

# NDPERS BOARD MEETING

# Agenda

Location:  
Workforce Safety &  
Insurance Board Room  
1600 East Century Avenue  
Bismarck, ND

Conference Call #: 701.328.0950  
Conference ID: 822 628 249#

**Tuesday, December 14, 2021**

**Time: 8:30 AM**

## **I. MINUTES**

- A. November 17, 2021

## **II. PRESENTATIONS**

- A. CliftonLarsonAllen (CLA) External Audit Report
- B. Sanford Health Plan Quarter 2 Executive Summary
  - 1. Sanford Health Plan Population Health Update
  - 2. Sanford Health Plan – Current and Future Trend

## **III. RETIREMENT**

- A. Defined Contribution Administrative Fee – Derrick (Board Action)
- B. 457 Companion Plan & 401(a) Plan 3rd Quarter 2021 Report – Bryan (Information)

## **IV. GROUP INSURANCE**

- A. Medicare Part-D (EGWP) Plan Update – Bryan (Information)
- B. Health Insurance Consultant Contract Amendment – Bryan (Board Action)

## **V. MISCELLANEOUS**

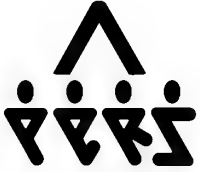
- A. Audit Committee Minutes – Shawna (Information)
- B. Office Equipment Lease – Derrick (Board Action)
- C. Microfiche Analysis – Derrick (Board Action)
- D. Contracts Under \$10,000 – Scott (Information)
- E. Legislative Relations – Scott (Information)
- F. Administrative Rules Update – Scott (Information)
- G. Strategic Planning – Scott (Information)

## **VI. MEMBER \*EXECUTIVE SESSION**

- A. Member Hardship Withdrawal Case # 715 – MaryJo (Board Action)
- B. Member Hardship Withdrawal Case # 716 – MaryJo (Board Action)

\*Executive Session pursuant to N.D.C.C. §44-04-19.2, §44-04-19.2(1) and/or §54-52-26 to discuss confidential records or confidential member information.

Any individual requiring an auxiliary aid or service must contact the NDPERS ADA Coordinator at 328-3900, at least 5 business days before the scheduled meeting.



**North Dakota  
Public Employees Retirement System**  
400 East Broadway, Suite 505 • Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax: (701) 328-3920    Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)    Website <https://ndpers.nd.gov>

# Memorandum

**TO:** NDPERS Board

**FROM:** Shawna Piatz

**DATE:** December 14, 2021

**SUBJECT:** CliftonLarsonAllen Audit Report

Jason Ostroski from CliftonLarsonAllen (CLA) will join the Board meeting to review the FY 2021 audit report and answer any questions you may have. The FY 2021 audit report for the PERS agency is attached as well as a copy of the CLA audit presentation.

December 6, 2021

CliftonLarsonAllen LLP  
1966 Greenspring Drive, Suite 300  
Timonium, Maryland 21093

This representation letter is provided in connection with your audit of the financial statements North Dakota Public Employees' Retirement System (PERS), which comprise the financial position of the PERS as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of December 6, 2021, the following representations made to you during your audit.

## **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of contract between the State of North Dakota, acting through the State Auditor, the Public Employees Retirement System and CliftonLarsonAllen LLP, and management acknowledgement letter dated July 15, 2021, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. The financial statements include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We have identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions used in making those estimates, and we believe the estimates (including those measured at fair value) and the significant assumptions used in making those accounting estimates are reasonable.
- Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.

- Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events occurring subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- We have no plans or intentions that may materially affect the carrying value or classification of assets or liabilities.
- We believe that the actuarial assumptions and methods used to measure pension and other postemployment benefits (OPEB) liabilities and costs for financial accounting purposes are appropriate in the circumstances.

With respect to actuarial assumptions and valuations for financial reporting purposes:

- Management agrees with the actuarial methods and assumptions used by the actuary for funding purposes and for determining the total pension liabilities and total OPEB liability and has no knowledge or belief that would make such methods or assumptions inappropriate in the circumstances. We did not give any, nor cause any, instructions to be given to PERS' actuary with respect to values or amounts derived, and we are not aware of any matters that have impacted the independence or objectivity of PERS' actuary.
  - There were no omissions from the participant data provided to the actuary for the purpose of determining the total pension liabilities, total OPEB liability and other actuarially determined amounts in the financial statements.
  - There have been no changes in the actuarial methods or assumptions used in calculating the amounts recorded or disclosed in the financial statements, other than what has been disclosed in the financial statements. There have been no changes in plan provisions between the actuarial valuation date and the date of this letter.
- We believe the plan and trust established under the plan are qualified under the appropriate section of the Internal Revenue Code, and we intend to continue them as a qualified plan and trust.
  - We are aware of the Legislative Retirement Committee's statutory duty to develop a plan for new hires under the Public Employees Retirement System main system to participate in the defined contribution plan and to close the defined benefit plan to new entries effective January 1, 2024.

### Information Provided

- We have provided you with:
  - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
  - Additional information that you have requested from us for the purpose of the audit.
  - Unrestricted access to persons within the PERS from whom you determined it necessary to obtain audit evidence.
  - Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - All actuarial reports prepared for the plan during the year.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the PERS and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others when the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the PERS' financial statements communicated by employees, former employees, regulators, or others.
- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations and provisions of contracts and grant agreements, or abuse whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments, that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
- We have disclosed to you the identity of the PERS' related parties and all the related party relationships and transactions of which we are aware.

- We have a process to track the status of audit findings and recommendations.
- We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to State of North Dakota; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- The PERS has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- The financial statements properly classify all funds and activities.
- All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- Provisions for uncollectible receivables have been properly identified and recorded.
- Expenses have been appropriately classified in or allocated to functions and programs in the statement of changes in net position, and allocations have been made on a reasonable basis.
- Revenues are appropriately classified in the statement of changes in net position.
- Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

- Deposits and investment securities and derivative instruments are properly classified as to risk and are properly valued and disclosed.
- Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- We have obtained the service auditor's report from our service organizations, TIAA and Sanford Health. We have reviewed such reports, including the complementary user controls. We have implemented the relevant user controls, and they were in operation for the year ended June 30, 2021.
- We have appropriately disclosed the PERS' policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- We acknowledge our responsibility for presenting the schedules of investment expenses, schedules of administrative expenses, schedules of consulting expenses, and statement of appropriations (the supplementary information) in accordance with U.S. GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.

Signature:  Title: Executive Director

Signature:  Title: Chief Operating/Financial Officer



# North Dakota Public Employees Retirement System – Board of Trustees

Audit Results Presentation  
December 14, 2021

Attachment

©2018 CliftonLarsonAllen LLP

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor



December 2021 Board Book Page 8 of 8

Create Opportunities



# Agenda



2021 Audit Results



Required Communications



Financial Highlights



GASB 68 and 75 Schedule Audit Update

# 2021 Audit Results

- Independent Auditors' Report - Unmodified "clean" opinion that the financial statements are presented fairly, in all material respects, in conformity with U.S. Generally Accepted Accounting Principles (GAAP).
- Limited procedures were performed, and no opinion rendered, on management's discussion and analysis, required supplemental information, and the Introductory, Investment, Actuarial, and Statistical sections.
- Unmodified "in relation to" opinion issued on the supplemental schedules
- Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
  - No material weaknesses were identified.
  - No significant deficiencies were identified.
- Letter to the Board providing required communications with those charged with governance

# Required Governing Body Communications

## Auditor's responsibility under U.S. Generally Accepted Auditing Standards

- Express an opinion about whether the financial statements are materially stated in accordance with US GAAP.

## Significant accounting policies

- No new accounting standards in fiscal year 2021

## Financial statement disclosures

- There were no particularly sensitive financial statement disclosures

## Management judgments and accounting estimates

- Valuation of alternative investments
- Actuarial assumptions and methods used

# Required Governing Body Communications



Management was very cooperative and professional during the audit process



No disagreements with management



Management did not consult with other accountants on the application of GAAP or GAAS

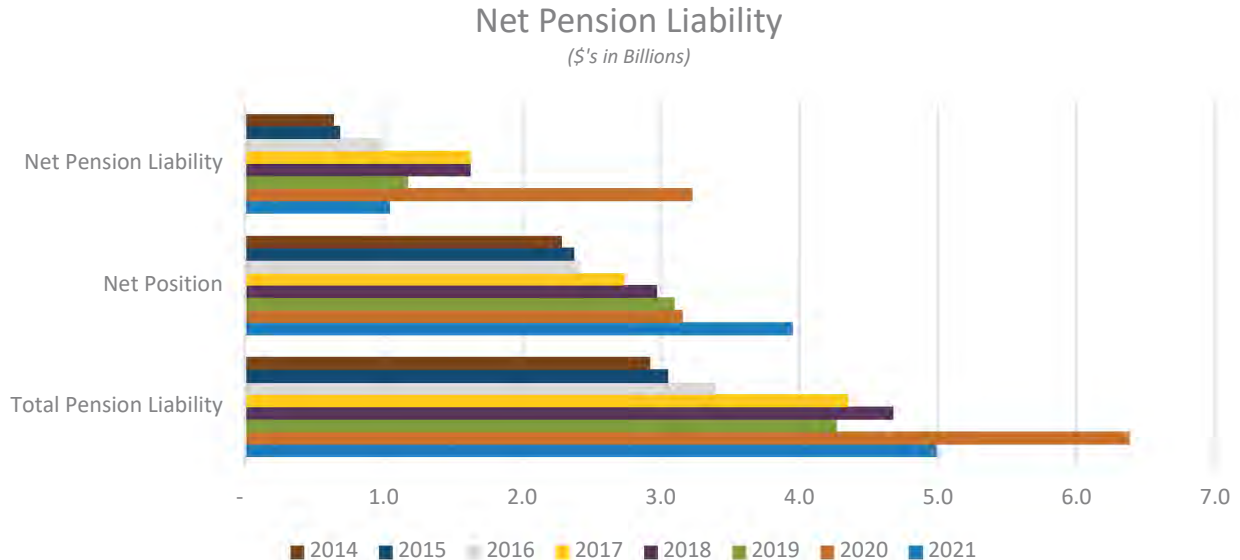


No major issues were discussed with management prior to retention

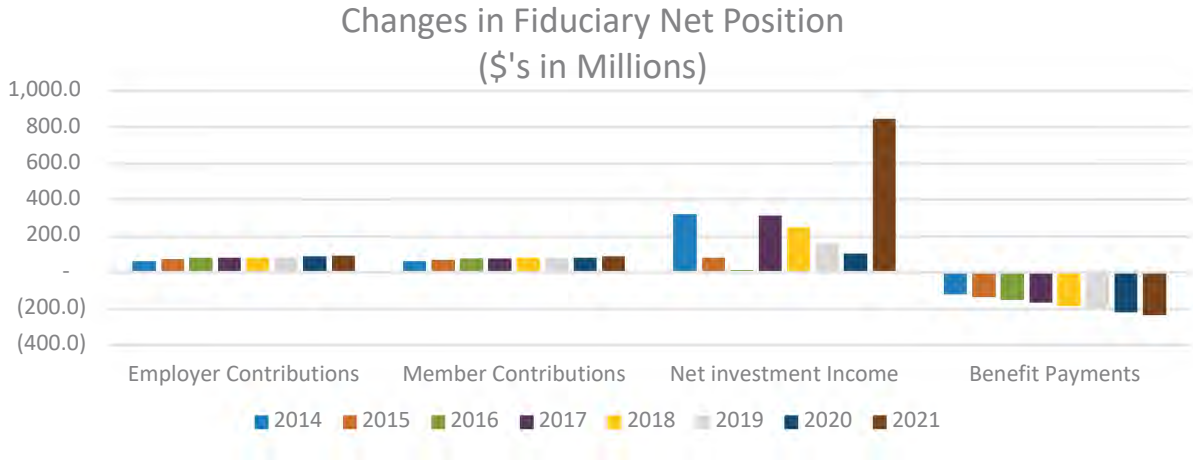


Management Representations

# Financial Highlights – PERS

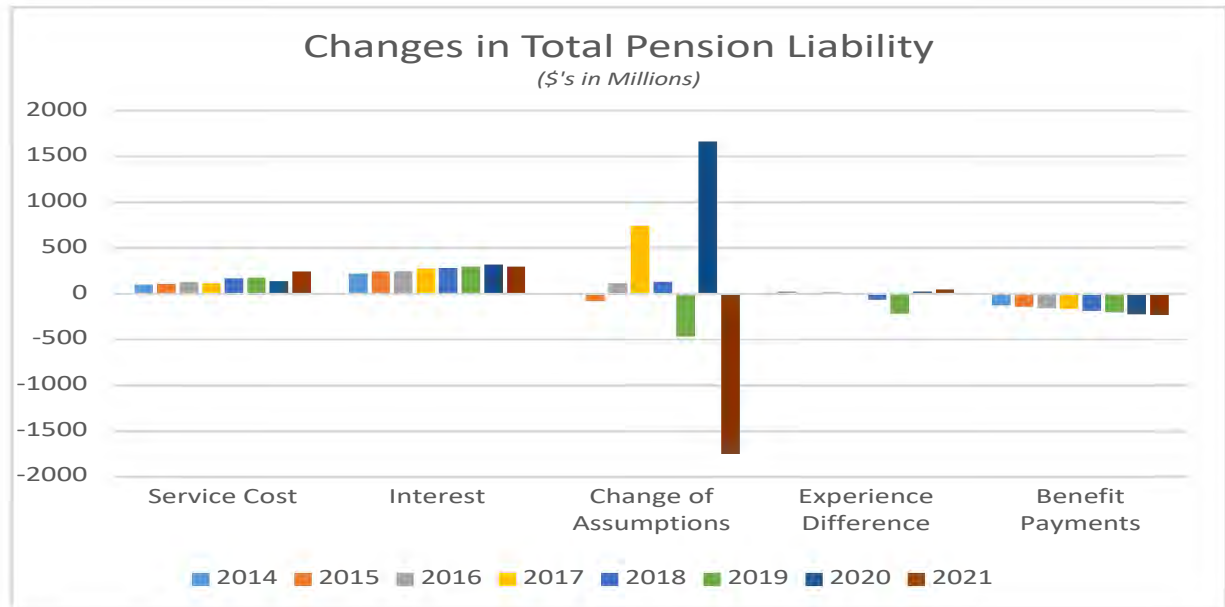


# Financial Highlights – PERS



- Active members increased from 24,489 in 2020 to 24,549 in 2021
- 27.43% money-weighted rate of return in 2021
- Retirees increased from 12,945 in 2020 to 13,575 in 2021

# Financial Highlights – PERS

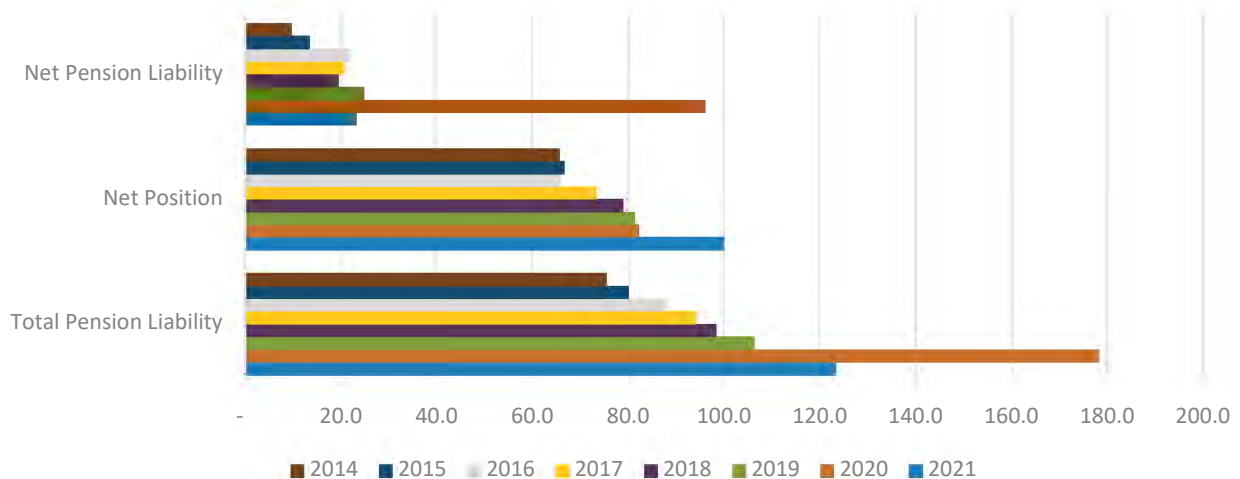




# Financial Highlights – HPRS

## Net Pension Liability

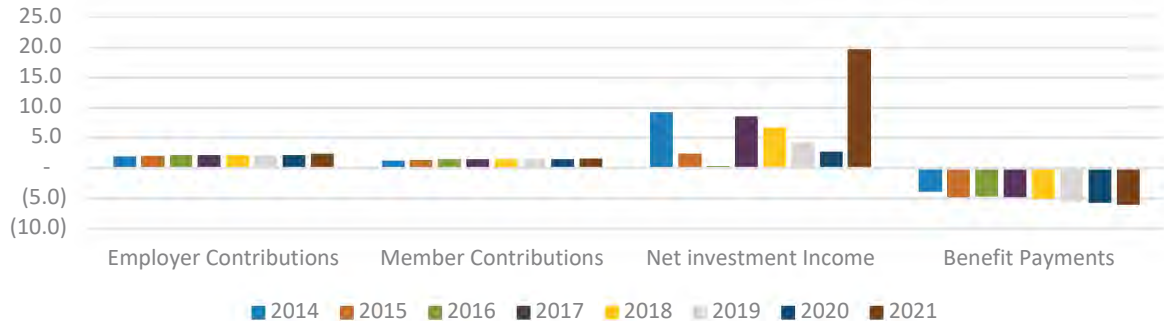
(\$'s in Millions)



# Financial Highlights – HPRS

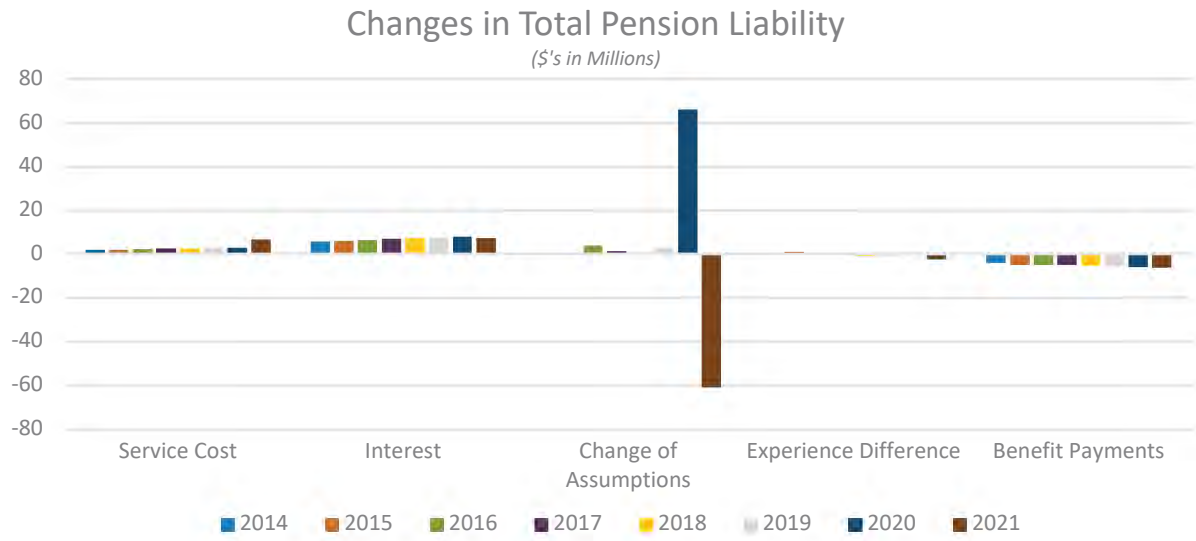
## Changes in Fiduciary Net Position

(\$'s in Millions)



- Active members decreased from 154 in 2020 to 151 in 2021
- 23.90% money-weighted rate of return in 2021
- Retirees increased from 133 in 2020 to 135 in 2021

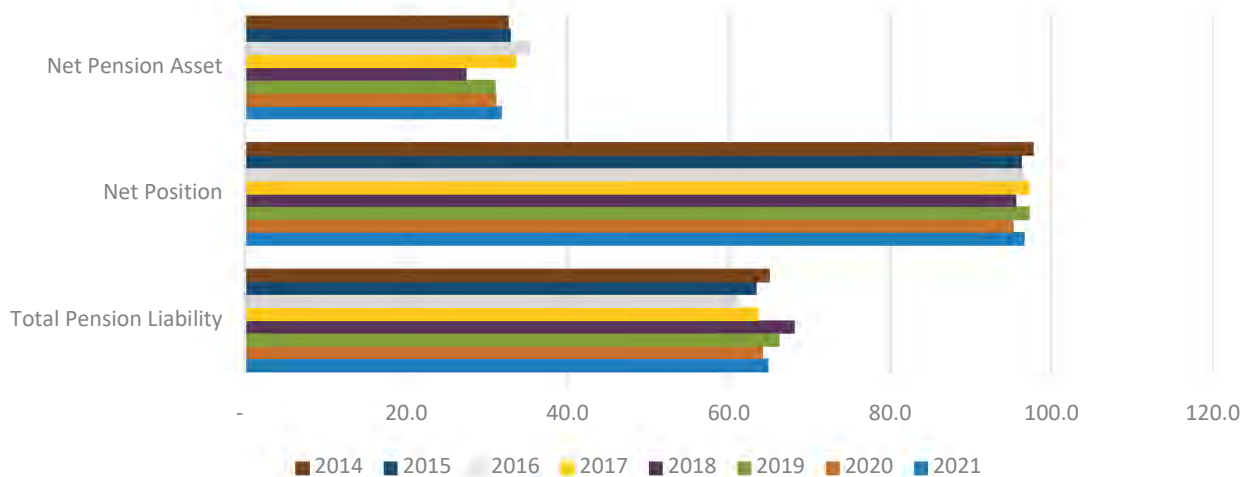
# Financial Highlights – HPRS



# Financial Highlights – JSND

## Net Pension Asset

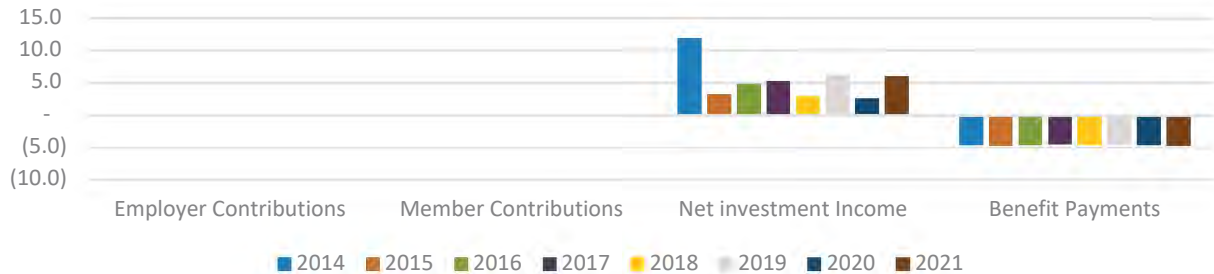
(\$'s in Millions)



# Financial Highlights – JSND

## Changes in Fiduciary Net Position

(\$'s in Millions)

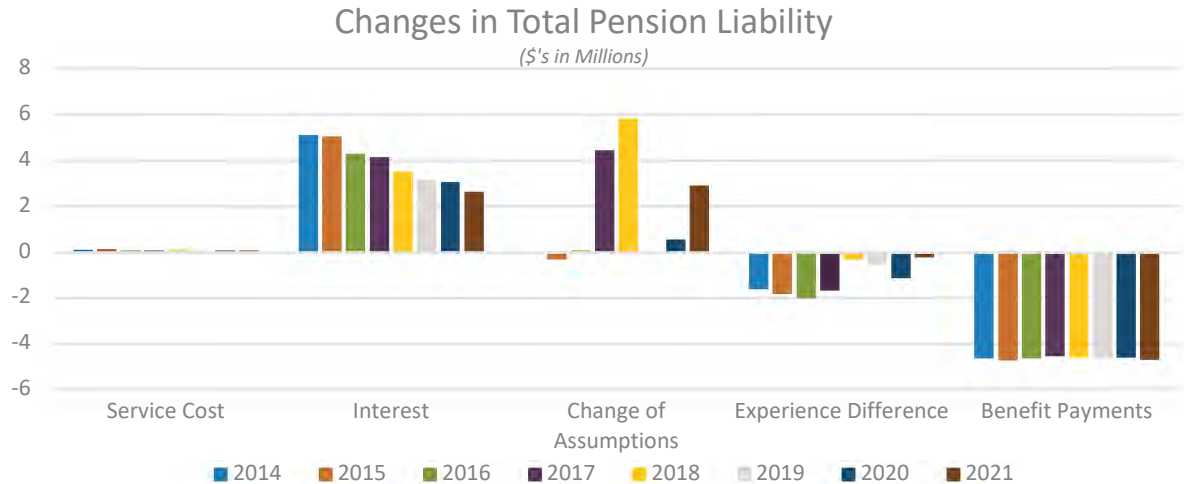


- Active members decreased from 5 in 2020 to 3 in 2021
- No employer contributions and minimal member contributions given the small population and closed, overfunded status of the plan
- 6.81% money-weighted rate of return in 2021
- Retirees decreased from 181 in 2020 to 177 in 2021

[December 2021 Board Book Page 20 of 83](#)

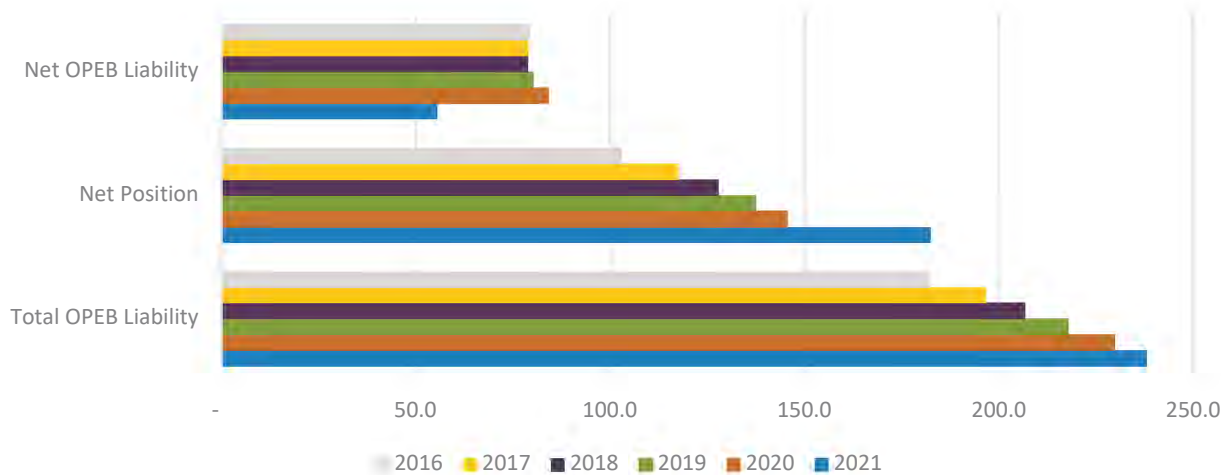


# Financial Highlights – JSND



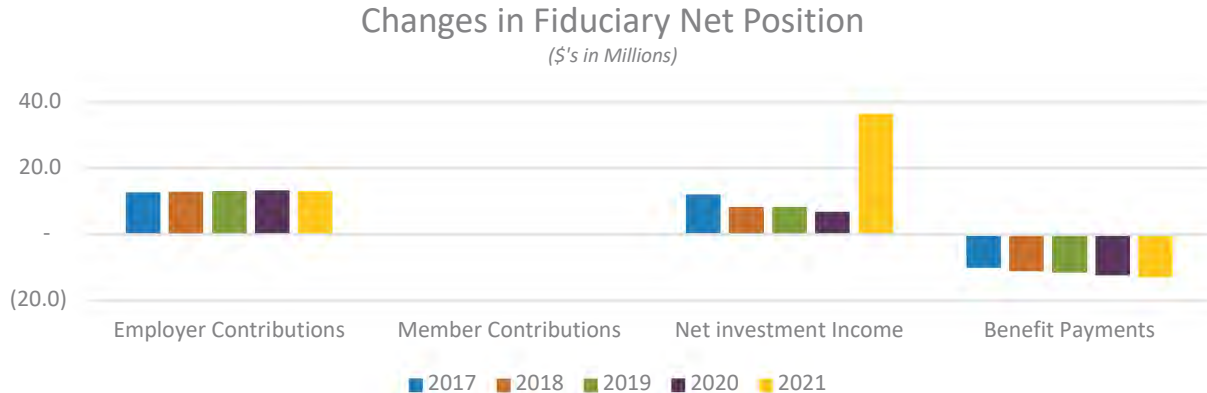
# Financial Highlights – RHIC

Net OPEB Liability  
(*\$'s in Millions*)





# Financial Highlights – RHIC

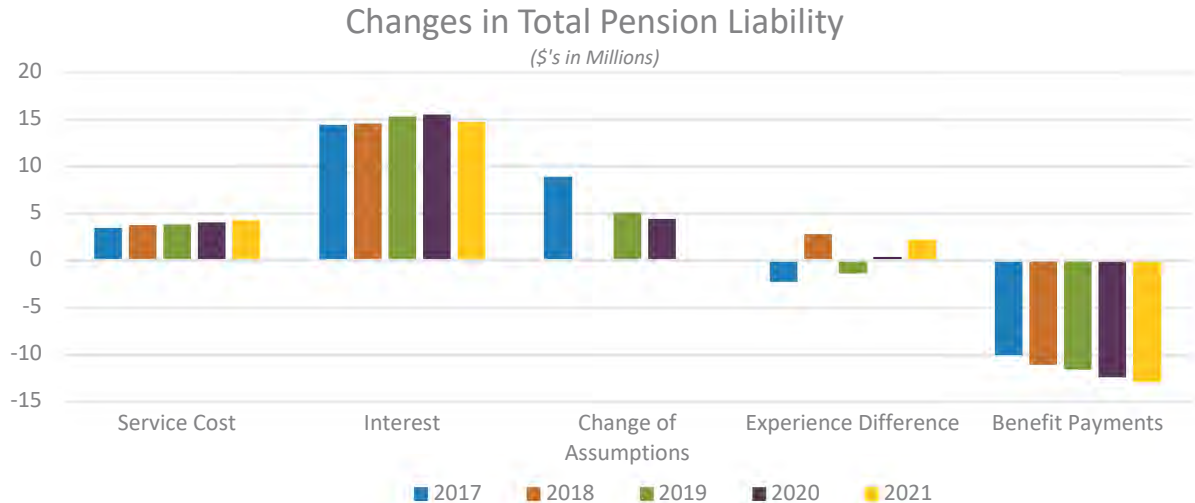


- Active members increased from 23,495 in 2020 to 21,067 in 2021
- 25.58% money-weighted rate of return in 2021
- Retirees increased from 13,092 in 2020 to 13,697 in 2021

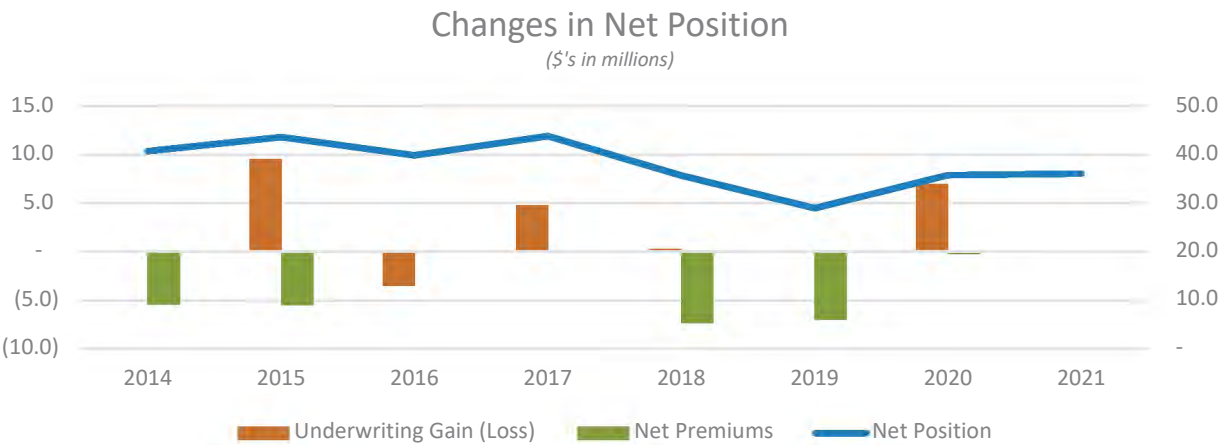
[December 2021 Board Book Page 23 of 83](#)



# Financial Highlights – RHIC



# Financial Highlights – Group Insurance



# GASB 68 and 75 Schedule Audit Update

- Employer Census Testing
  - Selected 25 Employers for testing
  - No significant differences/exceptions have been identified
- Expect to begin work on the GASB 68 and 75 Schedules in January 2022
- Expect to issue our final report on the schedules no later than February 2022



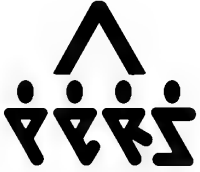
CLAconnect.com

© 2018 CliftonLarsonAllen LLP

**Jason Ostroski, CPA**  
Engagement Principal  
[jason.ostroski@cliftonlarsonallen.com](mailto:jason.ostroski@cliftonlarsonallen.com)  
410-453-0900



December 2021 Board Book Page 27 of 83



**North Dakota  
Public Employees Retirement System**  
1600 East Century Avenue, Suite 2 • Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax: (701) 328-3920    Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)    Website <https://ndpers.nd.gov>

# Memorandum

**TO:** NDPERS Board

**FROM:** Rebecca

**DATE:** December 14, 2021

**SUBJECT:** SHP 2021 Quarter 2 Executive Summary

Sanford Health Plan (SHP) will be at the meeting to review the 2021 Quarter 2 Executive Summary and answer any questions you may have. The Summary is attached for your reference.

As part of their presentation, SHP will also be providing an update on their Population Health efforts and a discussion on current and future trend.



# NDPERS Executive Summary



Quarter 2 | 2021

Presented December 2021



## CONTENTS

3

Summary

4

Claims Analysis

6

Membership &amp; Utilization

10

High Dollar Cases

13

Prescription Drugs

16

Dakota Wellness Program

21

Tobacco Cessation Program

22

Member Management

23

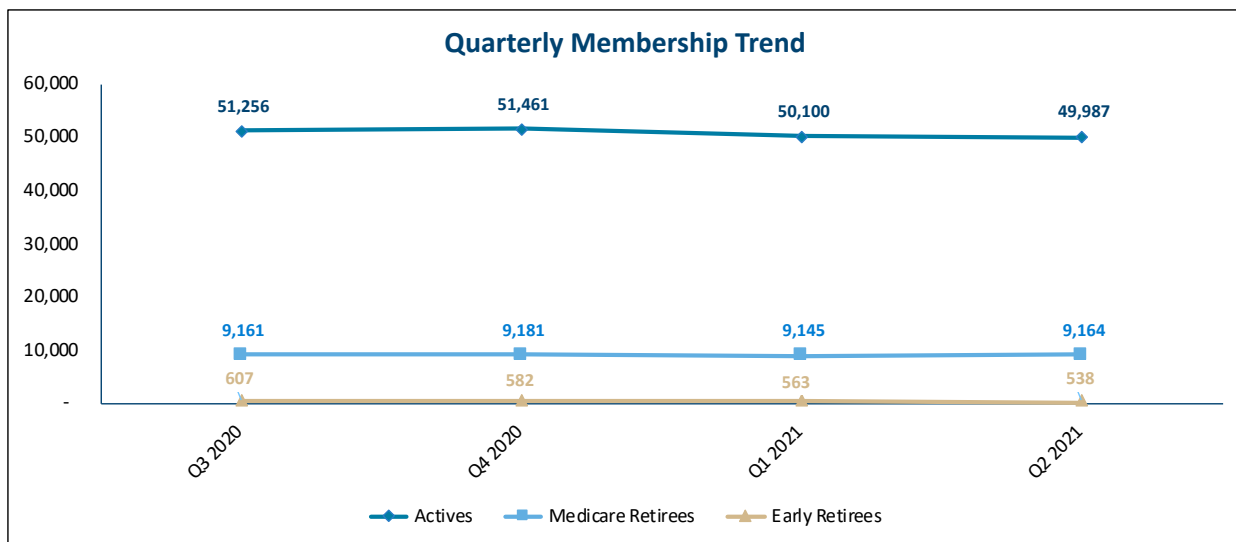
Performance Standards &amp; Guarantees 2019-2021

## ANNUAL MEMBERSHIP SUMMARY

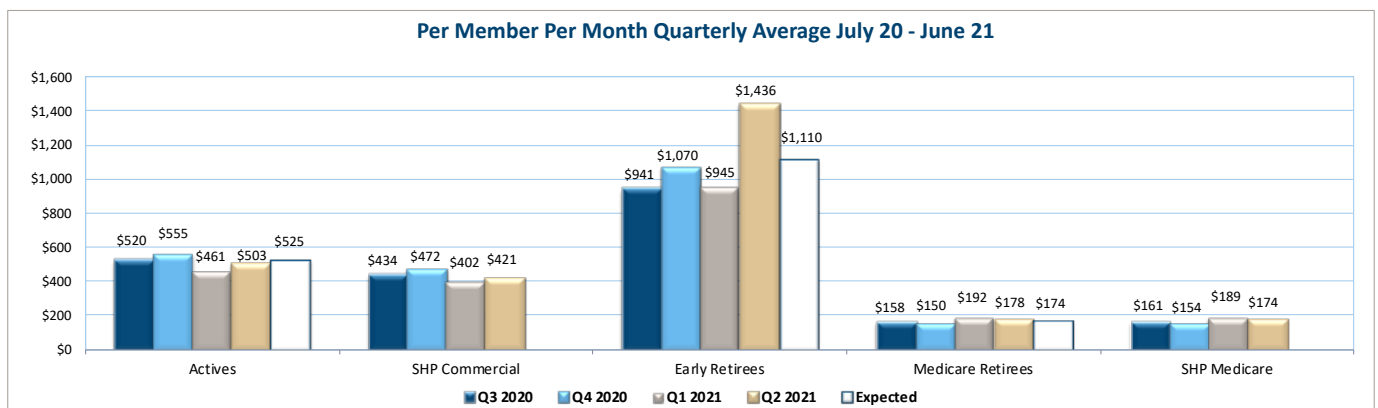
Summary

MEMBERSHIP COMPARISON						PERCENT CHANGE
	Q2 2020	Q3 2020	Q4 2020	Q1 2021	Q2 2021	Q2 2020 – Q2 2021
Actives	51,071	51,256	51,461	50,100	49,987	-2.1%
Medicare Retirees	9,121	9,161	9,181	9,145	9,164	0.5%
Early Retirees	629	607	582	563	538	-14.6%

## MEMBERSHIP TREND



## PMPM SUMMARY



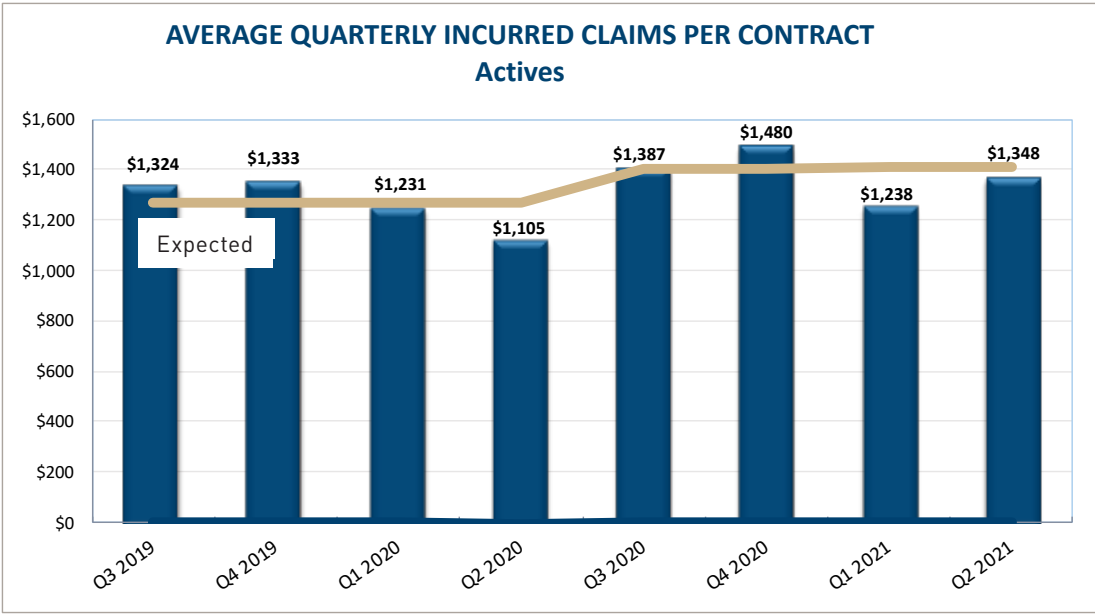
\*Incurred between July 1, 2020 and June 30, 2021. Includes IBNR for July 1, 2020 through June 30, 2021, as of August 31, 2021.

\*Medicare Retirees PMPM excludes prescription drug coverage (Medicare Part D).

\*Expected is July 1, 2020 - June 30, 2021.

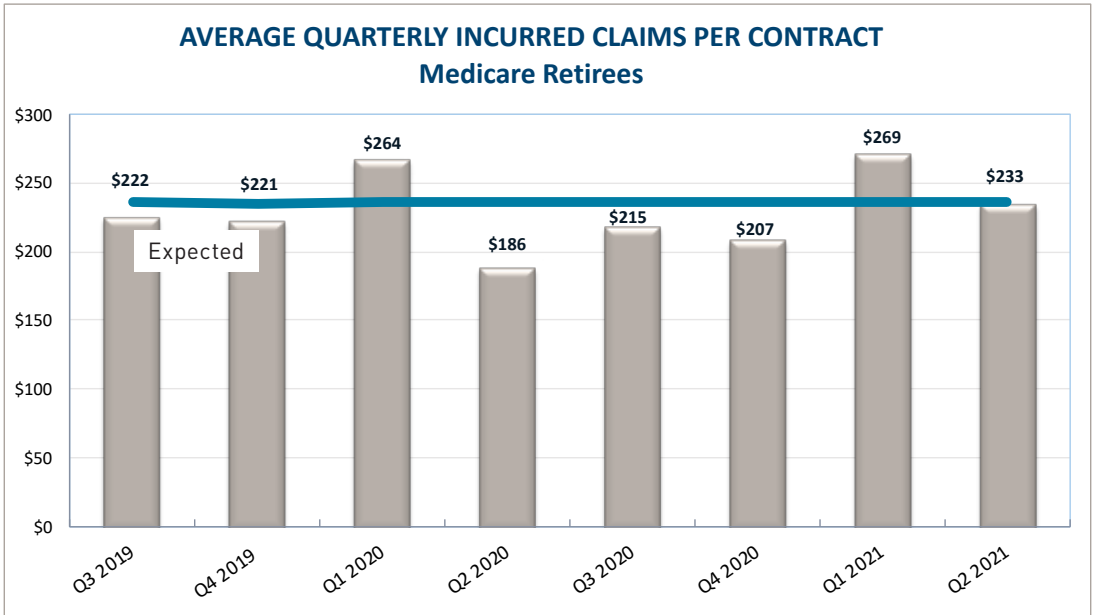
Claims  
Analysis

# PAID CLAIMS PER CONTRACT PER MONTH



\*Incurred between July 1, 2020 and June 30, 2021. Includes IBNR for July 1, 2020 through June 30, 2021, as of August 31, 2021.

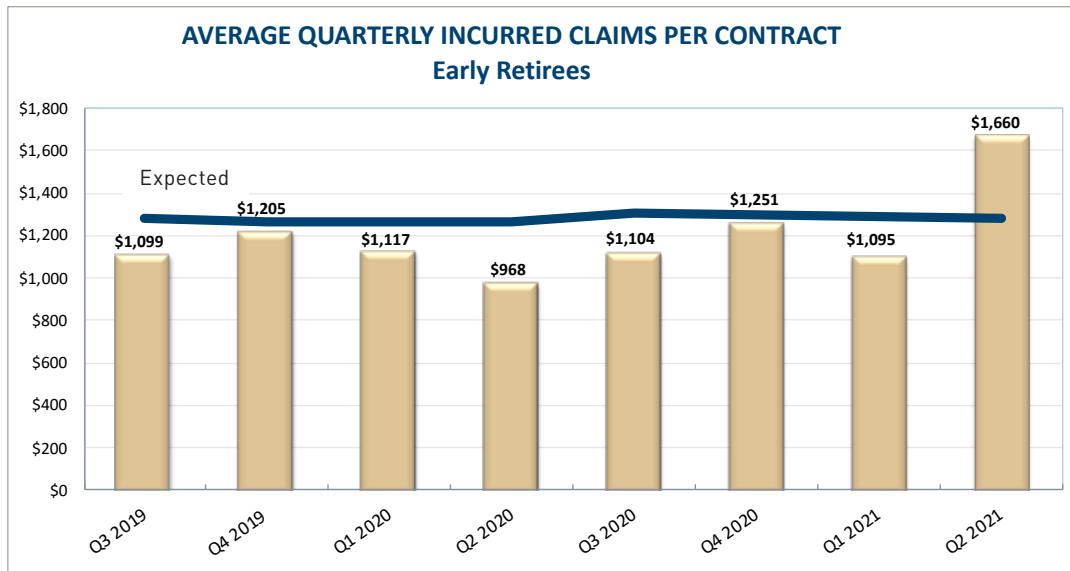
\*NDPERS Active contracts have approximately 2.68 members per contract.



\*Incurred between July 1, 2020 and June 30, 2021. Includes IBNR for July 1, 2020 through June 30, 2021, as of August 31, 2021.

\*NDPERS Medicare Retirees contracts have approximately 1.36 members per contract.

## PAID CLAIMS PER CONTRACT PER MONTH

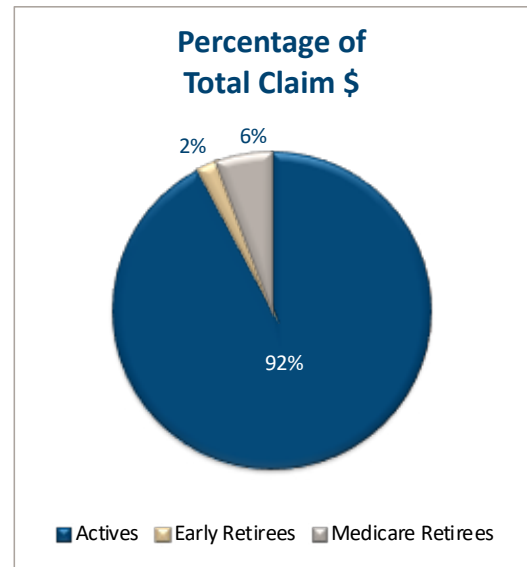
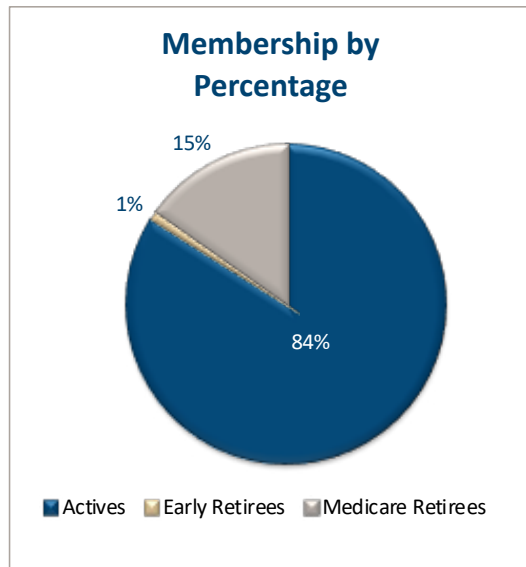
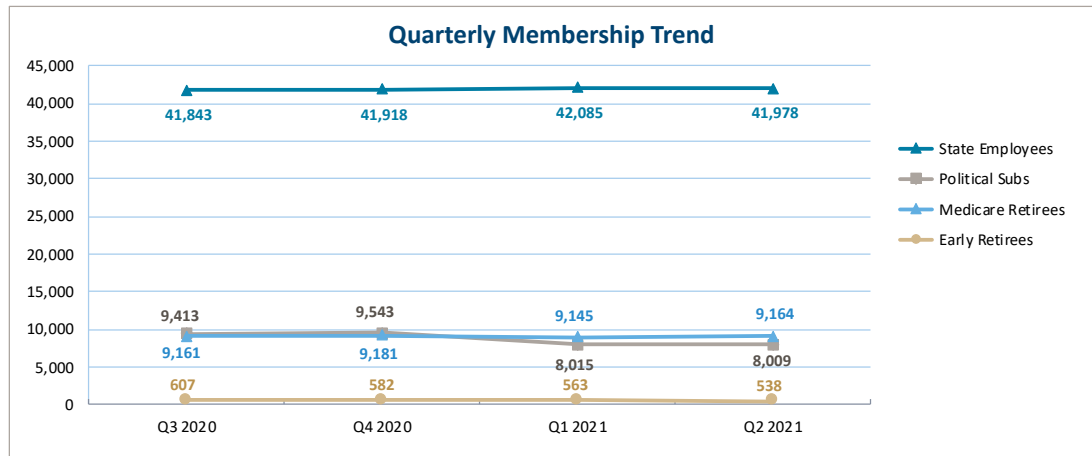
Claims  
Analysis

\*Incurred between July 1, 2020 and June 30, 2021. Includes IBNR for July 1, 2020 through June 30, 2021, as of August 31, 2021.

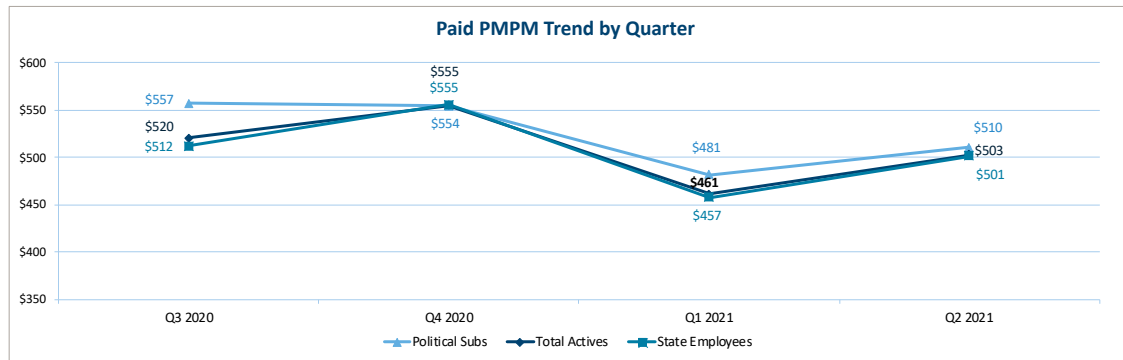
\*NDPERS Early Retirees contracts have approximately 1.16 members per contract.

## Membership & Utilization

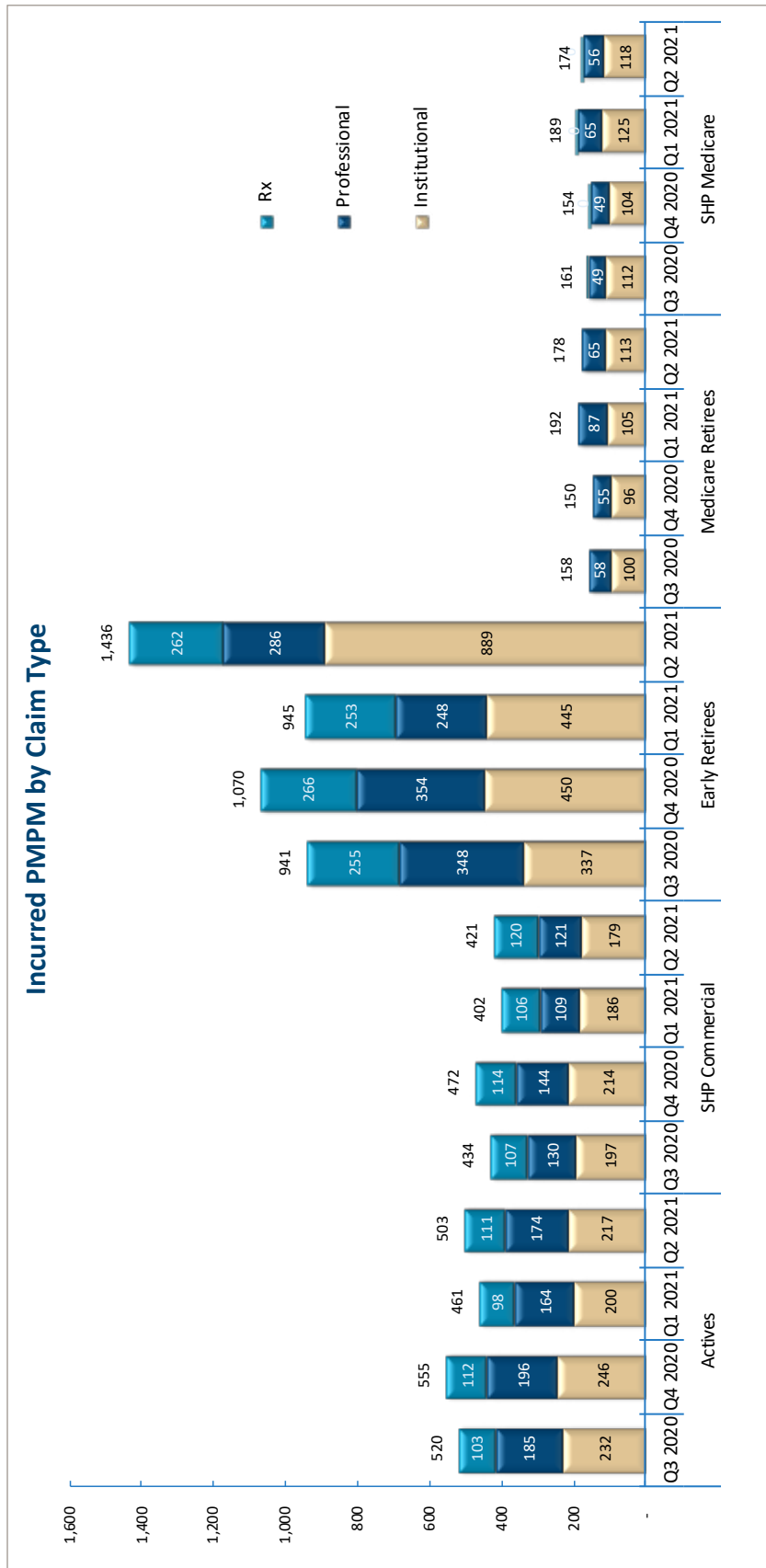
## MEMBERSHIP PERCENTAGE



## PAID PMPM TREND BY QUARTER



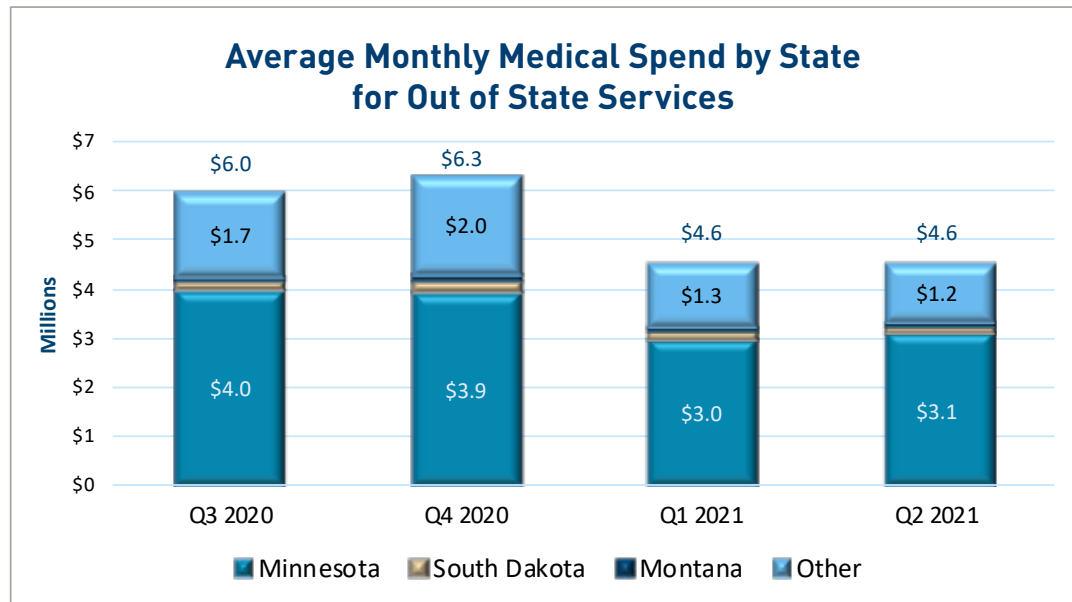
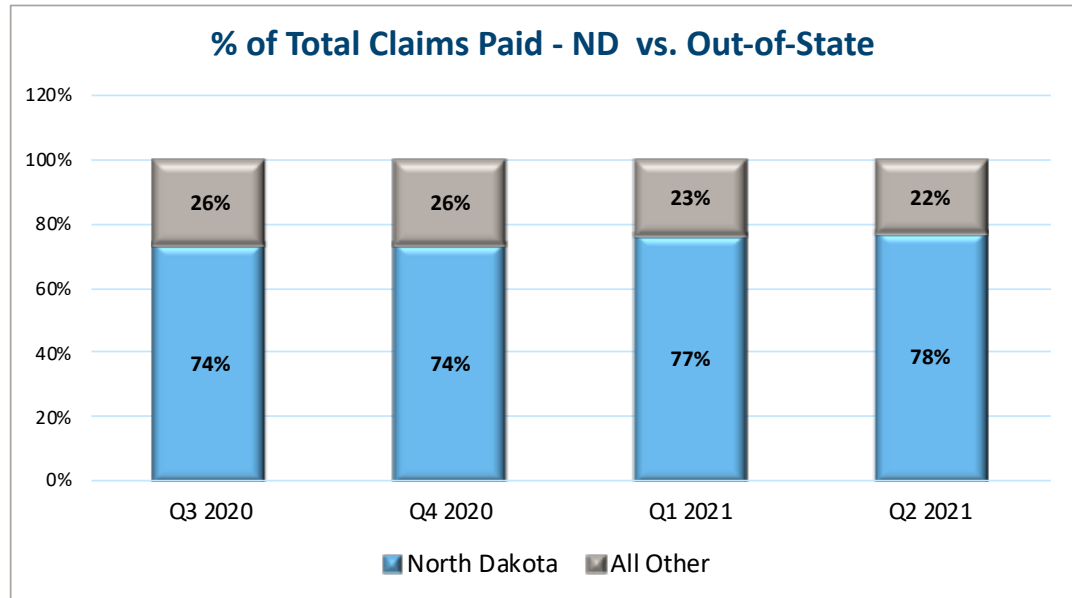
\*Incurred between July 1, 2020 and June 30, 2021. Includes IBNR for July 1, 2020 through June 30, 2021, as of August 31, 2021.

Membership  
& Utilization

\*Incurred between July 1, 2020 and June 30, 2021. Includes IBNR for July 1, 2020 through June 30, 2021, as of August 31, 2021.

## Membership & Utilization

## PAID CLAIMS BY STATE



\*Paid Claims by State charts include both active and retiree membership.

\* Does Not include IBNR



## MEMBER RISK PROFILE &amp; UTILIZATION

Membership  
& Utilization

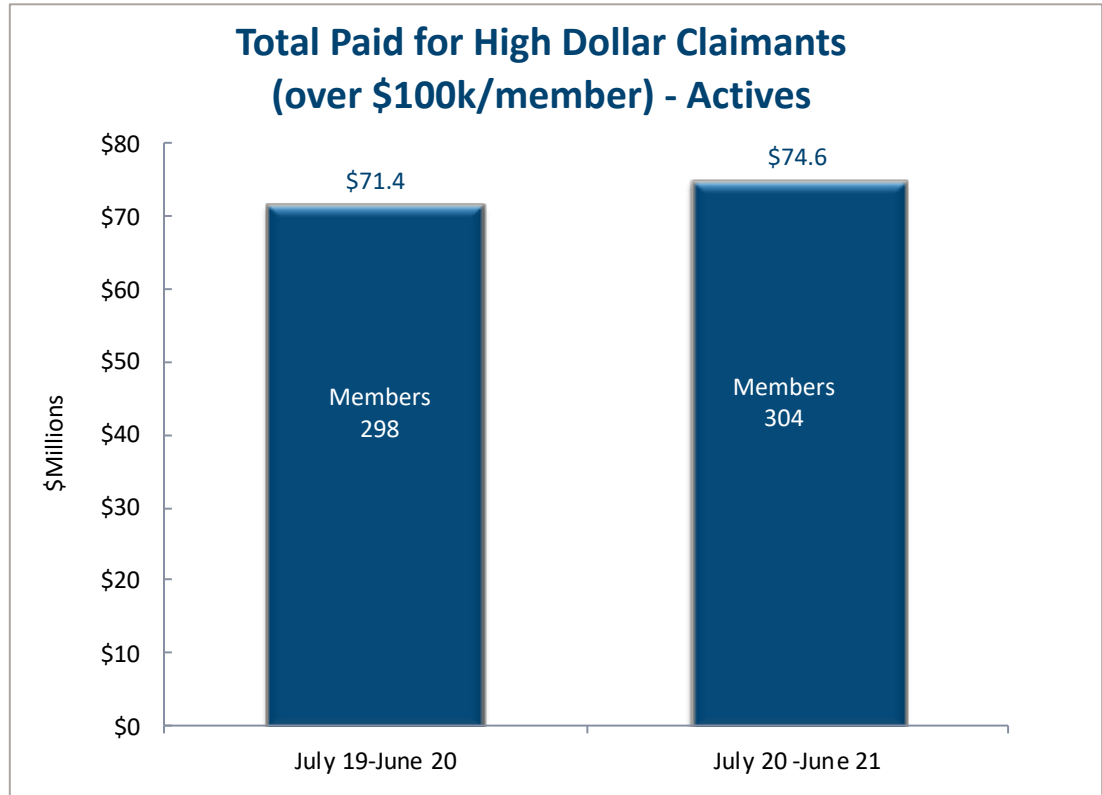
	NDPERS	SHP Commercial
Average Age	35	33
% Male (Current)	49	46
Average Care Gap Index	1.05	0.80
Inpatient Days Per 1000	211	236
Total Admissions Per 1000	52	62
ER Visits Per 1000	160	148
Total Office Visits Per 1000	3,326	3,290
Pharmacy Scripts Per 1000	8,159	8,464

\*Incurred between July 1, 2020 and June 30, 2021.

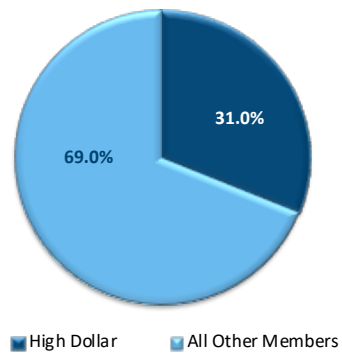
\* NDPERS includes Political subdivisions, Early (Pre-Medicare) Retirees and State employees.

High Dollar  
Cases

## ACTIVES

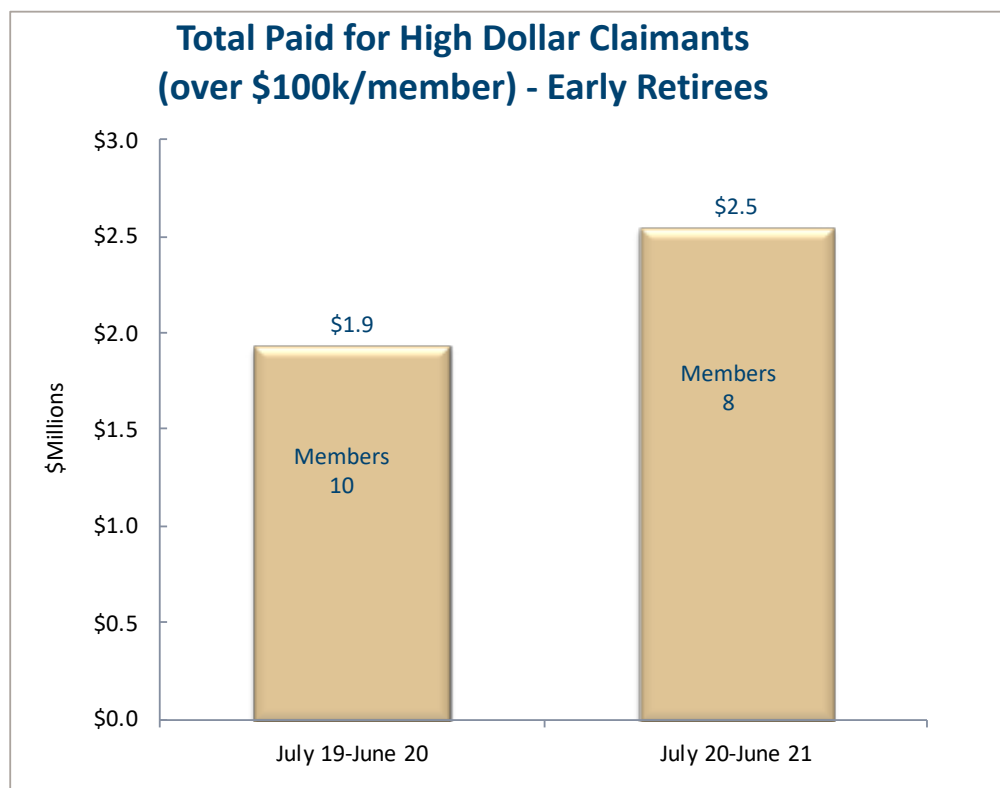


**High Claimant Actives as % of  
Total Payments  
July 20 - June 21**

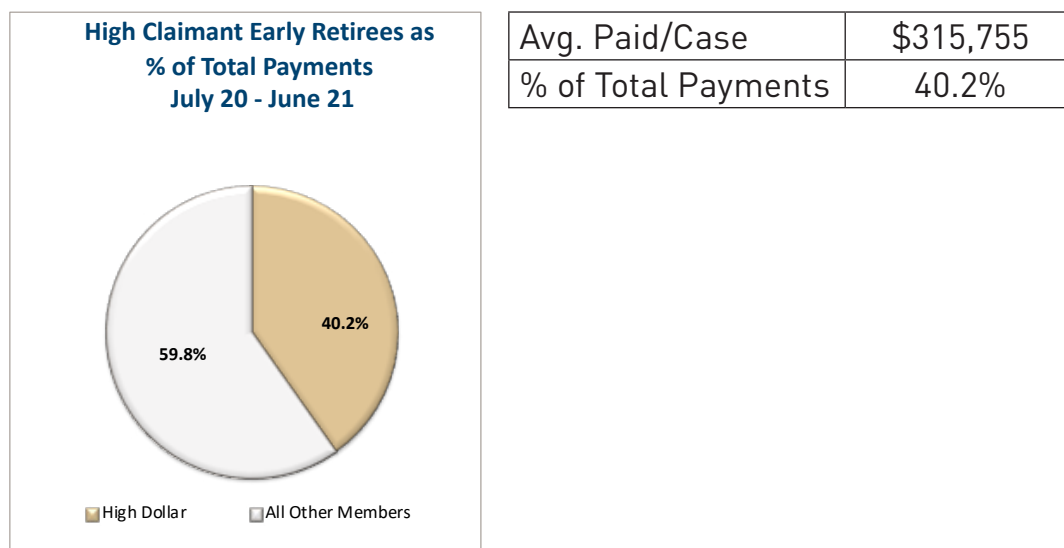


Avg. Paid/Case	\$245,497
% of Total Payments	31.0%

## EARLY RETIREES

High Dollar  
Cases

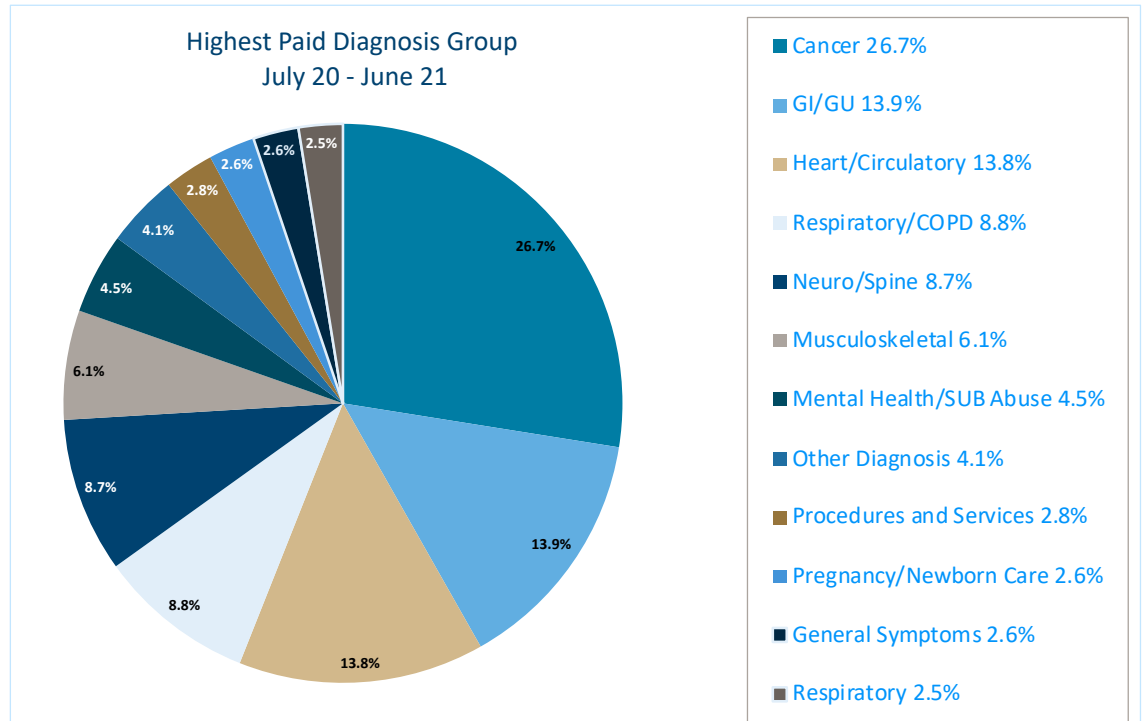
**High Claimant Early Retirees as  
% of Total Payments  
July 20 - June 21**



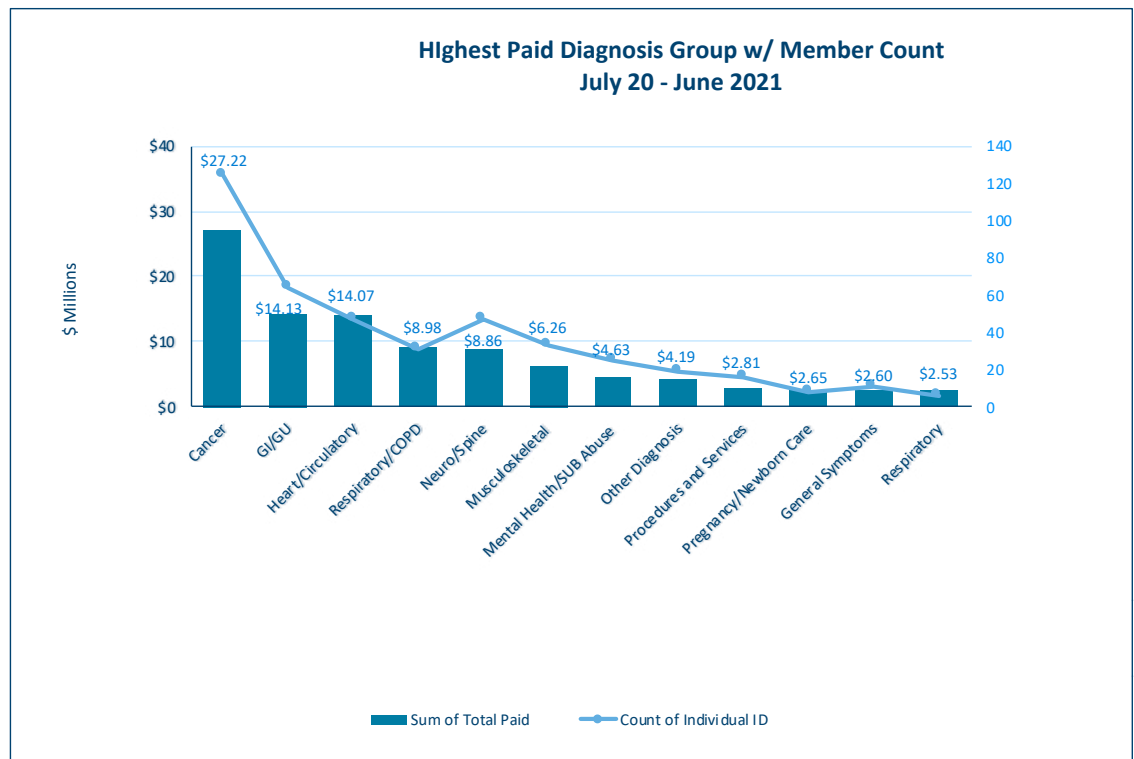
Avg. Paid/Case	\$315,755
% of Total Payments	40.2%

High Dollar  
Cases

## PRIMARY DIAGNOSIS



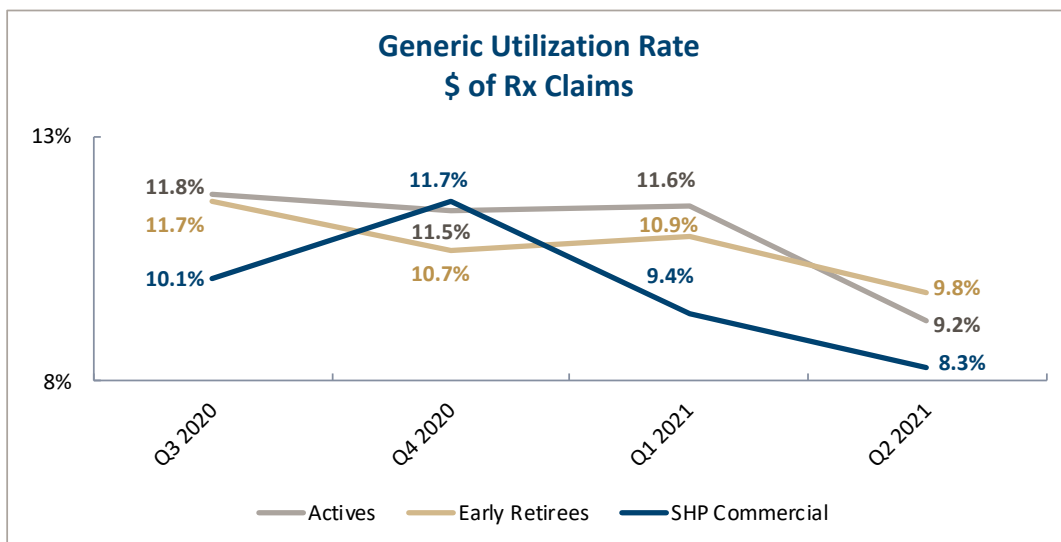
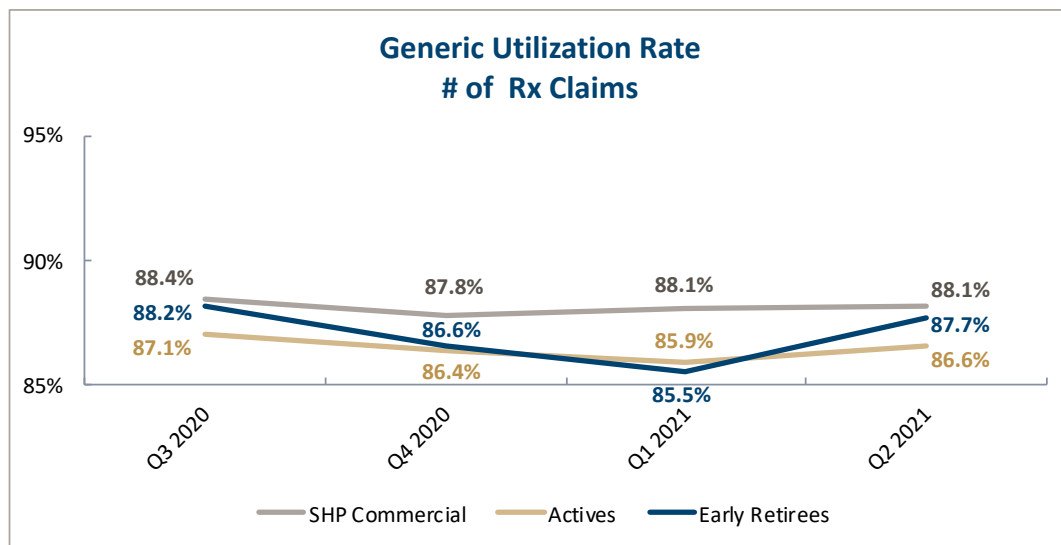
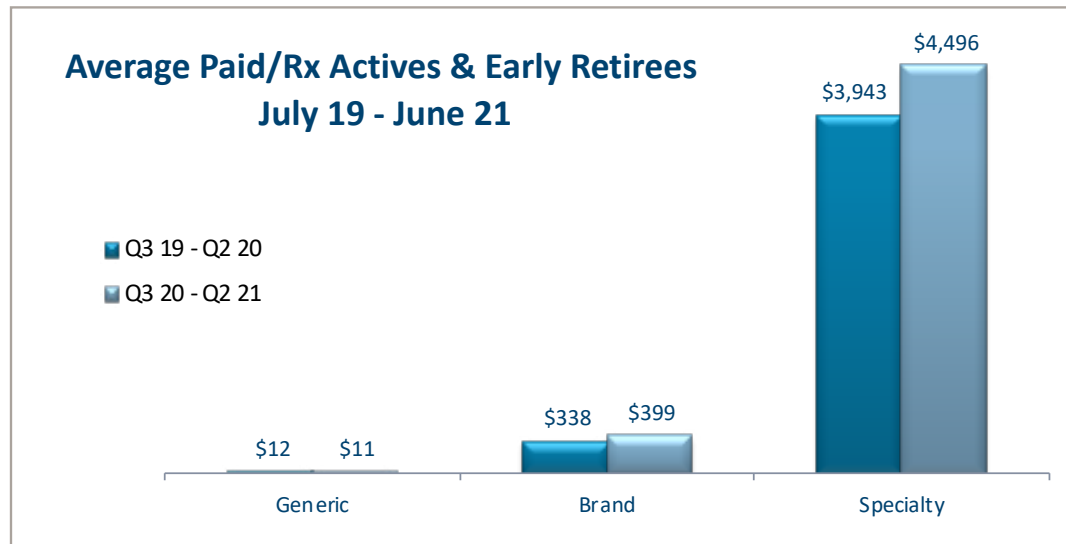
\*The remaining 2.7% represent 4 diagnosis groups accounting for less than 1% each.



\*High dollar cases consist of claims with a total over \$100,000.

## GENERIC UTILIZATION

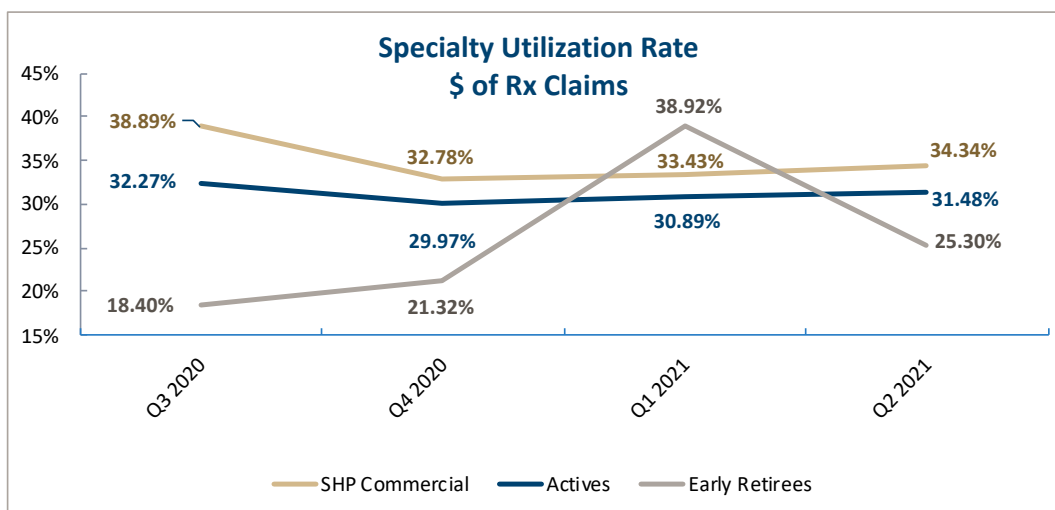
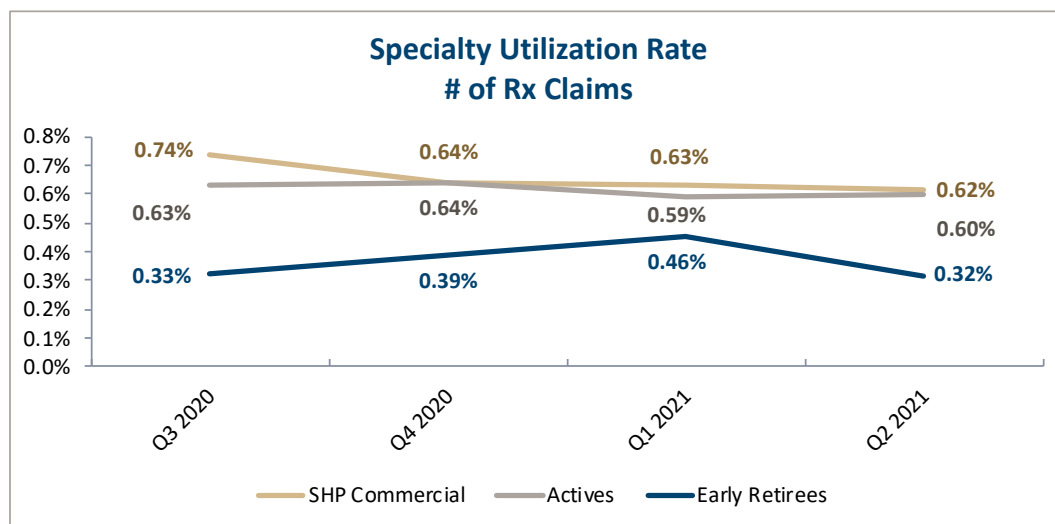
Prescription  
Drugs



\*Incurred between July 1, 2020 and June 30, 2021.

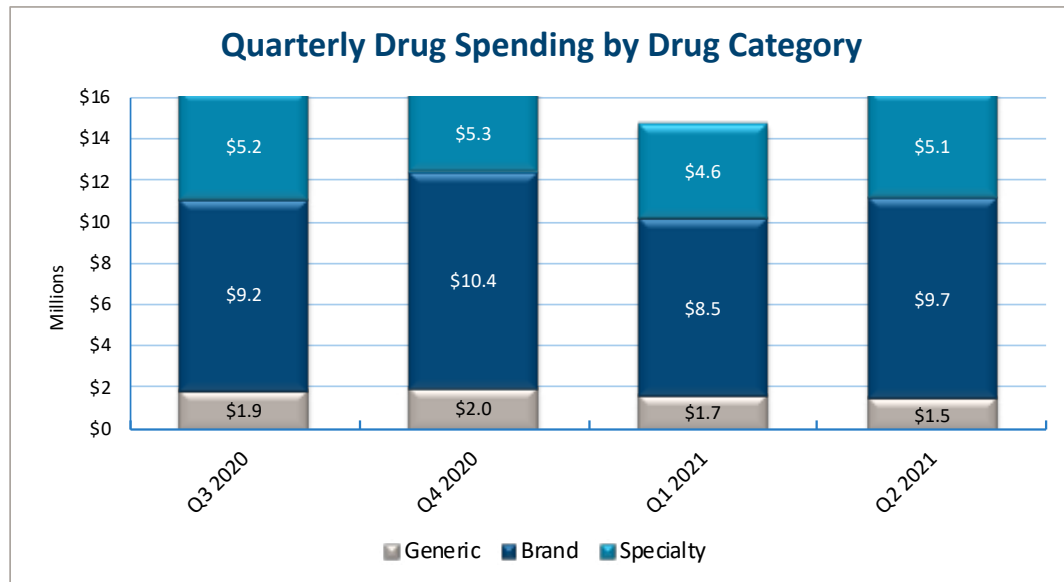
Prescription  
Drugs

## SPECIALTY PHARMACY



\*Incurred between July 1, 2020 and June 30, 2021.

## PHARMACY

Prescription  
Drugs

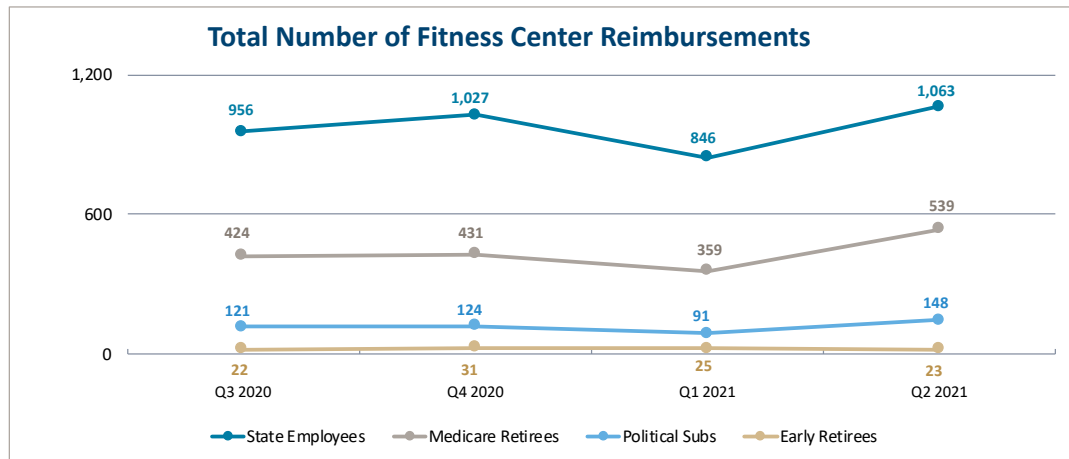
\*Incurred between July 1, 2020 and June 30, 2021.

Sanford Health Plan – NDPERS EGWP			
Description	Q2 2021	Q2 2020	Change
Avg Subscribers per Month	9,143	9,107	0.4%
Avg Members per Month	9,143	9,107	0.4%
Number of Unique Patients	8,693	8,684	0.1%
Pct Members Utilizing Benefit	95.1%	95.4%	-0.3%
Total Days	6,985,137	6,969,590	0.2%
Total Adjusted Rx's	251,472	251,931	-0.2%
Average Member Age	75.8	75.7	0.2%
Nbr Adjusted Rx's PMPM	4.58	4.61	-0.6%
Generic Fill Rate	92.2%	91.9%	0.3%
90 Day Utilization	67.0%	66.7%	0.2%
Retail - Maintenance 90 Utilization	64.9%	64.9%	0.0%
Home Delivery Utilization	2.0%	1.8%	0.2%
Formulary Compliance Rate	99.2%	99.1%	0.1%

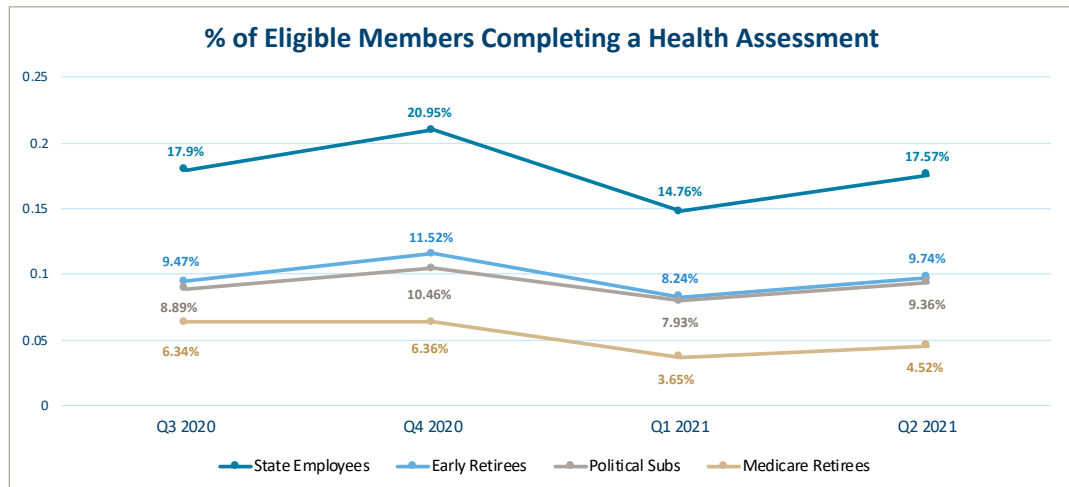
\*This data was prepared by Express Scripts Inc. (ESI)

## Dakota Wellness Program

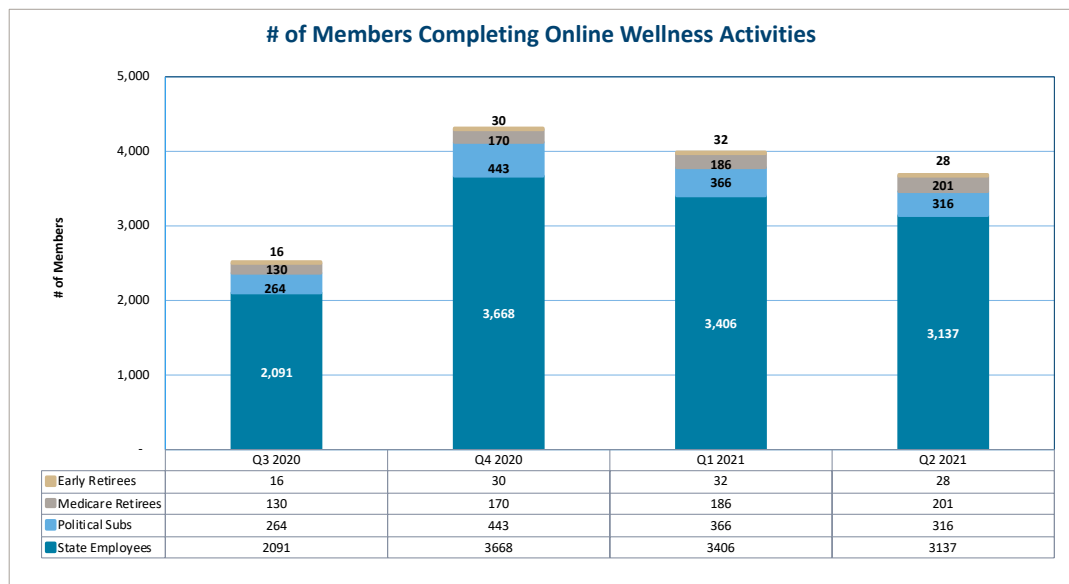
### FITNESS CENTER REIMBURSEMENT



### HEALTH ASSESSMENT



### ONLINE WELLNESS ACTIVITIES





## LIFESTYLE MEDICINE PROGRAMS

Dakota  
Wellness  
Program



### Center for Lifestyle Medicine

NDPERS members with qualifying conditions have access to ongoing visits with a Lifestyle Medicine Specialist to create an individualized Lifestyle Medicine plan.

2021 NDPERS Q1 Participants: **39**

Total NDPERS Participants that have completed the program: **20**

### Outcomes among all program graduates



Obesity Diagnosis participants reduced their BMI by **7%**



Graduates improved physical activity by **92%**



Of the Type 2 Diabetes participants, members dropped their average Blood Glucose by **61 points** from 185 pre-program to 124 post program which puts them in a pre-diabetic Blood Glucose Range.



### Exercise is Medicine (EIM)

Exercise has endless benefits to our health, including reducing obesity, improving sleep and our emotional well-being while reducing and reversing heart disease, diabetes, and high blood pressure.

Sanford Health patients who have a diagnosis of a BMI of 30 or greater, hypertension, hyperlipidemia, pre-diabetes, type 2 diabetes, metabolic syndrome or depression are eligible for this 12 week group exercise program. The goal of EIM is to increase confidence when it comes to making exercise a habit.

Pre Program Cardiovascular Minutes (N=315)	Post Program Cardiovascular Minutes (N=154)	6 Month Post Program Cardiovascular Minutes (N=98)
Average 64 minutes per week	Average 152 minutes per week	Average 123 minutes per week
<b>92%</b> Average increase in cardiovascular exercise minutes post program completion		

**133**

Completed the full  
program



### Diabetes Prevention Program (DPP)

All in-person co-horts have wrapped up, and the program is now being offered virtually with a wireless scale being sent to participants due to Covid.

**Weight loss %**  
5.29%

**Number of Participants**  
168

**Reduced Disease Risk**  
54%



### Omada

Total members participating to date: **197 members**

Percent by age: **18-39: 26%**    **40-59: 58%**    **60+: 16%**

Total Weight loss: **1,490 pounds**

Week 16 Percentage of weight loss and reduced disease risk:

Weight loss %	Number of Participants
0 - <3%	49
3 - <5%	25
5 - <7%	13
7 - <10%	11
>10%	6

Program Completion: **Weight loss 2%**    **Reduced Disease Risk 35%**  
December 2021 Board Book Page 45 of 83

## Dakota Wellness Program

# MONTHLY WELLNESS THEMES

Monthly themes keep the wellness program fresh throughout the year and keeps members engaged in their individual wellness pursuit. Newsletters, e-blasts and worksite posters are used to introduce themes.



**Dakota Wellness Program**

### Resiliency

Resilience is the ability to overcome difficult life situations. Being resilient doesn't mean that stressful events don't occur; it means we need to practice to strengthen our resiliency.

**Start creating a foundation with strategies that help you prevent and overcome stress:**

- Reject escapism — limit alcohol, drug abuse, excess screen time
- Communicate — voice your needs or ask for help
- Acknowledge stress — acknowledge you are struggling

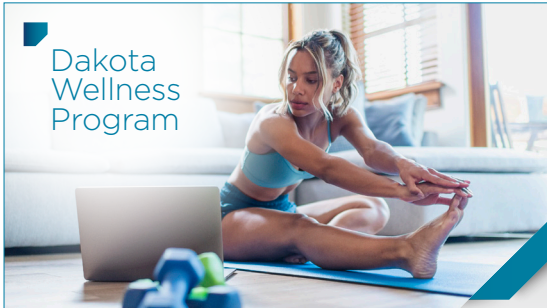
**Try different coping strategies when stress is peaking:**

- Physical restoration — sleep, exercise, nutrition, and get out for fresh air
- Rescue Remedies — music, art, meditate, self-care
- Practice gratitude — gratitude list, write notes to others

Learn more in the Dakota Wellness Program Newsletter.  
[sanfordhealthplan.com/ndpers](http://sanfordhealthplan.com/ndpers)

NDPERS 645-326 Rev. 3/21

**SANFORD HEALTH PLAN**



**Dakota Wellness Program**

### Working out at home

Working out at home can be fun and easy. Add variety with videos with different exercises or infographics of workout routines. Most importantly, a good workout routine uses a variety of exercises to challenge the whole body, and includes rest.

- DAY 1** Full Body Strength Circuit or Cardio Interval Training (20-30 minutes)
- DAY 2** Moderate Intensity Cardio Workout on an elliptical, treadmill, bike, rowing machine or outdoor activity like speed walking, hiking or running (30-45 minutes)
- DAY 3** Leg Day focus on quadriceps, hamstrings, glutes and calves (20-40 minutes)
- DAY 4** Deep stretching or yoga
- DAY 5** Light-Moderate Intensity Cardio Workout on a bike, jog, walk or swim (30-45 minutes)
- DAY 6** REST
- DAY 7** Upper Body Strength focus on back, chest, biceps, triceps, shoulders (20-40 minutes)

Learn more in the Dakota Wellness Program Newsletter.  
[sanfordhealthplan.com/ndpers](http://sanfordhealthplan.com/ndpers)

NDPERS 645-326 Rev. 4/21

**SANFORD HEALTH PLAN**



**Dakota Wellness Program**

### Community Well-Being

Community well-being is foundational to wellness — the place where you live, work and play — should enhance healthy behaviors and allow you to live your fullest potential.

To make strides towards improving your community well-being try these tips.

- Get Involved:** Attend council and school meetings, engage with your elected officials via email or phone to discuss community health needs and land use
- Support local business:** Shop at locally owned stores instead of national retailers
- Ask for healthy options:** Next time you visit a restaurant or grocery store, ask for healthy food options even if you don't see them on the menu
- Get outside:** Connect with neighbors in public spaces and others in your city

Learn more in the Dakota Wellness Program Newsletter.  
[sanfordhealthplan.com/ndpers](http://sanfordhealthplan.com/ndpers)

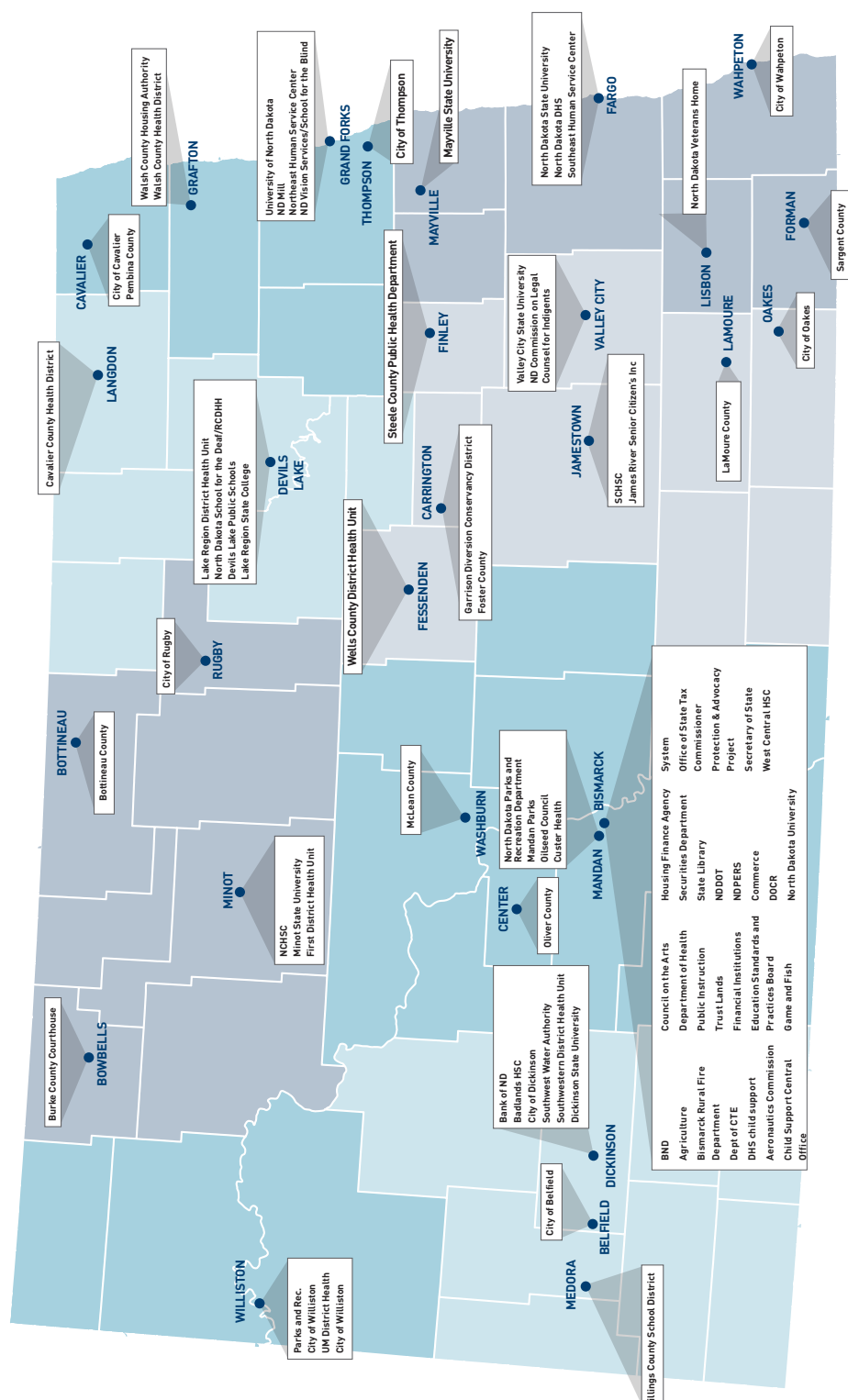
NDPERS 645-326 Rev. 3/21

**SANFORD HEALTH PLAN**

## EVENT ATTENDANCE BY AGENCY

The Sanford Health Plan NDPERS wellness team continues to engage members across the state, despite pandemic-related in-person restrictions. Wellness educators support agency wellness coordinators and provide worksite education and activities in a virtual format. This map shows where participants are from.

Dakota  
Wellness  
Program



**TOTAL NUMBER OF AGENCIES VISITED (UNDUPLICATED)**



**PRESENTATIONS/EVENTS:**

Body Mechanics  
Make it Happen  
Cancer Prevention  
Mindful Eating  
Mindfulness  
Love Your Job  
Healthy Meals in a Hurry  
Nutrition/Hydration  
Stress Consults  
Nicotine Consults

**TOTAL MEMBER  
ATTENDANCE  
THIS QUARTER:**

3143

Apr. Member Webinar: Resilience  
May Member Webinar: Exercise at Home  
June. Member Webinar: Loco for Local Business  
Apr. Coordinator Webinar  
May Coordinator Webinar  
Jun. Coordinator Webinar  
Marathon in a Month  
Love Your Job  
Creating an Exercise Routine You Enjoy  
Working from Home that works  
Self Care for Pain

## Special Events

### Walk at Work Day — Marathon in a Month

The NDPERS Walk at Work Day is an event that we all look forward to in the spring. Since Covid restrictions, this event incorporated a virtual challenge to complete a “Marathon in a Month” by your choice of physical activity. Sanford Health Plan also supports agencies that are able to have a “Walk at Work Day”.

- 2,175 NDPERS members completed Marathon in a Month
- 81 Agencies signed up for Walk at Work Day

### Feedback:

*“I am grateful to be partnering with NDPERS and Sanford Health Plan to promote our annual Walk at Work day, and now Marathon in a Month. Whether you are in the office or working remotely, find at least 15 minutes a day to walk. Walking is one of the easiest ways to increase productivity, prevent disease, and improve overall wellbeing. Let’s get walking Team ND”.*

— Governor Burgum

*“Thank you for adding the Marathon in a Month challenge to the Wellness Portal. I didn’t quite make it to the 26 miles, but the challenge, emails, and education really helped me get moving.”*

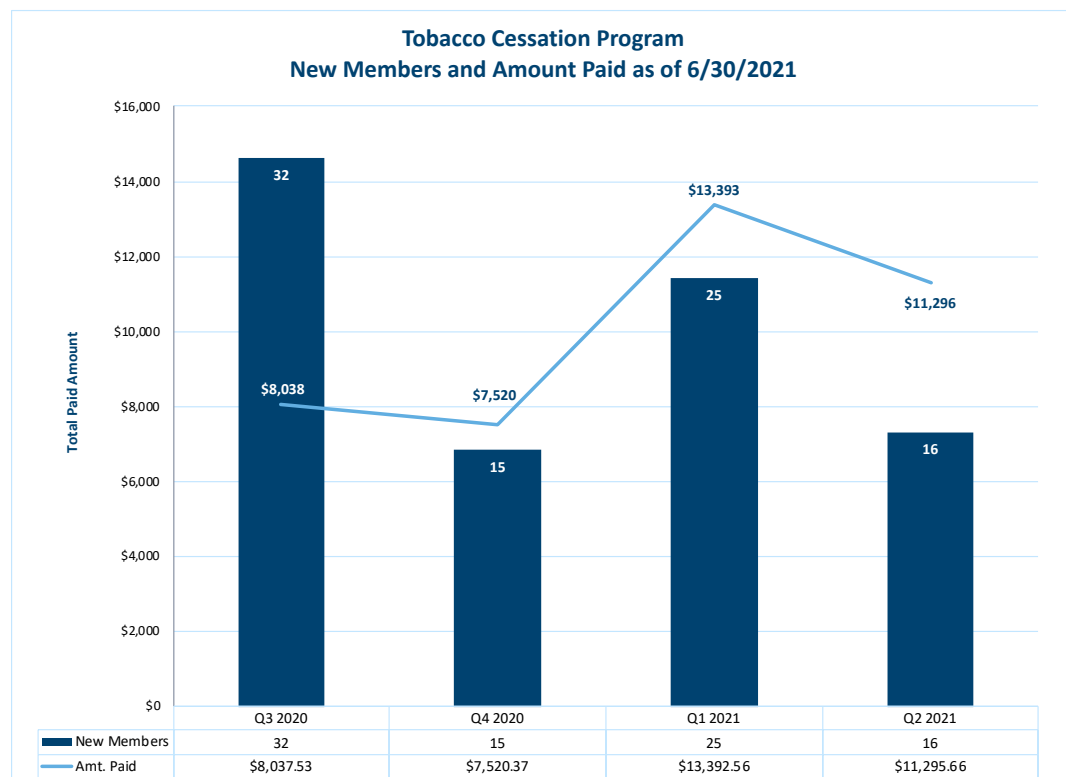
— NDPERS Retiree

*“We ended our walk with fresh veggies and dip and fruit with yogurt/peanut butter dip. It was a fun day!”*

—Pembina County



## TOBACCO CESSATION PROGRAM

Tobacco  
Cessation  
Program



## Member Management

### Case Summary

- Total cases – Count of any cases open or closed during the report time frame.
- Individual members – Count of the individual members with a case open.

### Member Outreach

- Successful outreach – Includes the following activities: successful telephone call, outreach, site visit, member interaction.
- Unsuccessful outreach – Includes leaving messages for a member or letter sent.

### Case Management

- Case manager activities related to care coordination, including: chart review, referrals to internal Health Plan staff for claim or coverage questions, electronic outreach to providers and educational material mailings.

## MEMBER MANAGEMENT REPORT

CASE TYPE	Total Cases	Members	Successful Contact	Unsuccessful Contact	Care Coordination
<b>CARE TRANSITIONS 183 Total Cases</b>					
Behavioral Health Residential	52	50	54	100	111
Behavioral Health Substance	35	30	15	62	83
Medical Acute	95	94	94	496	200
Medical Rehab	1	1	1	6	2
<b>COMPLEX CASE MANAGEMENT 202 TOTAL CASES</b>					
Complicated Case	202	196	261	330	116
<b>SPECIALTY CASE MANAGEMENT 296 Total Cases</b>					
Behavioral Health	73	72	89	226	115
ESRD	49	49	78	172	79
High Risk Pregnancy	83	83	145	222	98
NICU	17	17	13	35	53
Oncology	65	64	211	153	181
Transplant	9	9	25	36	8
<b>VERY HIGH RISK CASE MANAGEMENT 27 TOTAL CASES</b>					
Complicated Case	26	26	28	30	10
High Risk Pregnancy	1	1	0	1	0

Performance  
Standards &  
Guarantees

2019-2021

MEASURE	GOAL	OUTCOME REPORTING DATES	CURRENT
<b>WELLNESS:</b>			
Health Risk Assessment completion	17%	June 30, 2021	19%
Worksite Interventions agency participation	73%	June 30, 2021	<b>76%</b>
Fitness Center Reimbursement participation	5%	Dec. 31, 2020	4%*
Redemption Center payments	\$800,000	Dec. 31, 2020	\$955,000
Redemption Center participation rate	8%	Dec. 31, 2020	9.9%
<b>HEALTH OUTCOMES:</b>			
Tobacco Cessation grant dollar distribution	5% increase	June 30, 2021	Exceeded
Healthy Pregnancy Program	2.5% growth	June 30, 2021	7.5%
Diabetes Prevention Program	5% increase	Dec. 31, 2020	39%
Exercise is Medicine Program	3% increase	Dec. 31, 2020	36%
Breast cancer screening rates	80%	June 30, 2021	78.4%*
Cervical cancer screening rates	85%	June 30, 2021	78.8%*
Colorectal cancer screening rates	60%	June 30, 2021	>60%
<b>PROVIDER NETWORK/CONTRACTING:</b>			
PPO Network participation rate	Hospital, MDs & DOs: 92%	June 30, 2021	100% – Hos 95% – MD/DO
Par Network minimum discount	30%	June 30, 2021	41.88%
<b>CUSTOMER SERVICE &amp; CLAIMS:</b>			
Claims financial accuracy	99%	June 30, 2021	99.99%
Claims payment incidence accuracy	97%	June 30, 2021	99.98%
Claim timeliness	99%	June 30, 2021	99.71%
Claims procedural accuracy	95%	June 30, 2021	99.97%
Average speed of answer	30 seconds	June 30, 2021	27.4
Call abandoned rate	5% or less	June 30, 2021	2.2%
<b>ANCILLARY ITEMS:</b>			
Interest rate based on US Treasury	US Treasury rate	June 30, 2021	Met
Rx rebate pass-through rate	100%	June 30, 2021	Met
About the patient payment on schedule	100%	June 30, 2021	Met
Explanation of benefits redesign	100%	Dec. 31, 2019	Met

\*FCR, Redemption, DPP/EIM finished reporting end of 2020.







**North Dakota  
Public Employees Retirement System**  
400 East Broadway, Suite 505 • Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax: (701) 328-3920    Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)    Website <https://ndpers.nd.gov>

# Memorandum

**TO:** NDPERS Board

**FROM:** Derrick Hohbein

**DATE:** December 14, 2021

**SUBJECT:** Defined Contribution Administrative Fees

At the November 2021 Board Planning Meeting, Staff discussed the level of cash held at the State Treasurer for the Defined Contribution plan. The defined contribution plan has three funding sources for our administrative fees:

- 1) Fines and fees collected from the vendor if performance guarantees are not met.
- 2) Unvested employer contributions from a member that terminates employment.
- 3) Fees deducted from participating member accounts in a manner that is determined by the Board.

The fees deducted from participating member accounts was set up to ensure the plan had a stable and reliable funding source. We currently pull an annual fee of 6 basis points (0.06%) from the participants on a quarterly basis (roughly \$11,250 a year) for a plan that has annual administrative expenses of under \$7,000.

As of November 30, 2021, this plan had \$219,040.74 of cash on hand at the State Treasurer's office.

## **Board Action Requested:**

Decide whether to temporarily suspend NDPERS' administrative fees that are being pulled from participant accounts in the defined contribution plan. If approved, Staff will continue to monitor the cash balances on a monthly basis and bring forward this topic for reconsideration as to when it would be appropriate to lift the suspension in the future.



# Memorandum

**TO:** NDPERS Board

**FROM:** Bryan Reinhardt

**DATE:** December 14, 2021

**SUBJECT:** 457 Companion Plan & 401(a) Plan 3rd Quarter 2021 Report

Here is the 3rd quarter 2021 investment report for the 401(a) & 457 Companion Plans. The reports are available separately on the NDPERS website. The NDPERS Investment Sub-committee reviewed the 3rd quarter reports. The two plans have 8,790 participants with \$206 million in assets.

Assets in the 401(a) plan decreased slightly to \$19.3 million on September 30, 2021. The number of active participants is at 92. The TIAA-CREF Target Date funds have 59% of the plan assets.

Assets in the 457 Companion Plan increased to \$186.6 million on September 30, 2021. The number of active participants is increasing and is now at 6,071. The TIAA-CREF Target Date funds have 71% of the plan assets.

#### Benchmarks:

Fund returns for the quarter were mixed for the funds in the core lineup. 12 core funds had positive returns for the quarter. Core fund performance was mixed when compared to benchmarks and peer funds. Only 13 of the 36 core funds beat both their benchmarks and peer funds in the third quarter 2021. Fund performance in the 3-year & 5-year periods were mostly good. 16 of the 36 core funds beat their benchmarks and peer funds for the 5-year average returns. Note that index funds are expected to slightly underperform their benchmarks because of fund administration fees.

#### Fund / Investment News:

The NDPERS Investment Subcommittee reviewed the 3rd quarter 2021 plan review and field activity report with TIAA. Eric Chin from the SIB gave a quarterly performance update on the DB plans. Callan gave a market overview and investment performance report. The Subcommittee reviewed the two funds under formal fund review (Templeton Global Bond – TGBAX and Prudential Mid Cap Growth – PEGZX). There is no recommended action at this time. Callan will review the NDPERS core fund offerings next quarter. The next investment subcommittee meeting is scheduled for February 2022.

NDPERS  
Quarterly Investment  
Report  
3<sup>rd</sup> Quarter  
7/1/2021 – 9/30/2021



North Dakota Public Employees Retirement System  
1600 East Century Ave, Suite 2  
Box 1657  
Bismarck, ND 58502

# NDPERS 401(a) Defined Contribution Plan & 457 Companion Plan - TIAA-CREF

## INITIAL OFFERING:

Hartford Dividend & Growth T.Rowe Price Equity Income	Vanguard 500 Index Vanguard Dividend Growth	Franklin Growth Adv Wells Fargo Adv Growth Adm	LARGE
Virtus Mid Cap Value Equity I	Columbia Mid Cap Index	Prudential Jennison Mid Cap Growth Z	MEDIUM
Northern Small Cap Value	DFA US Small Cap	Brown Capital Mgmt Small Co Inv	SMALL
VALUE	BLEND	GROWTH	

BALANCED FUND:	T.Rowe Price Capital Appreciation		
INCOME FUNDS:	Wells Fargo Stable Value Fund J	Vanguard Prime Money Market	
BOND FUNDS:	Baird Core Plus Bond Fund	Vanguard Total Bond Index Fund	Templeton Global Bond
	Mass Mutual Inflation Protected Bond Fund	Prudential High Yield Z	
REAL ESTATE:	Cohen & Steers Realty Shares		
INTERNATIONAL FUNDS:	American Funds New Perspective	Vanguard Total Intl Stock Index	Oppenheimer Developing Markets Y
LIFESTYLE FUNDS:	TIAA-CREF Lifecycle Ret Income	TIAA-CREF Lifecycle 2025	TIAA-CREF Lifecycle 2045
	TIAA-CREF Lifecycle 2010	TIAA-CREF Lifecycle 2030	TIAA-CREF Lifecycle 2050
	TIAA-CREF Lifecycle 2015	TIAA-CREF Lifecycle 2035	TIAA-CREF Lifecycle 2055
	TIAA-CREF Lifecycle 2020	TIAA-CREF Lifecycle 2040	TIAA-CREF Lifecycle 2060

## FUND STYLE CHANGES:

				LARGE
		Virtus Mid Cap Value Equity I		MEDIUM
			Brown Capital Mgmt Small Co Inv	
				SMALL
	VALUE	BLEND	GROWTH	

## OTHER FUNDS:

## CURRENT LINEUP:

Hartford Dividend & Growth T.Rowe Price Equity Income	Vanguard 500 Index Vanguard Dividend Growth	Franklin Growth Adv Wells Fargo Adv Growth Adm	LARGE
	Columbia Mid Cap Index Virtus Mid Cap Value Equity I	Prudential Jennison Mid Cap Growth Z	MEDIUM
		Brown Capital Mgmt Small Co Inv	
Northern Small Cap Value	DFA US Small Cap		SMALL
VALUE	BLEND	GROWTH	

BALANCED FUND:	T.Rowe Price Capital Appreciation		
INCOME FUNDS:	Wells Fargo Stable Value Fund J	Vanguard Treasury Money Market	
BOND FUNDS:	Baird Core Plus Bond Fund	Vanguard Total Bond Index Fund	Templeton Global Bond
	Mass Mutual Inflation Protected Bond Fund	Prudential High Yield Z	
REAL ESTATE:	Cohen & Steers Realty Shares		
INTERNATIONAL FUNDS:	American Funds New Perspective	Vanguard Total Intl Stock Index	Oppenheimer Developing Markets Y
LIFESTYLE FUNDS:	TIAA-CREF Lifecycle Ret Income	TIAA-CREF Lifecycle 2025	TIAA-CREF Lifecycle 2045
	TIAA-CREF Lifecycle 2010	TIAA-CREF Lifecycle 2030	TIAA-CREF Lifecycle 2050
	TIAA-CREF Lifecycle 2015	TIAA-CREF Lifecycle 2035	TIAA-CREF Lifecycle 2055
	TIAA-CREF Lifecycle 2020	TIAA-CREF Lifecycle 2040	TIAA-CREF Lifecycle 2060

## NDPERS Investment Benchmarks - 3rd Quarter 2021

	<u>Quarter</u>	<u>Y-T-D</u>	<u>1-Year</u>	<u>3-Year</u>	<u>5-Year</u>
<u>Stable Value / Money Market Fund</u>					
<b>Vanguard Treasury Money Market - VUSXX</b>	0.00%	0.01%	0.02%	1.05%	1.05%
<b>Wells Fargo Stable Return Fund J - WFSJ#</b>	0.30%	0.93%	1.30%	1.52%	1.39%
3 Month T-Bill Index	0.01%	0.03%	0.06%	1.14%	1.13%
<u>Fixed Income Fund</u>					
<b>Mass Mutual Income Bond Fund - MIPYX</b>	1.69%	3.82%	5.84%	7.41%	4.35%
<b>Baird Core Plus Bond Fund - BCOSX</b>	0.14%	-1.05%	0.33%	5.94%	3.58%
<b>Vanguard Total Bond Market Index Fund - VBTIX</b>	0.11%	-1.58%	-0.92%	5.41%	2.93%
US Aggregate Bond Index	0.05%	-1.62%	-0.93%	5.44%	2.99%
Taxable Corporate Bond Fund Universe	0.03%	-0.78%	2.42%	7.14%	4.45%
<b>Prudential High Yield Z - PHYZX</b>	1.12%	5.69%	11.84%	7.48%	6.92%
BofA High Yield Bond Fund Index	0.94%	4.67%	11.46%	6.62%	6.35%
High Yield Bond Fund Universe	0.58%	4.22%	10.50%	5.69%	5.41%
<b>Templeton Global Bond Adv - TGBAX &lt;ON WATCH&gt;</b>	-1.93%	-4.36%	-3.64%	-2.03%	0.83%
World Govt Bond Index	-1.24%	-5.93%	-3.33%	3.73%	1.35%
World Bond Fund Universe	-1.09%	-3.36%	0.71%	3.37%	1.76%
<u>Real Estate Fund</u>					
<b>Cohen &amp; Steers Realty Shares - CSRSX</b>	1.07%	22.91%	33.43%	13.97%	9.43%
FTSE NAREIT Equity REITs Index	0.23%	21.63%	31.54%	11.73%	8.41%
Real Estate Fund Universe	0.65%	21.24%	34.73%	10.86%	7.27%
<u>Balanced Fund</u>					
<b>T.Rowe Price Capital Appreciation - PACLX</b>	1.65%	11.60%	24.26%	15.21%	13.53%
60% Large Cap Value Univ & 40% Taxable Bond Universe	-0.61%	9.47%	21.84%	8.63%	8.46%
60% Russell 1000 Value & 40% Agg Bond Index	-0.45%	9.04%	20.63%	8.22%	7.76%
<u>Large Cap Equities - Value</u>					
<b>Hartford Dividend &amp; Growth - HDGTX</b>	1.16%	18.52%	35.48%	13.28%	14.38%
<b>T.Rowe Price Equity Income - PRFDX</b>	-1.01%	17.26%	41.81%	9.65%	11.20%
Russell 1000 Value Index	-0.78%	16.14%	35.01%	10.07%	10.94%
Large Cap Value Fund Universe	-1.04%	16.30%	34.79%	9.62%	11.14%
<u>Large Cap Equities - Blend</u>					
<b>Vanguard Institutional Index - VINIX</b>	0.57%	15.90%	29.98%	15.97%	16.87%
<b>Vanguard Dividend Growth Fund - VDIGX</b>	0.71%	11.89%	21.94%	14.32%	14.67%
S&P 500 Index	0.58%	15.92%	30.00%	15.99%	16.90%
Large Cap Blend Fund Universe	-0.18%	15.00%	29.94%	14.34%	15.28%
<u>Large Cap Equities - Growth</u>					
<b>Wells Fargo Adv Growth Adm - SGRKX</b>	0.12%	8.15%	27.87%	22.25%	23.52%
Russell 3000 Growth Index	0.69%	13.49%	27.57%	21.27%	22.30%
<b>Franklin Growth Adv - FCGAX</b>	0.51%	12.23%	26.76%	18.26%	19.44%
Russell 1000 Growth Index	1.16%	14.30%	27.32%	22.00%	22.84%
Large Cap Growth Fund Universe	-0.07%	12.40%	26.60%	19.75%	20.68%
<u>Mid Cap Equities - Value</u>					
<b>Virtus Mid Cap Value Equity I - SMVTX</b>	-1.96%	17.22%	37.76%	10.14%	11.33%
Russell Mid Cap Value	-1.01%	18.24%	42.40%	10.28%	10.59%
Mid Cap Value Fund Universe	-1.49%	19.53%	46.91%	9.41%	10.47%
<u>Mid Cap Equities - Blend</u>					
<b>Columbia Mid Cap Index A - NTIAX</b>	-1.86%	15.13%	42.99%	10.56%	12.42%
S&P Mid Cap 400	-1.76%	15.52%	43.68%	11.08%	12.97%
Mid Cap Blend Fund Universe	-1.65%	14.96%	38.83%	10.94%	12.29%
<u>Mid Cap Equities - Growth</u>					
<b>Prudential Jennison Mid Cap Growth - PEGZX &lt;ON WATCH&gt;</b>	-0.35%	7.95%	31.71%	21.67%	19.20%
Russell Mid Cap Growth	-0.76%	9.60%	30.45%	19.14%	19.27%
Mid Cap Growth Fund Universe	-0.86%	9.72%	33.09%	18.19%	18.82%

Fund Returns in RED do not meet both benchmarks.

Fund Returns in BLACK meet both benchmarks.



## NDPERS Investment Benchmarks - 3rd Quarter 2021

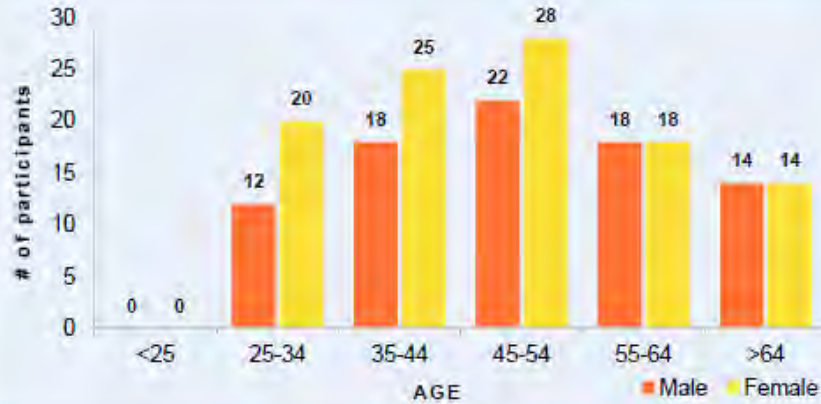
Small Cap Equities - Value	Quarter	Y-T-D	1-Year	3-Year	5-Year
Northern Small Cap Value Fund - NOSGX		-2.51%	17.89%	50.20%	5.01%
Russell 2000 Value Index		-2.98%	22.92%	63.92%	8.58%
Small Value Fund Universe		-2.08%	24.24%	62.35%	8.20%
Small Cap Equities - Blend					
DFA US Small Cap - DFSTX		-1.42%	21.60%	56.50%	9.53%
Russell 2000 Index					
Small Blend Fund Universe		-4.36%	12.41%	47.68%	10.54%
Small Cap Equities - Growth		-2.23%	17.69%	51.11%	9.47%
Brown Capital Mgmt Small Co Inv - BCSIX		-2.54%	4.88%	13.75%	10.55%
Russell 2000 Growth Index		-5.65%	2.82%	33.27%	11.70%
Small Growth Fund Universe		-2.57%	9.63%	39.55%	15.66%
International Equity Funds					
American Funds New Perspective Fund - RNPFX		-0.18%	10.36%	29.27%	18.41%
Vanguard Total Intl Stock Index Inv - VTIAX		-3.00%	6.38%	24.36%	8.31%
MSCI ACWI Index		-2.99%	5.90%	23.92%	8.03%
International Stock Fund Universe		-1.90%	7.05%	23.96%	7.55%
Invesco Developing Markets Y - ODVXX		-9.19%	-3.29%	15.05%	9.21%
MSCI Emerging Markets Index		-8.09%	-1.25%	18.20%	8.58%
Diversified Emerging Mkts Universe		-6.79%	1.42%	21.59%	9.94%
Asset Allocation Funds:					
TIAA-CREF Lifecycle Ret Income - TLIRX		-0.25%	4.60%	11.48%	7.98%
Income Benchmark		-0.24%	4.72%	11.56%	8.23%
TIAA-CREF Lifecycle 2010 - TCLEX		-0.27%	4.49%	11.47%	7.97%
2010 Benchmark		-0.24%	4.53%	11.24%	8.16%
TIAA-CREF Lifecycle 2015 - TCLIX		-0.36%	4.99%	12.79%	8.37%
2015 Benchmark		-0.28%	5.27%	12.77%	8.63%
TIAA-CREF Lifecycle 2020 - TCLTX		-0.54%	5.47%	14.01%	8.69%
2020 Benchmark		-0.32%	5.95%	14.29%	9.13%
TIAA-CREF Lifecycle 2025 - TCLFX		-0.70%	6.31%	16.20%	9.30%
2025 Benchmark		-0.39%	7.09%	16.79%	9.90%
TIAA-CREF Lifecycle 2030 - TCLNX		-0.91%	7.26%	18.48%	9.93%
2030 Benchmark		-0.46%	8.35%	19.54%	10.73%
TIAA-CREF Lifecycle 2035 - TCLRX		-1.09%	8.20%	20.79%	10.50%
2035 Benchmark		-0.54%	9.60%	22.28%	11.57%
TIAA-CREF Lifecycle 2040 - TCLOX		-1.26%	9.20%	23.22%	11.04%
2040 Benchmark		-0.61%	10.88%	25.04%	12.32%
TIAA-CREF Lifecycle 2045 - TTFRX		-1.47%	10.23%	25.67%	11.63%
2045 Benchmark		-0.69%	12.18%	27.82%	13.08%
TIAA-CREF Lifecycle 2050 - TLFrx		-1.51%	10.44%	26.16%	11.75%
2050 Benchmark		-0.71%	12.58%	28.68%	13.31%
TIAA-CREF Lifecycle 2055 - TTRLX		-1.51%	10.61%	26.47%	11.81%
2055 Benchmark		-0.72%	12.76%	29.06%	13.41%
TIAA-CREF Lifecycle 2060 - TLXRX		-1.55%	10.81%	26.90%	11.91%
2060 Benchmark		-0.73%	12.94%	29.45%	13.52%
Income Benchmark is comprised of 24.5% Wilshire 5000, 10.5% MSCI ACWI, 50.0% Ag Bond, 5.0% REIT Index, 10.0% 3 Month T-Bill					
2010 Benchmark is comprised of 24.15% Wilshire 5000, 10.35% MSCI ACWI, 51.0% Ag Bond, 4.5% REIT Index, 10.0% 3 Month T-Bill					
2015 Benchmark is comprised of 27.3% Wilshire 5000, 11.7% MSCI ACWI, 47.6% Ag Bond, 5.0% REIT Index, 8.4% 3 Month T-Bill					
2020 Benchmark is comprised of 30.8% Wilshire 5000, 13.2% MSCI ACWI, 44.6% Ag Bond, 5.0% REIT Index, 6.4% 3 Month T-Bill					
2025 Benchmark is comprised of 36.54% Wilshire 5000, 15.66% MSCI ACWI, 38.4% Ag Bond, 5.0% REIT Index, 4.4% 3 Month T-Bill					
2030 Benchmark is comprised of 42.84% Wilshire 5000, 18.36% MSCI ACWI, 31.4% Ag Bond, 5.0% REIT Index, 2.4% 3 Month T-Bill					
2035 Benchmark is comprised of 49.14% Wilshire 5000, 21.06% MSCI ACWI, 24.4% Ag Bond, 5.0% REIT Index, 0.4% 3 Month T-Bill					
2040 Benchmark is comprised of 55.4% Wilshire 5000, 23.76% MSCI ACWI, 15.8% Ag Bond, 5.0% REIT Index, 0% 3 Month T-Bill					
2045 Benchmark is comprised of 61.74% Wilshire 5000, 26.46% MSCI ACWI, 6.8% Ag Bond, 5.0% REIT Index, 0% 3 Month T-Bill					
2050 Benchmark is comprised of 63.7% Wilshire 5000, 27.3% MSCI ACWI, 4.0% Ag Bond, 5.0% REIT Index, 0% 3 Month T-Bill					
2055 Benchmark is comprised of 64.58% Wilshire 5000, 27.67% MSCI ACWI, 2.75% Ag Bond, 5.0% REIT Index, 0% 3 Month T-Bill					
2060 Benchmark is comprised of 65.45% Wilshire 5000, 28.05% MSCI ACWI, 1.5% Ag Bond, 5.0% REIT Index, 0% 3 Month T-Bill					
Wilshire 5000 Index	0.14%	15.62%	32.35%	16.19%	17.01%
FTSE NAREIT Equity REITs Index	0.23%	21.63%	31.54%	11.73%	8.41%
MSCI ACWI Index	-2.99%	5.90%	23.92%	8.03%	8.94%
US Aggregate Bond Index	-0.05%	-1.62%	-0.93%	5.44%	2.99%
3 Month T-Bill Index	0.01%	0.03%	0.06%	1.14%	1.13%

Fund Returns in RED do not meet both benchmarks.

Fund Returns in BLACK meet both benchmarks.

## Employee summary: Gender and age<sup>1</sup>

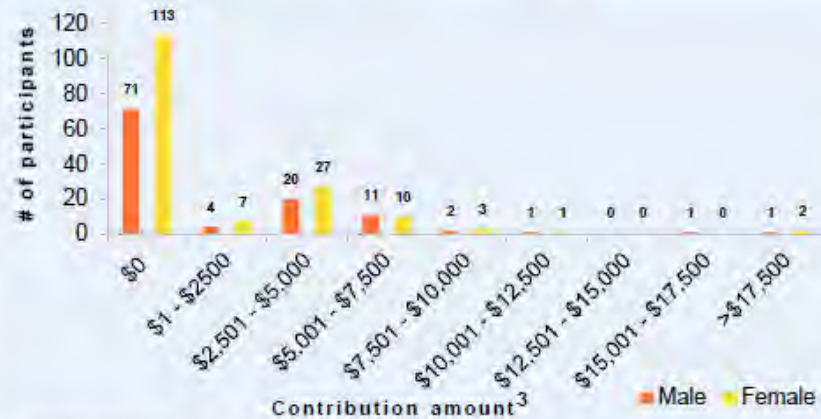
Demographics by Age and Gender



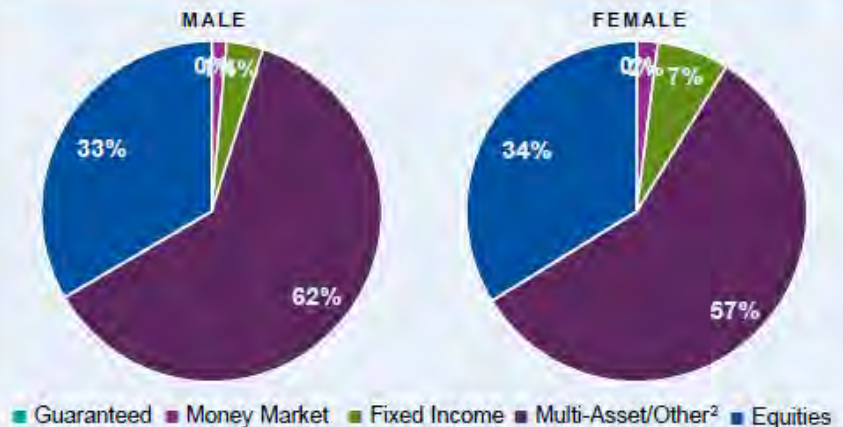
Average Account Balance by Age and Gender



Employee Contribution Amounts by Gender



Diversification by Gender



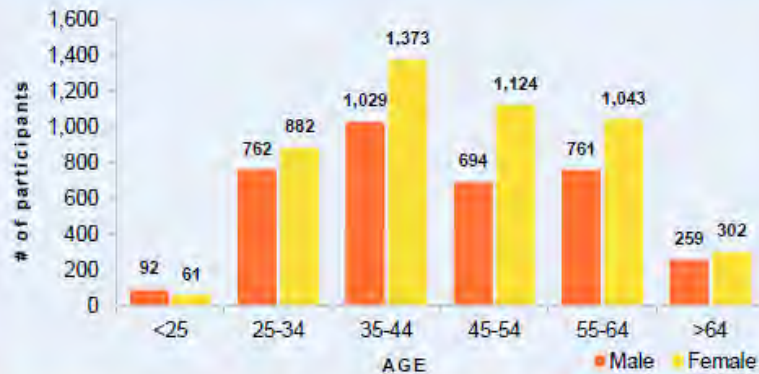
This report is as of the period ending 09/30/2021 and reflects the trailing 12 months of activity unless otherwise noted. The report includes all TIAA plans except 457(f), 457(b) Private, Nonqualified Deferred Compensation, and Retirement Healthcare plans. 1. Data reflected is for all participant statuses except Employee Contribution Amounts by Gender which includes only active or leave status. Does not include 2 participants with no age or gender on file. 2. Multi-Asset/Other includes Lifecycle, Real Estate, and Brokerage. 3. Contribution data reflects the trailing 12 months of data.



# NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM COMPANION PLAN

## Employee summary: Gender and age<sup>1</sup>

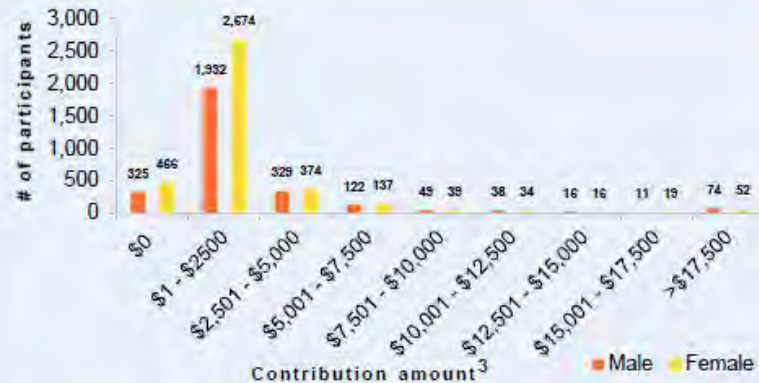
Demographics by Age and Gender



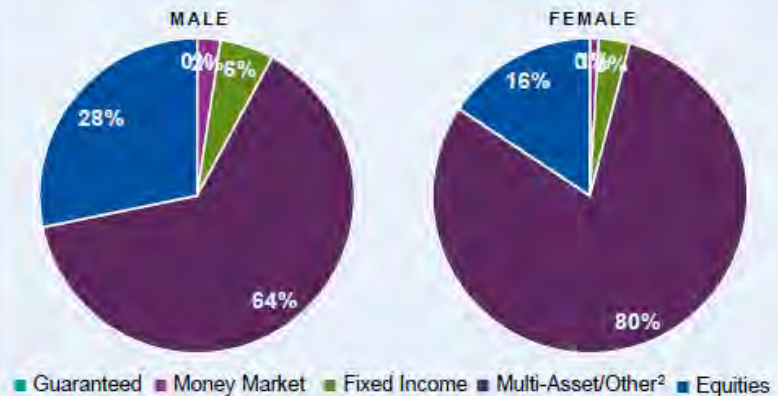
Average Account Balance by Age and Gender



Employee Contribution Amounts by Gender



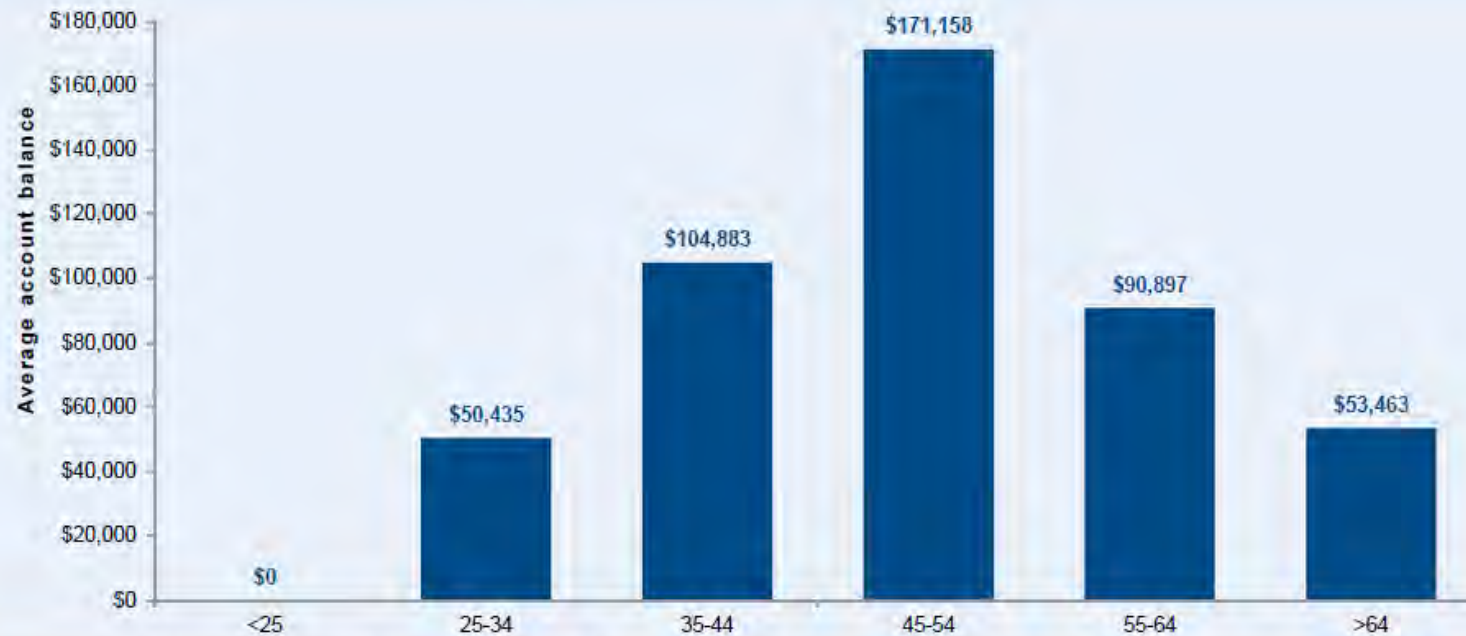
Diversification by Gender



This report is as of the period ending 09/30/2021 and reflects the trailing 12 months of activity unless otherwise noted. The report includes all TIAA plans except 457(f), 457(b) Private, Nonqualified Deferred Compensation, and Retirement Healthcare plans. 1. Data reflected is for all participant statuses except Employee Contribution Amounts by Gender which includes only active or leave status. Does not include 279 participants with no age or gender on file. 2. Multi-Asset/Other includes Lifecycle, Real Estate, and Brokerage. 3. Contribution data reflects the trailing 12 months of data.



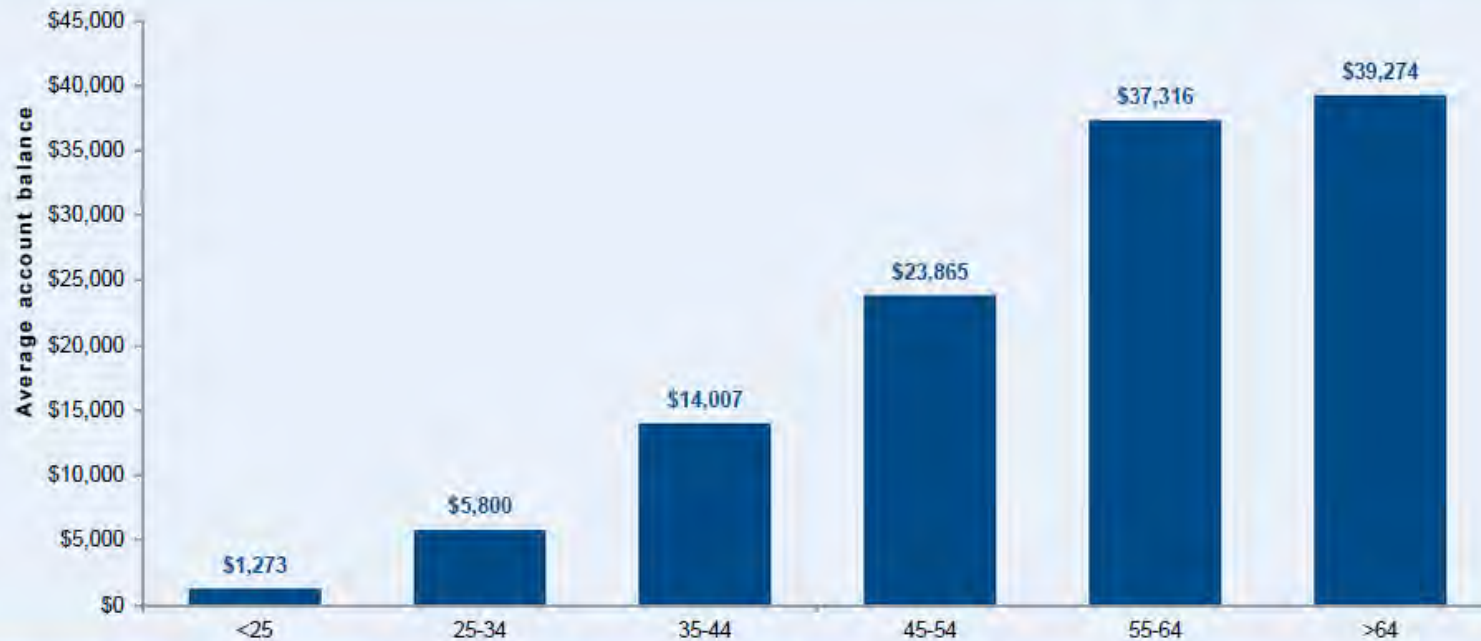
## Active participants: Average account balance by age



	<25	25-34	35-44	45-54	55-64	>64	Total
# of Active Participants	0	19	29	26	15	3	92
% of Total Active Participants	0%	21%	32%	28%	16%	3%	100%
Total Active Assets	\$0	\$958,261	\$3,041,602	\$4,450,102	\$1,363,459	\$160,390	\$9,973,814
% of Total Active Assets	0%	10%	30%	45%	14%	2%	100%

This report is as of the period ending 09/30/2021 and reflects the trailing 12 months of activity unless otherwise noted. The report includes all TIAA plans except 457(f), 457(b) Private, Nonqualified Deferred Compensation, and Retirement Healthcare plans.

## Active participants: Average account balance by age



	<25	25-34	35-44	45-54	55-64	>64	Total
# of Active Participants	127	1,248	1,805	1,437	1,293	161	6,071
% of Total Active Participants	2%	21%	30%	24%	21%	3%	100%
Total Active Assets	\$161,655	\$7,238,561	\$25,283,042	\$34,294,518	\$48,249,465	\$6,323,107	\$121,550,349
% of Total Active Assets	0%	6%	21%	28%	40%	5%	100%

This report is as of the period ending 09/30/2021 and reflects the trailing 12 months of activity unless otherwise noted. The report includes all TIAA plans except 457(f), 457(b) Private, Nonqualified Deferred Compensation, and Retirement Healthcare plans.



# Plan Summary



As of 09/30/2021

457(b)	Assets	Pct.
TIAA-CREF Lifecycle 2025 Fund Retirement	\$26,030,653	13.9%
TIAA-CREF Lifecycle 2030 Fund Retirement	\$19,984,134	10.7%
TIAA-CREF Lifecycle 2020 Fund Retirement	\$19,321,231	10.4%
TIAA-CREF Lifecycle 2035 Fund Retirement	\$15,531,463	8.3%
TIAA-CREF Lifecycle 2040 Fund Retirement	\$13,449,143	7.2%
TIAA-CREF Lifecycle 2045 Fund Retirement	\$13,358,457	7.2%
Vanguard Institutional Index Fund Institutional	\$10,205,587	5.5%
TIAA-CREF Lifecycle 2050 Fund Retirement	\$9,240,576	5.0%
TIAA-CREF Lifecycle 2015 Fund Retirement	\$8,062,895	4.3%
Vanguard Total International Stock Index Fund Admiral	\$4,169,716	2.2%
Vanguard Total Bond Market Index Fund Admiral	\$4,005,452	2.1%
TIAA-CREF Lifecycle 2055 Fund Retirement	\$3,370,054	1.8%
Vanguard Dividend Growth Fund Investor	\$3,042,601	1.6%
Vanguard Admiral Treasury Money Market Fund Investor	\$2,994,488	1.6%
Brown Capital Management Small Company Fund Investor	\$2,698,067	1.4%
Hartford Dividend and Growth Fund RS	\$2,492,560	1.3%
Franklin Growth Fund Advisor	\$2,390,658	1.3%
Wells Fargo Stable Value Fund - J	\$2,351,921	1.3%
Wells Fargo Growth Fund Administrator	\$2,122,862	1.1%
Columbia Mid Cap Index Fund A	\$1,829,117	1.0%
American Funds New Perspective Fund R4	\$1,819,074	1.0%
T. Rowe Price Capital Appreciation Fund Advisor	\$1,736,589	0.9%
Invesco Developing Markets Fund Y	\$1,538,389	0.8%
PGIM High Yield Fund Z	\$1,528,748	0.8%
TIAA-CREF Lifecycle 2010 Fund Retirement	\$1,400,499	0.8%
T. Rowe Price Equity Income Fund	\$1,309,812	0.7%
Self Directed Brokerage Account	\$1,308,436	0.7%
Cohen & Steers Realty Shares	\$1,241,013	0.7%
Virtus Ceredex Mid-Cap Value Equity Fund I	\$1,210,796	0.6%
Baird Core Plus Bond Fund Investor	\$1,105,766	0.6%
Prudential Jennison Mid-Cap Growth Fund Z	\$1,062,638	0.6%
DFA U.S. Small Cap Portfolio Institutional	\$1,039,944	0.6%
Northern Small Cap Value Fund	\$894,683	0.5%
TIAA-CREF Lifecycle Retirement Income Fund Retirement	\$855,342	0.5%
MassMutual Inflation-Protected and Income Fund Service Class	\$786,844	0.4%
TIAA-CREF Lifecycle 2060 Fund Retirement	\$656,224	0.4%
Templeton Global Bond Fund Advisor	\$510,050	0.3%
<b>Total</b>	<b>\$195,565,504</b>	<b>100.0%</b>

401(k)	Assets	Pct.
TIAA-CREF Lifecycle 2030 Fund Retirement	\$2,337,885	12.1%
TIAA-CREF Lifecycle 2025 Fund Retirement	\$2,003,314	10.4%
TIAA-CREF Lifecycle 2035 Fund Retirement	\$1,841,107	9.5%
Vanguard Institutional Index Fund Institutional	\$1,416,115	7.3%
TIAA-CREF Lifecycle 2020 Fund Retirement	\$1,209,252	6.3%
TIAA-CREF Lifecycle 2045 Fund Retirement	\$1,064,412	5.5%
TIAA-CREF Lifecycle 2050 Fund Retirement	\$1,026,559	5.3%
TIAA-CREF Lifecycle 2040 Fund Retirement	\$796,533	4.1%
Brown Capital Management Small Company Fund Investor	\$754,268	3.9%
Wells Fargo Growth Fund Administrator	\$622,612	3.2%
TIAA-CREF Lifecycle 2055 Fund Retirement	\$590,452	3.1%
Franklin Growth Fund Advisor	\$545,688	2.8%
Vanguard Total International Stock Index Fund Admiral	\$432,209	2.2%
PGIM High Yield Fund Z	\$408,811	2.1%
TIAA-CREF Lifecycle 2010 Fund Retirement	\$396,873	2.1%
T. Rowe Price Capital Appreciation Fund Advisor	\$383,776	2.0%
American Funds New Perspective Fund R4	\$391,928	2.0%
Hartford Dividend and Growth Fund RS	\$368,327	1.9%
Vanguard Admiral Treasury Money Market Fund Investor	\$319,158	1.7%
Invesco Developing Markets Fund Y	\$286,528	1.5%
Cohen & Steers Realty Shares	\$273,195	1.4%
Vanguard Dividend Growth Fund Investor	\$233,503	1.2%
Baird Core Plus Bond Fund Investor	\$233,434	1.2%
Columbia Mid Cap Index Fund A	\$211,087	1.1%
DFA U.S. Small Cap Portfolio Institutional	\$153,491	0.8%
Wells Fargo Stable Value Fund - J	\$141,844	0.7%
Self Directed Brokerage Account	\$141,540	0.7%
Templeton Global Bond Fund Advisor	\$110,349	0.6%
Northern Small Cap Value Fund	\$104,480	0.5%
Prudential Jennison Mid-Cap Growth Fund Z	\$99,850	0.5%
MassMutual Inflation-Protected and Income Fund Service Class	\$92,168	0.5%
T. Rowe Price Equity Income Fund	\$91,811	0.5%
Vanguard Total Bond Market Index Fund Admiral	\$91,587	0.5%
Virtus Ceredex Mid-Cap Value Equity Fund I	\$69,761	0.4%
TIAA-CREF Lifecycle 2015 Fund Retirement	\$48,028	0.2%
TIAA-CREF Lifecycle 2060 Fund Retirement	\$8,159	0.0%
TIAA-CREF Lifecycle Retirement Income Fund Retirement	\$0	0.0%
<b>Total</b>	<b>\$19,716,135</b>	<b>100.0%</b>
<b>Grand Total</b>	<b>\$205,956,629</b>	



**North Dakota  
Public Employees Retirement System**  
1600 East Century Avenue, Suite 2 • PO Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax (701) 328-3920   Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)   Website [www.ndpers.nd.gov](http://www.ndpers.nd.gov)

# Memorandum

**TO:** NDPERS Board

**FROM:** Bryan Reinhardt

**DATE:** December 14, 2021

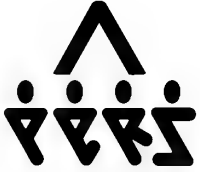
**SUBJECT:** Medicare Part-D (EGWP) Plan Update

After the NDPERS Board awarded the EGWP plan administration to Humana, the NDPERS team along with Deloitte has been working with Humana on the implementation.

The transfer project timeline is on schedule. We had a “kick off” meeting on August 26<sup>th</sup>. The first implementation meeting was held on September 8<sup>th</sup>. The contract is signed. Member communications have been sent and the NDPERS web site is updated. The LEP and LIS letters were sent notifying affected members that this will now be administered by Humana. Enrollment and claims files are being shared between NDPERS, Express Scripts and Humana. ID cards should be sent out this week.

The plan is on track for the January 1, 2022 start date along with all the notices this fall.

Staff will be available at the NDPERS Board meeting to answer any questions.



**North Dakota  
Public Employees Retirement System**  
1600 East Century Avenue, Suite 2 • PO Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax (701) 328-3920   Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)   Website [www.ndpers.nd.gov](http://www.ndpers.nd.gov)

# Memorandum

**TO:** NDPERS Board

**FROM:** Bryan Reinhardt

**DATE:** December 14, 2021

**SUBJECT:** Deloitte Contract Extension

At the October 2021 NDPERS Board meeting, the Board approved extending the Deloitte contract for the NDPERS retirement consultant an additional 18 months. Dean DePountis drafted the attached contract addendum, which would extend the existing contract until December 31, 2023.

**BOARD ACTION:**

Approve the contract addendum and authorize for signature by the Executive Director.

## Third Addendum to Agreement for Services between North Dakota Public Employees Retirement System and Deloitte Consulting LLP

This third addendum (“Addendum 3”) to the Agreement for Services between Deloitte Consulting LLP (“Contractor”) and the State of North Dakota, acting through its North Dakota Public Employees’ Retirement Systems (NDPERS) 192-2016-02, effective January 1, 2016 (“Agreement”), renews actuarial and consulting services between the parties. All provisions of the Agreement remain in full force and effect except as otherwise noted in subsequent amendments and this Addendum 3.

Whereas, paragraph 11 of the Agreement permits the parties to execute written amendments;

Whereas, the Agreement’s initial term was from January 1, 2016, through June 30, 2018;

Whereas, on or about April 19, 2018, the parties executed an addendum, renewing the Agreement from April 1, 2018, through June 30, 2020;

Whereas, on October 22, 2019, NDPERS reviewed and approved an amendment renewing the Agreement from July 1, 2020, through June 30, 2022;

Whereas, during its November 17, 2021, board meeting, the NDPERS board considered and approved Deloitte’s proposal (dated November 15, 2021), renewing the Agreement from July 1, 2022, until December 31, 2023.

Therefore, the parties, in exchange for mutual considerations provided in the Agreement, hereby agree as follows:

1. This Addendum 3 renews the Agreement for Services from July 1, 2022, through December 31, 2023;
2. The November 15, 2021, fee schedule attached to this Addendum 3 as Exhibit A shall apply to this renewal term;
3. This Addendum 3 shall be effective when fully executed by both parties.

Deloitte Consulting LLP

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

DATE: \_\_\_\_\_

STATE OF NORTH DAKOTA

ND Public Employees Retirement System

BY: \_\_\_\_\_

ITS: Executive Director\_\_\_\_\_

DATE: \_\_\_\_\_



**North Dakota**  
**Public Employees Retirement System**  
1600 East Century Avenue, Suite 2 • PO Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax (701) 328-3920    Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)    Website [www.ndpers.nd.gov](http://www.ndpers.nd.gov)

# Memorandum

**TO:** NDPERS Board

**FROM:** Shawna Piatz

**DATE:** December 14, 2021

**SUBJECT:** Audit Committee August 2021 Minutes

Attached are the approved minutes for the August 16, 2021 meeting. Those who attended the meeting are available at the Board meeting to answer any questions you may have.

The minutes may also be viewed on the NDPERS website at [www.ndpers.nd.gov](http://www.ndpers.nd.gov).

The next Audit Committee meeting is scheduled for February 7, 2022 at 3:00 p.m. in the NDPERS Conference Room and virtually by Teams.





## MEMORANDUM

**TO:** Audit Committee  
Mona Rindy  
Adam Miller  
Julie Dahle  
Dirk Wilke  
Senator Dick Dever

**FROM:** Shawna Piatz, Chief Audit Officer

**DATE:** August 16, 2021

**SUBJECT:** **August 16, 2021 Audit Committee Meeting**

In Attendance:

Mona Rindy  
Julie Dahle  
Adam Miller  
Dirk Wilke  
Dean DePountis  
Senator Dick Dever  
Shawna Piatz  
Scott Miller  
Derrick Hohbein  
Rebecca Fricke  
Sarah Marsh

The meeting was called to order at 3:03 p.m. by Ms. Rindy. The committee began the meeting with approving the prior Audit Committee minutes.

### **I. May 10, 2021 Audit Committee Minutes**

- A. The Audit Committee minutes were examined. Mr. Wilke motioned approval of the minutes. The motion was seconded by Mr. Miller. This was followed and approved by voice vote.

### **II. Internal Audit Reports**

- A. Quarterly Audit Plan Status Report – A summary of the Internal Audit staff time spent for the past quarter was included with the Audit Committee materials. Of the total hours reported, 57.56% was spent in audit, 13.47% in consulting, and 28.97% in administrative hours. A large portion of the audit hours were spent on auditing the retirement program. The months during this past quarter are typically the highest months for new retirements at PERS and Internal Audit continues to



---

perform a more thorough compliance review of the retirement accounts. The consulting hours were largely attributable to Internal Audit's assistance with the SOC review committee, the external audit, 401(a)(17) annual compensation limit procedures review, review of policies related to bonus spreads where there are leave of absences and missed deposits and various reviews and reconciliations for the Benefits and Accounting divisions. Internal Audit continued to work on the Deferred Compensation Audit this quarter.

A status update was provided on the 2020 – 2021 Audit Plan for each area of review. Along with the work done in the Retirement Benefit and Refund Payments audit, Internal Audit continued to work on the Deferred Compensation audit, the Sanford Interest Calculation Report Audit and assisted with numerous consulting projects.

- B. Retirement Benefit Payment Status Report – Information was provided to the Audit Committee, which summarizes the accuracy percentages of the retirement benefit and refund payments. The report shows the number of new retirees or refunds each month, the total number of new retirees or refunds audited and whether issues identified were procedure, system, compliance, or employer issues. An accuracy rate of 98.33% was achieved fiscal YTD as of August 2021 for new retirement benefit payments, which was above the 97% goal. 100% J&S and Single Life benefits continue to be the largest new retiree benefit categories. An accuracy rate of 100% was achieved fiscal YTD as of August 2021 for retirement refunds, which is above our 97% goal. However, a limited number of retirement refunds were audited and a portion of the sample was focused on those refunds in which a known system issue may have occurred.
- C. Benefit/Premium Adjustments Report – The quarterly benefit adjustment report was provided to the Audit Committee. The report is in several sections, each representing the type of corrections. These adjustments are considered errors, not adjustments made in the normal course of business. The dollar amount slightly increased however the number of errors did show a decline from the prior quarter. Over half of the errors from this previous quarter were due to the timing of PERS being notified about a member's change in status, such as death or returning to work, which affects their right to receive a monthly benefit.
- D. Outstanding Issues Status Report – As stated in the Audit Policy #103, the Internal Audit Division is to report quarterly to management and to the Audit Committee, the status of the audit recommendations of the external auditors, as well as any found by the Internal Auditor. The report has been updated to reflect what has been accomplished May 1, 2021 through July 31, 2021. Staff reviewed one new recommendation with the committee. One item was closed from the prior quarter. Staff have been proactive about addressing recommendations as they are made in which case they would not be included on this report.



---

### III. Administrative

- A. Audit Committee Member Appointment – Per the Audit Committee Charter, “The audit committee will consist of two to five members with the majority of the members selected from the Board of Directors, and one may be selected from outside the organization. With Senator Mathern transitioning off the NDPERS Board, Senator Dick Dever was nominated and accepted the open Audit Committee position.
- B. Audit Committee Meeting Date & Time – The next Audit Committee meeting is scheduled for Monday, November 8, 2021 at 3:00 p.m. There are a couple Audit Committee members who may have a conflict with this date and there possibly is a legislative meeting that may conflict as well. The committee decided to wait to see when the NDPERS Board will meet during November before they decide if this date should be changed. Discussion was held regarding the format of this meeting and it was decided that the meeting would be held face to face in the future but, continue to have a virtual option for those would prefer not to attend in person.
- C. External Audit Updates – CliftonLarsonAllen has completed preliminary field work with the assistance of internal audit due to the remote work environment. NDPERS staff are currently compiling the required information for the final fieldwork request. Vendor confirmations and employer census data requests have been sent out and employer contribution confirmations will be sent out soon. This was provided to the Audit Committee for their information.

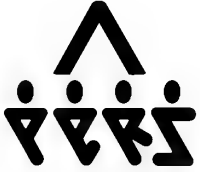
### IV. Miscellaneous

- A. Travel Expenditures – There were no out-of-state travel expenditures incurred by the Executive Director or Board for the period May 1, 2021 through July 31, 2021. This was provided for the Audit Committee’s information.
  - B. Risk Management Report – Updates were presented to the Audit Committee related to the Loss Control Committee activities. The Audit Committee was provided the minutes from the Loss Control Committee’s April 7, 2021 meeting and the agenda for the June 22, 2021 meeting. The Loss Control Committee reviewed a number of action items for the previous quarter including an update on the distribution of agency laptops, FileNet and disaster recovery training, outstanding audit recommendations, quarterly office inspections that had been conducted and agency incident reports.
  - C. Report on Consultant Fees – According to the Audit Committee Charter, the Audit Committee should “Periodically review a report of all costs and payments to the external financial statement auditor. The listing should separately disclose the costs of the financial statement audit, other attest projects, agreed-upon-procedures and any non-audit services provided.” A copy of the report showing the consulting, investment and administrative fees paid during the quarter ended June 2021 was provided for the Audit Committee’s information.
-



- 
- D. CPEs and Webinars – A report on the continuing professional education webinars, luncheon meetings and seminars Internal Audit participated in for the period May 1, 2021 through July 31, 2021 was provided to the committee. The Chief Audit Executive attended an IIA webinar and an IIA virtual conference.

Meeting adjourned at 3:38 p.m, by Ms. Rindy.



**North Dakota  
Public Employees Retirement System**  
400 East Broadway, Suite 505 • Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax: (701) 328-3920    Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)    Website <https://ndpers.nd.gov>

# Memorandum

**TO:** NDPERS Board

**FROM:** Derrick Hohbein

**DATE:** December 14, 2021

**SUBJECT:** Office Equipment Lease

Attached is a proposal to procure a new multi-functional printer/copier/scanner/fax machine for our office. The five year lease on our current machine expires in March 2022, so Staff has begun the work effort to seek a replacement.

Currently we pay \$371.95 a month for the maintenance and the lease on the machine we have. Attachment A includes a proposal for a similar machine, with a slightly smaller footprint to fit our office better, at a total cost of \$310.65 a month (lease \$174.65, maintenance agreement \$136.00) under a five year leasing arrangement.

Under this proposal we will receive a machine that fits our space better than our current machine, with similar capabilities, with a total savings of nearly \$3,700 over the five year period.

**Board Action Requested:**

Approve the attached lease for a multi-functional printer/copier/scanner/fax machine for our office, and approve the authority for the Executive Director to sign the agreement.



## State Contract Proposal

### ND Public Employees Retirement

1600 E Century Ave; Ste 2  
Bismarck, ND 58503  
(701) 328-3903  
Monday, November 29, 2021

4480 Coleman St  
Bismarck, ND 58504  
701-221-4082  
[www.abmnow.com](http://www.abmnow.com)

Dear Jan,

Please see below the proposed equipment and financials we discussed

QTY	Product #	DESCRIPTION	Purchase Price	3 Year Lease	4 Year Lease	5 Year Lease
1	4053C002AA	imageRUNNER ADVANCE DX 4751i <1><2>	\$5,280.00	\$163.52	\$126.98	\$105.12
1	1419C002CA	Cassette Feeding Unit-AN1<3>	\$921.80	\$28.55	\$22.17	\$18.35
1	3813C001AA	DADF-BA1<2>	\$484.00	\$14.99	\$11.64	\$9.64
1	0126C001AA	2/3 Hole Puncher Unit-A1<8>	\$540.65	\$16.74	\$13.00	\$10.76
1	0613C002CA	Staple Finisher-Y1<5><7><13>	\$1,546.05	\$47.88	\$37.18	\$30.78
Total			\$8,772.50	\$271.68	\$210.97	\$174.65

### Maintenance and Supplies

The maintenance agreement is **billed based on actual usage at the following rates:**

Black/White: \$136.00 includes 20000 copies/prints per month with excess billed at \$0.0077

USMA - Ultimate Service Maintenance Agreement: Provides support for all equipment listed on this agreement, including trip charges, inspections, on-call repair service, all parts and supplies. (Excludes Networking support and paper)

Sincerely,

Shad Kusler  
Territory Sales Manager



**North Dakota  
Public Employees Retirement System**  
1600 East Century Avenue, Suite 2 • PO Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax (701) 328-3920    Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)    Website [www.ndpers.nd.gov](http://www.ndpers.nd.gov)

# Memorandum

**TO:** NDPERS Board

**FROM:** Derrick Hohbein

**DATE:** December 14, 2021

**SUBJECT:** Microfiche Analysis

Our office still has a number of permanent records from our legacy system that were converted to microfiche decades ago. In order to access these historical records, staff must use a special microfiche reader located in our office. This reader is 19 years old, and Staff has been advised that replacement parts for this machine no longer exist.

At the 2019 Board Planning Meeting, Staff discussed a potential project of converting our microfiche into an electronic format, as they are the last permanent records our agency has that are not currently in an electronic format. At that time, the concept of a remote work environment was unknown. Today, giving staff access to the documents they need to perform their job duties is another reason this conversion needs to be considered.

In total we have approximately 100 inches of microfiche and 80 reels of data that are considered permanent records and would need to be converted to an electronic format. Staff is conservatively estimating there are roughly 250,000 documents that may need to be converted. If the Board wishes to pursue a project of outsourcing the conversion of these images into an electronic format, an RFP would be need to be issued. Staff estimates the conversion process may cost between \$15,000 - \$25,000 depending on the exact number of documents that need to be converted.

Staff also received estimates on the cost to replace our current reader. The estimate is included in Attachment A and would have an upfront cost of \$5,195 as well as an annual support plan to maintain the machine on an ongoing basis at a cost of \$585 a year. We could also lease the machine for \$2,661 a year including the annual support plan.

**Board Action Requested:**

Determine an action plan, if any, for our microfiche records.





**TO: Jan Lund, ND Public Employees Retirement System**

**FROM: John Dockter**

**RE: Price Quote on ST Imaging View Scan IV Film Scanning Solution**

**DATE: 8-9-2021**

**Dear: Jan**

Enclosed you will find pricing on our new ST View Scan Digital Microfilm Scanner. This scanner will provide you with the most advanced film retrieval solution available in the industry today. The View Scan IV features advanced software to allow you to view and enlarge, enhance and save the desired images. The View Scan IV will scan your images with a 9 megapixel camera, the highest in the industry.

Your Current machine was installed June 28<sup>th</sup>, 2002 so your machine is 19 years old,

**View Scan IV Pricing –**

- 1- ST Imaging View Scan IV  
Complete with motorized Universal Carrier  
Zoom Lens to accommodate all of your microfilm  
Complete training and Installation

Total View Scan Solution	\$5495.00
--------------------------	-----------

Trade in of Canon MS-400	\$ 300.00
--------------------------	-----------

<b>Net Investment</b>	<b>\$5195.00</b>
-----------------------	------------------

<b>12 Month on-site support plan (parts and labor, annual cleaning)</b>	<b>\$ 585.00</b>
---	------------------

**We can also do a 36-month lease for this machine at \$173.00 per month for 36 months.**

The Lease price doesn't include the yearly maintenance cost.

For this machine to work properly we suggest a 24" monitor in portrait style. I also have included the PC specifications that are recommended for this machine.

Please feel free to contact me if you have any questions or if you would like to proceed.

You can contact me at 1-800-359-1048.

Sincerely,

John Dockter





**North Dakota  
Public Employees Retirement System**  
400 East Broadway, Suite 505 • Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax: (701) 328-3920    Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)    Website <https://ndpers.nd.gov>

# Memorandum

**TO:** NDPERS Board

**FROM:** Scott Miller

**DATE:** December 14, 2021

**SUBJECT:** Contracts under \$10,000

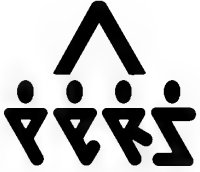
Attached is a document that shows the contracts under \$10,000 that I have signed this calendar year. Please let me know if you have any questions on any of these contracts.

This topic is informational only.

# Attachment

Vendor	Amount	Frequency Incurred
Office of Management & Budget	\$ -	3 year renewal for surplus property
Record Keepers	~ \$ 16	Weekly
NDIT	\$ -	Secondary disaster recovery site
Fireside	\$ -	Data service agreement
Inter Office	\$ 2,815.58	3 additional office chairs
Surplus Property	\$ 100.00	Commerce's Surplus Property
ND Safety Council	\$ 712.50	AED/CPR Training
*United Printing	\$ 483.41	One time - retiree brochures
*WSI	\$ 233.33	Month - additional storage space
*Inter Office	\$ 973.68	1 additional office chairs

\*Newly signed agreements since last board meeting



**North Dakota**  
**Public Employees Retirement System**  
1600 East Century Avenue, Suite 2 • PO Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax (701) 328-3920   Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)   Website [www.ndpers.nd.gov](http://www.ndpers.nd.gov)

# Memorandum

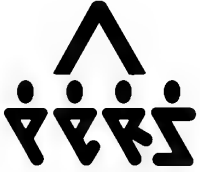
**TO:** NDPERS Board

**FROM:** Scott

**DATE:** December 14, 2021

**SUBJECT:** Legislative Relations

This is a placeholder for us to discuss any Legislative topics that have arisen the past month.



**North Dakota  
Public Employees Retirement System**  
1600 East Century Avenue, Suite 2 • PO Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax (701) 328-3920   Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)   Website [www.ndpers.nd.gov](http://www.ndpers.nd.gov)

# Memorandum

**TO:** NDPERS Board

**FROM:** Scott

**DATE:** December 14, 2021

**SUBJECT:** Proposed Administrative Rules

The promulgation process is on track for consideration for formal adoption by the Legislative Administrative Rules Committee when they meet in March 2022. A request for an Attorney General's examination has been submitted. Upon receipt of the response, the rules packet will be forwarded to Legislative Council.

The new rules will take effect April 1, 2022, provided there are no holds placed on them by the Committee.

This topic is informational only. I'd be happy to answer any questions the Board may have.



**North Dakota**  
**Public Employees Retirement System**  
400 East Broadway Avenue, Suite 505 • Box 1657  
Bismarck, North Dakota 58502-1657

**Scott A. Miller**  
Executive Director  
(701) 328-3900  
1-800-803-7377

---

Fax: (701) 328-3920    Email [ndpers-info@nd.gov](mailto:ndpers-info@nd.gov)    Website <https://ndpers.nd.gov>

# Memorandum

**TO:** NDPERS Board

**FROM:** Scott Miller

**DATE:** December 14, 2021

**SUBJECT:** Strategic Planning

Attached is staff's proposal regarding strategic planning goals and timelines for the next three years, based on the discussion that took place at the November 2021 Board Planning Meeting. Staff will be available to go over any goals from the Board Planning Meeting. We can either finalize the table at the December meeting, or continue to consider options and finalize it at the January meeting.

Goal	2020	2021	2022	2023	2024
Accuracy Improvement	In Process	In Process	X	X	X
Succession Planning:					
IT	In Process	In Process			
Research & Planning	In Process	In Process	X		
Admin Services			X	X	X
CFO			X	X	X
Transition RHIC to Calendar Year	Done				
Internal MVVM	Done				
Part D Transparency	Done				
HRMS Onboarding	Done				
External MVVM	Done				
Online Presentations - FEW & PREP	Done				
Funded Status of Retirement	Legislation Submitted	Done			
Educational Videos for Website	In Process	In Process	X		
Consider/Relocate Office	In Process	Done			
Part D Bundle/Unbundle		Done			
Communication Engine		Implementing Alternate Solution	X		
Mainframe Discontinuation		Done			
Website Redesign		Done			
**ND Login Process		In Process	X		
Internal PIR Process Redesign		Done			
Renewal/RFPs					
Vision		Done		X	
RHIC (RFP)		Done		X	
Medicare Part D (RFP)		Done	X	X	X
EAP		Done		X	
Consultant - Actuary		Done		X	
Consultant - Health Plan		Done		X	
Health		In Process		X	
Dental			X		X
457/DC Third Party Administrator			X		X
Flexcomp Third Party Administrator			X		X
Consultant - Dental, Vision, Life			X		X
Consultant - Investment			X		X
Life			X		X
Electronic Surveys/Board Elections		In Process	X		
Electronic Records Cleanup		In Process	X		
Develop an Employee Handbook		In Process	X		
Implement Employer Statement Process		In Process	X		
Archive/Purge PERSLink Tables & Drives		In Process	X	X	
Comprehensive Wizards		In Process	X	X	
System Enhancement Backlog		In Process	X	X	
Workflow Redesign (BPM)		In Process	X	X	X
Lifecycle Training Recordings			X	X	
HSA Administrator Change		Done			
Redefining Mission Statement			X		
FAS Calculations			X		
Death Processing Accuracy Improvement			X	X	
Automated Report Moving			X	X	
**State Auditor PBM Audit			X	X	
**Microfiche Project			X	X	
**Deferred Comp Process Automation			X	X	
Procedure Manual Documentation			X	X	X
Education Campaign					
Employers			X	X	X
Legislators			X	X	X
Members			X	X	X
Committee Charter Creation					X

\* Will require one-time appropriation next session

\*\* Bulk of the work done outside of NDPERS Staff

## **VI. MEMBER \* Executive Session**

**A. Member Hardship Withdrawal Case # 715**

**B. Member Hardship Withdrawal Case # 716**

**Material for this agenda item will be sent under separate cover.**