



The Educational Employees' Supplementary
Retirement System of *Fairfax County*

MEETING MINUTES

Approved September 25, 2026

An in-person meeting of the ERFC Board of Trustees was held on July 30, 2026, in the ERFC conference room located at 3110 Fairview Park Drive, Suite 300, Falls Church, VA 22042.

Trustees present:

Kimberly Adams, *Chairperson and Trustee*
Kathie Pfeffer-Hahn, *Vice Chairperson and Trustee*
Leigh Burden, *Treasurer and Trustee*
Lisa Edmonds, *Trustee*
Adam McConagha, *Trustee*
Ducchi Quan, *Trustee*
William Solomon, *Trustee*

Also present:

Melissa O'Neal, *Executive Director*
Srikumar Bala, *Deputy Executive Director, Audit and Technology*
Mangala Murthy, *Deputy Executive Director, Investments*
Mussie Hagos, *Senior Functional Applications Specialist*
Kristin Delgado, *Senior Manager II, Operations & Communications*
Wendy Zhi, *Senior Manager III, Finance*
Betsy Church, *Project Manager, Business Applications*
Jason Reznikov, *ERFC Intern*
Pranav Mathur, *ERFC Intern*
Jenifer Cromwell, *Member, Bredhoff & Kaiser*
Micah Sweet, *Summer Associate, Bredhoff & Kaiser*
Ruby Nitzberg, *Summer Associate, Bredhoff & Kaiser (via video conference)*
Kevin Spanier, *Senior Vice President, Public Sector Retirement Operations*
Leader, Gallagher (via video conference) (departed 10:30am)
Elizabeth Hoalt, *Vice President, Public Sector Retirement, Gallagher (via video conference) (departed 10:30am)*

Absent:

Michelle Andrews, *Deputy Executive Director, Operations*
Ernest Zhu, *Associate, Bredhoff & Kaiser*

Meeting

Call to Order

Ms. Adams called the meeting to order at 9:17am

Announcement of Agenda Changes

Ms. Pfeffer-Hahn **moved to approve the agenda, as presented.** Mr. Quan seconded the motion. The Trustees voted unanimously to approve the agenda.

Consent Agenda

Approval of Minutes of the June 18, 2026, Board of Trustees Retreat & Meeting

Mr. Quan **moved to approve the minutes of the June 18, 2026, Board of Trustees Retreat & Meeting, as presented.** Mr. McConagha seconded the motion. The Trustees voted unanimously to approve the minutes, as presented.

The minutes of the June 18, 2026, Board of Trustees Retreat & Meeting were posted to BoardDocs.

Old Business

Updates to Employer Contribution and Amortization Policy

Ms. O'Neal introduced the topic, noting that Gallagher will review possible updates to actuarial assumptions and the amortization schedule. Mr. Spanier reviewed how the employer contribution rate is developed. Ms. Hoalt reviewed the amortization policy, and described ERFC's current funding policy. Ms. Hoalt and Mr. Spanier discussed the considerations and best practices for amortization policies, and reviewed the potential revisions to the amortization period. Mr. Spanier reviewed projections for the employer contribution rates and two alternative scenarios that reflect possible changes to the amortization period and certain actuarial assumptions. The Trustees discussed the possible changes to the amortization period and actuarial assumptions and the effect on ERFC. Mr. Spanier, Ms. Hoalt, and Ms. O'Neal responded to questions from the Trustees.

Gallagher's presentation on Updates to Actuarial Assumptions and Contribution and Amortization Policy was posted to BoardDocs.

Proposed Changes to Funding Policy and Employer Contribution Rate Regulation

Ms. Cromwell reviewed the proposed changes to ERFC Regulations – Funding Policy and Employer Contribution Rate, which would change the actuarial valuation from calendar year reporting to fiscal year reporting, provide the new schedule and frequency for setting the employer contribution rate based on fiscal year actuarial valuations, and establish a new 18-year amortization layer starting with the December 31, 2025, actuarial valuation, consistent with the recommendation from the actuary.

Ms. Pfeffer-Hahn **moved that the Board of Trustees approve the proposed changes to the ERFC Regulations 16.03, as presented.** Mr. Quan seconded the motion. The Trustees voted unanimously to approve the changes to the regulations.

Bredhoff & Kaiser's memorandum describing the proposed amendments to the ERFC regulations, and the proposed amended regulations were posted to BoardDocs.

December 31, 2025 Actuarial Valuation

Mr. Spanier and Ms. Hoalt reviewed the actuarial valuation results after the changes to the funding policy. Mr. Spanier and Ms. Hoalt responded to questions from the Trustees.

New Business

Annual Legal Update

Ms. Cromwell provided the annual legal update on fiduciary duties, the Virginia Freedom of Information Act ("VA FOIA"), the Public Records Act, and other Virginia legislative changes.

Bredhoff & Kaiser's memoranda on VA FOIA, the Public Records Act, other legislation, and the Trustees' Fiduciary Duties were posted to BoardDocs. Bredhoff & Kaiser's presentation and copies of VA FOIA and the Public Records Act were also posted to BoardDocs.

Proposed Revisions to Board Procedures

Ms. Cromwell reviewed the proposed revisions to the Board Procedures. She reported that certain changes are required by the VA FOIA, and other changes address the approval of travel requests and expenses.

Ms. Pfeffer-Hahn **moved that the Board of Trustees approve the proposed revisions to the Board Procedures, as presented.** Mr. Quan seconded the motion. The Trustees voted unanimously to approve the changes to the Board Procedures.

Bredhoff & Kaiser's memorandum describing the proposed revisions to the Board Procedures, and the proposed revised Board Procedures were posted to BoardDocs.

Strategic Plan Updates

Ms. O'Neal reviewed the status of ERFC's current Strategic Plan, including on-going, completed, and deferred initiatives. She noted that certain initiatives were deferred in light of the Pension Administration System request for proposal ("RFP"). The Trustees discussed the Strategic Plan, including projects focused on proactive risk management and projects that strengthened ERFC's IT environment. Ms. O'Neal responded to questions from Trustees

The presentation on Strategic Plan updates was posted to BoardDocs.

Staff Reports

Operations, Finance, and Communications Report

Ms. O'Neal reviewed DROP updates for FY 2025, FY 2026, and FY 2027. She noted that 47% of current eligible members are enrolled in DROP.

Ms. Zhi reviewed average DROP balances and DROP exits. Ms. Zhi also reported that as of June 30, 2026, actual expenses for FY 2026 were approximately 95.4% of the fiscal year budget, and that the pension payments (including refunds) were 94.1% of total actual expenses, which was in line with the budget.

Ms. Delgado described the current communication channels to ERFC members, and reviewed the email survey results for FY 2026.

The Retirement/DROP Summary Report and WAR Summary Report were posted to BoardDocs.

IT Report

Mr. Bala reviewed the status of the RFP for the Pension Administration System, which was issued in June 2026. He noted that all proposals are due by August 7, 2026.

Educational Resource List

The Educational Resource List was posted to BoardDocs.

The Staff Reports presentation was posted to BoardDocs.

Ms. Pfeffer-Hahn **moved to receive and file the reports of ERFC staff**. Mr. Quan seconded the motion. The Trustees voted unanimously to receive and file the reports.

Adjournment

The meeting was adjourned without objection at 11:35am.

**Next Meeting – September 25, 2026
(Board of Trustees Meeting) (in-person)**