

Procedures – Other Postemployment Benefits (OPEB)

OPEBs authorized to invest in the Non-Retirement Funds must follow the appropriate individual statute in determining the amount invested in any eligible fund(s). (See *Minnesota Statutes*, Section [471.6175](#).)

How to Open A Plan Account

All OPEBs will need to contact Public Employees Retirement Association (PERA) to open an account. PERA will then forward the trust account information to SBI. Once the trust account is setup, the SBI will send your account's credentials and instructions for accessing and using the Plan website. The website will give the participating entity online access to your account's current balance, posted/pending transactions, and statements. Each participating entity must maintain an OPEB Administrative Account Agreement with PERA in order to invest through the SBI.

Investment Options

Non-Retirement Equity Fund
Non-Retirement Bond Fund
Non-Retirement Money Market Fund

Your investment in the Funds should be viewed as a long-term investment. Investments carry a risk of loss, and the participating entity is responsible for determining its risk tolerance and investing accordingly. Funds needed for operations or short-term obligations should be kept at your local financial institution in an appropriate account; your trust account with the SBI is not intended for maintaining operating or short-term funds.

Investments with the State Board of Investment are subject to the policies and procedures established by the State Board of Investment.

Contribution, Withdrawal And Transfers

All contributions, withdrawals, and transfers must be requested through PERA, the trust administrator. PERA requires five-business days notice for all transactions. Please contact PERA for the required forms.

Once a trade has been entered, it cannot be cancelled.

Administrative Fees

The Administrative Fees that will appear on your statement are deducted annually by the trust administrator, PERA, and quarterly by the SBI at the account level, not at the investment option level.

The trust administrator charges \$500 per plan per year, and the current SBI administrative fee is 0.006%, which approximates \$0.06 per \$1,000 annually.

The SBI administrative fees will be deducted from the Funds on a quarterly basis in the following order of priority:

- First: Non-Retirement Money Market Fund
- Second: Non-Retirement Equity Fund
- Third: Non-Retirement Bond Fund

Investment Management Fees

There are no "front-end" or "back-end" loads charged on contributions, withdrawals or transfers in the Funds. All transactions are made using the daily share value established for each Fund.

Investment Management Fees are deducted from the investment earnings in each Fund before the share value for the Fund is computed. These deductions will vary from Fund to Fund and from year to year depending on the actual management costs incurred.

Please refer to pages 5-7 of this Prospectus for investment management fee information for each of the Funds.

Reporting

The SBI will e-mail monthly reports and other correspondence to the contact person at the address provided to PERA at time of the trust account setup. Monthly reports display current balances, performance and transaction detail that occurred during the month.

PERA Contact Information:

David Andrews
Public Employees Retirement Association
60 Empire Drive, Suite 200
St. Paul, MN 55103-2088
TEL (651) 201-2648
FAX (651) 297-2547
Email: david.andrews@mnpera.org

SBI Contact Information:

Shirley Baribeau
Minnesota State Board of Investment
60 Empire Drive, Suite 355
St. Paul, MN 55013-3555
TEL (651) 296-3328
FAX (651) 297-9572
Email: Shirley.baribeau@state.mn.us