



NORTH CAROLINA
DEPARTMENT OF STATE TREASURER
RETIREMENT SYSTEMS DIVISION

JANET COWELL
TREASURER

STEVEN C. TOOLE
DIRECTOR

January 31, 2013

MEMORANDUM

TO: Board of Trustees of the
Teachers' and State Employees' Retirement System

FROM: Steve Toole, Director

SUBJECT: **Special meeting for the contested case of "*Brenda C. Hemphill, Petitioner, v. North Carolina Department of State Treasurer, Retirement Systems Division, Respondent*"**

The Special Meeting of the Teachers' and State Employees' Retirement System Board of Trustees, being held by telephone conference call at 1:00 p.m. EST on Tuesday, February 5, 2013, is for the purpose of hearing the contested case of "*Brenda C. Hemphill, Petitioner, v. North Carolina Department of State Treasurer, Retirement Systems Division, Respondent*".

The public conference call number for this meeting is (919) 733-2451 and the hearing will commence at 1:00 p.m. or as soon thereafter as a quorum of the Board has joined the call. The Board was given access to the official record from the Office of Administrative Hearings during the Board of Trustees meeting on January 17, 2013. Petitioner's attorney will argue first.

Please be reminded that the ex parte communications law, found in the North Carolina Administrative Procedures Act at G.S. 150B-40(d), prohibits members of the Board of Trustees from communicating, directly or indirectly, regarding any facts or questions of law with any person or party or his representative except on notice and opportunity for all parties to participate.

Cc: Brenda C. Hemphill, Petitioner,
David W. McDonald, Attorney for Petitioner
Susannah Holloway, Attorney General's Office