

ARKANSAS TEACHER RETIREMENT SYSTEM

May 3, 2021

1400 West Third Street

BOARD ROOM

Little Rock, AR 72201

Board of Trustees - Called Meeting

4:20 p.m.

Trustees

Danny Knight, Chair

Anita Bell

Lloyd Black

Kathy Clayton

Kelly Davis

Dr. Mike Hernandez

Shawn Higginbotham

Michael Johnson

Bobby G. Lester

Chip Martin

Robin Nichols

Ex Officio Trustees

Susannah Marshall, State Bank Commissioner

Johnny Key, Education Commissioner

Honorable Andrea Lea, State Auditor

Honorable Dennis Milligan, State Treasurer

AGENDA
ARKANSAS TEACHER RETIREMENT SYSTEM
BOARD OF TRUSTEES - CALLED

May 3, 2021

4:20 p.m.

1400 West Third Street

Little Rock, AR 72201

- I. ***Call to Order/Roll Call.** page 1.
- II. ***Adoption of Agenda.** page 2.
- III. Executive Summary. (Attachment No. 1) page 3.
- IV. Audit Committee Report. *Kelly Davis, Audit Committee Chair*
 - A. ***Executive Session: Evaluation of Internal Auditor Brenda West.**
- V. ***2021 Board of Trustee Election Results.** *Clint Rhoden, Executive Director*
(Attachment No. 2) page 4.
 - A. ***Resolution 2021-19.** (Attachment No. 3) page 9.
- VI. ***Executive Session: Evaluation of Executive Director Clint Rhoden.** *Danny Knight, Chair*
- VII. Other Business.
- VIII. ***Adjourn.**

* Action Item

2021-04-29 15:47:10.748754

EXECUTIVE SUMMARY

TO: Board of Trustees
FROM: ATRS Staff
RE: Executive Summary
DATE: May 3, 2021

IV. Audit Committee Report. *Kelly Davis, Chair*

A. Evaluation of Internal Auditor, Brenda West.

V. 2021 Board of Trustees Election Results. ATRS Board and staff, along with the ATRS members, wish to congratulate the reelected Position 2 Trustee, Mr. Michael Johnson, and the reelected Position 7 Trustee, Ms. Kelly Davis. A copy of the certified election results is in the Board packet. The time has passed for any objections or appeals. The final step is that ATRS Board approves a resolution to accept the election results for the results to become official. **This is an action item.**

VI. Executive Session – Evaluation of Executive Director.

VII. Other Business.

VIII. Adjourn.

STATEMENT AND CERTIFICATION OF DETERMINATION

To Whom It May Concern: SourceOne Graphics, Inc. dba SourceOne Output Technologies (hereafter referred to as "S1") has conducted the comprehensive voting services for the Arkansas Teacher Retirement System pursuant to purchase order #4502000068.

S1 has completed the mailing, receiving, and tabulation for the election of Position #2 and Position #7 for the Arkansas Teacher Retirement System to the agreed upon procedures as outlined.

Certified Voting Results

Position #2: Member Trustee - 2nd Congressional District

Winner of Position #2 is Michael Johnson.

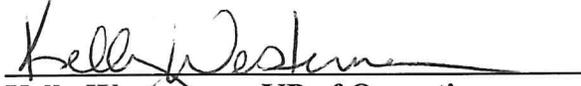
Position #7: Non-Certified Trustee

Winner of Position #7 is Kelly Davis.

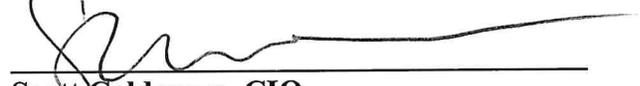
This concludes the official voting process.

Attached: Agreed Upon Procedures & Detailed Analysis Results for each position.

Certified and acknowledged this the 19th day of April, 2021 by:



Kelly Westerman, VP of Operations



Scott Calderera, CIO

State of Arkansas, County of Pulaski

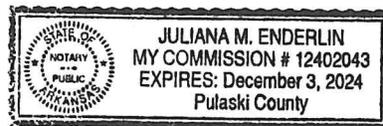
On this the 19th day of April, 2021, before me, Juliana M. Enderlin, the undersigned notary, personally appeared (Kelly Westerman and Scott Calderera) known to me (or satisfactorily proven) to be the person whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.



Signature of Notary Public

My Commission expires: December 3, 2024



Voting Procedures for ATRS Election.

The voting period shall run from March 15, 2021 through April, 15, 2021.
S1 will mail all ballots on March 15, 2021.
S1 will pick up returned ballots from USPS with the final pickup to occur the afternoon of April 15, 2021 to receive all ballots for tabulation returned during the voting period.
S1 will destroy any ballots returned by the USPS postmarked after April 15, 2021.
S1 will perform NCOA/CASS on all addresses.
S1 will mail all records to original address for movers.
S1 will process for USPS acceptance
S1 will print two ballot types, one for each initiative
Each ballot will contain two 2-D barcodes and one code 3 of 9 barcode.
The code 3 of 9 barcode will be used for intelligent insertion on inserters.
The first 2-D barcode, that shows through the window, will be used for end of inserter verification.
The second 2-D barcode will be used to insure no duplicate ballots are counted when returned.
S1 will pick up returned ballots from USPS Post Office Box.
Two S1 employees will retrieve all ballots in a secure receptacle.
Secure receptacle will be returned to S1 secure facility and stored in limited access area.
All received envelopes will be counted and batched by count.
Batches will be clearly labeled with counts and put into trays.
All envelopes in a batch will be opened.
All envelopes in a batch will be removed from the envelopes.
All envelopes in a batch will be faced and counted. Count will be verified against batch count.
Envelope and ballot counts will be performed by two separate individuals and matching counts verified by a third.
All batches will be clearly marked and stored separately from any ballots that are not counted and batched yet.
All ballots in a batch will be scanned and the scan counts verified against the batch counts.
Any batch not matching expected counts will be recounted and will be processed in a new batch.
Completed batches will be sealed in containers and stored separately from uncompleted batches.
Scanned image batches are processed/graded electronically.
Any ballot images that are determined to be unreadable will be manually reviewed.
Any ballot returned with a non-unique barcode will be invalidated. The first ballot scanned/counted will be the only one that counts in election totals.
Any ballot with extraneous markings or multiple markings will be invalidated.
Final voting and tabulation will be completed and Vote Certification Document generated.
The results of the election and vote certification will be transmitted to ATRS as soon as certified, but no later than April 20, 2021.
Certified Voting results will be published on or before April 20, 2021.
S1 will store all ballots and electronic scans for a period of 5 years.
When destroyed, the ballots will be shredded/depulped and destroyed to industry standard secure shredding procedures.

Vote results will include:

- A count of all ballots.
- A tally of total votes for each candidate in each election.
- A percentage of the total vote for each candidate in each election.
- A count of ballots rejected for any reason in each election.
- The ratio of total valid ballots returned versus ballots mailed for each position, expressed as a percentage.

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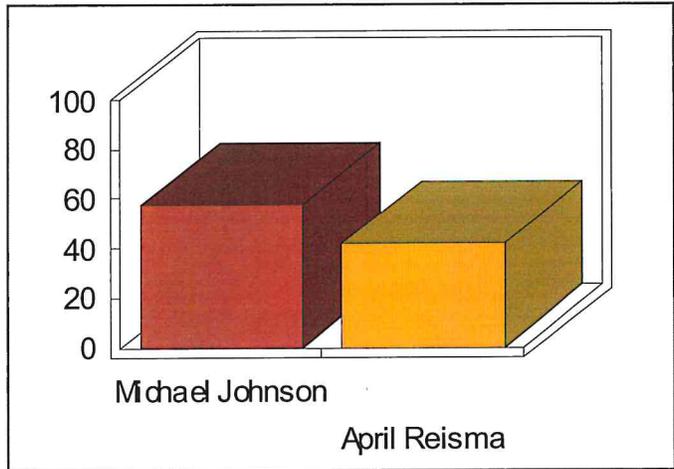
SourceOne Output Technologies requests that due to the proprietary and/or confidential information contained herein that that this document not be used, disclosed or reproduced, in whole or in part, for any purpose other than to document and evaluate these procedures, without the prior written consent of SourceOne Output Technologies, except as may be required by law.

Detailed Analysis Report

Position #2: Member Trustee - 2nd Congressional District

Response	Votes	Percent	Graphical Representation
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Michael Johnson	270	57.94
April Reisma	195	41.85



Total Valid	465	99.79
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POSITION 2	QTY
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VALID VOTES

Michael Johnson	270
April Reisma	195

Total Valid Votes	465
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INVALID VOTES

Duplicate Votes	0
Multiple Selections	0
Blanks	1
Missing Barcode	0

Total Invalid Votes	1
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TOTAL RECEIVED	466
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TOTAL MAILED	9,769
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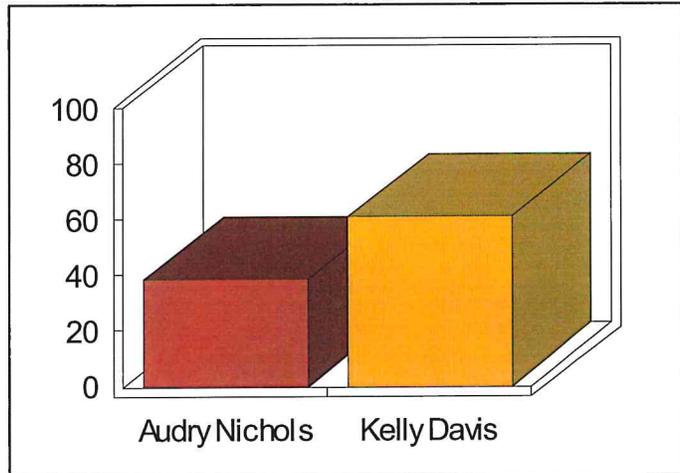
% RETURNED	4.77%
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Detailed Analysis Report

Position #7: Non-Certified Trustee

Response	Votes	Percent	Graphical Representation
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Audry Nichols	770	38.73
Kelly Davis	1209	60.81



Total Valid	1979	99.55
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POSITION 7	QTY
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VALID VOTES

Audry Nichols	770
Kelly Davis	1209

Total Valid Votes	1979
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INVALID VOTES

Duplicate Votes	0
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Multiple Selections	4
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Blanks	4
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Missing Barcode	1
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Total Invalid Votes	9
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TOTAL RECEIVED	1988
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TOTAL MAILED	36,187
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% RETURNED	5.49%
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DELIVERY RECEIPT

No : 0401

Date : 4/19/2021

SourceOne Graphics, Inc.

711 Bond Ave.

Little Rock, AR 72202

(501)-374-7676

Name : Arkansas Teacher Retirement System

Address : 1400 West Third Street

City/State/Zip : Little Rock, AR 72201

Attn : Tammy Porter

Quantity	Description	Pieces per Package	Number of Packages
1	Envelope	1	1
X _____ Received By			Total Packages 1 Envelope

**ARKANSAS TEACHER RETIREMENT SYSTEM
1400 WEST THIRD STREET
LITTLE ROCK, ARKANSAS 72201**

**RESOLUTION
No. 2021-19**

2021 Board of Trustees Election Results

WHEREAS, The Board of Trustees of the Arkansas Teacher Retirement System (ATRS) entered into a contract with SourceOne Output Technologies (SourceOne) of Little Rock, Arkansas, to conduct an election in March 2021, to fill two positions on the ATRS Board: Position #2 – Member Trustee (2nd Congressional District) and Position #7 – Non-Certified Trustee and;

WHEREAS, Mr. Michael Johnson and Ms. April Reisma ran for Position #2 – Member Trustee. The election vendor, SourceOne, through its VP of Operations, Ms. Kelly Westerman, has given official notice that Mr. Michael Johnson is the winner of the 2021 Board of Trustees election for Position #2; and

WHEREAS, Ms. Audrey Nichols and Ms. Kelly Davis ran for Position #7 – Non-Certified Trustee. The election vendor, SourceOne, through its VP of Operations, Ms. Kelly Westerman, has given official notice that Ms. Kelly Davis is the winner of the 2021 Board of Trustees election for Position #7;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Arkansas Teacher Retirement System hereby declares Mr. Michael Johnson and Ms. Kelly Davis to be winners for Positions #2 and #7 respectively, as certified by the election vendor, SourceOne, through its VP of Operations, Kelly Westerman. These positions will become effective July 1, 2021, with Position #2 expiring on June 30, 2022, and Position 7 expiring on June 30, 2027.

Adopted this ____ day of May, 2021.

Mr. Danny Knight, Chair
Arkansas Teacher Retirement System Board