



Board Report 19-03

Date: January 15, 2019
To: Board of Deferred Compensation Administration (Board)
From: Staff
Subject: 2018 Board Member and Staff Training Report

Board Members

John R. Mumma
Chairperson

Thomas Moutes
Vice-Chairperson

Raymond Ciranna
First Provisional Chair

Robert Schoonover
Second Provisional Chair

Wendy G. Macy
Third Provisional Chair

Joshua Geller

Hovhannes Gendjian

Neil Guglielmo

Linda P. Le

Recommendation:

That the Board receive and file report regarding Board member and staff training for calendar year 2018.

Discussion:

At the September 18, 2018 meeting, the Board approved certain revisions to the Deferred Compensation Plan (DCP) Training/Education/Travel Policy (Training Policy). The revised 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. The training that occurred in 2018 is detailed in **Attachment A** and summarized below:

A. Mandatory Training

1. **DCP Orientation** - Three newly elected Board members and three new staff received the DCP orientation training conducted by DCP staff. Thomas Moutes, who was elected as the Retired Participant Representative in 2018, did not require an orientation as he had recently and previously served on the Board in the seat for the General Manager of the Los Angeles City Employees' Retirement System (LACERS).
2. **Fiduciary Responsibilities/Investment Policy Statement (Fiduciary/IPS)** - As of January 15, 2019, all but one Board member completed the Fiduciary/IPS training. Training was provided to the Board during its July 17, 2018 meeting. Board members and staff who were not present at the meeting were provided copies of the presentation and requested to review the training at their earliest convenience. The next Fiduciary/IPS training provided by the City's consultant(s) will be scheduled for the third quarter of 2021 and will need to be completed by December 31, 2021.

B. Agency Required Training

Training in this category is accessed through the Personnel Department's online training academy and includes:

1. *Ethics and Open Government Training* - All Board members and staff have completed the Ethics and Open Government training. City employees will next be required to complete this training beginning in November 2019 with a required completion date of February 2020.
2. *Preventing Sexual Harassment*: All Board members and staff have completed the Preventing Sexual Harassment training. City employees will next be required to complete this training beginning in September 2019 with a required completion date of December 2019.

C. Optional Training

Board members and staff took advantage of a variety of external training opportunities. The trainings that occurred in 2018 and that were attended by Board members and staff are as follows:

1. *Dimensional Seminar with Professor Bob Merton* – May 25, 2018
2. *National Association of Governmental Defined Contribution Administrators (NAGDCA) Annual Conference* - September 23 through 26, 2018
3. *Third-Party Administrator Site Visit to Voya Financial* - October 1 through 3, 2018
4. *International Foundation of Employee Benefit Plans (IFEBP)* – October 14 through 17, 2018
5. *Pension & Investments (West Coast) Defined Contribution Conference* - October 21 through 23, 2018

D. Training Costs

Training and travel costs were approximately \$23,000 in calendar year 2018. The budgeted amount was \$32,357.

Submitted by:


Kevin Hirose

Approved by:


Steven Montagna

2018 TRAINING PROGRAM REVIEW

Mandatory Training							
	Orientation	Fiduciary Responsibilities/Investment Policy Statement		Agency Required Training			
				Ethics and Open Government Training		Preventing Sexual Harassment	
Board Members	Status	Status	Date Completed	Status	Date Completed	Status	Date Completed
Ciranna, Raymond General Manager , Fire and Police Pensions	N/A	Complete	7/17/2018	Complete	1/12/2018	Complete	11/17/2017
Geller, Joshua LACERS Participant Representative	Complete	Complete	7/17/2018	Complete	11/6/2017	Complete	4/9/2018
Gendjian, Hovhannes DWP Participant Representative	Complete	Complete	7/17/2018	Complete	10/5/2018	Complete	4/9/2018
Guglielmo, Neil General Manager, LACERS	Complete	Complete	7/17/2018	Complete	11/20/2017	Complete	4/9/2018
Le, Linda P. Retirement Plan Manager, DWP	N/A	Pending	Pending	Complete	1/22/2018	Complete	4/9/2018
Macy, Wendy G. General Manager, Personnel	N/A	Complete	7/17/2018	Complete	12/27/2017	Complete	1/3/2019
Moutes, Thomas Retired Participant Representative	N/A	Complete	8/18/2018	Complete	10/30/2017	Complete	12/5/2018
Mumma, John R. Fire and Police Pensions Participant Representative	N/A	Complete	7/17/2018	Complete	12/7/2017	Complete	- *
Schoonover, Robert Organized Labor Representative	N/A	Complete	7/17/2018	Complete	1/31/2018	Complete	4/9/2018
Staff	Status	Status	Date Completed	Status	Date Completed	Status	Date Completed
Montagna, Steven Chief Personnel Analyst	N/A	Complete	7/17/2018	Complete	1/9/2018	Complete	4/9/2018
Cantú, Isaias Senior Management Analyst II	Complete	Complete	7/17/2018	Complete	12/8/2017	Complete	6/4/2018
Guevara, Claudia Senior Administrative Clerk	N/A	Complete	11/9/2018	Complete	12/21/2018	Complete	4/9/2018
Hirose, Kevin Personnel Analyst	Complete	Complete	7/17/2018	Complete	10/10/2018	Complete	4/9/2018
Kaur, Sandeep Administrative Intern	Complete	Complete	9/20/2018	Complete	10/24/2018	Complete	10/23/2018
Powell, Daniel Personnel Analyst	N/A	Complete	7/17/2018	Complete	12/7/2018	Complete	4/9/2018
Vong, Matthew Senior Personnel Analyst I	N/A	Complete	7/17/2018	Complete	1/3/2019	Complete	4/9/2018
Yoxsimer, Jody Assistant General Manager, Personnel Department	N/A	Complete	7/17/2018	Complete	1/30/2018	Complete	4/9/2018

* Completion date not available due to different training system used.

2018 TRAINING PROGRAM REVIEW

	Optional Training				
Board Members	Dimensional Seminar	NAGDCA	IFEBP	Pension & Investments	
Ciranna, Raymond General Manager , Fire and Police Pensions	-	-	-	-	
Geller, Joshua LACERS Participant Representative	-	Attended	-	-	
Gendjian, Hovhannes DWP Participant Representative	-	Attended	-	-	
Guglielmo, Neil General Manager, LACERS	Attended	Attended	-	-	
Le, Linda P. Retirement Plan Manager, DWP	-	-	-	-	
Macy, Wendy G. General Manager, Personnel	-	Attended	-	-	
Moutes, Thomas Retired Participant Representative	-	Attended	-	-	
Mumma, John R. Fire and Police Pensions Participant Representative	-	Attended	Attended	-	
Schoonover, Robert Organized Labor Representative	-	-	-	-	
Staff	Dimensional Seminar	NAGDCA	IFEBP	Pension & Investments	Voya Site Visit
Montagna, Steven Chief Personnel Analyst	-	Attended	-	-	-
Cantú, Isaias Senior Management Analyst II	Attended	Attended	-	-	-
Guevara, Claudia Senior Administrative Clerk	-	-	-	-	-
Hirose, Kevin Personnel Analyst	Attended	Attended	-	-	-
Kaur, Sandeep Administrative Intern	-	-	-	-	-
Powell, Daniel Personnel Analyst	-	-	-	Attended	Attended
Vong, Matthew Senior Personnel Analyst I	-	-	-	-	Attended
Yoxsimer, Jody Assistant General Manager, Personnel Department	-	-	-	-	-