



NOVEM
GROUP

Group Retirement Plan Services

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Statement of Services

Introduction:

Novem Group is dedicated to helping construct, implement and service Retirement Plans focused on plan design, investment due diligence, fiduciary governance, and retirement readiness for employees. As one of the larger Advisory Practices specializing in group retirement plan services in the Northeast, we understand the unique needs of organizations in a variety of different sectors and focus on developing comprehensive retirement plan solutions for one of the most valuable benefits offered to employees. By providing full-service retirement plan services to organization's specific needs, we assist in achieving maximum value —both for the organization as well as the plan participants and members.

Client priority: *Plan Design/Administration.* Good plan design and recordkeeping is the foundation of any successful retirement plan. Recordkeeping expertise, fully integrated efficiencies, on-demand solutions and personalized plan administrative contacts are a necessity. Plan Design solutions tailored from start-up to safe harbor, from new comparability profit sharing and non-qualified designs to cash balance pension plans, we develop and monitor unique designs solutions for our current and prospective clients.

Selected services:

- Provide ongoing monitoring of providers to ensure the integrity and security of recordkeeping platforms
- Assist in integration of data and processes to ensure efficiencies in administration
- Help to develop and monitor plan documents that are in step with legislative and plan requirements
- Initial and ongoing plan design scenario planning with plan sponsors

Demonstrated results:

- Assisted with most clients in integrating their payroll to bridge into recordkeeping platforms
- Worked with a 401(k) Safe Harbor Plan to implement a Cash Balance Pension Plan that significantly increased retirement accumulation, tax deduction as well as succession planning for partners.

Client priority: *Investment Due Diligence.* Develop and monitor the prudent mix of investment options for each plan sponsor that reflects both current and future needs. A combination of mutual funds, ETFs, collective trusts and flexibility to offer individual managed solutions with a documented due diligence process

Selected services:

- Provide quarterly investment reviews as part of governance process
- Quarterly investment monitoring utilizing world class vendor partners for all plan solutions
- True “Open Investment Option Architecture” with each retirement plan service solution
- Model portfolio, risk based, target date and tactical asset protection strategy offerings

Demonstrated results:

- A recent client takeover utilized a bundled provider that we implemented our “open architecture” solution to enhance their current menu, reduce expenses and meet ERISA 404(c) protection
- Created an “Asset Protection Strategy” for a current client with many participants nearing retirement age

Client priority: *Fiduciary Governance.* Services in this area are designed to help clients familiarize themselves with the laws and regulations governing fiduciaries and follow the three Ds of being an effective fiduciary: define your responsibilities, document your actions, and disclose necessary details.

Selected services:

- Establishment of written policies and guidelines that form the foundation for fiduciaries
 - Provide quarterly updated fiduciary checklist and compliance reviews
- Selection and monitoring of investment options and measured education process
- Review documentation of plan procedures, decisions and documents as part of our governance process
- Act in either a co-fiduciary ERISA 3(21) or full 3(38) fiduciary capacity
- Strategic Partner for Discretionary Trustee with ERISA 3(16) oversight

Demonstrated results:

- Developed an ERISA 3(38) strategy for a prospective client to provide co-fiduciary status including drafting investment policy statement, built initial investment menu with ongoing monitoring/replacement and full documentation of the process
- Provided a complete fiduciary solution with our strategic partner for discretionary trustee services and a participant managed solution with ongoing participant retirement success measurement

Client priority: *Participant Education, Retirement Readiness and Financial Wellness.* Engaging, educating and developing an outcomes based strategy to assist participants with retirement and financial planning success. We focus on the big picture and assist in creating a disciplined process for each participant

Selected services:

- Transition Communication and Presentations for all types of conversions
- Ongoing education and individual planning sessions including a variety of financial planning topics
- Measured performance and retirement success probabilities

Demonstrated results:

- More than 94% success rate enrolling eligible new employees and greater than 89% participation rate amongst all our retirement plans.
- Rolled out individual retirement readiness campaign with measured analysis statements
- Developed a “stay the course” education solution designed to reassure participants of the value of maintaining equity allocations in a down market. 90% of participants who received the education campaign made no changes to their asset allocation, and 10% increased their deferral rates.

A Foundation of Retirement Plan Services for our Clients

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