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COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

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Leonard Marshall, Chairman
Danvers Retirement Board
1 Sylvan Street
Danvers, MA 01923

REFERENCE: Report of the Examination of the Danvers Retirement Board for the three-year period from January 1, 2009 through December 31, 2011.

Dear Chairman Marshall:

The Public Employee Retirement Administration Commission has completed a follow-up review of the findings and recommendations contained in its audit report of the Danvers Retirement Board for the most recent period referenced above. We conduct these visits as a regular part of the oversight process. They are designed to ensure the timely implementation of corrective action for the recommendations cited in that report. The examination addressed one specific finding and recommendations included in the audit report for the period referenced above. The results are as follows:

Executive Session:

There are specific conditions for which Executive Sessions are allowed under the Open Meeting Law. A number of Executive Sessions were held during the audit period that involved sensitive information related to applications for disability. Unless the member is present and formally requests the discussion be held in an open meeting, an Executive Session is required due to the sensitivity of personal health and medical information. The Board does not record formal minutes from Executive Sessions.

Follow-up Result: The auditor reviewed the minutes for 2012 and 2013. The Board is now reviewing disability applications in Executive Session. The Board Administrator has completed all Executive Session minutes for 2012 and 2013. This issue is resolved.

The Commission wishes to acknowledge the effort demonstrated by the staff of the Danvers Retirement Board to correct the deficiency cited in the most recent examination of the system.

Thank you for your continued cooperation in this important matter.

Sincerely,

John W. Parsons
Deputy Director

cc: Danvers Retirement Board Members

