



# CITY OF *Los Angeles*

## DEFERRED COMPENSATION PLAN

### Board Report 20-09

Date: February 18, 2020

To: Board of Deferred Compensation Administration

From: Staff

Subject: 2019 Board Member and Staff Training Report

Board of Deferred Compensation Administration
<b>John R. Mumma</b> <i>Chairperson</i>
<b>Thomas Moutes</b> <i>Vice-Chairperson</i>
<b>Raymond Ciranna</b> <i>First Provisional Chair</i>
<b>Robert Schoonover</b> <i>Second Provisional Chair</i>
<b>Wendy G. Macy</b> <i>Third Provisional Chair</i>
<b>Joshua Geller</b>
<b>Hovhannes Gendjian</b>
<b>Linda P. Le</b>
<b>Lita Payne</b>

#### **Recommendation:**

That the Board of Deferred Compensation Administration (Board) receive and file report regarding Board member and staff training for calendar year 2019.

#### **Discussion:**

The Deferred Compensation Plan (DCP) Training/Education/Travel Policy (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. A report of the various types of trainings and their completion status in 2019 is provided in **Attachment A** and summarized below.

#### **A. Mandatory Training**

1. **DCP Orientation** - Four new staff received the DCP orientation training conducted by DCP staff. Lita Payne, who was appointed interim General Manager of the Los Angeles City Employees' Retirement System (LACERS) at the end of 2019, did not require an orientation as she had previously served on the Board and received the training.
2. **Fiduciary Responsibilities/Investment Policy Statement (Fiduciary/IPS)** - As of January 15, 2020, all but two Board members 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. Board members who have yet to complete the training were sent a reminder by DCP staff. The DCP's Training Policy requires Fiduciary/IPS training to be completed every three years. The next Fiduciary/IPS training provided by the City's consultants 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, but is not limited to, the following:

1. Ethics and Open Government Training – This training is required for all Board members and staff every two years. Most Board members and staff will be required to complete this training again in 2020.
2. Workplace Harassment & Abusive Conduct Prevention – This training is required for all Board members and staff every two years. Most Board members and all staff completed this training in 2019 and will, therefore, not be required to complete it again until 2021. Board members who completed this training in 2018 will be required to complete it again in 2020.

## C. Optional Training

Board members and staff took advantage of a variety of optional training opportunities. The 2019 trainings attended by Board members and staff are as follows:

1. Cybersecurity Workshop – Presented by Segal Consulting on January 17, 2019
2. Wharton School – Advanced Investments Management Training – April 28 through May 2, 2019
3. National Association of Governmental Defined Contribution Administrators (NAGDCA) Annual Conference – September 8 through 11, 2019
4. Best Practices for Employee Outreach – Presented by Segal Consulting on October 31, 2019
5. California Defined Contribution Peer Network (CA-DCPN) Meeting – June 26 through 27, 2019

## D. Training Costs

The budget for training and travel in calendar year 2019 was \$33,004. The total amount expended for training and travel in 2019 was \$25,120.

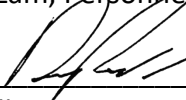
Submitted by:



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Mindy Lam, Personnel Analyst

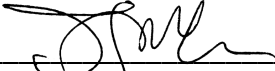
Reviewed by:



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Daniel Powell, Senior Personnel Analyst I

Reviewed by:



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Jenny M. Yau, Senior Management Analyst II

Approved by:



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Steven Montagna, Chief Personnel Analyst

## 2019 TRAINING PROGRAM REVIEW

	Mandatory Training						
	DCP Orientation	Fiduciary Responsibilities/Investment Policy Statement		Agency Required Training			
				Ethics and Open Government Training		Workplace Harassment & Abusive Conduct Prevention	
Board Members	Status	Status	Date Completed	Status	Last Date Completed	Status	Last Date Completed
Ciranna, Raymond General Manager , Fire and Police Pensions	N/A	Complete	7/17/2018	Needs to be completed in 2020	1/12/2018	Complete	9/20/2019
Geller, Joshua LACERS Participant Representative	N/A	Complete	7/17/2018	Needs to be completed in 2020	11/6/2017	Complete	12/23/2019
Gendjian, Hovhannes DWP Participant Representative	N/A	Complete	7/17/2018	Needs to be completed in 2020	10/5/2018	Complete	11/6/2019
Guglielmo, Neil General Manager, LACERS	N/A	Complete	7/17/2018	Needs to be completed in 2020	11/20/2017	Complete	4/9/2018
Le, Linda P. Retirement Plan Manager, DWP	N/A	Pending	Pending	Needs to be completed in 2020	1/22/2018	Complete	12/26/2019
Macy, Wendy G. General Manager, Personnel	N/A	Complete	7/17/2018	Needs to be completed in 2020	12/27/2017	Complete	11/5/2019
Moutes, Thomas Retired Participant Representative	N/A	Complete	8/18/2018	Needs to be completed in 2020	10/30/2017	Complete	12/5/2018
Mumma, John R. Fire and Police Pensions Participant Representative	N/A	Complete	7/17/2018	Needs to be completed in 2020	12/7/2017	Complete	2019**
Payne, Lita Interim General Manager, LACERS	N/A	Pending	Pending	Needs to be completed in 2020	- *	Complete	11/5/2019
Schoonover, Robert Organized Labor Representative	N/A	Complete	7/17/2018	Needs to be completed in 2020	1/31/2018	Complete	3/31/2018
Staff	Status	Status	Date Completed	Status	Last Date Completed	Status	Last Date Completed
Montagna, Steven Chief Personnel Analyst	N/A	Complete	7/17/2018	Complete	12/23/2019	Complete	10/25/2019
Yau, Jenny Senior Management Analyst II	Complete	Complete	9/28/2019	Complete	1/1/2020	Complete	9/20/2019
Guevara, Claudia Benefits Specialist	N/A	Complete	11/9/2018	Complete	12/21/2019	Complete	10/25/2019
Lam, Mindy Personnel Analyst	Complete	Complete	7/19/2019	Complete	12/26/2019	Complete	10/30/2019
Ancheta, Anna Personnel Analyst	Complete	Complete	7/5/2019	Complete	1/2/2020	Complete	10/28/2019
Powell, Daniel Senior Personnel Analyst	N/A	Complete	7/17/2018	Needs to be completed in 2020	12/7/2018	Complete	11/2/2019
Dayes, Paula Assistant General Manager, Personnel Department	Complete	Complete	Complete	Needs to be completed in 2020	- *	Complete	11/5/2019

\* Last completion date not available.

\*\* Exact date unknown due to different training system.

**2019 TRAINING PROGRAM REVIEW**

	Optional Training				
<b>Board Members</b>	<b>Cybersecurity Workshop</b>	<b>Wharton School</b>	<b>NAGDCA Annual Conference</b>	<b>Best Practices for Employee Outreach</b>	<b>CA-DCPN Meeting</b>
Ciranna, Raymond General Manager , Fire and Police Pensions	-	-	-	-	-
Geller, Joshua LACERS Participant Representative	-	-	-	Attended	-
Gendjian, Hovhannes DWP Participant Representative	-	Attended	Attended	Attended	-
Guglielmo, Neil General Manager, LACERS	-	-	-	-	-
Le, Linda P. Retirement Plan Manager, DWP	-	-	-	-	-
Macy, Wendy G. General Manager, Personnel	-	-	Attended	Attended	-
Moutes, Thomas Retired Participant Representative	-	-	-	-	-
Mumma, John R. Fire and Police Pensions Participant Representative	-	-	Attended	-	-
Payne, Lita Interim General Manager, LACERS	-	-	-	-	-
Schoonover, Robert Organized Labor Representative	-	-	-	-	-
<b>Staff</b>	<b>Cybersecurity Workshop</b>	<b>Wharton School</b>	<b>NAGDCA</b>	<b>Employee Outreach Workshop</b>	<b>CA-DCPN</b>
Montagna, Steven Chief Personnel Analyst	Attended	-	Attended	Attended	Attended
Yau, Jenny Senior Management Analyst II	-	-	-	Attended	-
Guevara, Claudia Benefits Specialist	-	-	-	-	-
Lam, Mindy Personnel Analyst	-	-	Attended	Attended	-
Ancheta, Anna Personnel Analyst	-	-	Attended	Attended	-
Powell, Daniel Senior Personnel Analyst	Attended	-	Attended	Attended	-
Dayes, Paula Assistant General Manager, Personnel Department	-	-	Attended	-	-