

BERKS COUNTY EMPLOYEE'S RETIREMENT FUND MINUTES
SEPTEMBER 16, 2004

Thomas W. Gajewski, Sr., acting as Chairman on behalf of Judith L. Schwank who was absent, called the meeting to order at 11:04 a.m. Attending were Sandy Graffius, Secretary, Nelson H. Long, CPA, Treasurer and member Mark C. Scott. The following staff attended: Alan Miller, Esq., County Solicitor; William Dennis, County Administrator; Judith Lumis and Mark Hanson, Chief Deputy Controller; and Sharon Fleischer of Human Resources.

The minutes of the August 18, 2004 meeting were approved on motion by Ms. Graffius and second by Mr. Long.

The Board received the following communications:

Correspondence:

Income and Expense Statements for July and August 2004

E-mail from McDonnell Capital Management via Dianne Lutz in re: transition of the fixed income portfolio

Statement of Financial Condition from BNY Brokerage, Inc. as of June 30, 2004

Emerald Advisers, Inc. 2004 2nd Quarter Market & Economic Commentary and Historical Performance Analysis for Total Portfolio

MTB Group of Funds Institutional Class Prospectus August 31, 2004

Quarterly Economic Report, Summer 2004 from MTB Investment Advisors

Final Report reflecting valuations as of August 25, 2004 from McGlenn Capital Management, Inc.

Vanguard U.S. Stock Index Funds Institutional Shares & Plus Shares April 23, 2004; Vanguard Institutional Index Fund June 30, 2004 and Vanguard Funds Prospectus Supplement

Bank statements

August, 2004, statement from M & T Trust Company for accounts 77062 (cash); 9554168005 (McGlenn equities); 77065 (McGlenn fixed); 1551134028 (Emerald); 75518 (Cohen, Klingenstein); 75119 (Turner); 76982 (Templeton); 79316 (Vanguard) and 1003440 (Pzena)

August, 2004, statement from Wachovia for checking account 210000020087.

Commission recapture statement for January 1 through July 31, 2004 from Lynch, Jones & Ryan, Inc. (\$7,107)

Commission recapture statement as of August 31, 2004 from SEI Investments (\$1,202)

Commissions paid to Lynch, Jones & Ryan by Emerald Advisers, Inc. for the month ending August 31, 2004

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Commissions report as of August 27, 2004 from SEI Investments for
Franklin Templeton Investments

Commissions report for August 2004 from Pzena Investment Management

Solicitations:

General

Delaware Investment, a member of Lincoln Financial
Group

Divi-Vest

Iridian Asset Management, LLC

Tuckerbrook Alternative Investments

Conferences

Controlling Public Employer Retiree Health Costs and
Understanding Changes in Governmental Accounting
Standards, sponsored jointly by Hay Group and Ballard
Spahr Andrews & Ingersoll, LLP, October 7, 2004,
Philadelphia, PA

13th Annual Public Fund Boards Forum, December 5-8,
2004, Oakland, CA

New business:

Ms. Graffius received a call from a pensioner who was charged \$4.00 by Wachovia bank to cash her County pension check. Ms. Graffius said she thanked the pensioner for her years of County service and forwarded her call to the Treasurer's Office. Mr. Long said he spoke with the pensioner and told her that she must have an account with Wachovia to cash a check there and that many different types of accounts are available. Approximately 27 County pensioners receive checks while nearly 650 are on direct deposit. Direct deposit has been strongly recommended to the remaining pensioners receiving checks.

The Board authorized disbursements on motion by Mr. Scott and second by Mr. Long.

Annuities and refunds for September, 2004:

Annuities	\$406,193.53
Refunds	255,104.81
Total	\$661,298.34

\$2,513 to Hay Group for actuarial services and expenses for the month of August, 2004

\$3,892 to Hay Group for 2004 Benefit Statements \$2,224 at \$1.75 per statement.

\$50,401 to McGlinn Capital Management, Inc. for final advisory fee for the period ended August 25, 2004 (Equity \$25,981; Fixed \$24,420)

The meeting adjourned at 11:11 a.m.