



**Thursday, September 15, 2022
Administrative Committee**

Call to Order - 8:00 A.M.

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**In-Person Attendance: Washington State Investment Board
2100 Evergreen Parkway SW, Olympia, WA 98502**

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The link to join online can be found at www.sib.wa.gov/meetings.html

1. Call to Order/Roll Call (8:00a)

2. Adoption of Minutes (8:00-8:05)

A. Adoption of the June 16, 2022, Minutes

3. Budget (8:05-8:15)

A. Quarterly Budget Update and 2023-2025 Budget Submittal Update

4. 2023 Administrative Committee Meeting Schedule (8:15-8:20)

A. 2023 Administrative Committee Meeting Schedule

5. Board Education (8:20-8:30)

A. 2021-2022 Board Conference and Education Attendance Report

B. 2022-2023 Approved Board Conference and Education List

6. Executive Session (8:30-9:10)

A. Succession Planning Discussion

B. Board Self Evaluation

C. Non-Voting Board Member Term Expirations

D. CEO Evaluation Discussion

7. Other Items (9:10-9:15)

8. Adjourn (9:15a)

**WASHINGTON STATE INVESTMENT BOARD
Administrative Committee Meeting Minutes
September 15, 2022**

The Administrative Committee met in open public session at the office of the Washington State Investment Board at 2100 Evergreen Park Drive SW, Olympia, Washington and via Microsoft Teams video conferencing available to participants and members of the public at https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGQxZThkN2ItNDhjMi00YzA5LWI1MDktZTIIMTZkMzA2MGQ4%40thread.v2/0?context=%7b%22Tid%22%3a%2211d0e217-264e-400a-8ba0-57dcc127d72d%22%2c%22Oid%22%3a%228fc4d9d4-af9d-4c7e-89f7-0987f5420086%22%7d

Members Present: Tracy Guerin, Chair
Yona Makowski
Greg Markley
Treasurer Mike Pellicciotti
Joel Sacks

Also Present: Allyson Tucker, Chief Executive Officer
Curt Gavigan, Chief Operating Officer
Stacy Conway, Executive Assistant

Tor Jernudd, Attorney General's Office

CALL TO ORDER

Chair Guerin called the meeting to order at 8:01 a.m. and took roll call; all Committee members listed as present were able to fully participate in the meeting.

ADOPTION OF MINUTES

**Chair Guerin moved to adopt the June 16, 2022, meeting minutes.
Ms. Makowski seconded, and the motion carried unanimously.**

BUDGET

Quarterly Budget Update and 2023-2025 Budget Submittal Update

Mr. Gavigan presented the quarterly budget update for the end of Fiscal Year (FY) 2022. He reported that the appropriated budget closed FY2022 with a balance of \$4.9 million, or a 15.1 percent savings, which will be carried forward into FY2023. He highlighted the three primary reasons for the cost savings: staff vacancies, Seattle office construction delays, and savings in travel expenditures due to the pandemic. The non-appropriated budget closed FY2022 with a savings of \$126.5 million, a 17.1 percent savings, due primarily to the fluctuating costs associated with investment pacing. The total operating budget closed FY2022 with a savings of \$131.4 million, or a 17 percent savings.

Mr. Gavigan also shared an update on the 2023-2025 budget submittal to the Office of Financial Management (OFM). He reminded the Committee that the biennial appropriated budget request, approved by the Board at its June 16 meeting, included investment officer compensation and six new FTEs to enhance investment capacity. While preparing the decision package, staff discovered an error in the calculation of salaries for two new administrative support positions resulting in an increase in the budget request of \$234,000. The corrected budget request will be submitted to OFM as part of the full decision package on September 16, 2022.

ADMINISTRATIVE COMMITTEE 2023 MEETING SCHEDULE

Chair Guerin presented the proposed 2023 Administrative Committee meeting dates of February 16; April 20; June 15; September 21; November 16; and December 14. Meetings will be held prior to the Board meeting, with start times dependent on the specific meeting agenda.

Treasurer Pellicciotti noted that he would vote in favor of the proposed Administrative Committee schedule; however, later at the Board meeting he would vote no on the schedule, which follows the same cadence, due to a conflict with one of the dates.

Chair Guerin moved that the Administrative Committee adopt the 2023 meeting dates as proposed. Mr. Sacks seconded and the motion carried unanimously.

BOARD EDUCATION

2021-2022 Board Conference and Education Attendance Report

Chair Guerin noted that the attendance at Board and Committee meeting education sessions was exceptional due to the virtual format allowing easy access for participation, and she commented on the increased external education participation.

Discussion ensued regarding the expectation of attendance at conferences and other educational opportunities, the ability to attend events not on the approved list, and tracking of attendance at non-WSIB sponsored events.

2022-2023 Approved Board Conference and Education List

Chair Guerin reminded the Committee that Board policy requires that the Board establish a list of approved conference and education events for the following year. Many of the conference dates are not available and Board members will be updated as they become available. Board members are encouraged to attend as time allows, acknowledging that it may be difficult to align schedules. Board Chair approval is required for attendance at any conference or education event.

Chair Guerin moved that the Administrative Committee recommend the Board adopt the 2022-2023 approved Board Conference and Education List as proposed. Ms. Makowski seconded the motion.

APPROVED

Ms. Tucker noted that the Board Education Policy 2.00.200 sets forth the encouragement for Board member participation in at least one external educational opportunity.

Mr. Sacks commented on his attendance at an Institutional Limited Partners Association (ILPA) educational event and suggested the addition of other ILPA training events to the approved education list.

The motion carried unanimously.

EXECUTIVE SESSION

Chair Guerin announced that the Committee would go into executive session to review the performance of public employees. The executive session was expected to last approximately 30 minutes, at which time the Committee would reconvene in open session.

[The committee went into executive session at 8:12 a.m.]

**Succession Planning Discussion
Board Self-Evaluation
Non-Voting Board Member Term Expirations
CEO Evaluation Discussion**

[The executive session was extended for an additional 10 minutes.]

[The committee reconvened in open session at 9:01 a.m.]

ADJOURNMENT

There was no further business to come before the Committee, and the meeting adjourned at 9:02 a.m.