Office Development Account that is set at \$8 million. He continues with a second recommendation allocation of \$4.8 million to address facility needs, leaving approximately \$12 million available as reserves. The approach suggested is to continue to use the regular formal approval and consultation process for spending. This is a result of staff analysis, consultation with the Land Office staff, and the feedback received programmatically.

TRUSTEE DERR asks if the reserves are of expenditures or reserves of the budget.

MR. STEMPE explains that the calculation was based on the budget, the expenditures.

TRUSTEE DERR asks what the reserves should be.

MR. STEMPE replies that, for methodology, he followed that language that was presented in the Callan wording, which specifically recommended using the budget.

MR. ABBOTT explains that the reserves were set up to protect the spending capability, not the revenue capabilities. He believes that the authorized spending is the correct basis for the 400 percent calculation.

CHAIR SELBY asks if a budget amendment should be considered at the November meeting, to move these two earmarked pieces into the budgets so staff knows that they are there to work with.

MR. STEMPE adds that this is not asking for permission for anything. He states that if the trustees see this direction favorable, feedback will be asked for, and we will come back with a formal recommendation to take action. Second, staff is recommending that a little less than \$5 million be allocated for facility-related projects. He reiterates that no decisions on these will be made at the committee level, but will be brought to the board meeting in November.

TRUSTEE COOKE asks if the earnings on the reserves in these reserve accounts become part of the formula that goes into the annual draw, or will it simply accumulate in the reserve account as additional reserves.

MR. ABBOTT replies that it is both. He states that in recent years the earnings have exceeded 4.25 percent. As a result, the net position of the reserves has increased significantly since 2009.

TRUSTEE DERR states that her concern is just giving direction to staff, whether they base it over the amount of money available and protecting the spending level, as opposed to protecting the expense level. She would like to give direction to keep in the reserve the amount of money that is available for budgeting to protect that buffer level rather than what has already been expended. She adds that the extra money should be protected.

TRUSTEE SMITH asks for a bit more on the thinking that went into the \$8 million figure for development projects for the TLO.

MR. STEMPEL replies that the 12- to 18-month forecast for work that needs to be done was discussed, which developed a target amount. There was further discussion with the chair of the Finance Committee with a reminder that there are always unanticipated needs. The chair encouraged adding an approximately 20- to 25-percent margin over the expected needs to respond to any of these unanticipated issues. He states that there is a base of about \$6 to \$6.5 million worth of expected work, and then a safety net of about \$1.5 to \$2 million to respond to any unanticipated items that come up.

TRUSTEE COOKE states that he would like clarity, especially from the TLO standpoint, as to what accounts they have or will have.

MR. STEMPEL replies that the idea would be the account currently called the TADA account would continue. The spending out of it would taper off as the existing commitments are fulfilled. Then it would go back to its original purpose of collecting principal receipts which would then be forwarded, on the trustees' direction, to the Permanent Fund.

CHAIR SELBY states that there is still a need to complete the discussion about setting up a cost recovery process from the new TADA account, or whatever it will be called, which does not need to be done for the November meeting. He adds, asking for some mentoring from the Attorney General's office on how that is worded so that there is a clear identification of those funds, where they originated, and retaining their identity going forward.

MR. ABBOTT states that staff has had preliminary conversations with the Attorney General's staff, and they have preliminarily opined that there is a mechanism available that would allow the Trust to set up this development account using income and to repay that account for its initial investments in projects that then yielded principal. He continues that there is more work to be done, which would require regulatory promulgation to put that in place. He adds that staff will bring forward a work plan that shows the steps that some combination of the Board and the State are going to have to take in order to set up those regs to put this process in place. We are working with the stakeholders.

CHAIR SELBY asks if there are any objections to the direction that has been described this morning. He states that there is no actual motion, but the discussion has been ongoing for a few months and it seems that staff is on track to recommending some motions at the November meeting following along those guidelines.

MR. ABBOTT states that action items for the trustees should be expected at the November 15<sup>th</sup> meeting.

TRUSTEE COOKE states that in the minutes of the August meeting there had been some discussions with the Permanent Fund Corporation about management of the commercial real estate investments that the Trust has. He asks for any updates.

MR. STEMPEL replies that the discussions are ongoing, and we had an opportunity to reframe the conversation with the Permanent Fund. Some additional clarifying information was provided, as well as a reminder that the purpose of the initiative here is to generate income to support the

beneficiaries. He states that they had committed verbally that they would caucus internally and come back with some comments. He continues that one of the items that is an obstacle is the compliance-related costs. They are essentially fixed costs that the Permanent Fund has to apply to meet fiduciary duties, and those are burdensome for the Trust. He adds that one potential resolution is to ask for some indemnity language to remove that responsibility from the Permanent Fund in exchange for relieving those costs. He states that there is still a pretty active dialogue for finding a solution that works for all.

CHAIR SELBY asks for any other questions. There being none, he asks for a motion to adjourn.

TRUSTEE DERR makes a motion to adjourn the meeting.

TRUSTEE BOERNER seconds.

*There being no objection, the motion is approved.*

(Finance Committee adjourned at 9:54 a.m.)

## MEMO

**To:** Jerome Selby, Finance Committee Chair  
**Through:** Mike Abbott, Chief Executive Officer  
**From:** Andy Stemp, Chief Financial Officer  
**Date:** December 19, 2018  
**Re:** Annual payout transfer  
**Fiscal Year:** 2019

### REQUESTED MOTION:

*The Finance Committee recommends that the full board of trustees authorize the transfer of \$22,195,000 from the Alaska Permanent Fund Budget Reserve accounts to the Mental Health Settlement Income Account to finance the FY 2019 base disbursement payout calculation. The CFO may fulfill this motion with one lump sum or multiple transfers.*

### BACKGROUND

The Asset Management Policy Statement (AMPS) provides for an annual payout disbursement calculation consisting of 4.25% of the rolling four-year average aggregate net asset value (NAV) of principal and budget reserve investment balances held the Alaska Permanent Fund Corporation (APFC) and the Department of Revenue.

The calculation for the FY19 payout and drawdown from APFC budget reserves is as follows:

	<i>FY Ending NAV</i>
FY 2015	500,472,541
FY 2016	484,334,872
FY 2017	546,379,000
FY 2018	<u>557,821,000</u>
Average NAV:	\$ 522,251,000
	<u>x 4.25%</u>
Payout disbursement calculation ( <i>rounded</i> ):	\$ 22,195,000

Because of the increase in the average value of the fund, this requested payout is \$1,084,000 greater than the previous year.