



**Urban Affairs Coalition**  
**Human Resources Committee Meeting**  
**Friday, October 2, 2020**  
**1:00 pm – 2:30 pm**  
**Via Zoom**

**Minutes**

**Committee Attendees:** John Clayton, Carolyn Green, Patrick Eiding, Sharmain Matlock-Turner

**Committee Members Not Present:** Wendy Hughes

**Staff Attendees:** Arun Prabhakaran, Kevin Satterthwaite and Thembi Maiden

**Guest Attendees:** **IBP:** Andrew May, Dan Foley  
**Jackson Lewis:** Malcolm Ingram

**I. Welcome**

- **Carolyn Green** opened the meeting and welcomed all members.

**II. Approval of the November 7, 2020 Minutes**

The **November 7, 2020 Minutes** were presented to the Committee. A motion to approve the Minutes was made.

**III. Innovative Benefits Planning (IBP) Quarterly 403(b) Retirement Plan Investment Report**

**IBP** presented their quarterly Retirement Plan Investment Report as of October 1, 2020. The report included the following:

- **IBP** reported that as of October 1, 2020, the plan's account balance was \$4,430,824.
- **IBP** reported that as of October 1, 2020, the plan had 18 outstanding loans totaling \$91,234.43. There are 345 active and 79 terminated participants with an average account balance of \$10,444.37.
- **IBP** reported on the two funds that are in the process of being replaced and the addition of the 2060 target date fund.
- **IBP** reviewed the investment options and the funds on the "Watch List", Buffalo Discover (BUFTX).
- **IBP** reported on the fees charged by BPAS and compared them to other plan custodians. The report showed that the fees were reasonable. UAC has no significant issues with BPAS and values their services.
- **IBP** will get the rates for ADP as a plan custodian to add to the comparison as requested by **K. Satterthwaite**.
- **IBP** will work with **T. Maiden** to schedule virtual education sessions.

**IV. Human Resources Department Update**

- **A. Prabhakaran** discussed the current initiatives he is working on; policy revisions, Employee Handbook revisions, HR Department Assessment & Audit
- **S. Matlock-Turner** discussed the HR department being under her leadership at the current time.

**V. Outstanding Legal Issues**

- **M. Ingram** reported on M.S. EEOC claim. Claim was filed over a year ago and is just being sent to UAC for a response. Response due October 15, 2020. Malcolm's position is this claim is unsubstantiated.
- **M. Ingram** reported on A.B. vs. UAC. This is a class action suit resulting from employee that were mis-classified. Malcolm advised that he is only negotiating with opposing counsel to come to a settlement agreement.

**Meeting Adjourned**