

LASERS

Louisiana State Employees'
Retirement System

Board of Trustees



Standing Items

March 2019

Table of Contents

Committee Assignments.....	1
Designated Cabinet.....	2
2019 Board Meeting Dates.....	3
2019 Investment Committee Calendar.....	4-5
2019 Board and Management Committee Calendar.....	6
2019 Audit Committee Calendar.....	7
Contact Information.....	8
Board Resolution.....	9-10
Strategic Plan.....	11-20
Summary of Board Governance Policies.....	21-33
Acronyms.....	34-37
Flash Report Legend.....	38-39
Robert’s Rules.....	40-43
Organizational Chart.....	44-55



2019 Committee Assignments

Shannon Templet, Board Chair

Management Committee

Barbara McManus, Chair
Thomas Bickham
Virginia Burton
*Barbara Goodson/Richard McGimsey
Afranie Adomako
Beverly Hodges
William Kleinpeter
Janice Lansing
**Amy Mathews/John Broussard
Senator Barrow Peacock
Representative J. Kevin Pearson
Lori Pierce
Shannon Templet
Lorry Trotter

Investment Committee

Beverly Hodges, Chair
Thomas Bickham
Virginia Burton
*Barbara Goodson/Rick McGimsey
Afranie Adomako
William Kleinpeter
Janice Lansing
**Amy Mathews/John Broussard
Barbara McManus
Senator Barrow Peacock
Representative J. Kevin Pearson
Lori Pierce
Shannon Templet
Lorry Trotter

*Designee – Commissioner - D of A

Thomas Bickham, Vice Chair

Legislative Committee

William Kleinpeter, Chair
Thomas Bickham
Virginia Burton
*Barbara Goodson/Richard McGimsey
Afranie Adomako
Beverly Hodges
Janice Lansing
**Amy Mathews/John Broussard
Barbara McManus
Senator Barrow Peacock
Representative J. Kevin Pearson
Lori Pierce
Shannon Templet
Lorry Trotter

Audit Committee

Virginia Burton, Chair
Thomas Bickham
Beverly Hodges
William Kleinpeter
Janice Lansing

**Designee – Treasurer Schroder

Board Cabinet Assignments

Cabinet #1 (in conference room)

#1 Virginia Burton	#2 Will Kleinpeter	#3 Beverly Hodges	#4 Lorry Trotter	#5 Janice Lansing	#6 Unassigned
#13 Thomas Bickham	#14 Shannon Templet	#15 DOA	#16 Unassigned	#17 Unassigned	#18 Unassigned

Cabinet #2 (in Board room)

#7 Unassigned	#8 Lori Pierce	#9 Barbara McManus	#10 Treasurer	#11 Senate Retirement	#12 House Retirement
#19 Unassigned	#20 Unassigned	#21 Unassigned	#22 Unassigned	#23 Unassigned	#24 LASERS Staff

2019 Approved Board Meeting Dates

Committee & Board Meeting Schedule

January 23 & 24	(Wednesday & Thursday) ---- Trustee Orientation/Workshop
February 21 & 22	(Thursday & Friday)
March 21 & 22	(Thursday & Friday)
April 25 & 26	(Thursday & Friday)
*May 16 & 17	(Thursday & Friday)
June 27 & 28	(Thursday & Friday)
July 25 & 26	(Thursday & Friday)
August 22 & 23	(Thursday & Friday)
September 26 & 27	(Thursday & Friday)
October 24 & 25	(Thursday & Friday)
*November 21 & 22	(Thursday & Friday)
*December 12 & 13	(Thursday & Friday)

Holidays

New Year's Day	Tuesday, January 1
MLK Day	Monday, January 21
Mardi Gras	Tuesday, March 5
Good Friday	Friday, April 19
Easter	Sunday, April 21
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Veterans Day	Monday, November 11
Thanksgiving	Thursday, November 28
Christmas	Wednesday, December 25

Conferences

LATEC, *New Orleans*, February 27 – March 1, 2019
NASRA Annual Conference, *Williamsburg, VA*, August 3-7, 2019
LAPERS, *New Orleans*, September 15-17, 2019
RSEA Tour, *TBD*

Session

Legislative Session – April 8 – June 6, 2019

**These Board meeting dates do not fall on the 4th Friday of the month due to conflicts with holidays.*

LASERS INVESTMENT COMMITTEE

PROPOSED 2019 AGENDA ITEMS

JANUARY 23 & 24

Trustee Workshop
Monthly/YE 2018 Performance Review
Trustee Education
Actuarial Science
Laws, Rules and Regulations
Investment
Management Committee/Regular Board Meeting

FEBRUARY 21

4th Quarter 2018 Performance Review
Investment Guidelines Discussion and Recommendation

MARCH 21

Monthly Performance Review

APRIL 25 (*Legislative Session convenes 4/8*)

Monthly Performance Review
Emerging Markets Portfolio Reviews/Contract Discussion

MAY 16

1st Quarter 2019 Performance Review
[Annual Optional Retirement Plan/Self-Directed DROP Review](#)

JUNE 27 (*Legislative Session adjourns 6/8*)

Monthly Performance Review
[Annual Custodian Review](#)
[Annual Consultant Review](#)

JULY 25

Fiscal Year End Performance Review
[Asset Allocation Review](#)

AUGUST 22

2nd Quarter 2019 Performance Review
Investment Grade Fixed Income Portfolio Reviews/Contract Discussion

SEPTEMBER 26

Monthly Performance Review

OCTOBER 24

Monthly Performance Review
Internal Funds Portfolio Review
Annual Trading Report
Annual Proxy Report

NOVEMBER 21

3rd Quarter 2019 Performance Review

DECEMBER 12

Monthly Performance Review
Investment Division Annual Report

*All agenda items are subject to change

BOLD items require a quorum

LASERS INVESTMENT COMMITTEE

PROPOSED 2019 AGENDA ITEMS

OBJECTIVES

SHORT TERM (< 12 months)

Annual Trustee workshop
Contract reviews: City of London, Westwood, Loomis, Sayles & Co., Orleans Capital
Asset Allocation Review
Self-Directed Plan/Optional Retirement Plan Review
Custodian Review
Consultant Review
Internal Funds Review
Trading Review
Investment Division Annual Report
Update Private Markets Strategic Plan quarterly

LONG TERM (>12 months)

- Continue evaluation of alternative and traditional asset classes to improve the risk/return profile of the plan

Contracts Expiring in 2019:

City of London	08/31/2019 (portfolio review 04/2019)
Westwood	10/05/2019 (portfolio review 04/2019)
Loomis, Sayles & Co.	12/31/2019 (portfolio review 08/2019)
Orleans Capital	12/31/2019 (portfolio review 08/2019)

*All agenda items are subject to change

BOLD items require a quorum

2019 Board Calendar

January	February	March	April	May	June	July	August	September	October	November	December
Trustee Workshop	Outstanding Employee					Outstanding Employee					
Election of Chair & Vice Chair	Appoint Committee Chairs							Actuarial Report		*Certify Election Results	Nominations for Chair & Vice Chair

*election years

Investment Annual Report - December Investment Committee

2019 Management Committee Calendar

January	February	March	April	May	June	July	August	September	October	November	December
Travel Training Report	Trustee Education Report	Annual Governance Report	Annual Meeting with System Actuary	*Personal Financial Disclosure Reports	Trustee Education Report	Disability Excess Earnings Report	Annual Admin Error Summary Report	Member Satisfaction Survey Results	Distribution of CAFR & PAFR	Trustee Education Report	LASERS Process Review
Project Fund Report	Member Satisfaction Survey Results	LASERS Process Review	Travel Training Report	Approval of Alternate Physicians	LASERS Process Review	Executive Counsel's Report - Litigation/ Contracts	Board Meeting Schedule	Distribution of Draft Operating Budget	Travel Training Report		Approval of Alternate Physicians
Conflict of Interest Affirmation, *Personal Financial Disclosure Reports		Annual Disability Report	Laws, Rules & Regs Education	Actuarial Education	Fiduciary and Ethics Education	Laws, Rules & Regs Education		Actuarial Valuation Education & Approval	Approve Operating & Building Budget	Board Self Evaluation Nov - Handout Evaluation Dec - Discuss Evaluation	
		Conflict of Interest Report				Project Fund Report					
Revocation of Disability Members						Travel Training Report					
Strategic Plan Review						Executive Director Performance Evaluation July - Discuss Self-Eval August- Discuss Final Evaluation					

*due to Ethics Board by May 15th

2019 Audit Committee Calendar

January	February	March	April	May	June	July	August	September	December	June* (every 3 yrs)
		Open Items Report			Louisiana Compliance Questionnaire			Annual Audit Report	Audit Committee Satisfaction Survey Results	Audit Committee Charter Update
		Audit Projects Status Update			Review & Approve Audit Plan			Open Items Report	Closed Items Report	Audit Services Division Charter Update
		Summary of Internal Audit Reports			Audit Projects Status Update			Audit Projects Status Update	Audit Projects Status Update	Audit Resolution Policy Update
					Summary of Internal Audit Reports			Summary of Internal Audit Reports	Summary of Internal Audit Reports	
					Meet with External Auditors					

*(due 2019)

Rev. 05/31/16

Executive, Division Directors, Board of Trustees Contact Information

Executives and Staff		
NAME	Title	EMAIL
Cindy Rougeou	Executive Director	crougeou@lasersonline.org
Amanda Celestine	Executive Management Officer	acelestine@lasersonline.org
Maris LeBlanc	Deputy Director & Chief Operating Officer	mleblanc@lasersonline.org
Beth Labello	Executive Staff Officer	bgordon@lasersonline.org
Trey Boudreaux	Chief Administrative Officer	tboudreaux@lasersonline.org
Division Directors		
Ryan Babin	Audit Services Director	rbabin@lasersonline.org
Bobby Beale	Chief Investment Officer	bbeale@lasersonline.org
Dan Bowden	Information Technology Director	dbowden@lasersonline.org
Artie Fillastre	Chief Financial Officer	afillastre@lasersonline.org
Tricia Gibbons	Retirement Benefits Administrator	tgibbons@lasersonline.org
Tina Grant	Executive Counsel	tgrant@lasersonline.org
Sheila Metoyer	Human Resources Director	smetoyer@lasersonline.org
Tonja Normand	Public Information Director	tnormand@lasersonline.org
LASERS Staff		
Angelo Menner	Maintenance	amenner@lasersonline.org
Steve Stark	Deputy General Counsel	sstark@lasersonline.org
Trey Roche	Statewide Program Manager	kroche@lasersonline.org
Jennifer Adams	Administrative Assistant	jadams@lasersonline.org
Board of Trustees		
Afranie Adomako	Designee for Commissioner	Afranie.adomako@la.gov
Thomas Bickham	Active Member, Vice Chair	tbickham@corrections.state.la.us
John J. Broussard	Designee for Treasurer	jbroussard@treasury.state.la.us
Virginia Burton	Retiree Member	virginia.burton@cox.net
Barbara Goodson	Designee for Commissioner	Barbara.Goodson@la.gov
Beverly Hodges	Active Member	Beverly.Hodges@la.gov
Judge William Kleinpeter	Active Member	william@wkleinpeter.com
Janice Lansing	Active Member	Janice.Lansing@la.gov
Amy Mathews	Designee for Treasurer	amathews@treasury.state.la.us
Rick McGimsey	Designee for Commissioner	rick.mcgimsey@la.gov
Barbara McManus	Retiree Member	bamcmanus10959@gmail.com
Sen. Barrow Peacock	Ex Officio Member	peacockb@legis.la.gov
Rep. Kevin Pearson	Ex Officio Member	pearsonk@legis.la.gov
Lori Pierce	Active Member	loriandjimdunphy@gmail.com
Treas. John Schroder	Ex Officio Member	jschroder@treasury.state.la.us
Shannon Templet	Active Member, Chair	sstemplet0310@gmail.com
Lorry Trotter	Retiree Member	fntrout@lsu.edu
Consultants		
Rhett Humphreys	Investment Consultant	rhumphreys@nepc.com
Shelley Johnson	LASERS Actuary	shelley@foster-foster.com

RESOLUTION OF THE BOARD OF TRUSTEES OF
THE LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM

WHEREAS THE Board of Trustees of the Louisiana State Employees' Retirement System (LASERS), is empowered, in accordance with both Article X, Section 29 of the Louisiana Constitution of 1974 and Title 11 of the Revised Statutes, to act with broad authority relative to the establishment and maintenance of said retirement system; and

WHEREAS THE Board of Trustees of LASERS is at all times cognizant of its fiduciary responsibility to discharge its duties with respect to the system in the exclusive interest of the members and beneficiaries thereof; and

WHEREAS THE Board of Trustees of LASERS has determined that fulfillment of this duty may from time to time include recognition of significant board issues as well as urging that action be taken thereon;

THEREFORE BE IT RESOLVED THAT THE Board of Trustees of LASERS does hereby express that the following matters have reached such critical state of importance to system members so as to elevate them to the status of significant board issues:

1. Identification and implementation of a legislatively enacted mechanism for the funding and granting of an annual cost-of-living adjustment for eligible system retirees in a reliable and dependable manner;
2. Preservation of the defined benefit plan for current and future LASERS Members.
3. Preservation of Board autonomy as well as its primary composition of elected active and retired members.
4. While continuing to oppose mandatory social security participation, seek the reduction or elimination of the federal offsets, the Windfall Elimination Provision and the Government Pension Offset.

THEREFORE BE IT RESOLVED THAT THE Board of Trustees of LASERS does hereby direct its executive staff to actively and diligently pursue the furtherance of said significant board issues through various means, including but not limited to the conveyance of this resolution to system members as well as to all appropriate entities including the provision of substantive information and testimony before said entities where possible, as well as working in conjunction with other retirement systems.

THEREFORE BE IT FURTHER RESOLVED THAT THE executive director of LASERS shall report to the Board of Trustees whenever pertinent activity occurs in furtherance of this resolution.

Said resolution having been adopted by the Board of Trustees of the Louisiana State Employees' Retirement System this 22nd day of January, 2016.



William Kleinpeter
Chair of the Board



2018-2021

• • •
• • •
• • •



2018-2021 Strategic Plan

Table of Contents

Updated 01.28.19



LASERS Mission 2

LASERS Vision 2

LASERS Goals 2

LASERS Core Values 2

Executive Director's Message 3

Strategic Initiative

< *Seek to assure the financial soundness of the System* 4

< *Ensure our team's ongoing commitment to our core values* 4-5

< *Offer exceptional customer service* 5

LASERS Board of Trustees 6-7

Organizational Chart 8



LASERS

the MISSION

To provide a sound retirement plan for our members through prudent management and exceptional service

the VISION

Confidence in our service, assuring financial security for your future

the GOALS

Assure the financial soundness of the System
Ensure our team's ongoing commitment to our core values
Offer exceptional customer service

the CORE VALUES

Highest Ethical Standards
Integrity
Prudent Management

LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM



The Louisiana State Employees' Retirement System presents the Strategic Plan for fiscal years 2018–2021. This new plan continues our focus on improving and enhancing service to our members. We will utilize technology to improve our efficiency with an emphasis on ensuring the security of our member data. LASERS is also one of the few public retirement systems in the nation to implement an Enterprise Risk Management strategy to identify and manage agency risks.

This Strategic Plan is a result of the collaborative input from all divisions of the LASERS team. The objectives and performance indicators reflect our intent to remain one of the nation's top tier public retirement systems.

LASERS has developed a solid and successful investment strategy. Our fund value of \$12 billion is the highest in the history of the system. Assuring the ongoing financial soundness of our system remains an ongoing priority.

Providing exceptional service to our members is our mission. To that end, we will continue to enhance, expand and improve the member experience, utilizing technology to increase efficiency and access.

We know that our members have devoted a career of public service to our state. LASERS new Strategic Plan will serve as the blueprint for providing our membership with the exceptional level of service they deserve.



Executive Director's Message

Cindy Rougeou
Executive Director



Agency Goal 1

Seek to assure the financial soundness of the System

Objective:

1.1 Secure a position as one of the top tier public pension systems in the nation

Performance Indicators:

- Achieve and maintain top rankings for investment performance and meet assumed rate of return
- Achieve and maintain highest ratings for audit performance
- Implement an Enterprise Risk Management strategy to identify and manage agency risks

Agency Goal 2

Ensure our team's ongoing commitment to our core values: Highest Ethical Standards, Integrity, Prudent Management

Objective:

2.1 Develop and implement processes and procedures to ensure the security of sensitive membership information

Performance Indicators:

- Achieve and maintain a record of no major security breaches or releases of sensitive membership information
- Update our agency Business Continuity Plan
- Create a Security Incident Response Plan





Agency Goal 2 continued

Objective:

2.2 Efficient utilization of staff time and resources

Performance Indicators:

- Hire, retain and develop exceptional staff members that are aligned with the mission and vision of the agency
- Implement use of electronic systems that will enhance operations and reduce time spent on manual processes by staff

Agency Goal 3

Offer exceptional customer service

Objective:

3.1 Enhance, expand and improve the member experience

Performance Indicators:

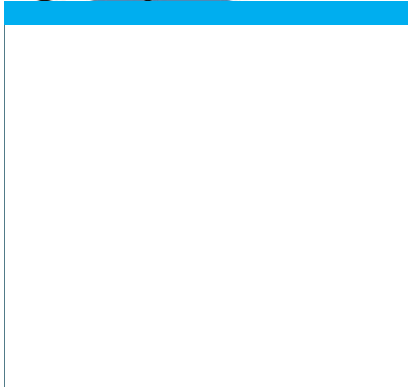
- Implement use of electronic data submission for top ten LASERS forms through the Member Self Service application.
- Use technology to promote innovation, collaboration, reliability and adaptability.



LASERS Board of Trustees



LASERS
2018-2021
Strategic Plan



Updated 01.28.19

Elected Members

Shannon Temple
Chair

Director of Human Resources,
House of Representatives
Active Member

Thomas Bickham
Vice Chair

Undersecretary,
Department of Public Safety and Corrections
Active Member

Virginia Burton

Retired from the Louisiana Department of Revenue
Retired Member

Beverly Hodges

Undersecretary,
Department of Natural Resources
Active Member

William Kleinpeter

Judge,
City Court of Port Allen
Active Member

Janice Lansing

Chief Financial Officer,
Office of Coastal Protection and Restoration
Active Member

Barbara McManus

Retired from the Department of Social Services
Retired Member

Lori Pierce

State Treasury Investment Officer,
Office of the Treasurer
Active Member

Lorry Trotter

Retired from Louisiana State University
Retired Member

Ex Officio Members

Jay Dardenne

Commissioner of Division of Administration

Barrow Peacock

Chairman of the Senate Retirement Committee
Louisiana State Senate

J. Kevin Pearson

Chairman of the House Retirement Committee
Louisiana House of Representatives

John Schroder

State Treasurer of Louisiana



Front row (l-r):

Virginia Burton
Lori Pierce
Judge William Kleinpeter
Thomas Bickham (Vice Chair)
Beverly Hodges
Barbara McManus

Individual photos:

Commissioner Jay Dardenne
Senator Barrow Peacock
Representative J. Kevin Pearson
State Treasurer John Schroder

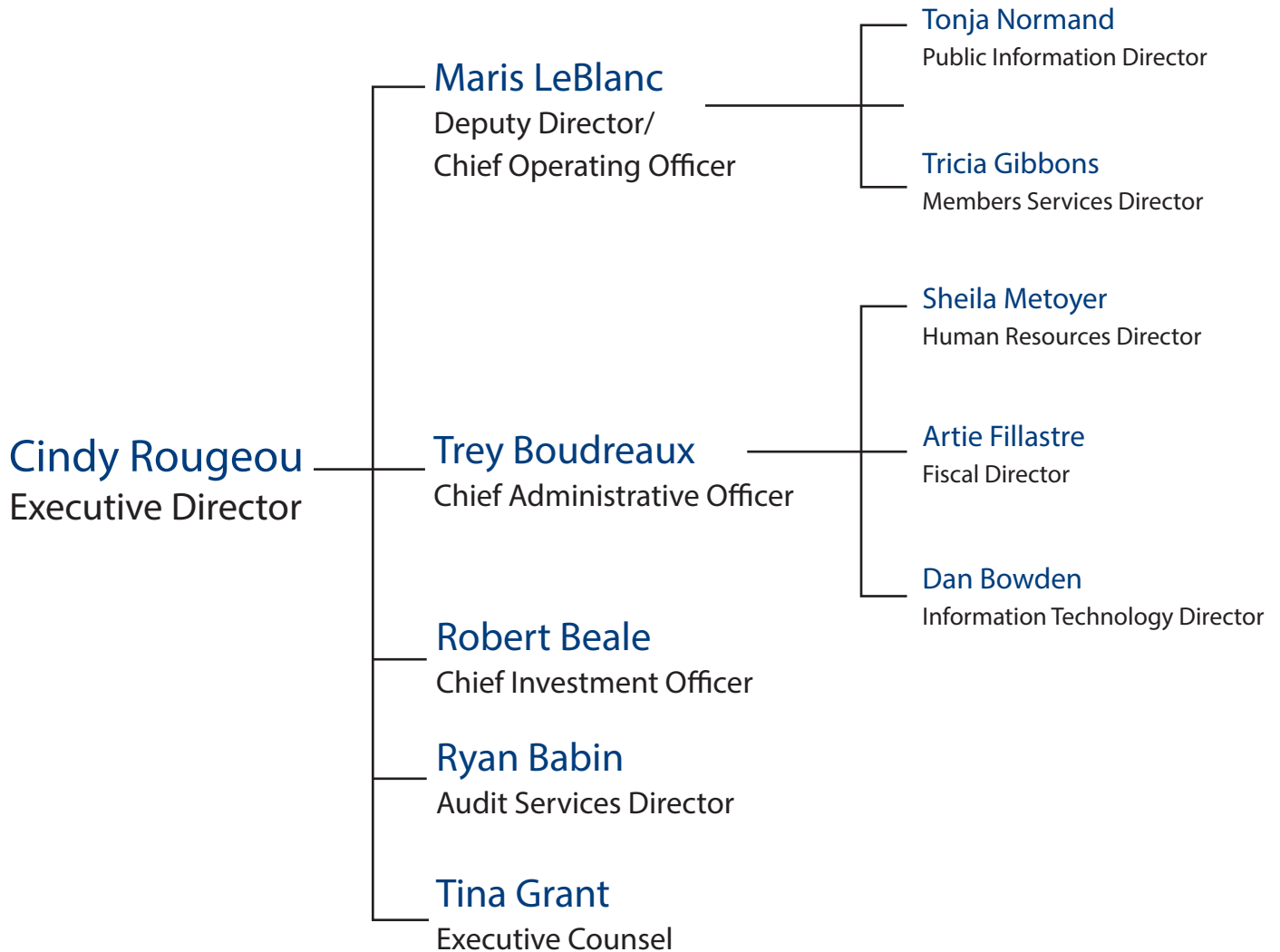
Back row (l-r):

Shannon Templet (Chair)
Janice Lansing
Lorry Trotter

Organizational Chart



LASERS
2018-2021
Strategic Plan





Contact

The Louisiana State Employees' Retirement System (LASERS) distributed this document digitally.
No publication costs were incurred.

LASERS Board Governance Policies

Board Governance 1.0	Board Charter <i>Last revised 3/24/2017</i>
Board Governance 2.0	Board Leadership Charter <i>Last reviewed 3/24/2017</i>
Board Governance 3.0	Charter for the Executive Director <i>Last reviewed 3/21/2019</i>
Board Governance 4.0	Board Education and Travel <i>Last revised 3/21/2019</i>
Board Governance 5.0	Vendor Selection Policy <i>Last reviewed 3/24/2017</i>
Board Governance 6.0	Audit Committee Charter <i>Last revised 6/24/2016</i>
Board Governance 7.0	Investment Committee Charter <i>Last reviewed 3/24/2017</i>
Board Governance 8.0	Legislative Committee Charter <i>Last reviewed 3/24/2017</i>
Board Governance 9.0	Management Committee Charter <i>Last revised 3/23/2018</i>

Charter for the Board of Trustees (1.0)

Duties of Board	<ul style="list-style-type: none">• General –oversee LASERS, invest prudently, fiduciary duty at all times• Governance –approve board charters, elect chair/vice chair, education program• Investments – ensure sound investment philosophy, review objectives, asset/liability study• Funding –conduct and submit actuarial valuation to PRSAC• Policies/Procedures –establish, review, monitor policies, hear appeals• Finance/Operations –designate custodian bank, ensure controls in place, approve operating budget and annual report• Communications – guidelines for vendors, media, and general code of conduct• Litigation/Legislation – establish position on legislation, rules, and legal proceedings• Key appointments – appoint unclassified staff and vendors (see Vendor Selection Policy)• Monitoring/Reporting – monitor performance of board, investments, administration
Board Operations – Officers	<ul style="list-style-type: none">• Board chair presides at all meetings. Vice chair presides if chair is not present• Executive director, or designee, serves as secretary to the board• Election of board chair and vice chair – Jan. meeting (see Board Leadership Charter)• Following January meeting, committee chairs/members selected in accordance with Board Leadership Charter
Board Meetings	<ul style="list-style-type: none">• Schedule approved before year end - held monthly with prior public notice• Standing committees – audit, investments, legislative, management• Majority of board members needed for quorum, 4 votes needed for decision• Board follows Robert’s Rules of Order, to extent not changed by board• Executive session allowed in accordance with LA R.S. 42:17

Charter for the Board of Trustees (1.0)

Self-Evaluation Process

November	<ul style="list-style-type: none">• Board chair will review the board self-evaluation discussion guide and make any necessary modifications• Board chair will meet with executive director, and add executive director's comments to discussion guide• Board chair will distribute copies of the discussion guide to each trustee
Following the November distribution	<ul style="list-style-type: none">• Trustees shall complete the discussion guide and return it to the board chair within 2 weeks of receipt• Board chair will ensure results are compiled and a summary report is prepared
December	<ul style="list-style-type: none">• Board chair will present the summary report to the management committee• Board chair will facilitate discussion of the report by the committee<ul style="list-style-type: none">- Meeting may be held in executive session in accordance with state law

Board Leadership Charter (2.0)

Board Chair	<ul style="list-style-type: none"> • Ensure the board discharges its duties and responsibilities • Ensure coordination of meetings, agendas, schedules, and presentations in consultation with the executive director • Ensure that meetings are conducted efficiently and in accordance with all laws, rules, and board policies • In collaboration with vice chair, select board members to serve as chairs/members of committees • Provide leadership to the board in terms of collegiality and ethics • Serve as liaison between board and executive director • Present the annual executive director evaluation in conjunction with the management committee chair • Coordinate the board self-evaluation process
Vice Chair	<ul style="list-style-type: none"> • Assume duties of chair when chair is absent or when asked to do so • Act as chair in the event of death, resignation, removal, or disability of the chair • Assume the duties of committee chair when committee chair is absent • Collaborate with the chair regarding selection of committee chairs/members • Board vice chair may not serve as committee chair
Committee Chairs	<ul style="list-style-type: none"> • Ensure the committee discharges its duties and responsibilities • Coordinate meetings, agendas, schedules, and presentations • Ensure that meetings are conducted efficiently and in accordance with all laws, rules, and board policies • Serve as liaison between committee members, the board, and the executive director • Limit meeting discussion to those issues within the committee's responsibility • Report and bring recommendations to the board • The board chair and vice chair will serve as ex-officio non-voting members of all standing and ad hoc committees for which they are not already an assigned member, except when present for the purposes of establishing a quorum. When included in the quorum, the member will have voting rights.
Selection of Chair and Vice Chair	<ul style="list-style-type: none"> • December: board chair in conjunction with staff will explain election process • December: nominations for board chair and vice chair will be taken and trustees may express interest in committee placements • January: election of board chair followed by election of vice chair • After January: newly elected chair and vice chair in collaboration will chose the committee chairs and committee members and notify the board of the selections

Charter for the Executive Director (3.0)

Duties and Responsibilities	<ul style="list-style-type: none">• General –manage day-to-day operations, fiduciary duty, support board• Governance –recommend board charters/policies, rules governing elections; secretary to board (coordinate meetings, agendas, staff)• Investments – through the CIO - conduct due diligence, present board with sound investment philosophy and policies• Funding –present for approval to the board the annual actuarial valuation, upon advice of actuary and other experts as required• Policies/Procedures –recommend appropriate admin policies/rules• Finance/Operations –make necessary operational expenditures, develop/recommend strategic plan and operating budget, maintain investment records, accounting books, and ensure internal and external audits are performed• Litigation/Legislation – monitor changes in laws that impact LASERS and report as appropriate; develop/recommend to board official position consistent with strategic direction• Human Resources – Recruit, hire, retain management personnel; serve as final authority in LASERS Grievance Policy• Key appointments – recommend unclassified staff and vendors (see Vendor Selection Policy)• Stakeholder Communications – serve as spokesperson for LASERS• Monitoring/Reporting – monitor performance of investments, senior management, vendors
Performance Evaluation Process	<ul style="list-style-type: none">• Board will annually review performance of executive director• See Executive Director Evaluation Process Summary for more information

Charter for the Executive Director (3.0)

Performance Evaluation Process

Prior to July meeting	<ul style="list-style-type: none"> • Prepare evaluation package containing: <ul style="list-style-type: none"> - Executive director self-evaluation report including evaluation criteria and goals set previously by the management committee - Executive director's proposed evaluation criteria and goals for upcoming year - Strategic plan or summary thereof - Evaluation forms and/or surveys - Any other supporting documentation or information • Prepare unclassified staff evaluations
July	<ul style="list-style-type: none"> • Executive director distributes and discusses her self-evaluation package with the management committee. • Executive director also distributes unclassified staff evaluations to management committee
Prior to the August Meeting	<ul style="list-style-type: none"> • Management committee members return completed evaluation forms to chair of management committee (within 2 weeks of receipt of evaluation package) • Chair of management committee tabs and summarizes completed evaluation forms and provides to board
August	<ul style="list-style-type: none"> • Management Committee: <ul style="list-style-type: none"> - Finalizes the executive director's evaluation - Reviews summarized results of the completed evaluation forms - Discusses with executive director proposed evaluation criteria and goals for the upcoming year - Discusses any proposed evaluation forms or surveys to be used in the process - Adds any further results/comments brought forth in the meeting to the evaluation summary - Considers unclassified employees merit increases
Prior to September meeting	<ul style="list-style-type: none"> • The management committee chair and board chair will review the finalized evaluation with the executive director. The management chair ensures that the evaluation and summaries thereof are placed in the executive director's confidential personnel file located in the executive director's office

Board Education and Travel (4.0)

Mandatory Education	<ul style="list-style-type: none"> • R.S. 11:185 requires 16 hours of education each September 1 to August 31 <ul style="list-style-type: none"> ○ 8 hours investment education ○ 4 hours actuarial science education ○ 2 hour regarding laws, rules, & regulations applicable to LASERS ○ 2 hour fiduciary duty and ethics education • In order to receive per diem and vote, trustees must complete all fiduciary and ethics educations and 1 hour of education in investment, actuarial science, and law education • In-house educational opportunities will be available throughout the year • Annual workshop held by LASERS to provide educational opportunities
Additional Education	<ul style="list-style-type: none"> • New trustee orientation – in-house within two months of becoming trustee • 20 hours of education recommended for returning trustees • Local conferences – Louisiana Association of Public Employees Retirement Systems (LAPERS), local university courses or seminars
Trustee Travel	<ul style="list-style-type: none"> • Exercise same care in spending as if on personal business • Required to follow LASERS Travel Policy • Travel must be educational or pertain to LASERS business • No more than 3 trustees at a vendor sponsored conference • No more than 2 out of state conferences per fiscal year for each trustee • Travel must be approved in advance by management committee • Travel paid by vendors is prohibited • International travel must have prior approval of full board • Trustee travel summary will be provided by board secretary on a fiscal year basis

Vendor Selection Policy (5.0)

Board Responsibilities	<ul style="list-style-type: none"> • Select investment related vendors – investment managers, investment consultants, custodians, and securities lending managers • Select system actuary and other non investment related service providers designated by the board
Executive Director Responsibilities	<ul style="list-style-type: none"> • Appoint vendors other than those selected by Board • Coordinate search and due diligence process • Negotiate and execute contracts, subject to legal review • Supervise vendors
Non investment related vendors	<ul style="list-style-type: none"> • Due diligence process conducted • Following due diligence, selection process begins: <ul style="list-style-type: none"> ○ Executive director recommends a finalist list for interviews ○ Board will vote on finalist list, substitute motions may be voted on until selection is made ○ Board will interview finalist candidates ○ Executive director will recommend a final candidate ○ Board will vote on recommended final candidate, substitute motions may be voted on until selection is made
Investment related vendors	<ul style="list-style-type: none"> • Preliminary due diligence process conducted • CIO and pension consultant each recommend the number of managers to be selected for the mandate; executive director may make recommendation • Board will determine by voice vote the number of managers to be selected for the investment mandate • CIO and pension consultant each recommend the number of finalists to be interviewed; executive director may make recommendation • Board will determine by voice vote the number of finalists to be interviewed • CIO and pension consultant each recommend a list of finalists to be interviewed – discussing strengths and weaknesses of each; executive director may make recommendation • Board will determine by written ballot the list of finalists to be interviewed <ul style="list-style-type: none"> ○ Those managers appearing on majority of lists are finalists ○ If no majority is achieved or list of finalists is not complete, then trustees will vote on those managers who did not receive plurality until the finalist list is complete • Finalist interviews are conducted – CIO and pension consultant recommend final manager(s) to be selected • Each trustee shall submit in writing the manager(s) they wish to receive the mandate <ul style="list-style-type: none"> ○ Those managers receiving majority receive mandate ○ If no majority received, then trustees will vote on those managers who received plurality will run off until a majority is achieved

Voting Procedures

- All written ballots must be read aloud in accordance with State open meeting laws – this includes announcing each trustee and for whom he/she voted
- All approvals must be made by majority vote of members present but not less than four votes
- Trustees choosing to abstain from voting are counted as member present
- A voice vote in lieu of written ballot may be used at the discretion of the Board

Audit Committee Charter (6.0)

Purpose	<p>Assist the board in overseeing</p> <ul style="list-style-type: none">• The integrity of LASERS financial statements• LASERS compliance with legal and regulatory requirements and approved policies• Independent auditor's qualifications and independence• Performance of LASERS internal audit function and independent auditors• System of risk management• System of internal controls• Special investigations
Composition	<ul style="list-style-type: none">• At least three trustees• Trustees must be free from any relationship that might interfere with the exercise of independent judgment as a committee members

Investment Committee Charter (7.0)

Committee	<ul style="list-style-type: none"> • Oversee the LASERS investment program • Standing committee of at least 7 members • Generally meet monthly – more or less if desired
Recommend to the Board	<ul style="list-style-type: none"> • Investment philosophy and policies for the investment program • Addition or removal of asset classes within the investment program • Strategies to achieve the investment goals of the investment program • Investment management structure – funds to be allocated to active and passive portfolios, and internal and external portfolios
Recommend Service Providers	<ul style="list-style-type: none"> • General investment consultant • Retainer investment consultants for alternatives and real estate investments • General partners for alternative and real estate investments • Custodian banks • Investment managers for traditional asset classes • Securities lending managers
Monitor Investment Program	<ul style="list-style-type: none"> • Total fund performance relative to policy benchmarks • Asset class performance • Internal and external manager performance • Compliance with investment philosophy and investment policy • Staff's due diligence activities concerning investment managers and consultants • Performance and independence of investment consultant • Cost effectiveness of investment program, including trading efficiency

Legislative Committee Charter (8.0)

Committee	<ul style="list-style-type: none">• Monitor and establish positions regarding proposed legislation affecting LASERS• Standing committee of at least 7 members• Meet monthly during the session, or more/less frequently as required
Duties	<ul style="list-style-type: none">• Monitor proposed changes in laws/rules/regulations that may have a significant impact on LASERS and report to the board the findings• Legislative chair has the authority to alter the board's official position on proposed legislation if such legislation is amended or new legislation is presented between board meetings
Direct Executive Director to	<ul style="list-style-type: none">• Request from the system actuary an actuarial analysis on all proposed legislation that has been approved by the board for introduction on behalf of LASERS in the legislative session• May also request actuarial analysis of other legislation that might impact LASERS

Management Committee Charter (9.0)

Committee	<ul style="list-style-type: none"> • Assist the board in overseeing the governance, financial and operational, benefit administration, and human resource functions of the system • Standing committee of at least 7 members • Generally meet monthly; more/less frequently as required
Duties	<ul style="list-style-type: none"> • Governance <ul style="list-style-type: none"> ○ Recommend to board charters and policies ○ Recommend modifications to the board committee structure ○ Have management chair conduct annual executive director evaluation in conjunction with board chair ○ Carry out system staff survey at the board's request • Finance and Operations, recommend: <ul style="list-style-type: none"> ○ Strategic plan/strategic direction ○ Operating budget and building budget ○ LASERS organizational structure ○ Suitability of office premises ○ Settlements or other legal actions involving LASERS ○ Insurance coverage concerning LASERS operations • Human resources <ul style="list-style-type: none"> ○ Recommend appointment and compensation for unclassified positions • Monitoring and Reporting, board will monitor: <ul style="list-style-type: none"> ○ Implementation of strategic plan ○ Compliance with operating and building budget ○ Compliance with policies ○ Service quality standards ○ Cost effectiveness of benefit administration ○ Contributions/disbursements from the trust fund ○ Litigation matters ○ Appropriateness of LASERS insurance coverage



ACRONYMS

AAPS – Annual Attending Physicians Statement
ACA – Affordable Care Act
ACR – Agency Contribution Reporting
APPFA – Association of Public Pension Fund Auditors
ARR – Assumed Rate of Return
ARS – Absolute Return Strategy
BPS – Basis Points
CAFR – Comprehensive Annual Financial Report
CAIA – Chartered Alternative Investment Analyst
CAPPP – Certificate of Achievement in Public Plan Policy
CEM – Cost Effectiveness Measurement
CFA – Chartered Financial Analyst
CIA – Certified Internal Auditor
CISA – Certified Information Systems Auditor
COLA – Cost of Living Adjustment
CPA – Certified Public Accountant
CPI-U – Consumer Price Index - Urban
CPRS – Coalition to Preserve Retirement Security
CPTP – Comprehensive Public Training Program
DHMM – Duplantier, Hrapmann, Hogan & Maher, LLP
DROP – Deferred Retirement Option Plan
EBITDA – Earnings before Interest, Taxes, Depreciation and Amortization
ECM – Enterprise Content Management
EES – Employee Contributions

EMD - Emerging Market Debt
ERS – Employer Contributions
ETF – Exchange Traded Fund
FED – First Eligible Date
FAC – Final Average Compensation
FTP – File Transfer Protocol
FYE – Fiscal Year End
FYTD – Fiscal Year to Date
GASB – Governmental Accounting Standards Board
GDP – Gross Domestic Product
GFOA – Government Finance Officers Association
GL – General Ledger
GIPS – Global Investment Performance Standards
GPO – Government Pension Offset (to Social Security benefits)
HR – Human Resources
IBO – Initial Benefit Option
IIA – Institute of Internal Auditors
IRR – Internal Rate of Return
ISO - International Standardization Organization
ISS – Institutional Shareholder Services
IT – Information Technology
IUAL – Initial Unfunded Accrued Liability
JDE – JD Edwards
LAPERS – Louisiana Association of Public Employees' Retirement Systems
LATEC – Louisiana Trustee Education Council
LSERS – Louisiana School Employees Retirement System
LWOP – Leave Without Pay
MSCI – Morgan Stanley Capital International
MS – Member Services Division
MTD – Month to Date
NACHA – National Automated Clearing House Association
NAPPA – National Association of Public Pension Fund Attorneys

2/08/18

NASIO – National Association of State Investment Officers
NASIP – National Association of State Investment Professionals
NASRA – National Association of Retirement Administrators
NAV – Net Asset Value
NCPERS – National Conference on Public Employee Retirement Systems
NPEA – National Pension Education Association
OGB – Office of Group Benefits
OPEB – Other Postemployment Benefits (not including pensions)
OPM – Oversight Project Management
ORP – Optional Retirement Plan
OTM – Office of Telecommunications Management
P2F2 – Public Pension Fund Forum
PAFR – Popular Annual Financial Report
PBI- Permanent Benefit Increase
PE – Private Equity
PES – Performance Evaluation System
PHR – Professional in Human Resources
PPIP - Public-Private Investment Program
PID – Public Information Division
POB – Pension Obligation Bond
PREP – Pre-Retirement Education Program
PRSAC – Public Retirement Systems’ Actuarial Committee
PRISM – Public Retirement Systems Information Management Association
QED – Investment Accounting Software
RED – Retirement Education Department
RFI – Request for Information
RFP – Request for Proposals
RSEA – Retired State Employees Association
SDP – Self Directed Plan
SFP – Solicitation for Proposal
SHRM – Society for Human Resource Management
SHRMA – State Human Resources Managers’ Association

2/08/18

SOLARIS – State of Louisiana Retirement Information System

S&P – Standard & Poors

SSN – Social Security Number

STIF – Short Term Investment Fund

TIPS – Treasury Inflation-Protected Securities

TRSL – Teachers' Retirement System of Louisiana

UAL – Unfunded Accrued Liability

USERRA – Uniformed Services Employment and Re-employment Rights Act

VPN – Virtual Private Network

WAD – Working After DROP

WEP – Windfall Elimination Provision (to Social Security benefits)

DEFINITIONS

Air Time – purchase of service credit of up to 5 years

J-Curve – profile of returns for private equity investments consisting of negative returns in the early years followed by positive returns in later years. Early year negative returns are due to capital being invested, set-up costs, and valuation policy. In later years, distributions from Portfolio companies are made allowing returns to become positive. A visual representation of the return stream resembles a “J”.

Normal Cost – cost of the accruing benefit

OPTIMUS – the name given for the LASES imaging and workflow system

Sharpe Ratio - measure of the risk-adjusted return. A higher Sharpe ratio indicates a better risk-adjusted performance for the fund.

LASERS FLASH REPORT

The return numbers are expressed as percentages and are listed in columns 5-14

The far left hand column lists the asset class headings, investment managers, benchmarks and composites

The contract expiration date is listed in the second column

The % return for the month

Year to Date (YTD) is the % return since Jan. 1

The 1-6 year columns represent the % return per year for each number of years

	Contract Exp. Date	Mgt. Fees	MKT VAL \$ (Million)	Month	3 mos	YTD	Fiscal YTD	1 Year	2 Years
U.S. EQUITY									
LARGE CAP GROWTH									
GOLDMAN SACHS	01/31/08	44.0 bps	\$ 130.4	-0.5	6.4	10.7	11.5	10.7	7.7
CHICAGO EQUITY PARTNERS	01/31/08	30.0 bps	\$ 136.8	-0.1	5.3	15.0	11.3	15.0	10.4
S&P 500 / CITIGROUP GROWTH				0.4	5.6	11.0	12.1	11.0	6.0
S&P 500				1.4	6.7	15.8	12.7	15.8	10.2
TOTAL LARGE GROWTH		36.8 bps	\$ 267.2	-0.2	5.9	12.9	11.5	12.9	9.0

The broader benchmarks are in light blue and style specific ones in royal blue

The management fees charged are listed third (bps stands for basis points)
"36.8 bps" equals .368%

The market value column tells us the size of each account in millions. For example, \$267.2 equals \$267,200,000

Fiscal YTD is the % return since July 1

Green = manager outperformed style benchmark

Yellow = manager underperformed style benchmark

Red = composite underperformed style benchmark

LASERS FLASH REPORT

WHAT IS IT?

- A snapshot look at the composition and investment returns of LASERS Trust Fund
- Summary of investment manager performance

WHAT INFORMATION DOES IT PROVIDE?

- Asset classes and the investment managers we use to invest the money
- Fees charged by the investment managers who invest our money
- Amount of money we have allocated to each manager
- Investment returns of each investment

HOW CAN I USE THE INFORMATION?

- To evaluate investment manager returns against a set benchmark ⁽¹⁾ return
- To evaluate the return of each asset or asset class
- Analyze LASERS investments gains/losses over time

HOW DO I READ THE REPORT?

Left Side (Asset Classes)

Broken down by each investment manager

Blue lines are benchmarks used to evaluate asset class

Top (contract data and returns)

Management fees in basis points ⁽²⁾

Market value

Returns

Month	% return that month
3 months	% return from the past 3 months
YTD	Year to date return (since January 1)
Fiscal YTD	Fiscal year to date return (since July 1)
1 year, 2 years, etc.	% return for the specified time period

Colors **Green** – performance of asset was above benchmark (think *money*)

Yellow – manager performed below benchmark

Red – asset class as a whole performed below benchmark

* Performing below the benchmark does not necessarily mean the asset lost money – just that it returned less than the index benchmark to which it is compared.

Total Plan

Financial composite – portfolio excluding alternative investments asset class

Total plan – includes alternative investments

Policy index – return of portfolio based on allocation set forth in investment policy

Allocation index – return of portfolio based on the actual allocation we maintained

Investment policy provides a model for allocation; however, small deviations from this model may occur to take advantage of certain market conditions

DEFINITIONS:

1. **Benchmark** – an index whose returns can be used to measure investment performance
2. **Basis Point (bps)** – 0.01%, 100 basis points equals 1.00%, investment managers charge fees as a percentage of the money invested. Fees are usually defined in basis points.

Robert's Rules of Order

Motions Chart

PART 1, PRIVILEGED MOTIONS.

These motions are listed in order of precedence.

A motion can be introduced if it is higher on the chart than the pending motion.

§	YOU WANT TO:	YOU SAY:	CAN YOU INTERRUPT ANOTHER MEMBER?	DO YOU NEED A 2ND?	CAN YOU DEBATE THIS MOTION?	CAN YOU AMEND THIS MOTION?	WHAT TYPE VOTE IS REQUIRED?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take a break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make the assembly follow its agenda	I call for the orders of the day	Yes	No	No	No	None

PART 2, SUBSIDIARY MOTIONS.

These motions assist the assembly in treating or disposing of a main motion (and sometimes other motions). A motion can be introduced if it is higher on the chart than the pending motion.

§	YOU WANT TO:	YOU SAY:	CAN YOU INTERRUPT ANOTHER MEMBER?	DO YOU NEED A 2ND?	CAN YOU DEBATE THIS MOTION?	CAN YOU AMEND THIS MOTION?	WHAT TYPE VOTE IS REQUIRED?
§17	Temporarily lay aside the current matter	I move to lay the question on the table	No	Yes	No	No	Majority
§16	End debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone the current matter to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer the current matter to a committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Change the wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

§ indicates the section from Robert's Rules.

PART 3, INCIDENTAL MOTIONS AND ACTIONS.

No order of precedence. These motions arise incidentally and are decided immediately.

§	YOU WANT TO:	YOU SAY:	CAN YOU INTERRUPT ANOTHER MEMBER?	DO YOU NEED A 2ND?	CAN YOU DEBATE THIS MOTION?	CAN YOU AMEND THIS MOTION?	WHAT TYPE VOTE IS REQUIRED?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

PART 4, MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY.

No order of precedence. Introduce only when nothing else is pending.

§	YOU WANT TO:	YOU SAY:	CAN YOU INTERRUPT ANOTHER MEMBER?	DO YOU NEED A 2ND?	CAN YOU DEBATE THIS MOTION?	CAN YOU AMEND THIS MOTION?	WHAT TYPE VOTE IS REQUIRED?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

PART 5, MAIN MOTIONS.

A main motion

§	YOU WANT TO:	YOU SAY:	CAN YOU INTERRUPT ANOTHER MEMBER?	DO YOU NEED A 2ND?	CAN YOU DEBATE THIS MOTION?	CAN YOU AMEND THIS MOTION?	WHAT TYPE VOTE IS REQUIRED?
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

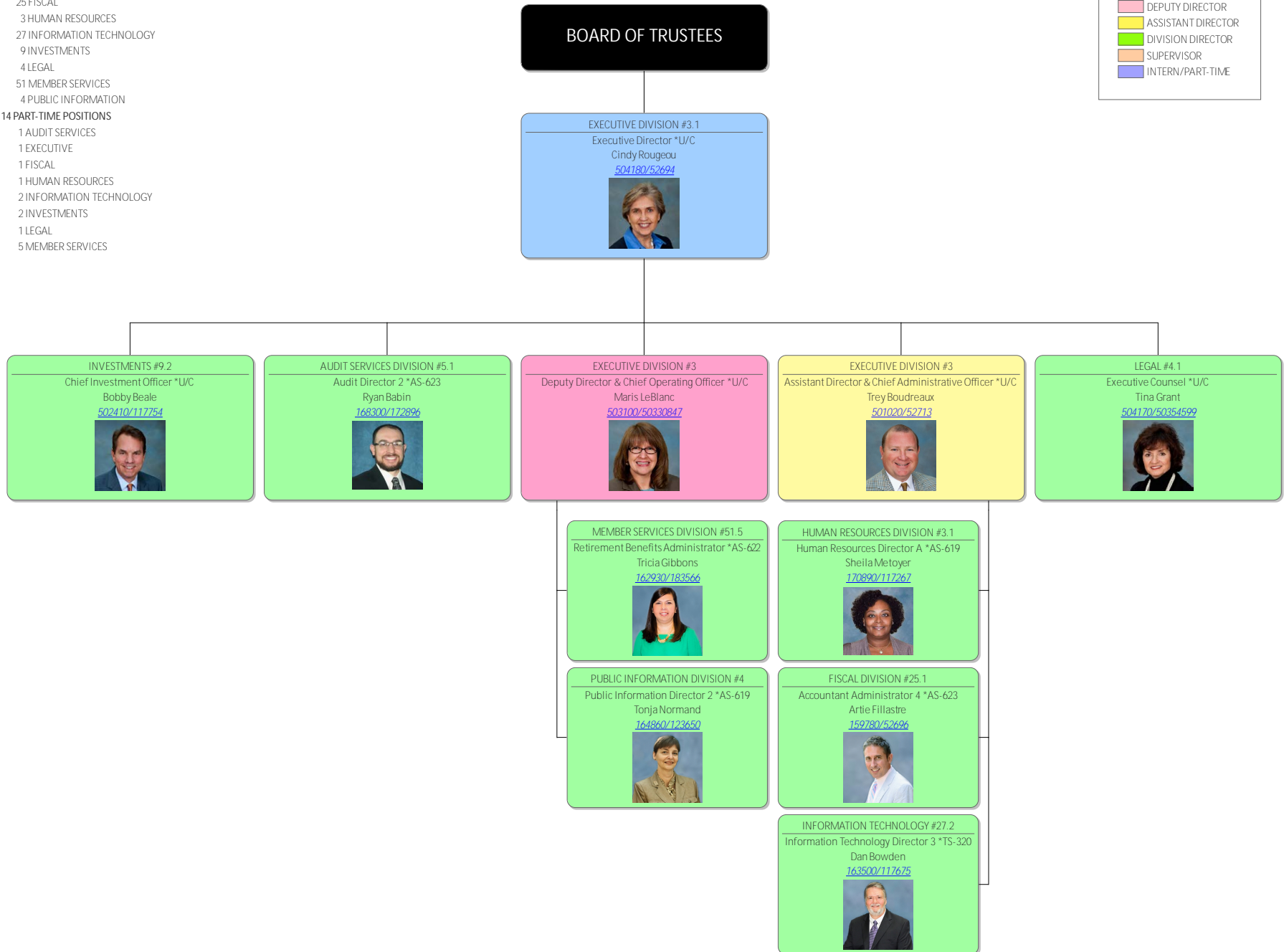
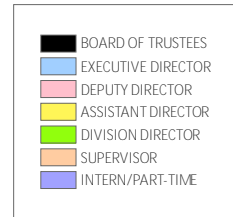
LASERS

137 FULL-TIME POSITIONS

9 EXECUTIVE
5 AUDIT SERVICES
25 FISCAL
3 HUMAN RESOURCES
27 INFORMATION TECHNOLOGY
9 INVESTMENTS
4 LEGAL
51 MEMBER SERVICES
4 PUBLIC INFORMATION

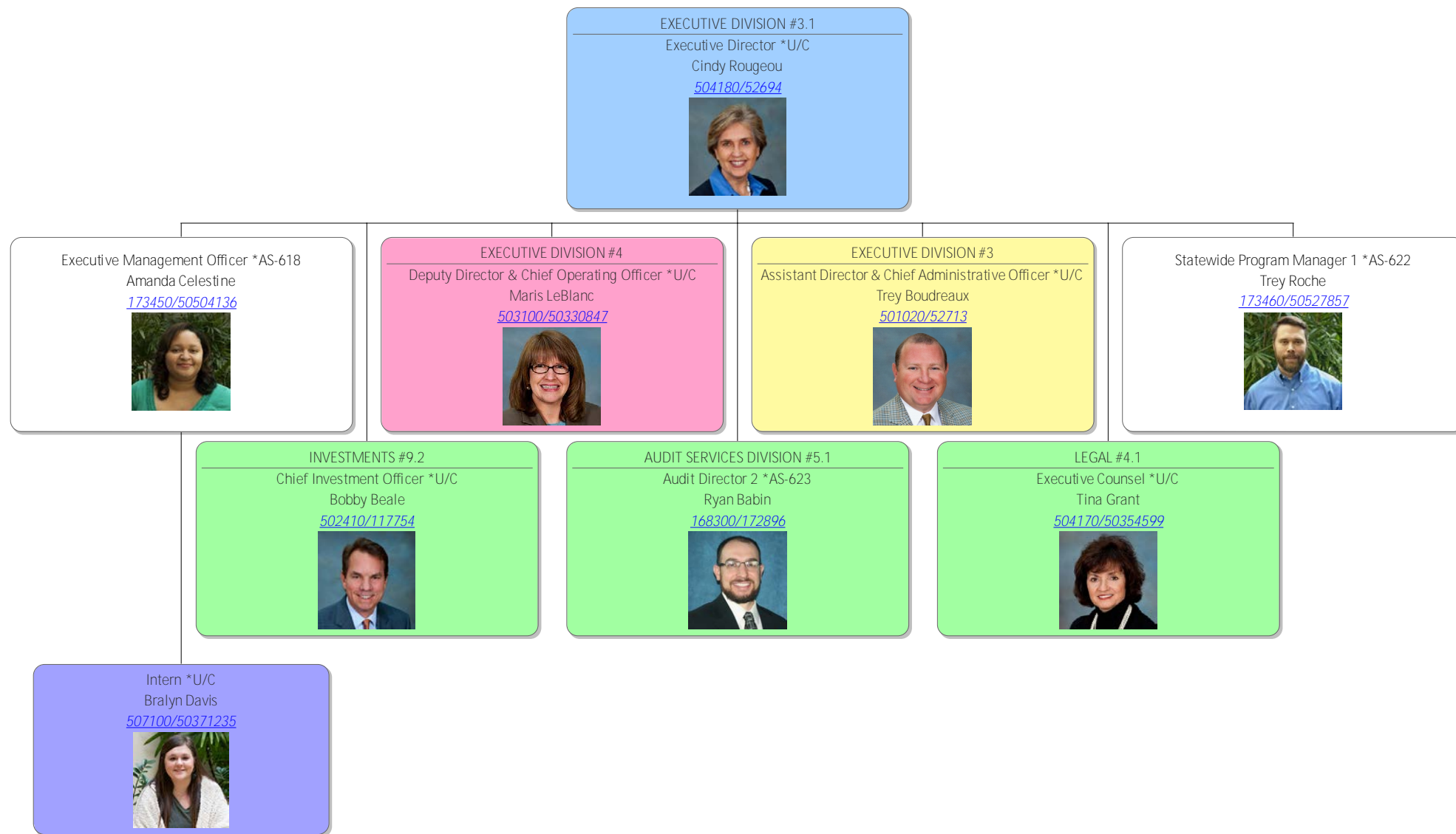
14 PART-TIME POSITIONS

1 AUDIT SERVICES
1 EXECUTIVE
1 FISCAL
1 HUMAN RESOURCES
2 INFORMATION TECHNOLOGY
2 INVESTMENTS
1 LEGAL
5 MEMBER SERVICES



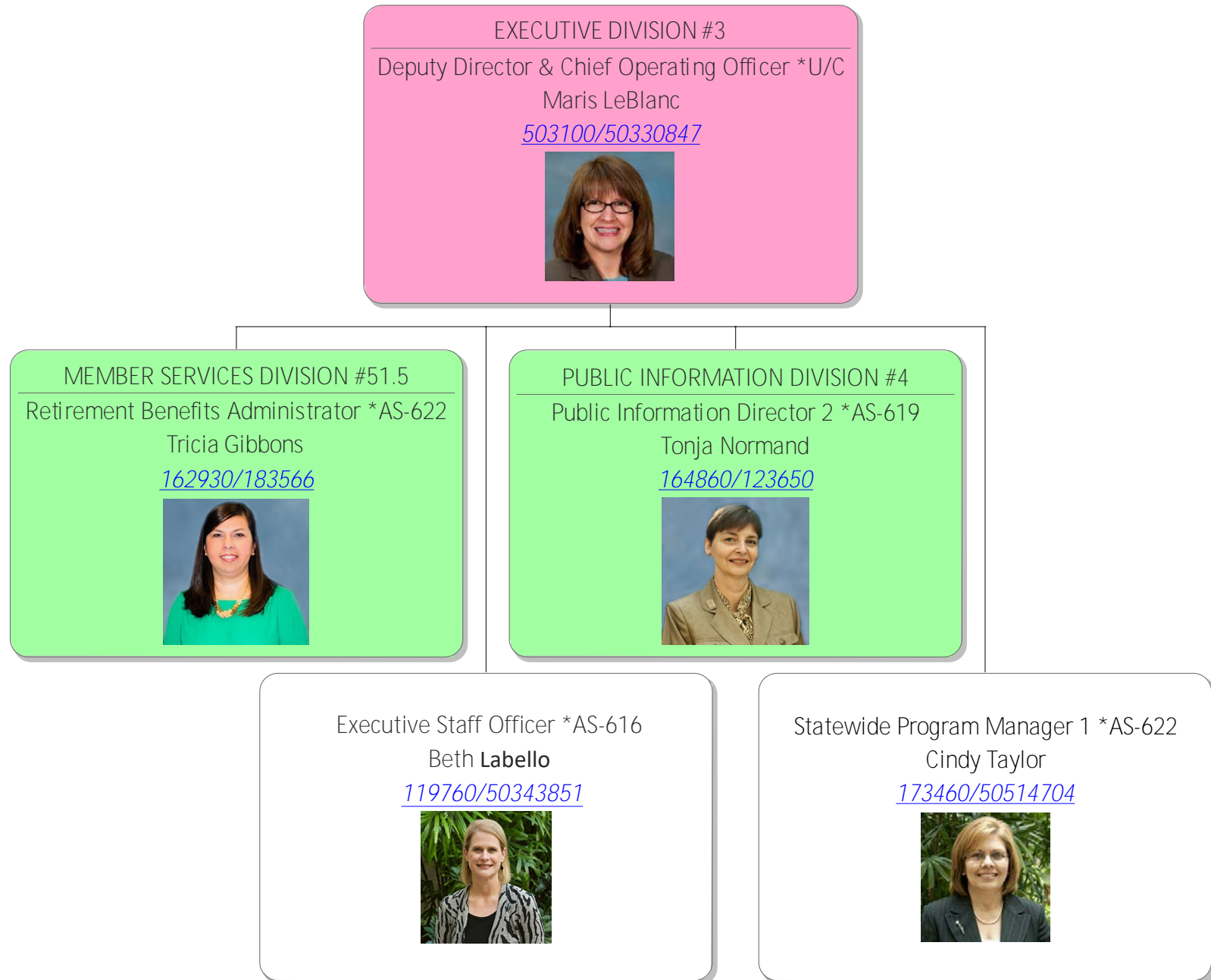
EXECUTIVE DIRECTOR'S STAFF

3 FULL-TIME POSITIONS
1 PART-TIME POSITION



DEPUTY DIRECTOR'S STAFF

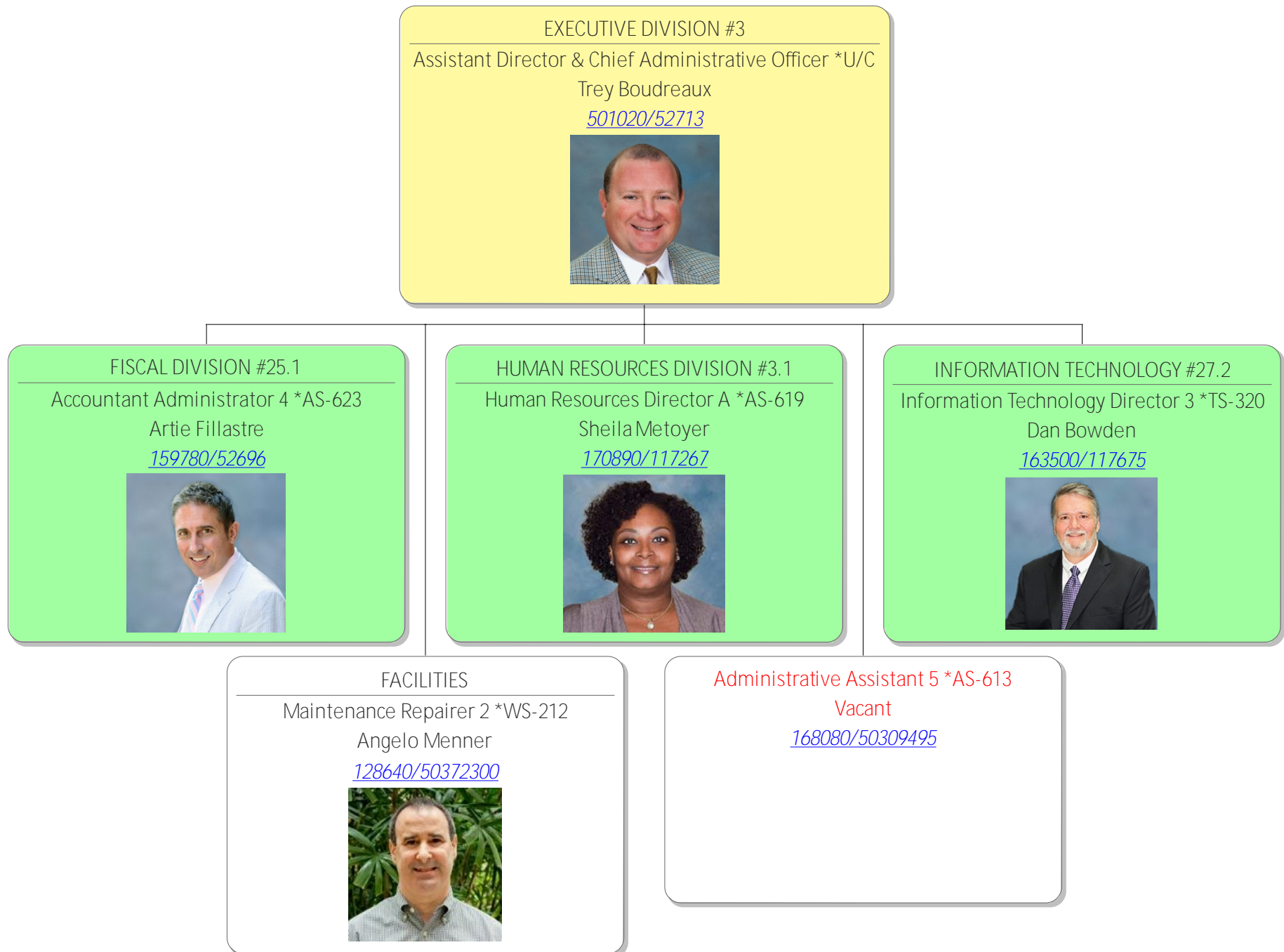
3 FULL-TIME POSITIONS



Last Modified 3/18/2019

ASSISTANT DIRECTOR'S STAFF

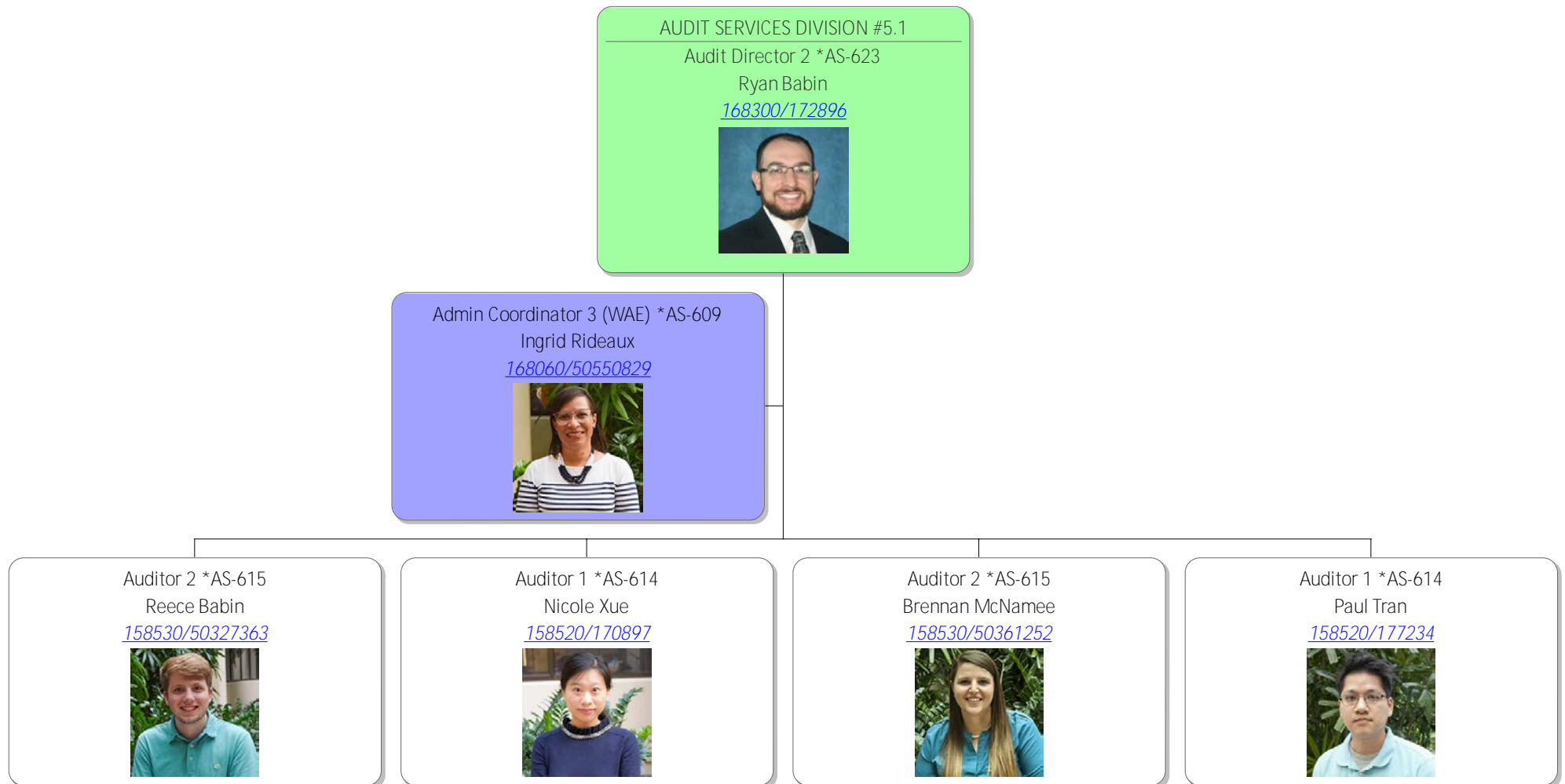
3 FULL-TIME POSITIONS



Last Modified 3/18/2019

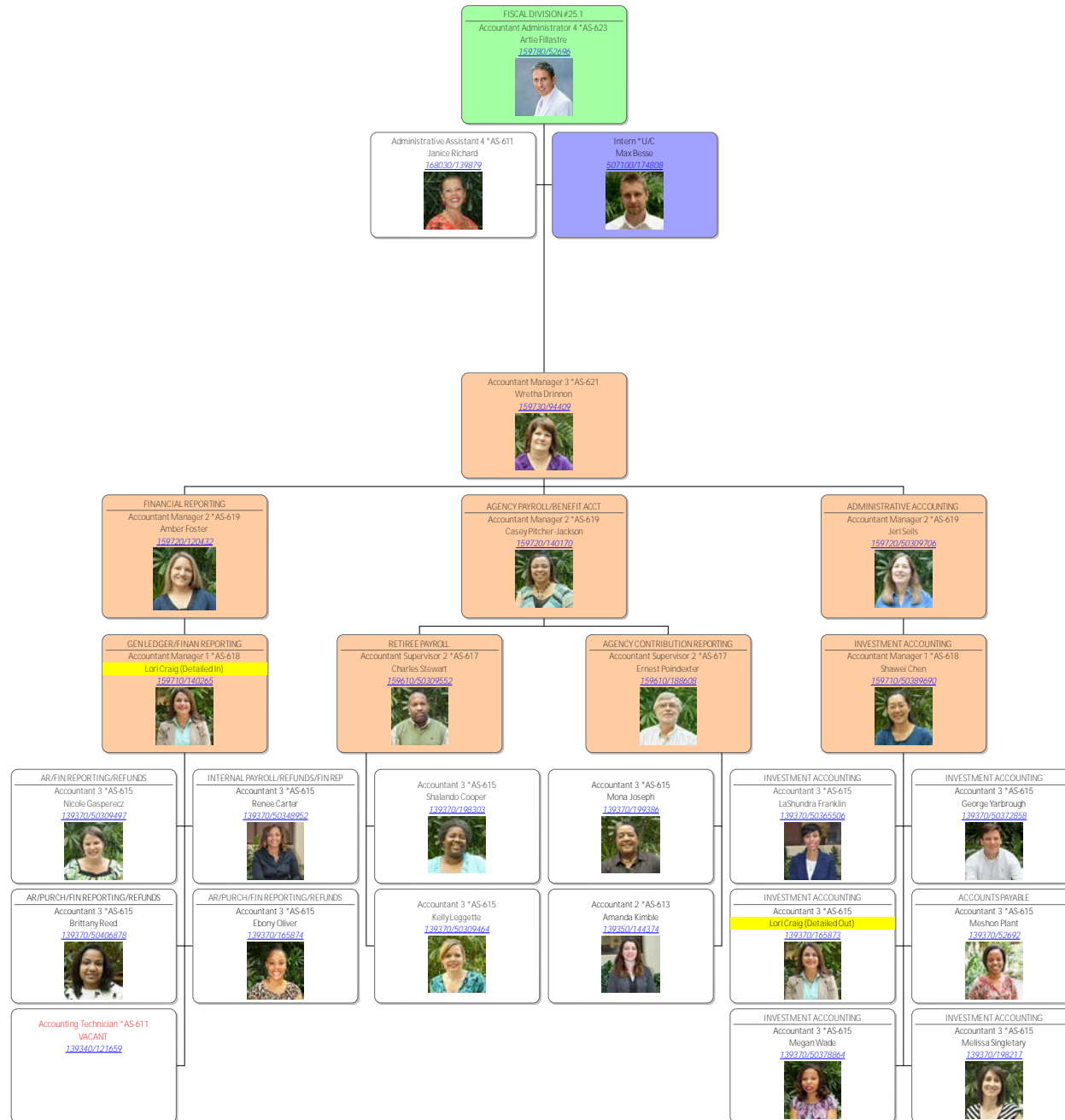
AUDIT SERVICES DIVISION

5 FULL-TIME POSITIONS
1 PART-TIME POSITION



FISCAL DIVISION

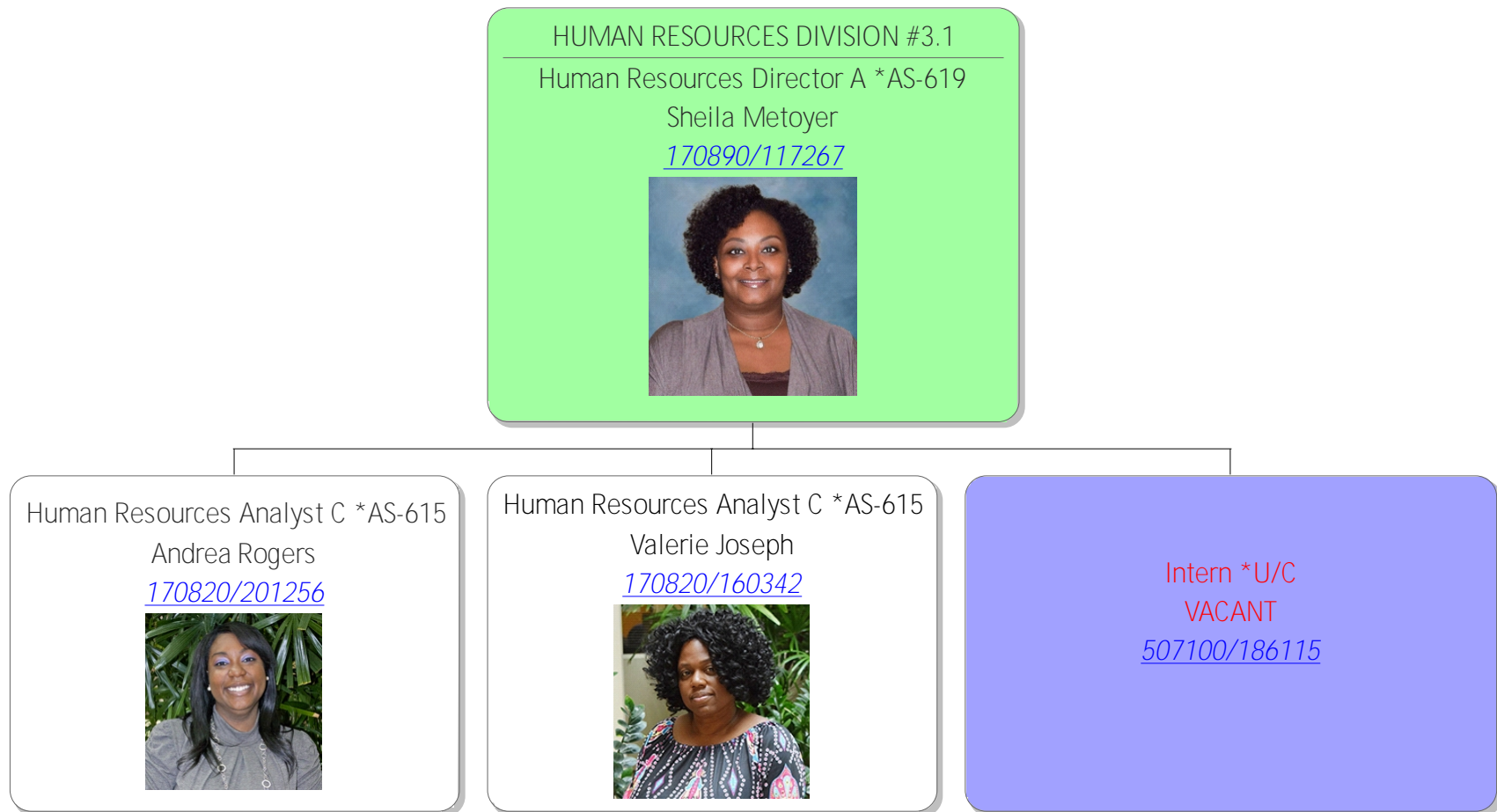
25 FULL-TIME POSITIONS
1 PART-TIME POSITION



Last Modified 3/18/2019

HUMAN RESOURCES DIVISION

3 FULL-TIME POSITIONS
1 PART-TIME POSITION

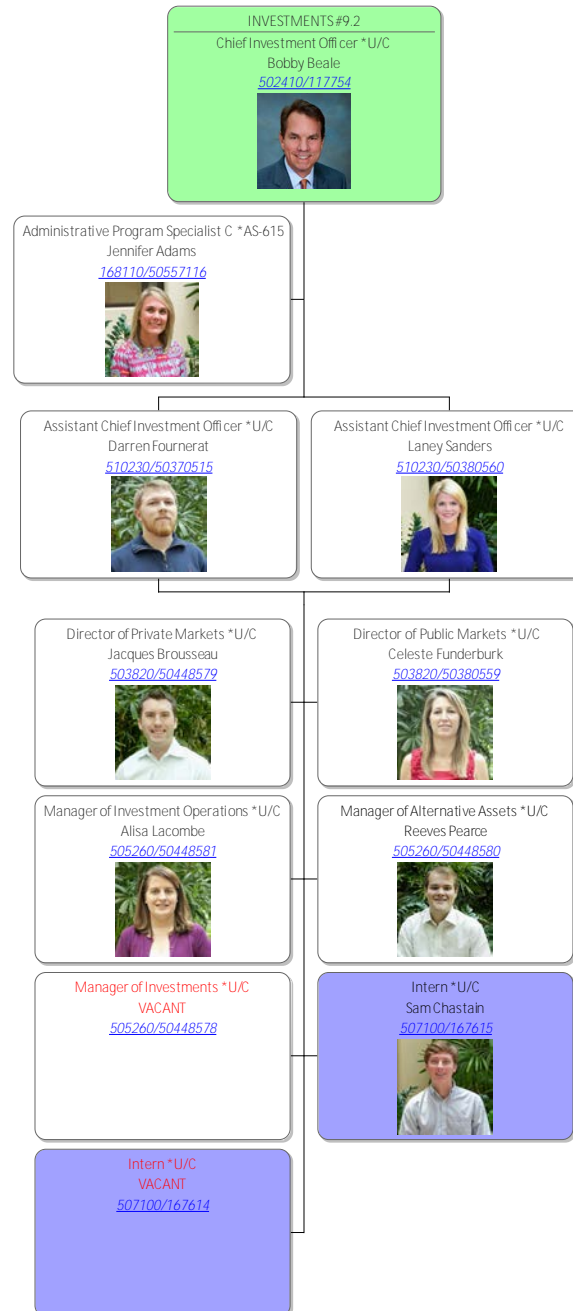


27 FULL-TIME POSITIONS
2 PART-TIME POSITIONS



INVESTMENTS DIVISION

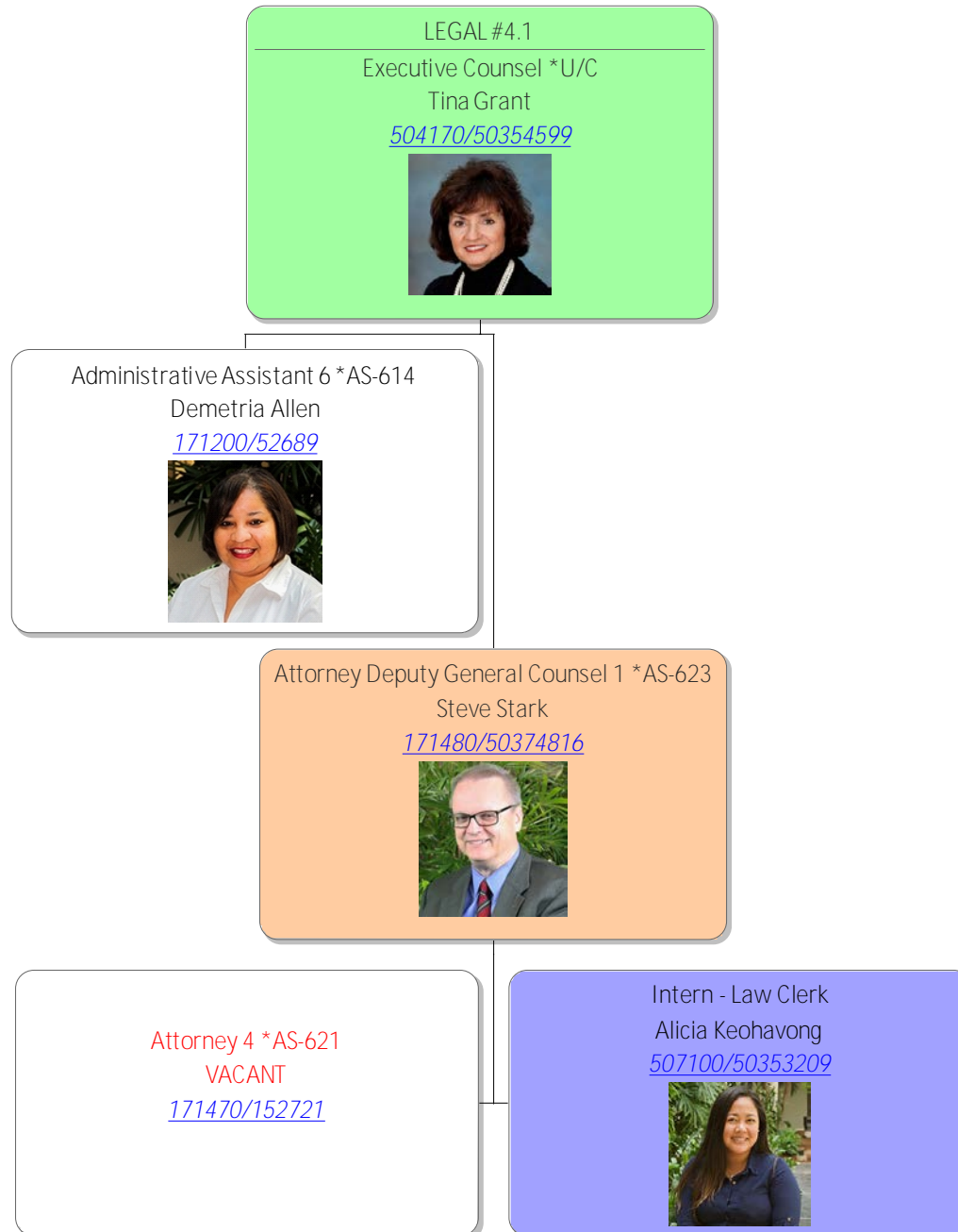
9 FULL-TIME POSITIONS
2 PART-TIME POSITIONS



Last Modified 3/18/2019

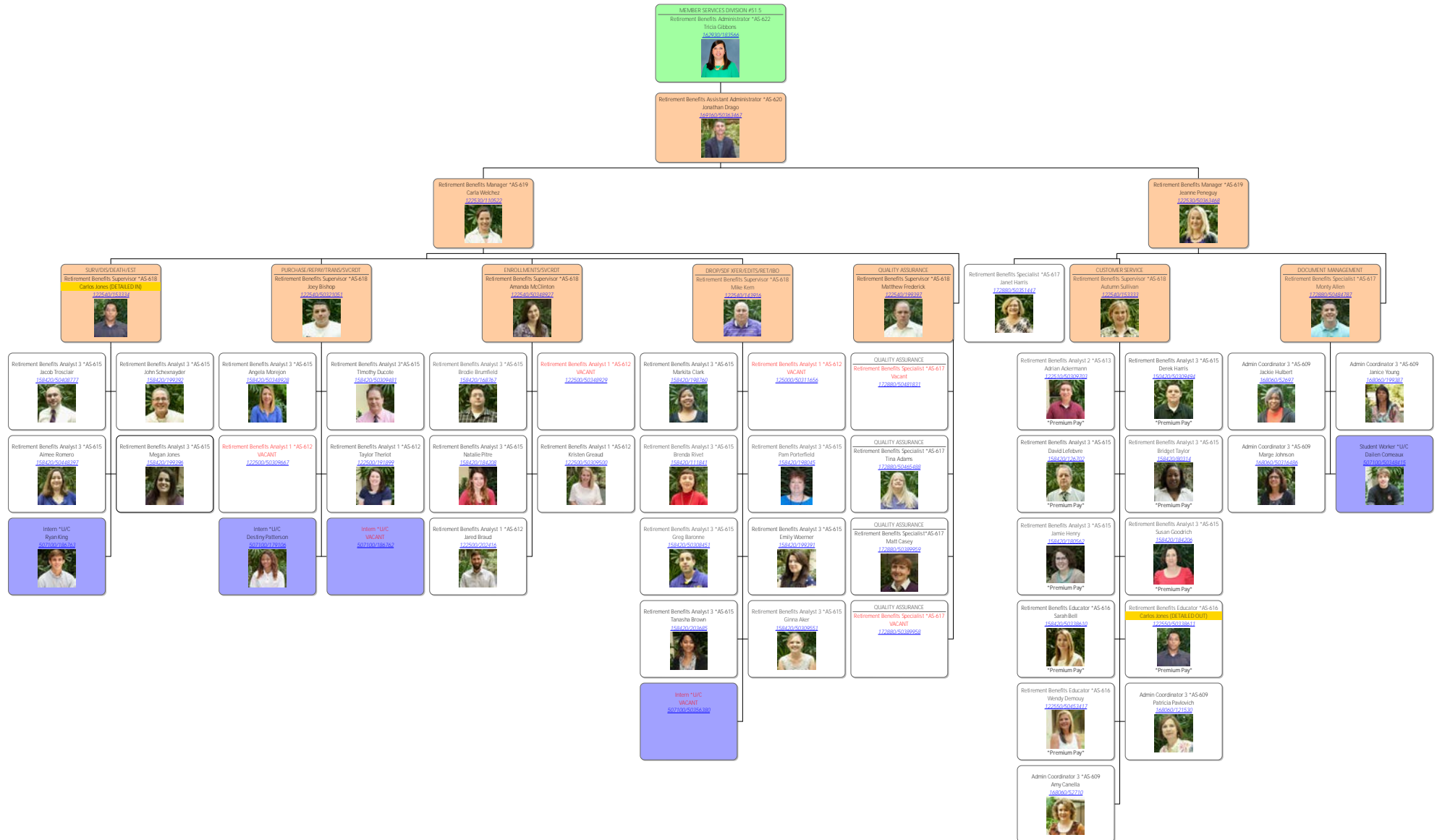
LEGAL DIVISION

4 FULL-TIME POSITIONS
1 PART-TIME POSITIONS



MEMBER SERVICES DIVISION

51 FULL-TIME POSITIONS
5 PART-TIME POSITIONS



PUBLIC INFORMATION DIVISION

4 FULL-TIME POSITIONS

