

# DEFERRED COMPENSATION PLAN BOARD REPORT 13-21

Date: June 7, 2013  
To: Board of Deferred Compensation Administration  
From: Staff  
Subject: 2013-14 Conference Training

*Members*  
Eugene K. Canzano, Chairperson  
John R. Mumma, Vice-Chairperson  
Cliff Cannon, First Provisional Chair  
Tom Moutes, Second Provisional Chair  
Sangeeta Bhatia, Third Provisional Chair  
Michael Amerian  
Ray Ciranna  
Robert Schoonover  
Margaret Whelan

## Recommendation:

That the Board of Deferred Compensation Administration review information contained in this report regarding conference training events for FY 2013/14, and provide staff with completed travel/training preference forms by June 22, 2013.

## Discussion:

**Background** - At its July 17, 2012 meeting, the Board adopted a Training/Education/Travel policy for its members and staff (Attachment A). The Training Policy establishes objectives for training within certain categories, identifies resources for providing training, and authorizes the creation of an annual education program.

At its October 16, 2012 meeting, the Board adopted a Training Program for FY 13/14 (Attachment B). The Training Program identifies specific planned training resources for the coming fiscal year, including any involving travel.

These specific options were part of the Personnel Department's budget request for FY 13/14. Staff is presently reviewing to identify which items were included in the final budget adopted by City Council.

As the new fiscal year is about to begin, it is necessary for Board members and staff to identify those educational opportunities in which they would like to participate. Staff will review requests and return to the Board at its July meeting with a recommended training/travel program in accordance with the available resources. Staff will recommend the allocation of training resources with these parameters previously adopted by the Board.

The following tables provide a summary of the information approved in the Board's adopted training program for FY 13/14:

TRAINING CATEGORY	AMOUNT	Number of Eligible Board Members/Staff	Estimated Cost Per Person Per Training/Travel Event
Adopted Base Costs of Conference Training Involving Travel	\$ 40,000	16 Board/Staff	\$ 2,500
Adopted Base Costs of Onsite Training	\$ 11,000	16 Board/Staff	\$ 67 - 333
Adopted Base Costs of Business Meeting Travel	\$ 2,000	5 Staff	\$ 500
Adopted Base Cost of Individual Training Programs (e.g. INFRE Retirement Plan Administrator Series)	\$ 2,750	16 Board/Staff	\$ 550

RESOURCES	AMOUNT
Training Budget for FY 13/14	\$ 55,756
Unused Training Carryover from Plan Year 2012	\$ 33,607
Total Funds Available for FY 13/14	\$ 89,363

**Conference Training Preferences** - In adopting its training program for FY 13/14, a range of conference travel items were included as options. The annual budget parameters adopted by the Board provide for one travel training event per member per year. Residual funds carried forward from the prior year may provide funding for one additional training involving travel per individual.

Staff is requesting that each Board member complete and submit a preference form (Attachment C) for travel/training events for FY 13/14. This information should be submitted to staff by June 21<sup>st</sup>. At the Board's July meeting, staff will return with recommendations to authorize specific funding approvals. Board members should note that, notwithstanding the fact that these travel items were included in the Personnel Department's budget, all travel is subject to approval by the Mayor's Office.

If Board members have additional potential travel/training events that they would like to have considered by the Board, these can be noted on the preference form. Staff will incorporate this information as the Personnel Department begins drafting its budget request for FY 14/15 in August/September.

**Conference Training Events** – The following conference training travel items were included in the budget adopted by the Mayor and Council. Members should note that attendance to the 2013 Plan Sponsor Council of America is not an option absent additional Council action. In May 2010, the Los Angeles City Council banned all travel to Arizona until SB 1070 and HB 2162 are repealed. As of the date of this report, travel to

Arizona for the 2013 Plan Sponsor Council of America Conference is not authorized without specific City Council pre-approval.

No.	2013/14 Conference Travel locations	Tentative Date(s)	Location
1	NAGDCA (National Association of Governmental Defined Contribution Administrators)	September 8-11, 2013	Louisville, KY
2	Plan Sponsor Council of America	September 9-12, 2013	Scottsdale, AZ
3	Institutional Investor Defined Contribution Symposiums	September 19-20, 2013; Or April 2014 ( <i>Actual Dates TBA</i> )	Half Moon Bay, CA
4	PIMCO Institute Investment Seminar	September 2013( <i>Actual Dates TBA</i> ); Or June 2014 ( <i>Actual Dates TBA</i> )	(TBD)
5	International Foundation of Employee Benefit Plans	October 20-23, 2013	Las Vegas, NV
6	Pensions & Investments East Coast or West Coast Conference	October 27-29, 2013 Or March 2014 ( <i>Actual Dates TBA</i> )	San Francisco, CA
7	Mercer Global Investments Forum	June 2014 ( <i>Actual Dates TBA</i> )	(TBD)
8	Plan Sponsor National Conference	June 2014 ( <i>Actual Dates TBA</i> )	(TBD)

A more detailed description of the conference training events included within the adopted budget is included with this report (Attachment D).

Submitted by: \_\_\_\_\_  
Paul Makowski

\_\_\_\_\_  
Steven Montagna

Approved by: \_\_\_\_\_  
Alejandrina Basquez



- 1** **Event:** **NAGDCA Conference**  
**Dates:** **September 8-11, 2013**  
**Location:** **Louisville, KY**  
**Registration Deadline:** **August 8, 2013**  
**Description:**

The National Association of Government Defined Contribution Administrators (NAGDCA) is an organization consisting of government and industrial members pursuing legislative enhancements to defined contribution plans and providing educational benefits to its membership. The annual conference is focused on issues affecting state and local government administrators of primarily Section 457 defined contribution plans. The conference generally includes sessions reviewing federal legislative developments, current trends on plan design and administration, and education on plan fundamentals. A preliminary conference schedule is provided as Attachment E.

- 2** **Event:** **Plan Sponsor Council of America National Conference**  
**Dates:** **September 9-12, 2013**  
**Location:** **Scottsdale, AZ**  
**Registration Deadline:** **July 12, 2013**  
**Description:**

The Plan Sponsor Council of America is a non-profit organization dedicated to providing services and advocacy to its membership of small to large sized employers. The 2013 National Conference offers workshops, panel discussions, and roundtables on mostly legislative and administrative topics for benefit plans. As mentioned previously, the **conference location in Arizona would require specific City Council approval for attendance prior to the July 12, 2013 registration deadline.** The conference agenda is provided as Attachment F.

- 3** **Event:** **Institutional Investor Defined Contribution Symposium**  
**Dates:** **September 19-20, 2013**  
**Location:** **Half Moon Bay, CA**  
**Registration Deadline:** **N/A - Invitation Only**  
**Description:**

Institutional Investor is an organization which provides consortiums of professionals, including members from both the public and private sectors, with complimentary peer-to-peer discussions covering pensions and defined contribution plans. The 2013 invitation only Defined Contribution Symposium, entitled "Learning From the Past to Build a Better Future for DC Participants", will provide panel discussions, case studies, and workshops to cover topics of both the participant and administrator side of

participant education, investment trends, and taxation topics. Although this event is by invitation only, City representatives have been asked to participate in the past. The 2013 symposium program is provided as Attachment G.

- 4** **Event:** [PIMCO Institute Investment Seminar](#)  
**Dates:** **September -- 2013**  
**Location:** **TBD**  
**Registration Deadline:** **N/A - Invitation Only**  
**Description:**

PIMCO is a global investment firm with government and private industry clients. Their Seminars are invitation only events generally offered in a series of multi-day formats with the focus dedicated solely to trending investment topics. Attendance is limited to only one member per organization. Only one representative from the City would be eligible to attend. Attendance in 2013 may be impacted by the City's upcoming investments procurement. The 2013 seminar agenda is not currently available, but the 2012 agenda is provided as Attachment H.

- 5** **Event:** [International Foundation of Employee Benefit Plans](#)  
**Dates:** **October 20-23, 2013**  
**Location:** **Las Vegas, NV**  
**Registration Deadline:** **September 8, 2013**  
**Description:**

The International Foundation of Employee Benefit Plans is a non-profit organization that focuses on providing a wide array of educational and networking opportunities to professionals administering employee benefits and compensation. The 59<sup>th</sup> Annual U.S. Employee Benefits Conference is formatted to provide a large list of seminar options in which attendees can build their itinerary from broader overall topics. Categories for 2013 include Fiduciary Responsibility, Investments, Communication, or Administration/Technology. The conference brochure is provided as Attachment I.

- 6** **Event:** [Pensions & Investments East/West Coast Conference](#)  
**Dates:** **October 27-29, 2013**  
**Location:** **San Francisco, CA**  
**Registration Deadline:** **Complimentary Plan Sponsor ends June 30, 2013**  
**Regular Registration ends October 11, 2013**  
**Description:**

Pension and Investments is a company dedicated to providing comprehensive retirement and investment industry information via its online and distributed print

editions. The annual bi-coastal conferences direct each agenda to current issues facing each region. The 2013 West Coast Conference is comprised of panel discussions and keynote speaker presentations regarding fiscal and administrative concerns. Conference registration for Plan Sponsors is complimentary if booked in advance. A copy of the 2013 preliminary conference agenda is provided as Attachment J.

- 7** **Event:** **Mercer Global Investments Forum**  
**Dates:** **June 2014**  
**Location:** **To Be Announced**  
**Registration Deadline:** **To Be Determined**  
**Description:**

Mercer is a world-wide firm comprised of professional consultants and experts in the fields of Health, Wealth, and People and works directly with its clients. The Mercer Global Investment Forums are a series of events around the world with focuses on idea sharing and networking between institutional investors and plan managers. The 2013 North American forum in Boston entitled "Smart Investing in a Low Growth World" explored how to invest smartly and maximize the opportunities available to long-term investors. The 2014 forums have yet to be announced, but the 2013 brochure is provided as Attachment K.

- 8** **Event:** **Plan Sponsor National Conference**  
**Dates:** **June 2014**  
**Location:** **To Be Announced**  
**Registration Deadline:** **To Be Determined**  
**Description:**

Plan Sponsor is an organization focused on putting trending topics of the retirement industry into the hands of its public and private sector membership through its online content and print editions of the PLANSPONSOR magazine. The Plan Sponsors 2013 National Conference entitled "Designing Retirement Plans that Work Getting from where you are to where you want to be" showcased collaborations of field experts on legislation, education, and administration topics. 2014's conference agenda is still in development, however the 2013 agenda is provided as Attachment L.