



## Board Report 21-05

Date: January 19, 2021  
To: Board of Deferred Compensation Administration  
From: Staff  
Subject: 2020 Board Member and Staff Training Report

### Board of Deferred Compensation Administration

**Thomas Moutes**  
*Chairperson*

**Raymond Ciranna**  
*Vice-Chairperson*

**Robert Schoonover**  
*First Provisional Chair*

**Wendy G. Macy**  
*Second Provisional Chair*

**Hovhannes Gendjian**  
*Third Provisional Chair*

**Joshua Geller**

**Neil Guglielmo**

**Linda T. Ikegami**

**Baldemar J. Sandoval**

### **Discussion:**

The Deferred Compensation Plan (DCP) Training/Education/Travel Policy (Training Policy) provides that at the first Board meeting of each calendar year staff shall prepare a report to the Board indicating all training activity for Board members and staff over the prior calendar year. A report of the various types of trainings and their completion status in 2020 is provided in **Attachment A** and summarized below.

### **A. Mandatory Training**

1. DCP Orientation – One new staff member, Eric Lan and two new Board members, Baldemar J. Sandoval and Linda T. Ikegami received DCP orientation training conducted by DCP staff.
2. Fiduciary Responsibilities/Investment Policy Statement (Fiduciary/IPS) – Group training was last provided to the Board during its July 17, 2018 Board meeting. Board members and staff who were not present at that meeting were provided copies of the presentation and requested to review the training at their earliest convenience. New Board members and staff are also provided with these materials to review prior to attending their first Board meeting. As of January 15, 2021, all Board members and staff have completed the Fiduciary/IPS training. The DCP's Training Policy requires Fiduciary/IPS training to be completed every three years. The next group Fiduciary/IPS training to be provided by the City's consultants will be scheduled for the third quarter of 2021 and will need to be completed by December 31, 2021 for anyone not participating in the group event.

### **B. Agency Required Training**

Training in this category is accessed through the Personnel Department's online training academy and department-specific learning modules for the Department of Water and Power and Police Department. Training includes, but is not limited to, the following:

1. Ethics and Open Government Training – This training is required for all Board members and staff every two years. Most Board members and staff completed this training in 2020 and will, therefore, be required to complete it again in 2022.
2. Workplace Harassment & Abusive Conduct Prevention – This training is required for all Board members and staff every two years. Most Board members and staff completed this training in 2019 and will, therefore, be required to complete it again in 2021. Board members and staff who completed this training in 2020 will be required to complete it again in 2022.


### C. Optional Training


The COVID-19 pandemic and the City’s ban on non-essential travel limited the number of training opportunities available to Board members and staff in 2020. Board members and staff attended one training in 2020 as follows:

- National Association of Governmental Defined Contribution Administrators (NAGDCA) Annual Conference – October 1-30, 2020 (conducted virtually)

### D. Training Costs

The budget for training and travel in calendar year 2020 was \$33,000. The City’s ban on non-essential travel was implemented in March 2020 and remains in effect until further notice. Accordingly, other than the virtual NAGDCA conference held in October 2020, staff and Board members did not attend any other conferences or trainings in 2020. The total amount expended for training and travel in 2020 was \$1,100 for the 2020 NAGDCA Annual Conference.

Submitted by:   
Eric Lan, Management Assistant

Reviewed by:   
Jenny M. Yau, Senior Management Analyst II

Approved by:   
Steven Montagna, Chief Personnel Analyst

2020 TRAINING PROGRAM REVIEW

	Mandatory Training						
	DCP Orientation	Fiduciary Responsibilities/Investment Policy Statement		Agency Required Training			
				Ethics and Open Government Training		Workplace Harassment & Abusive Conduct Prevention	
Board Members	Status	Status	Last Date Completed	Status	Last Date Completed	Status	Last Date Completed
Ciranna, Raymond General Manager, Fire and Police Pensions	Complete	<i>Needs to be completed in 2021</i>	7/17/2018	Complete	1/24/2020	<i>Needs to be completed in 2021</i>	9/20/2019
Geller, Joshua LACERS Participant Representative	Complete	<i>Needs to be completed in 2021</i>	7/17/2018	Complete	2/26/2020	<i>Needs to be completed in 2021</i>	12/23/2019
Gendjian, Hovhannes WPERP Participant Representative	Complete	<i>Needs to be completed in 2021</i>	7/17/2018	Complete	1/30/2020	Complete	2/3/2020
Guglielmo, Neil General Manager, LACERS	Complete	<i>Needs to be completed in 2021</i>	7/17/2018	Complete	1/28/2020	<i>Needs to be completed in 2021</i>	4/9/2018
Ikegami, Linda T. Retirement Plan Manager, DWP	Complete	<i>Needs to be completed in 2021</i>	10/6/2020	<i>Needs to be completed in 2021</i>	10/30/2017	<i>Needs to be completed in 2021</i>	12/19/2019
Macy, Wendy G. General Manager, Personnel	Complete	<i>Needs to be completed in 2021</i>	7/17/2018	Complete	5/30/2020	<i>Needs to be completed in 2021</i>	11/5/2019
Moutes, Thomas Retiree Participant Representative	Complete	<i>Needs to be completed in 2021</i>	8/18/2018	Complete	1/18/2020	<i>Needs to be completed in 2021</i>	12/1/2018
Sandoval, Baldemar J. Fire and Police Pensions Participant Representative	Complete	<i>Needs to be completed in 2021</i>	6/15/2020	<i>Needs to be completed in 2021</i>	N/A	<i>Needs to be completed in 2021</i>	7/25/2019
Schoonover, Robert Organized Labor Representative	Complete	<i>Needs to be completed in 2021</i>	7/17/2018	Complete	10/21/2020	<i>Needs to be completed in 2021</i>	3/31/2018
Staff	Status	Status	Last Date Completed	Status	Last Date Completed	Status	Last Date Completed
Montagna, Steven Chief Personnel Analyst	Complete	<i>Needs to be completed in 2021</i>	7/17/2018	<i>Needs to be completed in 2021</i>	12/23/2019	<i>Needs to be completed in 2021</i>	10/25/2019
Yau, Jenny Senior Management Analyst II	Complete	<i>Needs to be completed in 2021</i>	9/28/2019	Complete	1/1/2020	<i>Needs to be completed in 2021</i>	9/20/2019
Guevara, Claudia Benefits Specialist	Complete	<i>Needs to be completed in 2021</i>	11/9/2018	<i>Needs to be completed in 2021</i>	12/21/2018	<i>Needs to be completed in 2021</i>	10/25/2019
Lam, Mindy Personnel Analyst	Complete	<i>Needs to be completed in 2021</i>	7/19/2019	<i>Needs to be completed in 2021</i>	12/26/2019	<i>Needs to be completed in 2021</i>	10/30/2019
Lan, Eric Management Assistant	Complete	<i>Needs to be completed in 2021</i>	7/1/2020	Complete	12/23/2020	Complete	7/2/2020

## 2020 TRAINING PROGRAM REVIEW

	Optional Training
<b>Board Members</b>	<b>NAGDCA Annual Conference</b>
Ciranna, Raymond General Manager, Fire and Police Pensions	Attended
Geller, Joshua LACERS Participant Representative	Attended
Gendjian, Hovhannes WPERP Participant Representative	Attended
Guglielmo, Neil General Manager, LACERS	Attended
Ikegami, Linda T. Retirement Plan Manager, DWP	Attended
Macy, Wendy G. General Manager, Personnel	-
Moutes, Thomas Retiree Participant Representative	Attended
Sandoval, Baldemar J. Fire and Police Pensions Participant Representative	Attended
Schoonover, Robert Organized Labor Representative	Attended
<b>Staff</b>	<b>NAGDCA Annual Conference</b>
Montagna, Steven Chief Personnel Analyst	Attended
Yau, Jenny Senior Management Analyst II	Attended
Guevara, Claudia Benefits Specialist	Attended
Lam, Mindy Personnel Analyst	Attended
Lan, Eric Management Assistant	Attended