

MINUTES OF THE MEETING OF THE
GOVERNANCE POLICY COMMITTEE OF THE BOARD OF TRUSTEES OF THE
EMPLOYEES' RETIREMENT SYSTEM OF THE STATE OF HAWAII

MARCH 28, 2022

CITY FINANCIAL TOWER
201 MERCHANT STREET, SUITE 1200
HONOLULU, HAWAII 96813

Trustees present:
(by teleconference)

Mr. Emmit Kane, Committee Chair (former); and
Chair of the Legislative Committee*
Dr. Catherine Chan, Committee Vice Chair (former), and
Chair of the Investment Committee*
Dr. Genevieve Ley Committee Vice Chair (elected), and
Chair of the Compensation Review Committee*

Trustee present:
(City Financial Tower
by teleconference)

Mr. Vincent Barfield, Committee Chair (elected), and
Chair of the Board of Trustees*

Trustee absent:

Mr. Bennett Yap, Chair of the Administrative & Audit Committee

Staff present:
(City Financial Tower
by teleconference)

Mr. Thomas Williams, Executive Director*
Ms. Kanoë Margol, Deputy Executive Director
Ms. Elizabeth Burton, Chief Investment Officer
Mr. Howard Hotel, Deputy Chief Investment Officer
Mr. Bart Asato, Program Specialist
Ms. Shanna Sakagawa, Program Specialist
Ms. Dale Kehau Kanae, Recording Secretary*
Ms. Lori Kim, Secretary
Ms. Andrea Gasper, Secretary

Attorneys present:
(by teleconference)

Ms. Patricia Ohara, Supervising Deputy Attorney General*
Mr. Ivan Torigoe, Deputy Attorney General*
Ms. Diane Wong, Deputy Attorney General

*Attended Executive Session

QUORUM/CALL TO
ORDER

A quorum being present (Board Chair Barfield, Committee Vice Chair/Investment Committee (IC) Chair Chan, and Compensation Review Committee (CRC) Chair Ley), Board Chair Barfield called the meeting of the Governance Policy Committee (Committee) of the Board of Trustees (Board) of the Employees' Retirement System of the State of Hawaii (ERS) to order at 2:30 p.m. and identified the Trustees present and had them confirm that they are the only ones present at their remote location and that no one else was able to listen in on their teleconference while attending the meeting.

On a motion made by CRC Chair Ley, seconded by Committee Vice Chair/IC Chair Chan, and unanimously carried, to be able to hold a meeting allowing Trustees and members of the public to participate by interactive conference technology, pursuant to the HRS § 92-3.7, with at least one meeting location open to the public that has audiovisual connection.

PUBLIC COMMENT

Board Chair Barfield called for public comment. There were no members of the public present by teleconference, therefore no public comment. There was also no written public testimony received for this Committee meeting.

Board Chair Barfield announced that the meeting agenda items be taken out of order starting with New Business 3. Report by the Governance Policy Committee Chair.

(Committee Chair Kane entered the meeting at 2:33 p.m..)

REPORT BY THE
GOVERNANCE POLICY
COMMITTEE CHAIR

Board Chair Barfield discussed that a new Committee Chair and Vice Chair needed to be elected and recommended that the Board Chair and Vice Chair also serve as the Governance Policy Committee Chair and Vice Chair, respectively. There were no objections by the Committee members to the recommendation.

On a motion made by Committee Vice Chair/IC Chair Chan, seconded by Board Vice Chair/CRC Chair Ley, and unanimously carried, the Committee elected Board Chair Barfield as Chair and Board Vice Chair/CRC Chair Ley as Vice Chair of the Governance Policy Committee.

REVIEW THE
GOVERNANCE POLICY
COMMITTEE CHARTER

Chair Barfield then discussed the Governance Policy Committee Charter as presented and recommended changes to the following sections:

II. COMMITTEE MEMBERSHIP

The Committee shall be composed of the Chairpersons of the standing committees of the Board. The members of Board Chair and Board Vice Chair will be the Governance Policy Committee Chair and Vice Chair, however, if the Board Vice Chair is not a chair of a standing committee, the Governance Committee will elect appoint it's the Board Vice Chair and as a member and to serve as Vice Chair of the Committee. ...

On a motion made by Chair Barfield, seconded by Vice Chair/CRC Chair Ley, and unanimously carried, the Committee adopted the changes as noted to section II. COMMITTEE MEMBERSHIP, stated above.

III. MEETINGS

The Committee shall meet at least ~~three~~ one times a year at such times and places as it deems necessary to fulfill its responsibilities. ...

On a motion made by IC Chair Chan, seconded by Vice Chair/CRC Chair Ley, and unanimously carried, the Committee adopted the changes as noted to Section III. MEETINGS, stated above.

A revised Governance Policy Committee Charter will be presented to the Board for approval.

A revised draft of the Governance Policy Committee Charter is attached for clarification and will be presented to the Board for approval.

REPORT BY THE
ADMINISTRATIVE &
AUDIT COMMITTEE
CHAIR

In absence of Administrative & Audit Committee Chair Yap, Chair Barfield then discussed the Administrative & Audit and Internal Audit Charters with changes as presented. The Committee had no further changes.

REVIEW THE
ADMINISTRATIVE &
AUDIT COMMITTEE
CHARTER

On a motion made by Committee Vice Chair/CRC Chair Ley, seconded by IC Chair Chan, and unanimously carried, the Committee adopted the changes as presented in the Administrative & Audit Committee and Internal Audit Charters and will present it to the Board for approval.

A revised draft of the Administrative & Audit Committee and Internal Audit Charters are attached for clarification.

REPORT BY THE
COMPENSATION REVIEW
COMMITTEE CHAIR

Committee Vice Chair/CRC Chair Ley discussed the Compensation Review Committee Charter with changes as presented. It was noted that the Charter also included a name change of the Committee to Human Resources Committee. The Committee had no further changes.

REVIEW THE
COMPENSATION
REVIEW COMMITTEE
CHARTER

On a motion made by Vice Chair/CRC Chair Ley, seconded by IC Chair Chan, and unanimously carried, the Committee adopted the changes as presented in the Compensation Review Committee Charter and will present it to the Board for approval.

A revised draft of the Compensation Review Committee Charter is attached for clarification.

REPORT BY THE
INVESTMENT
COMMITTEE CHAIR

IC Chair Chan discussed the Investment Committee Charter and noted that it was approved by the Board on November 9, 2020, however, requested one change to:

REVIEW THE
INVESTMENT
COMMITTEE CHARTER

II. COMMITTEE MEMBERSHIP

The Investment Committee (the “Committee”) of the Board of Trustees (the “Board”) of the Employees’ Retirement System of the State of Hawaii (the “ERS”) shall consist of no more than four (4) Board members who shall be appointed by the Board Chair and approved by the Board. ...

On a motion made by IC Chair Chan, seconded by Committee Vice Chair/CRC Chair Ley, and unanimously carried, the Committee adopted the changes as presented in the Investment Committee Charter and will present it to the Board for approval.

A revised draft of the Investment Committee Charter is attached for clarification.

REPORT BY THE
LEGISLATIVE
COMMITTEE CHAIR

LC Chair Kane discussed the Legislative Committee Charter with changes as presented. The Committee had no further changes.

REVIEW THE
LEGISLATIVE
COMMITTEE CHARTER

On a motion made by LC Chair Kane, seconded by Committee Vice Chair/CRC Chair Ley, and unanimously carried, the Committee adopted the changes as presented in the Legislative Committee Charter and will present it to the Board for approval.

A revised draft of the Legislative Committee Charter is attached for clarification.

(Public participation concluded by ending the teleconference link.)

(Chair Barfield requested staff exit the meeting and identified that only the Committee members, Executive Director Thomas Williams, Deputy Attorneys General Pat Ohara and Ivan Torigoe, and Recording Board Secretary Dale Kehau Kanae remain. All members in attendance are noted

with an asterisk on these minutes and are also listed on the Executive Session minutes.)

ENTER EXECUTIVE SESSION

On a motion made by LC Chair Kane, seconded by Committee Vice Chair/CRC Chair Ley, and unanimously carried, the Committee entered into Executive Session at 3:02 p.m.

Committee members confirmed that no other persons were in their rooms or able to listen in on their teleconferences. DAG Torigoe also confirmed that he and DAG Pat Ohara were the only ones in his room and no one was able to list in on their teleconference. Committee Chair Barfield also confirmed that no other persons, not already identified, were in the room and that no one was able to listen in on the teleconference.

EXECUTIVE SESSION

- Pursuant to HRS § 92-5(a)(4), to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities and liabilities with respect to Scope, Authority, and Fiduciary Responsibility of the ERS Board of Trustees.

**EXECUTIVE SESSION,
PURSUANT TO HRS § 92-
5(a)(4), TO CONSULT WITH
THE BOARD'S
ATTORNEYS ON
QUESTIONS AND ISSUES
PERTAINING TO THE
BOARD'S POWERS,
DUTIES, PRIVILEGES,
IMMUNITIES AND
LIABILITIES WITH
RESPECT TO SCOPE,
AUTHORITY, AND
FIDUCIARY
RESPONSIBILITY OF THE
ERS BOARD OF TRUSTEES**

EXIT EXECUTIVE SESSION

On a motion made by IC Chair Chan, seconded by Committee Vice Chair/CRC Chair Ley, and unanimously carried the Committee exited Executive Session at 3:47 p.m.

**APPROVAL OF MINUTES –
NOVEMBER 5, 2020**

On a motion made by LC Chair Kane, seconded by IC Chair Chan, and unanimously carried, the Committee approved the Minutes of the November 5, 2020, meeting as presented.

ADJOURNMENT

On a motion made by IC Chair Chan, seconded by Committee Vice Chair/CRC Chair Ley, and unanimously carried, Chair Barfield adjourned the meeting at 3:49 p.m.

REDACTED SIGNATURE

Thomas Williams
Executive Director

TW:dkik



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
GOVERNANCE POLICY
COMMITTEE CHARTER

I. PURPOSE

The purpose of the Governance Policy Committee (“Committee”) is to carry out the responsibilities delegated to it by the Board of Trustees of the Employees’ Retirement System of the State of Hawaii (“Board”) relating to research, implementation and monitoring of best practices for governance toward fulfillment of fiduciary duties, oversight of investment policies and guidelines, and the efficient, effective administration of the Employees’ Retirement System of the State of Hawaii (“ERS”).

II. COMMITTEE MEMBERSHIP

The Committee shall be composed of the Chairpersons of the standing committees of the Board. The ~~members of Board Chair and Board Vice Chair will be~~ the Governance Policy Committee Chair and Vice Chair, however, if the Board Vice Chair is not a chair of a standing committee, the Governance Committee will elect appoint its the Board Vice Chair and as a member and to serve as Vice Chair of the Committee. The members of the Committee shall be appointed for one-year terms and shall serve for such term or terms as the Board may determine or until earlier resignation. The Board may remove any member from the Committee at any time with or without cause.

III. MEETINGS

The Committee shall meet at least ~~three~~ one (1) times a year at such times and places as it deems necessary to fulfill its responsibilities. The Committee shall report regularly to the Board regarding its actions and make recommendations to the Board as appropriate. The Committee may invite such members of management and advisors to its meetings as it deems appropriate. The Committee shall review this Charter at least annually and recommend any proposed changes to the Board for approval.



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COMMITTEE CHARTER

IV. AUTHORITY AND RESPONSIBILITIES

The Committee shall have the following authority and responsibilities regarding the administration of the ERS:

- To review annually the ERS's Governance Plans and Procedures.
- To assign and provide direction to the Executive Director and Deputy Executive Director on priorities and actions to successfully execute the governance responsibilities of the Administrative Branch.
- To review and draft governance policies, guidelines and recommendations for the Boards consideration.

The Committee shall have the following authority and responsibilities regarding ERS Legislation:

- To recommend and review proposed legislation relating to the ERS governance introduced by the ERS and by other parties, and to assign and provide direction for the Executive Director and Deputy Executive Director on priorities and actions to successfully support such legislative goals and responsibilities of the ERS.
- To recommend support, opposition, or monitor of proposed legislation relating to the ERS governance to the full Board for its consideration.



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COMMITTEE CHARTER**

V. OUTSIDE ADVISORS

The Committee shall have the authority, in its sole discretion, to obtain the advice of any ERS consultant or ERS service provider as necessary to assist with the execution of its duties and responsibilities as set forth in this Charter. The Committee shall have the authority, in its sole discretion, to obtain the advice and the assistance of ERS's legal counsel and such other advisors as it deems necessary to fulfill its duties and responsibilities under this Charter. The Committee shall not be required to implement or act consistently with the advice or recommendations of its consultant, legal counsel or other advisor to the Committee, and the authority granted in this Charter shall not affect the ability or obligation of the Committee to exercise its own judgment in fulfillment of its duties under this Charter. The consultant(s), outside counsel and any other advisors retained by, or providing advice to, the Committee (other than the ERS's in-house counsel) shall be independent as determined in the discretion of the Committee.

VI. PERFORMANCE EVALUATION

The Committee shall conduct an annual evaluation of the performance of its duties under this Charter and shall present the results of the evaluation to the Board. The Committee shall conduct this evaluation in such manner as it deems appropriate.

*Adopted and Approved by the Board of Trustees: ~~on~~ December 9, 2019, September 14, 2020
Revised and Accepted by the Governance Policy Committee: ~~on~~ July 24, 2020, March 28, 2022
~~Approved by the Board of Trustees on September 14, 2020~~*



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
ADMINISTRATIVE & AUDIT COMMITTEE CHARTER

I. PURPOSE

The Administrative & Audit Committee (“Committee”) of the Employees’ Retirement System (“ERS”) of the State of Hawaii is a committee of the Board of Trustees (“Board”). Its primary function is to assist the Board in fulfilling its oversight responsibilities relating to:

- A. The integrity of the ERS’s financial statements and the accounting and financial reporting processes;
- B. The ERS’s compliance with legal and regulatory requirements;
- C. The qualifications, independence and performance of the ERS’s Internal and External Auditors;
- D. Monitoring the performance of the systems of internal controls established by Management and the Board;
- E. Monitoring the performance of the ERS’s Internal and External Audits;
- F. The business practices and ethical standards of the ERS; and
- G. The review and monitor of the administration of the ERS.

The Committee provides an avenue of open and free communication between the Board, the Internal Auditors, the External Auditors and Management of the ERS.

II. COMMITTEE MEMBERSHIP

- A. The membership of the Committee shall consist of at least three members of the Board.
- B. The Board members of the Committee shall be appointed annually by the Board Chair. Committee appointments can be changed at the discretion of the Board Chair at any time. In the event of a vacancy (due to member resignation, removal, or death), the Board Chair will appoint a replacement to serve the remainder of the term.



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- C. The members of the Committee shall be responsible for electing its Chair and Vice Chair.

III. MEETINGS

- A. The Committee must meet at least three (3) times per year or more frequently as circumstances require, with prior notice and publication of the agenda as provided by law.
- B. The Committee may ask members, ERS Management, advisors, and others to attend Committee meetings to provide pertinent information as necessary.

IV. AUTHORITY

The Committee shall have the power to conduct or authorize investigations into any matters within the Committee's scope of responsibilities. In the conduct of any investigation, the Committee shall have the authority to seek information it requires from ERS employees, Management, and external parties; and to engage advisors, or otherwise obtain independent legal, accounting, consulting, or other professional services it requires, at the expense of the ERS, with the approval of the Board.

V. RESPONSIBILITIES

The Committee provides oversight of various ERS functions: Administration, Risk Assessment, Internal Audits, External Audits, and Others. In fulfilling its oversight responsibilities, Committee members need to maintain an independent stance. Members of the Committee shall be considered independent if they have no relationship to the ERS that may interfere with the exercise of their fiduciary responsibilities.



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It is the duty of the Committee to report regularly to the Board with respect to any issues that arise concerning:

- A. The quality or integrity of the ERS's financial statements;
- B. The ERS's compliance with legal or regulatory requirements;
- C. The performance and independence of the ERS's External Auditors;
- D. The performance of the internal audit function;
- E. Or any other matter within the scope of the Committee's function.

In carrying out its oversight responsibilities, the Committee's practices/procedures should remain flexible in order to best react to changing conditions and assure the Board that the risk assessment process, the accounting and financial reporting processes, internal controls, and internal and external auditing are in accordance with all related requirements and are of the highest quality.

Oversight Responsibilities Regarding Administration:

- A. Annually review the ERS strategic goals and objectives adopted by the Board and if appropriate, recommend any changes.
- B. Monitor Administration's implementation of these strategic goals and objectives.
- C. Provide direction to the Executive Director (ED) and Deputy Executive Director (DED) on priorities and actions to successfully execute the responsibilities of the Administrative Branch.
- D. Monitor compliance with administrative policies.
- E. Review and monitor the operating budget and provide recommendations to the full Board as necessary.

Oversight Responsibilities Regarding Risk Assessment:

- A. Inquire of Management, the Internal Auditors, and the External Auditors about significant risks or exposures.



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- B. Meet with the necessary parties to discuss the results of periodic risk assessments and obtain a clear understanding of the risk assessment process.
- C. Assess the steps Management has taken to minimize significant risks or exposures to the ERS.

Oversight Responsibilities Regarding Internal Audits:

- A. Where appropriate, oversee the procurement of internal auditing services and recommend to the Board:
 - 1. The Internal Auditor to be nominated;
 - 2. Approval of fees for the Internal Auditor; and
 - 3. The discharge of the Internal Auditor.
- B. Review the adequacy and effectiveness of the ERS's accounting and financial controls (including information technology and security controls) with:
 - 1. Personnel (from financial, accounting, and information systems);
 - 2. Internal and External Auditors; andelicit any recommendations to improve the system of internal controls or particular areas where new or more detailed controls or procedures are desirable.
- C. Obtain an understanding of any corrective actions to be taken with regard to controls and procedures.
- D. Recommend to the Board any co-sourcing or outsourcing internal audit services.
- E. Review the ERS Internal Audit Charter, including the independence and authority of the internal audit function, and its reporting obligations, qualifications, and staffing for the calendar year.
- F. Review the annual Internal Audit Plan (and all major changes to the plan) and recommend its approval to the Board.
- G. Review the reports and findings/recommendations of the Internal Auditors and the responses of the ERS Management, and monitors completion of Management's



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action plans.

- H. Review a summary of major findings from completed internal audits and a progress report on the execution of the Internal Audit Plan and Management's implementation of action plans.
- I. Meet separately with the Chief Audit Executive¹ and/or Management to discuss any matters that the Committee, or these parties, believe should be discussed privately.
- J. Review the effectiveness of the internal audit functions, including compliance with the Institute of Internal Auditors Standards for the Professional Practice of Internal Auditing.
- K. Report the results of the Internal Audit Plan to the Board. At the invitation of the Committee, the Internal Auditors will attend Board meetings to assist in reporting the results of the Internal Audit Plan and to answer questions.

Oversight Responsibilities Regarding External Audits

- A. Obtain a basic understanding of government accounting, financial reporting, auditing processes, and critical policies, and ensure that the financial leadership team is qualified and competent.
- B. ~~Oversee the procurement of external auditing services and recommend to the Board~~The State Office of the Auditor is responsible for the procurement of external auditing services and determines:
 - 1. The External Auditor to be nominated;
 - 2. Approval of the audit fees of the External Auditor; and
 - 3. The discharge of the External Auditor.
- C. Review prior year comments from the Government Finance Officers Association (GFOA) in its determination of the ERS's compliance with the requirements for

¹ The Chief Audit Executive may be an individual employee or a firm contracted to outsource or co-source the internal audit function.



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- the Certificate of Achievement in Financial Reporting, where applicable.
- D. Review with Management and the External Auditor the draft financial statements to be filed with the GFOA.
- E. Assess the integrity of the annual financial statements and related disclosures, including significant accounting judgements and estimates.
- F. Review and examine the independence (including any potential conflict of interest) of the External Auditor, including a review of Management consulting services and related fees provided by the External Auditor.
- G. Review with the External Auditor the coordination of audit effort to assure completeness of coverage, reduction of redundant efforts, and the effective use of audit resources.
- H. Review, at least annually, with Management and/or the External Auditor:
1. Scope of the proposed audit for the current fiscal year and the procedures to be utilized.
 2. The ERS's annual financial statements and related footnotes.
 3. The External Auditor's audit of the financial statements and audit report thereon.
 4. The adequacy of the ERS's internal financial controls.
 5. Any significant changes required in the External Auditor's scope and audit plan.
 6. Other matters related to the conduct of the audit, which are to be communicated to the Committee under Generally Accepted Government Auditing Standards, including audit adjustments made and passed.
 7. Judgments about the quality, not just the acceptability of accounting principles and the clarity of the financial disclosures.
 8. Any difficulties encountered in the course of the external audits, including any disputes with Management, restrictions on the scope of their work or access to required information.



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- I. Consider and review with Management any significant findings during the fiscal year and recommendations of the External Auditor's and Management's responses thereto.
- J. Meet separately with the External Auditor and/or Management to discuss any matters the Committee, or these parties, believe should be discussed privately with the Committee.
- K. Report the results of the annual external audit to the Board. At the invitation of the Committee, the External Auditor will attend Board meetings to assist in reporting the results of the annual audit and to answer questions.

Other Oversight Responsibilities:

- A. Report Committee actions, including any investigative actions, to the Board with such recommendations as the Committee may deem appropriate.
- B. Monitor the implementation of procedures for the receipt, retention and treatment of complaints regarding accounting, internal accounting controls, auditing or other matters, including mechanisms for anonymous submission of related concerns by ERS employees or the appropriate bodies.
- C. Consult with the Attorney General on legal matters regarding financial transactions, fraud, or any other issue that could have a significant impact on the annual reports.
- D. Obtain any information and training needed to enhance the Committee members' understanding of the role of Internal and External Auditors, the risk management process, internal controls and a certain level of familiarity in government financial reporting standards and processes.
- E. Obtain the Board's approval of this Charter and, on an annual basis, evaluate the adequacy of this Charter and recommend any proposed changes to the Board for approval.
- F. Confirm annually that the Committee has performed its responsibilities as



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outlined in this Charter.

- G. Coordinate with the Legislative Committee, Investment Committee, Governance Policy Committee, and Compensation Review Committee, as deemed necessary.
- H. Perform such other functions as assigned by the Board.

VI. LIMITATIONS OF THE ADMINISTRATIVE AND AUDIT COMMITTEE'S ROLE

- A. It is not the duty of the Committee to plan or conduct audits or to determine that the ERS's financial statements are complete, accurate, and in accordance with Generally Accepted Accounting Principles. This is the responsibility of Management and the External Auditors.
- B. While the Committee is responsible for reviewing the ERS's policies and practices with respect to risk assessment and management, it is the responsibility of the Executive Director and Senior Management to determine the appropriate level of the ERS's exposure to risk.

Adopted and Approved by the Board of Trustees: ~~on~~ June 12, 2012, August 10, 2020

Accepted by the Governance Policy Committee: March 28, 2022

Revised and Accepted by the Administrative & Audit Committee: ~~on~~ July 21, 2020, February 9, 2022

Approved by the Board of Trustees on August 10, 2020



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
INTERNAL AUDIT CHARTER

I. INTRODUCTION

Internal auditing is an independent, objective assurance and consulting activity¹ designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

II. ROLE OF INTERNAL AUDIT

The Internal Audit function of the Employees' Retirement System ("ERS") is established by the ERS Board of Trustees ("Board") and its responsibilities are defined in this charter which is approved by the Board. The Chief Audit Executive ("CAE"), which may be an individual employee or a firm contracted to outsource or co-source the internal audit function, reports functionally to the ERS Administrative & Audit Committee ("Committee") and administratively to the ERS Executive Director ("ED") or designee. Approval from the Board is required for the hiring, compensation, removal, or replacement of the CAE.

The objectives of Internal Audit are to assist management and employees of the ERS in the effective discharge of their responsibilities by providing them with analyses, appraisals, recommendations, counsel, and information concerning the activities reviewed and to promote effective internal controls at a reasonable cost.

III. AUTHORITY

The CAE and the Internal Audit staff are authorized to:

- A. Review all areas of the ERS;

¹As defined by the Institute of Internal Auditors, an *assurance* activity is an examination of evidence for the purpose of providing an independent assessment on governance, risk management, and control processes for the organization, while *consulting* refers to advisory and related client service activities intended to add value and improve an organization's processes.



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- B. Have full, free, and unrestricted access to all of the ERS's activities, records, physical property, and personnel necessary to complete their work;
- C. Have full, free, and unrestricted access to the Board, Committee, ED, Deputy ED, Chief Investment Officer, Branch Chiefs, and all members of management;
- D. Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish audit objectives; and
- E. Obtain the necessary assistance of personnel in units of the ERS where they perform audits, as well as other specialized services from within or outside the ERS.

The CAE and the Internal Audit staff are not authorized to:

- A. Perform any operational duties for the ERS;
- B. Initiate or approve accounting transactions external to the internal audit function; nor
- C. Direct the activities of any ERS employee not employed by the internal audit function, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.

IV. INDEPENDENCE & OBJECTIVITY

Internal auditors have no direct responsibility or any authority over any of the activities or operations that they review. They should not develop and install procedures, prepare records, or engage in activities that would normally be reviewed by internal auditors.

Internal Audit's objectivity is not adversely affected, however, by recommending standards of controls to be applied in developing systems and procedures, or by evaluating existing or planned financial and operating systems and related procedures, and making recommendations for modification and improvements thereto in order to improve controls and/or enhance operational effectiveness.



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V. SCOPE OF WORK

The scope of work of the Internal Audit function is to determine whether the ERS's network of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employee actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are achieved.
- Quality and continuous improvement are fostered in the ERS's control process.
- Significant legislative or regulatory issues impacting the ERS are recognized and addressed properly.

Opportunities for improving management control, process efficiency, and the ERS's image may be identified during audits. They will be communicated to the appropriate level of management.

VI. RESPONSIBILITIES

Internal Audit is responsible for the following activities:

Standards

- A. The CAE is responsible for ensuring that all activities of the internal audit function are carried out in compliance with the Institute of Internal Auditors' ("IIA") mandatory guidance including the "Definition of Internal Auditing," the



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“Code of Ethics,” and applicable standards found in the “International Standards for the Professional Practice of Internal Auditing.”

- B. Conduct a periodic risk assessment for the ERS and present the results to the Committee.
- C. Develop a flexible annual Internal Audit Plan using an appropriate risk-based methodology, which considers risks or control concerns identified by management, and submit the plan to the Committee and the Board for review and approval.
- D. Implement the annual Internal Audit Plan, as approved, including, and as appropriate, any special tasks or projects requested by management, the Committee, and the Board.

Ethics

- E. Review the adequacy of the ERS’s adopted code of conduct activities, including the process to receive, retain, and treat complaints received on accounting and auditing matters.
- F. Monitor management’s process for ensuring compliance with Hawaii Revised Statutes – Chapter 84, *Standards of Conduct* (“State Ethics Code”).

Monitoring & Follow-Up

- G. Evaluate any plans to correct reported conditions for satisfactory improvement of the business process.
- H. Provide adequate follow-up to ensure corrective action is taken and evaluate its effectiveness before recommending closure of an issue.
- I. Monitor and evaluate the effectiveness of the organization’s risk management processes.



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Reporting

- J. Prepare and issue a written report following the conclusion of each audit and follow-up audit. This report shall include significant findings, recommendations to management, and management's action plan. A copy of the report will be forwarded to the Committee, ED, Deputy ED, and appropriate members of management.
- K. Inform and advise management and the Committee as to significant deficiencies or other substantive issues noted in the course of its activities.
- L. Provide periodic reports on Internal Audit's progress on implementing the annual Internal Audit Plan, including management's progress on addressing previously reported matters, the impact of resource limitations, and significant interim changes.
- M. On a regular basis, the CAE will meet separately with the Committee to discuss any matters that is deemed necessary by the Committee or Internal Audit.

Other

- N. Conduct special examinations at the request of management or the **Audit** Committee.
- O. Perform consulting services, beyond internal auditing assurance services, to assist management in meeting its objectives. Examples may include facilitation, consultation on internal control improvement initiatives, training, and advisory services.
- P. Assist in the investigation of significant suspected fraudulent activities within the organization and notify management and the **Audit** Committee of the results.
- Q. Coordinate audit efforts with those of the ERS's external auditors and other regulatory agencies.
- R. Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion.
- S. Keep the **Audit** Committee informed of emerging trends and successful practices



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
INTERNAL AUDIT CHARTER

in internal auditing.

- T. Review this Internal Audit Charter on a periodic basis to ensure the purpose, authority, and responsibilities of Internal Audit continue to be adequate in accomplishing its objectives. Modify as appropriate, and submit to the ~~Audit~~ Committee and ED for review and approval.

Adopted and Approved by the Board of Trustees: June 12, 2012

Accepted by the Governance Policy Committee: March 28, 2022

~~Last Revised and Accepted by the Administrative & Audit Committee: June 9, 2020~~

~~Approved by the Board:~~



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
COMPENSATION REVIEW HUMAN RESOURCES
COMMITTEE CHARTER

I. PURPOSE

The purpose of the ~~Compensation Review~~ Human Resources Committee (“Committee”) is to carry out the responsibilities delegated to it by the Board of Trustees of the Employees’ Retirement System of the State of Hawaii (“Board”) to provide oversight of Human Resources Management, and relating to the review and to determination of and recommend executive compensation and ~~or~~ compensation for exempt positions in the Employees’ Retirement System of the State of Hawaii (“ERS”) for Board approval based on annual performance assessments.

II. COMMITTEE MEMBERSHIP

The Committee shall consist of no more than four (4) trustees. The members of the Committee shall be appointed by the Board. The members of the Committee shall be appointed for one-year terms and shall serve for such term or terms as the Board may determine or until earlier resignation. The Board may remove any member from the Committee at any time with or without cause.

III. MEETINGS

The Committee shall meet at such times and places as it deems necessary to fulfill its responsibilities. After each meeting, the Committee shall report to the Board regarding its actions and recommendations. The Committee may invite ERS officers and employees to its meetings as it deems appropriate. Except as otherwise directed by the Committee, the Executive Director, Deputy Executive Director, the Chief Investment Officer, and exempt Investment Office staff shall not be present at Committee meetings at which their compensation or performance is discussed or determined.



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
COMPENSATION REVIEW HUMAN RESOURCES
COMMITTEE CHARTER

IV. AUTHORITY AND RESPONSIBILITIES

The Committee shall elect from its members a Chairperson and Vice Chairperson. The Committee shall have the following authority and responsibilities:

- To oversee the Executive Director's execution of the human resources management function within the State's policy framework and Budget & Finance's directives and guidance.
- To review and approve the annually ~~the ERS's~~ goals and objectives ~~applicable to~~ of the Executive Director, Deputy Executive Director, and Chief Investment Officer. Successful accomplishment of the ~~These~~ goals and objectives shall be the basis of compensation recommendations ~~applicable to the compensation of~~ the Executive Director and the Chief Investment Officer.
- Evaluate at least annually the Executive Director's, Deputy Executive Director's, and Chief Investment Officer's performance in light of the goals and objectives applicable to their positions.
- The Committee shall make recommendations to the Board regarding the compensation of the Executive Director and Chief Investment Officer.
- The Committee shall consult with the Executive Director on the goals and objectives applicable to the Deputy Executive Director, Chief Investment Officer, and exempt Investment Office staff.
- To review at least annually the Executive Director's and Chief Investment Officer's evaluations of the performance of exempt Investment Office staff in light of the goals and objectives applicable to those staff.
- The Committee shall make recommendations to the Board regarding the compensation of exempt Investment Office staff.
- In evaluating and making recommendations regarding compensation, the Committee shall consider the results of the most recent performance reports applicable to the goals and objectives of the ERS.



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
COMPENSATION REVIEW/HUMAN RESOURCES
COMMITTEE CHARTER

- To review with the Executive Director the implementation of performance goals and Committee recommendations at mid year.
- To review and make recommendations to the Board regarding the adoption, amendment, or termination of employment agreements and severance arrangements or plans, including any benefits to be provided in connection with the appointment of the Executive Director and Chief Investment Officer.
- To develop and recommend to the Board for approval a succession plan ("Succession Plan"), to review the Succession Plan periodically with the Executive Director, to develop and evaluate potential candidates for the Executive Director, Deputy Executive Director, and Chief Investment Officer positions, and to recommend to the Board any changes to, and any candidates for succession under, the Succession Plan.
- To review the Training and Development Plan annually with the Executive Director and report on plan implementation to the Board.

V. OUTSIDE ADVISORS

The Committee shall have the authority, in its sole discretion, to select, retain and obtain the advice of compensation consultants as necessary to assist with the execution of its duties and responsibilities as set forth in this Charter. The Committee shall set the compensation, and oversee the work, of each compensation consultant. The Committee shall have the authority, in its sole discretion, to retain and obtain the advice and assistance of legal counsel and other advisors as it deems necessary to fulfill its duties and responsibilities under this Charter. The Committee shall set the compensation, and oversee the work, of its legal counsel and other advisors. The Committee shall not be required to implement or act consistently with the advice or recommendations of its compensation consultant(s), legal counsel, or other advisors, and the authority granted in this Part V shall not affect the ability or obligation of the Committee to exercise its own judgment in fulfillment of its duties under this Charter.



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
~~COMPENSATION REVIEW~~HUMAN RESOURCES
COMMITTEE CHARTER

VI. PERFORMANCE EVALUATION

The Committee shall conduct an annual evaluation of the performance of its duties under this Charter and shall present the results of the evaluation to the Board. The Committee shall conduct this evaluation in such manner as it deems appropriate.

Adopted and Approved by the Board of Trustees: ~~on~~ April 10, 2017, August 10, 2020

Accepted by the Governance Policy Committee: March 28, 2022

Revised by the Compensation Review Committee: ~~on~~ March 23, 2020, February 25, 2021, February 10, 2022

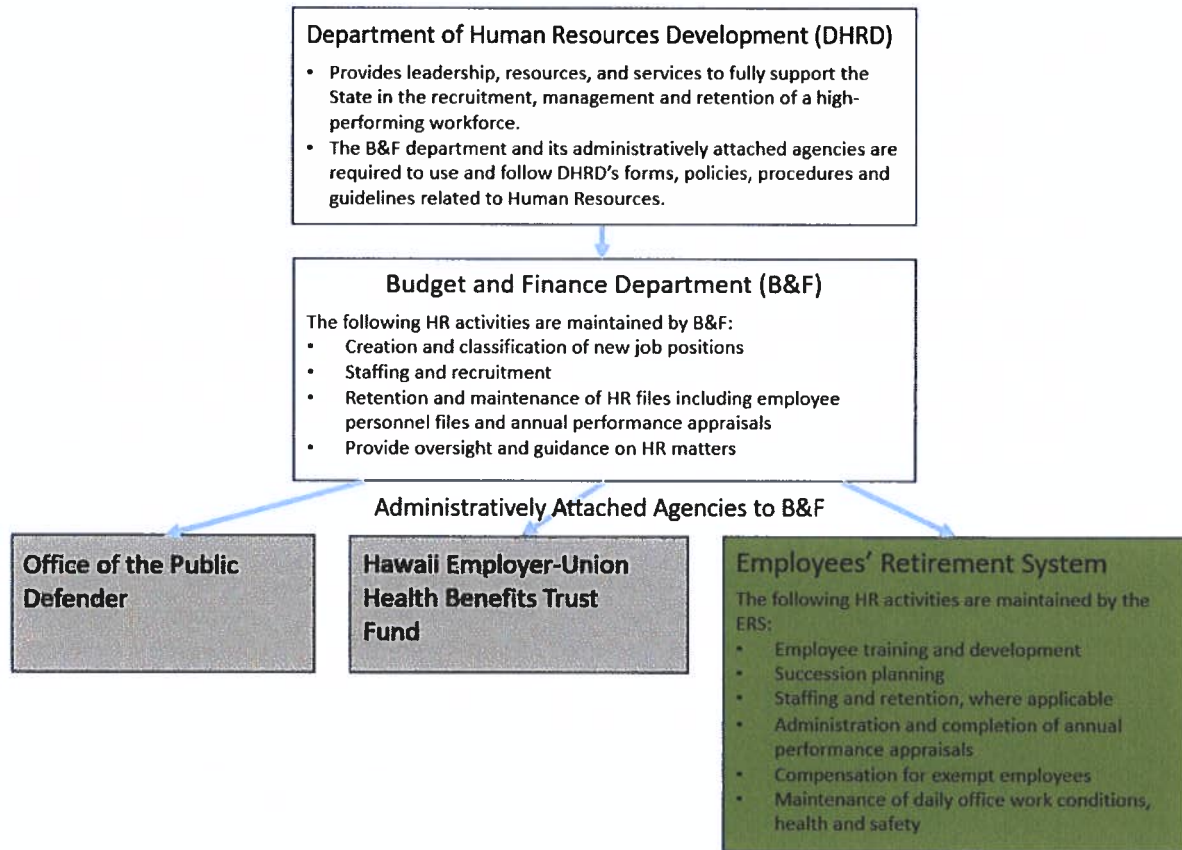
~~Approved by the Board of Trustees on August 10, 2020,~~

Attached for Reference:

Page 2, Human Resources Personnel Development and Retention Review, Internal Audit Report, September 2020, Report No.: STA011-XX-XX

The Performance Appraisal System is the annual employee review process required by the State of Hawaii (Section 76-41, Hawaii Revised Statutes). The purpose of the system is to evaluate the performance of employees in the civil service system and to improve employee performance. The ERS' managers and supervisors are responsible for performing and completing annual reviews of their staff member. Once completed, the employee performance appraisal forms are submitted to B&F. B&F is responsible for the tracking, collection and file maintenance of the performance appraisal form. Copies of each performance appraisal are provided to the ERS and individual employees. This process is the primary performance management tool used by the ERS to provide periodic feedback to its employees.

Human Resources Role Hierarchy for the Employees' Retirement System



The updated ERS Strategic Plan includes certain strategic HR initiatives. One of the Plan's Objectives is to "Maintain Plan Sustainability" and it includes the strategic initiative to "Optimize Operational Effectiveness." The measures and targets related to this initiative include:

- Develop, implement and maintain new and ongoing comprehensive staff training plan
 - Make job appropriate training available to all staff
- Institute an annual staff resources assessment, including a succession plan to maintain operational effectiveness
 - Assess staff resources annually, including a succession plan by FY 2020, updated annually



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
INVESTMENT COMMITTEE CHARTER

I. PURPOSE

The purpose of the Investment Committee is to carry out the policy development and investment decision-making responsibilities delegated by the Board to include specified oversight, review and monitoring of investment decision-making, implementation, process compliance and reporting responsibilities of the Investment Office and its staff, consultants and advisors

II. COMMITTEE MEMBERSHIP

The Investment Committee (the "Committee") of the Board of Trustees (the "Board") of the Employees' Retirement System of the State of Hawaii (the "ERS") shall consist of no more than four (4) Board members who shall be appointed by the Board Chair and approved by the Board. The members of the Committee shall be appointed for one-year terms and shall serve for such term or terms as the Board may determine or until earlier resignation. The Board may remove any member from the Committee at any time with or without cause.

III. MEETINGS

The Committee shall in general meet in advance of each Board meeting, except when there is a Special Board meeting, and at such other times and places as the members of the Committee deem necessary to fulfill the Committee's responsibilities. The Committee shall report regularly to the Board regarding its actions and those of the investment staff and make recommendations to the Board as appropriate. The Committee may invite such member of management to its meetings as it deems appropriate. The Committee shall review this Charter at least annually and recommend any proposed changes to the Board for approval.



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
INVESTMENT COMMITTEE CHARTER

IV. AUTHORITY AND RESPONSIBILITIES

Hawaii Revised Statutes (HRS) 88-110 vests authority for investing ERS assets with its Board. The Board, acting within its discretion, has delegated certain specified investment oversight and decision-making authority to the Investment Committee of the Board. The Board retains fiduciary responsibility for all ERS investment and non-investment decisions.

The members of the Committee shall designate from amongst its membership persons to serve as Chair and Vice-Chair.

The Committee shall have the following authority and responsibilities:

- To review and make investment policies and guideline recommendations for the Board's consideration.
Establish the guidelines applicable to implementation and investment decision-making delegated to investment staff.
While guidelines are intended to be durable, they may be revised at the Committee's discretion
- Establish and monitor investment office reporting requirements, process and policy compliance.
- To review and make recommendations annually about the ERS's goals and objectives applicable to the Investment Office.
To review and approve ongoing activities of the Investment Office in regards to the goals and objectives and any additional tasks assigned to the Investment Office from the Board.
- To assign and provide direction to Chief Investment Officer (the "CIO") and (if applicable) the Executive Director (the "ED") on priorities and actions to successfully execute the responsibilities of the Investment Office.



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
INVESTMENT COMMITTEE CHARTER

The Committee shall consult with the ED on the goals and objectives applicable to the CIO and Investment Office.

V. OUTSIDE ADVISORS

The Committee shall have the authority, in its sole discretion, to obtain the advice of any ERS consultant or ERS service provider for the purposes of carrying out its duties related to the Investment Office and investment activities. The Committee shall have the authority, in its sole discretion, to obtain the advice and assistance of ERS's legal counsel and such other advisors as it deems necessary to fulfill its duties and responsibilities under this Charter. The Committee shall not be required to implement or act consistently with the advice or recommendations of its consultant, legal counsel or other advisor to the Committee, and the authority granted in this Charter shall not affect the ability or obligation of the Committee to exercise its own judgment in fulfillment of its duties under this Charter. The consultant(s), outside counsel and any other advisors retained by, or providing advice to, the Committee (other than the ERS's in-house counsel) shall be independent as determined in the discretion of the Committee and Board.

VI. PERFORMANCE EVALUATION

The Committee shall conduct an annual evaluation of the performance of its duties under this charter and shall present the results of the evaluation to the Board. The Committee shall conduct this evaluation in such manner as it and the Board deems appropriate.

*Adopted and Approved by the Board of Trustees: ~~on~~ September 30, 2013, November 9, 2020
Approved by the Board of Trustees on November 9, 2020
Accepted by the Governance Policy Committee: November 5, 2020, March 28, 2022
Revised and Accepted by the Investment Committee: January 24, 2022*



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
LEGISLATIVE COMMITTEE CHARTER

I. PURPOSE

The purpose of the Legislative Committee (“Committee”) is to carry out the responsibilities delegated by the Board of Trustees of the Employees’ Retirement System of the State of Hawaii (“Board”) to assist the Board in fulfilling its fiduciary oversight responsibilities by reviewing and advising on recommendations on proposed legislation.

II. COMMITTEE MEMBERSHIP

The Committee shall consist of no fewer than three (3) trustees. The members of the Committee shall be appointed by the Board. The members of the Committee shall be appointed for a one-year term and shall serve for such term or terms as the Board may determine or until earlier resignation. The Board may remove any member from the Committee at any time with or without cause.

III. MEETINGS

The Committee shall meet at least ~~three~~ one (1) times a year at such times and places as it deems necessary to fulfill its responsibilities. The Committee shall report regularly to the Board regarding its actions and make recommendations to the Board as appropriate. The Committee may invite such members of management and advisors to its meetings as it deems appropriate. The Committee shall review this Charter at least annually and recommend any proposed changes to the Board for approval.

IV. AUTHORITY AND RESPONSIBILITIES

The members of the Committee shall elect its Chairperson and Vice Chairperson.



Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
LEGISLATIVE COMMITTEE CHARTER

The Committee shall have the following authority and responsibilities regarding ERS Legislation:

- To review and approve annually the ERS's goals and objectives applicable to the legislative process.
- To review proposed legislation introduced by the ERS and by other parties, and to assign and provide direction for the Executive Director and Deputy Executive Director on priorities and actions to successfully support the legislative goals and responsibilities of the ERS.
- To recommend support or opposition of proposed legislation to the full Board for its consideration.

V. OUTSIDE ADVISORS

The Committee shall have the authority, in its sole discretion, to obtain the advice of any ERS consultant or ERS service provider as necessary to assist with the execution of its duties and responsibilities as set forth in this Charter. The Committee shall have the authority, in its sole discretion, to obtain the advice and assistance of ERS's legal counsel and such other advisors as it deems necessary to fulfill its duties and responsibilities under this Charter. The Committee shall not be required to implement or act consistently with the advice or recommendations of its consultant, legal counsel or other advisor to the Committee, and the authority granted in this Charter shall not affect the ability or obligation of the Committee to exercise its own judgment in fulfillment of its duties under this Charter. The consultant(s), outside counsel and any other advisors retained by, or providing advice to, the Committee (other than the ERS's in-house counsel) shall be independent as determined in the discretion of the Committee.



**Employees' Retirement System of the State of Hawaii
BOARD OF TRUSTEES
LEGISLATIVE COMMITTEE CHARTER**

PERFORMANCE EVALUATION

The Committee shall conduct an annual evaluation of the performance of its duties under this charter and shall present the results of the evaluation to the Board. The Committee shall conduct this evaluation in such manner as it deems appropriate.

Adopted and Approved by the Board of Trustees on February 13, 2017, August 10, 2020.

Accepted by the Governance Policy Committee: March 28, 2022

Revised and Accepted by the Legislative Committee: August 10, 2020, February 7, 2022

Revised by the Legislative Committee and Approved by the Board of Trustees on August 10, 2020