

| WEST VIRGINIA |

BOARD OF TREASURY INVESTMENTS

Personnel & Governance Committee Meeting Minutes Thursday, January 27, 2022

The quarterly Personnel & Governance Committee meeting of the West Virginia Board of Treasury Investments was held on Thursday, January 27, 2022, in the Treasurer's Conference Room, 315 70th Street, SE, Charleston, West Virginia. Keith Peck recorded the minutes.

ATTENDEES

Board Members Present:

Riley Moore, Committee Chair	Lisa Hopkins
Dave Hardy, via telephone	Mark Mangano, via telephone

BTI/ STO Staff Present:

Denise Baker	Jared Hunt
Connie Byrne, via telephone	Lindsay Marchio
Sarah Canterbury	Keith Peck
Shana Clay	Karl Shanholtzer
Kara Hughes	

Others Present:

Anoop Bhasin, Department of Revenue, via telephone
Jeff Boucek, Segal Marco Advisors, via telephone
Heather Froelich, Federated Hermes, via telephone
Amy Michaliszyn, Federated Hermes
Alan Peak, Segal Marco Advisors, via telephone
Keith Reynolds, Segal Marco Advisors, via telephone
Paige Wilhelm, Federated Hermes, via telephone

AGENDA

- I. Call to Order
- II. Roll Call – Declare Quorum
- III. Approval of Minutes of the October 28, 2021 Board Meeting
- IV. BTI Continuing Professional Education Requirements
- V. Employee Evaluations
- VI. Old Business
- VII. New Business

| WEST VIRGINIA |

BOARD OF TREASURY INVESTMENTS

- VIII. Next Board Meeting – (Tentatively Thursday, April 28, 2022)
- IX. Adjourn

MINUTES

I. Call to Order

Riley Moore, Committee Chair, called the meeting to order at 11:22 a.m.

II. Roll Call – Declare Quorum

A silent roll call was taken, and a quorum declared.

III. Approval of Minutes of the October 28, 2021 Board Meeting – **Tab 13**

Lisa Hopkins moved to accept the October 28, 2021, Personnel and Governance Committee Minutes as printed. Mark Mangano seconded. Motion carried unanimously.

IV. BTI Continuing Professional Education Requirements – **Kara – Tab 14**

Kara Hughes presented on the BTI Continuing Professional Education (“CPE”) requirements. The WV Board of Treasury Investment’s CPE Policy is subject to all Board members, the Executive Director, Chief financial Officer, and Internal Auditor. Individuals covered by the Policy are required to obtain a minimum of eight hours of approved continuing education each calendar year. The required hours shall include at least one hour of ethics, with the remaining being in investment related subjects. For individuals appointed or hired after the beginning of the calendar year, the required number of hours shall be prorated on a quarterly basis. Each person covered by the Policy, shall provide a written compliance report (CPE Worksheet) to the Personnel and Governance Committee after the end of the calendar year. Lisa Hopkins expressed her appreciation for the BTI providing one hour of CPE before each Board Meeting. No action was necessary for this agenda item.

| WEST VIRGINIA |

BOARD OF TREASURY INVESTMENTS

V. Employee Evaluations – Kara

Kara Hughes provided an overview on the annual employee evaluations. Kara will be sending out employee evaluation forms for the Board to fill out in February. The Board will evaluate the executive director and the audit committee will perform a review on Shana Clay. These employee evaluation forms will be returned to the Treasurer's Administrative Assistant, Monika Rivera, for the Treasurer to review with BTI staff.

VI. Old Business

There was no old business.

VII. New Business

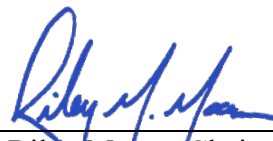
There was no new business.

VIII. Next Board Meeting – (Tentatively Thursday, April 28, 2022)

IX. Adjourn

There being no further business to bring before the Committee, Lisa Hopkins moved to adjourn. Mark Mangano seconded. The meeting adjourned at 11:27 a.m.

Approved by: _____


Riley Moore, Chair

Minutes approved: _____

May 3, 2022
(Date)