

Deferred Compensation Plan BOARD REPORT 17-06

Date: January 10, 2016
To: Board of Deferred Compensation Administration
From: Staff
Subject: Staff Report – Projects & Activity Report

*Board of Deferred
Compensation Administration
John R. Mumma, Chairperson
Michael Amerian, Vice-Chairperson
Cliff Cannon, First Provisional Chair
Raymond Ciranna, Second Provisional Chair,
Wendy G. Macy, Third Provisional Chair
Linda P. Le
Thomas Moutes
Robert Schoonover
Don Thomas*

Recommendation:

That the Board of Deferred Compensation Administration receive and file staff's update on Plan projects and activities during December 2016.

Discussion

This report provides updates and informational items relative to the following:

A. CURRENT/UPCOMING PROJECTS & BOARD MEETING CALENDAR

Projects – Personnel Department staff are responsible for four primary functions relative to executing the City's Deferred Compensation Plan: communications, operations, administration, and governance. Below are certain key projects that staff has been working on:

Communications

- 4Q Newsletter 2016 - Staff completed its review of the 4Q 2016 newsletter content and layout. Pending a final review from Empower, staff expects the newsletter will be mailed out to participants by the end of January along with the 4Q 2016 statements.

Administration

- Plan Governance & Administrative Issues/Investments Committees – Staff is continuing its research in order to provide reports-backs as requested by committee members at the next Plan Governance & Administrative Issues Committee, and Investments Committee, meetings, which are expected to be scheduled no later than mid-February. Staff is coordinating with committee members to determine meeting dates. Any recommendations adopted by the Committees will subsequently be brought to the full Board for consideration and approval.

A summary of all completed and upcoming projects for Division staff is provided as Attachment A.

Meeting Calendar – Staff maintains a calendar of upcoming Board meetings and proposed topics. This calendar includes the annual meeting plan and will be refined and updated as the Board meets and objectives/assignments are refined for the coming year. The current calendar is provided as Attachment B.

B. STAFFING AND COMMITTEE ASSIGNMENTS

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 Personnel Analyst II	Operations Manager	60%	Ana Chavez
Management Analyst II	Management Analyst II	Administration/Policy	90%	Matthew Vong
Management Analyst II	Management Assistant	Metrics/Communications	90%	Daniel Powell
Management Analyst II	Management Assistant	Governance/Special Projects	90%	Vacant
Benefits Specialist	Sr. Administrative Clerk	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

Committee Membership – Following is the new committee roster as designated by the Board Chairperson, effective July 20, 2015:

Plan Governance & Administrative Issues Committee
John R. Mumma, Chair
Cliff Cannon
Linda P. Le
Michael Amerian

Investments Committee
Raymond Ciranna, Chair
Thomas Moutes
Michael Amerian
Don Thomas

C. OTHER ITEMS

Empower Correspondence - Staff and the Board recently received a written correspondence from Empower Retirement, which provides, for the record, clarification to comments made by Empower staff at the September 6, 2016 meeting. The correspondence, as well as the meeting minutes it references, are included with the staff report as Attachment C.

Submitted by: _____
Matthew Vong

Approved by: _____
Steven Montagna

DEFERED COMPENSATION						
Legend:						
G = Governance						
C = Communications						
O = Operations						
A = Administration						
COMPLETED PROJECTS: DECEMBER 2016						
#	STATUS		PROJECT	DUE DATE	COMPLETED?	NOTES
1	Completed	G	Board Report - Minutes	12/20/16	Y	For November
2	Completed	G	Board Report - Staff Report	12/20/16	Y	For November
3	Completed	G	Convene PG&AI Committee Meeting	12/07/16	Y	
4	Completed	G	Convene Investment Committee Meeting	12/14/16	Y	
5	Completed	C	4Q Newsletter Articles Draft Review	11/30/16	Y	
6	Completed	C	Percent of Pay Contribution Tool	12/31/16	Y	
7	Completed	C	Contribution Limit Increase Flyer & Distribution to City employees	12/15/16	Y	
8	Completed	C	Drop Meeting Schedule Update	12/15/16	Y	
9	Completed	C	4Q Newsletter Layout Review	12/31/16	Y	
10	Completed	O	Plan Payroll & Transaction Processing		Y	Ongoing
11	Completed	O	Participant & Payroll Issues Resolution		Y	Ongoing
PENDING PROJECTS						
JANUARY 2016						
12	PENDING	G	Board Report - Minutes	01/11/16		For December
13	PENDING	G	Board Report - Staff Report	01/11/16		For December
14	PENDING	G	Board Report - Travel Policy Recommendation	01/10/16		Pending
15	PENDING	G	IC Report - Investment Issues Review	01/30/16		Pending
16	PENDING	G	Board Report - 2017 Board Elections Overview	01/11/16		Pending
17	PENDING	G	Board Report - Quarterly Reimbursements, 3Q 2016	01/17/16		Pending
18	PENDING	G	Board Report - 2017 Plan Year Budget	01/11/16		Pending
19	PENDING	G	Board Report - 2016 Meeting Attendance	01/11/16		Pending
20	PENDING	G	Board Report - TPA Transition Update	01/17/16		Pending

21	PENDING	A	PSP TPA RFP - Posting	01/31/16		Pending
22		A	Union Bank - Contract Review by Vendor	01/31/16		Pending
23	PENDING	A	Union Bank - Contract Approval from CAO/Mayor	01/31/16		Pending
24	PENDING	A	Union Bank - Contract Execution	01/31/16		Pending
25	PENDING	A	Governance Documents Review	01/31/16		Plan Document, Bylaws
26	PENDING	A	TPA Transition			Ongoing
27	PENDING	C	New Employee Welcome Packet - Development	01/31/16		Pending
28	Pending	C	TPA Transition Communication to Participants	01/31/16		Pending
29	PENDING	C	Investment Performance Document - Revisions	01/31/16		FNs to be updated for FDIC; review for other fund changes as well.
30	PENDING	C	Distribution Options Guide - Tax and Loan revisions	01/31/16		Pending
31	PENDING	C	Revise Pension Savings Plan Highlights			Pending
32	PENDING	O	Plan Payroll & Transaction Processing			Ongoing
33	PENDING	O	Participant & Payroll Issues Resolution			Ongoing
FEBRUARY 2016						
34	PENDING	G	Board Report - Minutes	02/14/16		For January
35	PENDING	G	Board Report - Staff Report	02/14/16		For January
36	PENDING	G	PG&I Committee Report-back reports	02/08/16		Pending
37	PENDING	G	PI Committee Report-backs reports	02/04/16		Pending
38	PENDING	G	Board Report - Quarterly Reimbursements, 4Q 2016	02/14/16		Pending
39	PENDING	G	Board Report - DCP Plan Goals & Metrics	02/14/16		For Febuary Meeting
40		G	Convene PG&AI Committee Meeting	02/14/16		Pending
41		G	Convene Investment Committee Meeting	02/14/16		Pending
42	PENDING	G	Board Report - TPA Transition Update	01/31/16		Pending
43	PENDING	A	TPA Transition			Ongoing
44		A	Draft and Finalize Board Election Nominating Petitions	02/05/16		Pending
45		A	Create Election Notification Mailing Lists	02/15/16		Pending
46	PENDING	A	Notify City Clerk of Board Election	02/21/16		Pending
47		C	Draft and Finalize Board Election Notifications	02/05/16		Pending
48		C	Pending Distirbutions on To Do List Notification to PPTs	02/28/16		Pending

49	PENDING	O	Catch Up Unused Bucket - To fix amounts reset at 2015 end.	01/31/16		Pending. SOS Ticket #767404
50	PENDING	O	Plan Payroll & Transaction Processing			Ongoing
51	PENDING	O	Participant & Payroll Issues Resolution			Ongoing
UPCOMING						
52	PENDING	G	Board Report - Beneficiary Campaign Summary	TBD		Pending
53	PENDING	G	Board Report - Distributions & Contributions - Retirees who return to work	TBD		Pending
54	PENDING	G	Report back recapping presentation on Financial Wellness from Strategic Planning Meeting	TBD		Pending
55	PENDING	G	Letter to City Council re 10% Early Distribution Penalty	TBD		Pending
56	PENDING	G	Board Report - Proxy Share Voting	TBD		To add to Gov Review
57	PENDING	G	PSP Program Review - Proposal for Terminated Accounts	TBD		Pending
58	PENDING	G	Loan Policy Document	TBD		Pending
59	PENDING	G	Board Report - Historical Contribution History	TBD		Pending
60	PENDING	G	Board Report - SAS Form	TBD		Pending
61	PENDING	G	Review of CA Governmental Plan - Demographic Files	TBD		Pending
62	PENDING	G	Board Report - Contractor Evaluation Policy	TBD		Pending
63	PENDING	G	Board Report - Retirement/Pension System Retired Loan Payments	TBD		Pending
64	PENDING	G	Investments Committee Meeting: Investment Policy Review - Termination	TBD		Pending
65	PENDING	G	Research adding other Plan type in order to increase savings opportunities (from 8/21/12 BDCA meeting)	TBD		Pending
66	PENDING	G	Deemed IRA	TBD		Pending
67	PENDING	G	Auto-Glide Investment Allocations	TBD		Pending
68	PENDING	G	Board Report - Transition Manager Procurement	TBD		Pending
69	PENDING	G	Revisit Plan Audit	TBD		Pending
70	PENDING	G	Board Report - 2014 PSP Annual Report	TBD		Pending
71	PENDING	C	Catch Up - Form revisions	11/30/16		Pending
72	PENDING	C	Research - Video Content Development & Social Media Capabilities	TBD		Pending

73	PENDING	C	Website Tutorial/Education Videos	TBD		Pending
74	PENDING	C	Letter Notification to Participants RE: Catch-Up Eligibility ("Attained Age Letters")	TBD		Pending
75	PENDING	C	EZ Enrollment Form	TBD		Pending
76	PENDING	C	Enrollment Guide Revision	TBD		Pending
77		C	DROP Options Guide update-revisions	TBD		Pending
78	PENDING	C	Enrollment Form Revision Phase 2 (Auto escalation & PSP Rollover addition)	TBD		Pending
79	PENDING	C	DROP participant fee comparison graphic flier	TBD		Pending
80	PENDING	C	Roth 457 Intro Guide Revise/Redesign	TBD		Pending
81	PENDING	C	DCP Glossary	TBD		Pending
82	PENDING	C	Communications Plan: List of alternative DC publications and outlets (LACERS, Pensions, Union pubs, etc.)	TBD		Pending
83	PENDING	A	Budget procedural revisions	TBD		Pending
84		O	Catch Up Contribution changes allowed online	TBD		Pending
85	PENDING	O	PSP Account Consolidation	TBD		Pending
86	PENDING	O	Domestic Partners Research and Review with City Attorney and California Peers	TBD		Pending
87	PENDING	O	Online Enrollment Functionality	TBD		Pending
88	PENDING	O	Pre-Audit Testing - Phase II	TBD		Pending
89	PENDING	O	PST Retroactive Adjustments - Meeting w/ LACERS & Controller	TBD		Pending
90	PENDING	O	DCP Workprocesses Review & Documentation	Ongoing		Pending

BDCA UPCOMING AGENDA TOPICS

	Administrative Issues	Presentations/Training
Feb. 2017	TPA Transition Update	Quarterly Investment & Economic Review (4Q 2016) Fund Manager Presentation (Galliard)
	Quarterly Reimbursements, 4Q 2016	
	Goals & Metrics Update	
Mar. 2017	TPA Transition Update	TPA/Plan Statistics Review (4Q 2016)
Apr. 2017	TPA Transition Update	Quarterly Investment & Economic Review (1Q 2017)
	2017 Board Elections - Update	
	DCP Annual Report 2016	
May 2017	TPA Transition Update	
	2016-2017 Conference Training Preferences	
	Quarterly Reimbursements, 1Q 2016	
	Goals & Metrics Update	
June 2017	TPA Transition Update	TPA/Plan Statistics Review (1Q 2017)
	2017 Board Elections - Results	
July 2017	TPA Transition Update	
	Proposal National Ret. Security Week Campaign 2017	