

AGENDA – REGULAR MEETING

BOARD OF DEFERRED COMPENSATION ADMINISTRATION

February 16, 2016

9:00 a.m. – 12:00 p.m.

700 E. Temple Street, Room 350

Los Angeles, CA 90012

Members

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

INTRODUCTORY

- (1) **Call to Order**
- (2) **Public Comments**

ADMINISTRATIVE ITEMS

- (3) **Minutes:** Recommendation to approve minutes of the January 19, 2016 meeting of the Board of Deferred Compensation Administration.
- (4) **Board Report 16-08: Strategic Priorities 2016** – Recommendation to (a) adopt staff's proposed strategic administrative and participant priorities for the City's Deferred Compensation Plan for 2016; (b) refer consideration of new benchmarking and data management resource options for review by and recommendations from the Plan Governance & Administrative Issues Committee; (c) refer review of the Plan's Investment Policy Statement to the Investments Committee; and (d) refer review of the Plan Document and Bylaws to the Plan Governance & Administrative Issues Committee.
- (5) **Board Report 16-09: Reserve Fund Reimbursements/Adjustments and 2016 Annual Budget** – Recommendation to (a) approve reimbursements from the Deferred Compensation Plan Reserve Fund to the Personnel Department for \$389,068 and City Attorney for \$221,865 for the quarters ending 03/31/15 through 12/31/15, incorporating all prior year adjustments to indirect cost calculations; and (b) adopt the proposed Deferred Compensation Plan budget for plan year 2016.
- (6) **Board Report 16-10: Travel Policy** – Recommendation to direct staff to conduct analysis and develop proposals for improvements to Plan travel administration to address: (a) clarifying which entity has final administrative authority over Plan travel expenditures; (b) the process of securing Plan travel budget authority; (c) travel arrangement and reimbursement policies; and (d) the feasibility/merits of creating an independent travel policy.

Notes:

- (a) All written materials reviewed by the Board are made part of the record.
- (b) Time will be provided for members of the public to address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board, but not on the printed Agenda. Speaking time shall not exceed five (5) minutes for any one speaker. Members of the public interested in addressing the Board regarding matters on the printed agenda should notify Board staff prior to consideration of those items.
- (c) As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, your request should be received at least 72 hours in advance of the need. For more information contact Deferred Compensation Plan staff at (213) 978-1629 or at perdcp@lacity.org. For updated meeting schedules, please visit http://per.lacity.org/DeferredComp/Deferred_Comp_Main%20Page.htm.
- (d) Deferred Compensation Plan agendas and documents disseminated at the meeting are available at 200 N. Spring Street (City Hall), Room 867, as well as on the Internet at http://per.lacity.org/DeferredComp/Deferred_Comp_Agendas.htm
- (e) Subscribe: <http://lacity.org/city-government/subscribe-meeting-agendas-and-more/departments-commissions-committees-boards>

AGENDA – REGULAR MEETING (continued)

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- (7) **Plan Administrator Quarterly Report** - Presentation by Empower Retirement regarding Deferred Compensation Plan participant activity and statistics for quarters ending September 30, 2015 and December 31, 2015.
- (8) **Board Report 16-11: Contracts and Procurements Update** – Recommendation to receive and file a quarterly report regarding the status of Deferred Compensation Plan contracts.
- (9) **Board Report 16-12: Plan Projects & Activities Report** – Recommendation to receive and file staff's update on Plan projects and activities during January 2016.
- Communications
 - Meeting Calendar
 - Committee Assignments
 - Operations
 - Staffing Review
 - Projects List
 - Administration

CONCLUDING ITEMS

- (10) **Requests for Future Agenda Items**
- (11) **Future Meeting Dates:** March 15, 2016
- (12) **Adjournment**

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