

**WHATCOM COUNTY
EXECUTIVE ORDER # 04-02**

**CREATION OF SUPPLEMENTAL RETIREMENT PLAN
WORKING GROUP**

WHEREAS, Whatcom County offers supplemental plans to allow employees to save money for retirement and medical costs on a tax-deferred basis, and

WHEREAS, employees' funds are held in trust, and

WHEREAS, the service providers and County share fiduciary responsibility for the prudent and appropriate administration of those funds, and

WHEREAS, the Administration is desirous of creating a Working Group to review plans, providers, address issues, and recommend policies associated with the responsible management of the County's supplemental retirement programs on behalf of its employees,

NOW, THEREFORE, By virtue of the power vested in me by the Home Rule Charter for Whatcom County, I hereby order creation of an internal deferred compensation review process to be entitled the "Supplemental Retirement Plan Working Group." The purpose of this working group is to provide oversight for the plans. The working group will conduct an annual review of plans considering:

- Plan documents
- Provider evaluation and qualifications
- Reasonableness of fees
- Provider education for employees about investment options, fees and restrictions
- Policy review and development

The working group may also consider and make recommendations to the Executive on other deferred compensation matters. Membership on the working group shall consist of:

- Deputy Administrator, Executive's Office
- Human Resources Manager, Administrative Services
- Finance Manager, Administrative Services
- Civil Deputy Prosecutor, Prosecutor's Office
- Cash Management Administrator, Treasurer's Office

Unless otherwise designated by this Office, the Human Resources Manager shall chair the Group. A vice chair shall be elected by the Group to serve in the absence of the chair.

DATED this 18th day of March, 2004.



PETE KREMEN, County Executive