

## City of Los Angeles Deferred Compensation Plan Accountability Chart

<i>Function</i>	<i>Los Angeles City Council *</i>	<i>Board of Deferred Compensation Administration</i>	<i>Investments Committee</i>	<i>Plan Governance &amp; Administrative Issues Committee</i>	<i>Personnel Department &amp; Board Counsel</i>	<i>Recordkeeper (Great-West Retirement Service)</i>	<i>Consultant (Mercer Investment Consulting)</i>
<b>GOVERNANCE STRUCTURE</b>							
1. Determine plan governance structure; ensure compliance with governance principles, policies, & procedures	<ul style="list-style-type: none"> <li>Approve (changes to Admin Code)</li> </ul>	<ul style="list-style-type: none"> <li>Approve (Bylaws, policies)</li> <li>Recommend to City Council (changes to Admin Code)</li> </ul>		<ul style="list-style-type: none"> <li>Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>Recommend to Committee/Board</li> <li>Support</li> </ul>		<ul style="list-style-type: none"> <li>Advise</li> </ul>
2. Appoint Board members	<ul style="list-style-type: none"> <li>Approve (Appointed by Admin Code)</li> </ul>	<ul style="list-style-type: none"> <li>Recommend Changes to City Council (Admin Code)</li> </ul>		<ul style="list-style-type: none"> <li>Recommend to Board (changes to Admin Code)</li> </ul>	<ul style="list-style-type: none"> <li>Support (elections)</li> <li>Recommend to Committee/Board (changes to Admin Code)</li> </ul>		<ul style="list-style-type: none"> <li>Advise</li> </ul>
3. Plan "administrator"		<ul style="list-style-type: none"> <li>Serve</li> </ul>			<ul style="list-style-type: none"> <li>Support</li> </ul>	<ul style="list-style-type: none"> <li>Support</li> </ul>	<ul style="list-style-type: none"> <li>Advise</li> </ul>
4. Delegations to management and staff		<ul style="list-style-type: none"> <li>Delegate</li> </ul>			<ul style="list-style-type: none"> <li>Implement</li> </ul>	<ul style="list-style-type: none"> <li>Implement</li> </ul>	

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<b>PLAN DESIGN</b>							
1. Adopt or terminate Plan	<ul style="list-style-type: none"> <li>▪ Approve (Admin Code)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to City Council</li> </ul>		<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Committee/Board</li> <li>▪ Implement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Advise</li> </ul>
2. Amend Plan – Financially material changes related to Budget		<ul style="list-style-type: none"> <li>▪ Approve</li> </ul>		<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Committee/Board</li> <li>▪ Implement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Advise</li> </ul>
3. Amend Plan – Administrative modification		<ul style="list-style-type: none"> <li>▪ Approve</li> </ul>		<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Committee/Board</li> <li>▪ Implement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Advise</li> </ul>
4. Amend Plan – Legally required change	<ul style="list-style-type: none"> <li>▪ Approve (Admin Code)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve (Plan Doc, Admin Policies)</li> <li>▪ Recommend to City Council (Admin Code)</li> </ul>			<ul style="list-style-type: none"> <li>▪ Recommend to Committee/Board</li> <li>▪ Implement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advise</li> </ul>
5. Monitor alignment of plan design with objectives		<ul style="list-style-type: none"> <li>▪ Monitor</li> <li>▪ Delegate to Staff/Consultant</li> </ul>	<ul style="list-style-type: none"> <li>▪ Report to Board</li> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Report to Board</li> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor/Report to Committee/Board</li> <li>▪ Recommend to Committee/Board</li> </ul>		<ul style="list-style-type: none"> <li>▪ Advise</li> </ul>
<b>GOVERNANCE AND ADMINISTRATIVE POLICIES</b>							
1. Adopt/amend Board Bylaws		<ul style="list-style-type: none"> <li>▪ Approve</li> <li>▪ Implement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare</li> <li>▪ Recommend to Committee/Board</li> </ul>		<ul style="list-style-type: none"> <li>▪ Prepare</li> <li>▪ Advise</li> </ul>

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2. Adopt/amend policies <ul style="list-style-type: none"> <li>▪ Investment Policy</li> <li>▪ Administrative Policy Manual</li> </ul>		<ul style="list-style-type: none"> <li>▪ Approve</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>		<ul style="list-style-type: none"> <li>▪ Prepare</li> <li>▪ Recommend to Committee/Board</li> <li>▪ Implement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Prepare</li> <li>▪ Advise</li> </ul>
<b>SERVICE PROVIDER OVERSIGHT AND REVIEW</b>							
1. Appoint recordkeeper, approve terms of agreements		<ul style="list-style-type: none"> <li>▪ Appoint</li> <li>▪ Monitor</li> </ul>		<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Committee/Board</li> <li>▪ Support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Serve</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advise</li> </ul>
2. Determine frequency and scope of performance reviews		<ul style="list-style-type: none"> <li>▪ Approve</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Committee/Board</li> </ul>		<ul style="list-style-type: none"> <li>▪ Advise</li> </ul>
3. Performance review of recordkeeper, other service providers		<ul style="list-style-type: none"> <li>▪ Monitor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor/Report to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor/Report to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor/Report to Board</li> <li>▪ Implement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Support</li> <li>▪ Advise</li> </ul>
4. Periodic review of terms of contracts for potential amendments	<ul style="list-style-type: none"> <li>▪ Approve amendments to contracts over 5 years for investment providers &amp; contracts over three years for all other services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve amendments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend changes to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend changes to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor/Report to Committee/Board</li> <li>▪ Implement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Support</li> </ul>

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5. Sign contracts/administrative agreements		<ul style="list-style-type: none"> <li>▪ Implement (Board Chair)</li> </ul>					
6. Issue directives to staff and service providers		<ul style="list-style-type: none"> <li>▪ Approve</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implement</li> <li>▪ Report</li> <li>▪ Recommend to Committee/Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implement</li> <li>▪ Report</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implement</li> <li>▪ Advise</li> </ul>
<b>INVESTMENT OVERSIGHT</b>							
1. Duty to select and monitor investment funds <ul style="list-style-type: none"> <li>▪ Add, delete and replace</li> <li>▪ Periodic assessment of overall fund line-up</li> <li>▪ Comprehensive review of quantitative and qualitative performance</li> </ul>		<ul style="list-style-type: none"> <li>▪ Approve</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> <li>▪ Monitor</li> </ul>		<ul style="list-style-type: none"> <li>▪ Recommend to Committee/Board</li> <li>▪ Monitor</li> <li>▪ Implement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Support</li> <li>▪ Advise</li> </ul>
2. Appoint Investment Consultant <ul style="list-style-type: none"> <li>▪ Establish service agreements</li> <li>▪ Monitor performance</li> <li>▪ Authority to send direction letters</li> </ul>		<ul style="list-style-type: none"> <li>▪ Appoint</li> <li>▪ Monitor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> <li>▪ Monitor</li> </ul>		<ul style="list-style-type: none"> <li>▪ Recommend to Committee/Board</li> <li>▪ Support</li> </ul>		<ul style="list-style-type: none"> <li>▪ Serve</li> </ul>
3. Monitoring of: <ul style="list-style-type: none"> <li>▪ Employee investment allocations (quarterly)</li> <li>▪ Employee participation rates and other measures of plan success (annually)</li> </ul>		<ul style="list-style-type: none"> <li>▪ Monitor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor</li> <li>▪ Report to Board</li> </ul>		<ul style="list-style-type: none"> <li>▪ Monitor/Report to Committee/Board</li> <li>▪ Support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Report to staff/Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor</li> <li>▪ Report to staff/Board</li> </ul>
4. Monitoring of fund fees		<ul style="list-style-type: none"> <li>▪ Monitor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor</li> <li>▪ Report to Board</li> </ul>		<ul style="list-style-type: none"> <li>▪ Monitor</li> <li>▪ Report to Committee/Board</li> </ul>		<ul style="list-style-type: none"> <li>▪ Monitor</li> <li>▪ Report to staff/Board</li> </ul>

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<b>COMPLIANCE AND ADMINISTRATION</b>							
1. Determine frequency and scope, conduct compliance review of plan administration and operations		<ul style="list-style-type: none"> <li>▪ Approve</li> </ul>		<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Committee/Board</li> <li>▪ Implement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advise</li> <li>▪ Implement</li> </ul>
2. Monitor legal/legislative developments affecting plan		<ul style="list-style-type: none"> <li>▪ Monitor</li> </ul>			<ul style="list-style-type: none"> <li>▪ Monitor</li> <li>▪ Report to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor</li> <li>▪ Advise staff/Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Monitor</li> <li>▪ Advise staff/Board</li> </ul>
3. Monitor deferral limits and contribution limits		<ul style="list-style-type: none"> <li>▪ Monitor</li> </ul>			<ul style="list-style-type: none"> <li>▪ Report to Board</li> <li>▪ Implement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advise staff/Board</li> <li>▪ Implement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advise staff/Board</li> </ul>
4. Approve expenses paid from plan assets		<ul style="list-style-type: none"> <li>▪ Approve</li> </ul>			<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> <li>▪ Support</li> </ul>		
5. Decide claims and appeals		<ul style="list-style-type: none"> <li>▪ Approve</li> </ul>			<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> <li>▪ Support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support (Hardships, Death Benefits Claims)</li> </ul>	
6. Administrative and recordkeeping functions		<ul style="list-style-type: none"> <li>▪ Monitor</li> </ul>			<ul style="list-style-type: none"> <li>▪ Monitor</li> <li>▪ Report to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implement</li> </ul>	
7. Maintain plan document and amendments, plan communications		<ul style="list-style-type: none"> <li>▪ Approve (changes)</li> <li>▪ Monitor</li> </ul>		<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend/Report to Committee/Board</li> <li>▪ Implement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Advise</li> </ul>
8. Ensure accuracy and adequacy of forms, enrollment kits, scripts, web pages for benefit administration		<ul style="list-style-type: none"> <li>▪ Monitor</li> </ul>			<ul style="list-style-type: none"> <li>▪ Develop/Implement</li> <li>▪ Report to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop/Implement</li> </ul>	

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9. Administer QDRO application process; decide QDRO; ensure accuracy and adequacy of QDRO procedures, forms		<ul style="list-style-type: none"> <li>▪ Monitor</li> </ul>			<ul style="list-style-type: none"> <li>▪ Implement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support</li> </ul>	
<b>INFORMATION FLOW</b>							
1. Authority to send direction letter to recordkeeper or third-party administrator		<ul style="list-style-type: none"> <li>▪ Approve</li> </ul>			<ul style="list-style-type: none"> <li>▪ Recommend</li> <li>▪ Implement</li> </ul>		
2. Present recommendations for plan amendments (Investment & Administrative)	<ul style="list-style-type: none"> <li>▪ Approve (Admin Code)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve (Plan doc)</li> <li>▪ Recommend to City Council (Admin Code)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recommend to Committee/Board</li> <li>▪ Implement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Advise</li> </ul>

\* Charter Section 245 states that decisions the City Council reserves the right to remand decisions back to the Board for reconsideration.