

NOTE: These minutes from the March 5, 2024, Benefits Committee meeting were approved at the April 2, 2024 Committee meeting.

**Benefits Committee
Board of Trustees
March 5, 2024**

Public Minutes

**New Hampshire Retirement System
54 Regional Drive
Concord, NH 03301**

As Committee members were participating electronically pursuant to RSA 100-A:14-a, all votes were by roll call pursuant to RSA 91-a.

Committee Members participating: Chair Germano Martins, Jason Henry, and Andrew Martineau.

Staff present: Jan Goodwin, *Executive Director*; Tim Crutchfield, *Deputy Director and Chief Legal Counsel*; Nancy Miller, *Director of Member Services*; Mark F. Cavanaugh, *Associate Counsel and Compliance Officer*; and Diana Crichton, *Hearings Examiner*.

Having established a quorum, Trustee Martins called the Benefits Committee meeting to order at 8:30 a.m. Next, he called for a motion to accept the public minutes of the February 6, 2024, Committee meeting. On a motion by Trustee Martineau, seconded by Trustee Henry, the Committee approved the minutes as presented, with Trustee Henry abstaining.

The Committee then reviewed the three disability applications on the Consent Agenda. On a motion by Trustee Henry, seconded by Trustee Martineau, the Committee voted unanimously to approve the Agenda as presented.

Next, Atty. Cavanaugh presented a member's waiver request of the minimum participation rule requiring an employee to work 35 hours or more per week to earn service credit. In this case, due to an administrative error by the employer, both employer and member contributions continued to be remitted on the member's behalf for more than 20 years when her work schedule was below the 35 hours per week, and she continued to receive service credit. The error was not discovered until the member began planning for her retirement later this spring. Upon learning of the error, she requested a waiver of the minimum participation rule with the support of her employer. Upon consideration of the equities of this situation, the Committee voted unanimously to recommend to the Board that it approve the waiver request, contingent on a final calculation of the related cost of the reporting error and an agreement by the City to pay such cost in accordance with Ret 313.01(c).

Next, Mr. Crutchfield presented a draft RFP for IME services to solicit offers from individual physicians and business entities to conduct independent medical exams and/or provide case management services of the disability process because NHRS currently has only three physicians available to perform examinations relating to disability retirement applications. The Committee voted unanimously to recommend to the full Board that it authorize staff to issue an RFP in substantially the same form as presented to the Committee today.

The next Committee meeting was confirmed for Tuesday, April 2, at a time to be determined.

With no further business to discuss, on a motion by Trustee Henry, seconded by Trustee Martineau, the Committee voted unanimously to adjourn the meeting.

Respectfully submitted,

Tim Crutchfield