BOARD REPORT 18-37

July 17, 2018 Date:

To: Board of Deferred Compensation Administration (Board)

From: Staff

Subject: Plan Projects and Activities Report: June 2018

Board Members John R. Mumma Chairperson Vacant Vice-Chairperson **Raymond Ciranna** First Provisional Chair **Robert Schoonover** Second Provisional Chair Wendy G. Macy Third Provisional Chair Joshua Geller Hovhannes Gendjian Neil Guglielmo Linda P. Le **Thomas Moutes**

Recommendation:

That the Board receive and file staff monthly activity report for June 2018, including updates regarding Communications; Completed Projects/Meeting Calendar; Staffing; and Committee Assignments.

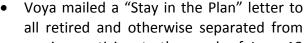
Discussion:

Following are updates on certain key items for June 2018.

A. Communications

The Personnel Department's Employee Benefits Division held its LIVEwell Wellness Festival on June 26, 2018. The Wellness Festival was attended by approximately 900

employees. Voya Financial (Voya) and Plan staff participated by staffing a Deferred Compensation Plan booth to promote the Plan's core mission of supporting City employees to achieve retirement income security. The Deferred Compensation Plan booth was one of the most popular with attendees.





Voya, in conjunction with the Plan's "Save More" campaign, disseminated an email to all active employee participants who have not updated their contribution election(s) in the last six months and are not on pace to contribute the applicable annual maximum. Staff will collect and analyze data to ascertain which participants viewed the email, interacted with the link, and took action on increasing contribution election(s), which in turn can be strategically used for future targeted campaigns.

B. Completed Projects/Meeting Calendar

Attachment A provides a list of monthly completed projects, as well as a calendar of upcoming Board meetings and proposed topics.

C. Staffing

Following is a summary of staff positions supporting the Deferred Compensation Plan:

Position Authority	Incumbent Class	Function	Est. Percent Reimbursed by DCP	Staff Member
Personnel				
Chief Personnel Analyst	Chief Personnel Analyst	Executive Director	20%	Steven Montagna
Senior Personnel Analyst II	Senior Management Analyst II	Operations Manager	30%	Isaias Cantu
Senior Personnel Analyst I	Senior Personnel Analyst I	Administration/Policy	100%	Matthew Vong
Management Analyst	Personnel Analyst	Metrics/Communications	90%	Daniel Powell
Management Analyst	Personnel Analyst	Governance/Special Projects	90%	Kevin Hirose
Benefits Specialist	Benefits Specialist	Participant Services	90%	Claudia Guevara
City Attorney				
Assistant City Attorney	Assistant City Attorney	Board Counsel	25%	Curt Kidder
Legal Assistant	Legal Assistant	Participant Legal Services	40%	Vicky Williams

D. Committee Assignments

Staff reached out to the three new Board members that are starting with the Board in July 2018. They indicated interest in a committee assignment, which was shared with the Board Chairperson. Following is the current committee roster as designated by the Board Chairperson:

Plan Governance & Administrative Issues Committee		
John R. Mumma, Chair		
Wendy Macy		
Thomas Moutes		
Joshua Geller		

Investments Committee		
Raymond Ciranna, Chair		
Neil Guglielmo		
Thomas Moutes		
Hovhannes Gendjian		

Submitted by:	
·	Kevin Hirose
Approved by:	
	Steven Montagna

COMPLETED PROJECTS & UPCOMING MEETINGS CALENDAR

COMPLETED PROJECTS: JUNE 2018				
#	STATUS	PROJECT		
1	Completed	Board Report: FY 2018-19 Training Program Preferences		
2	Completed	Board Report: 2018 Board Election Results – Retired Participant and DWP Active Participant Representatives		
3	Completed Board Report: Authorization for Office and Administrative Equipment Purchases			
4	Completed	Board Report: Plan Projects & Activities Report		

BDCA UPCOMING MEETINGS CALENDAR						
Meeting Date Agenda Item		Presentation				
August 21, 2018	Quarterly Reimbursements, 2Q 2018	Quarterly Investment & Economic Review (2Q 2018)				
	TPA Performance Guarantees and Evaluation	Investment Manager Presentation - MFS				
	Board Report: Plan Projects & Activities Report					
September 18, 2018	Board Report: FY 2018-19 Travel Budget Board Report: Board Training Recommendation Board Report: Plan Document Review Board Report: Plan Projects & Activities Report	TPA Quarterly Review as of June 30, 2018				
Board Report. Flam Frojects & Activities Report						
October 16, 2018	NAGDCA Conference Review	Board Training: U.S. Retirement Benefit Design				
	Quarterly Contracts Update					
	Training Program FY 2019-20 Board Report: Plan Projects & Activities Report					

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