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DEFERRED COMPENSATION PLAN BOARD REPORT 08-05



Date: February 6, 2008

To: Board of Deferred Compensation Administration

From: Staff

Subject: Staff Report: Pending Projects & Information Items

Recommendation:

That the Board of Deferred Compensation Administration receive and file the following information.

Pending Projects & Information Items:

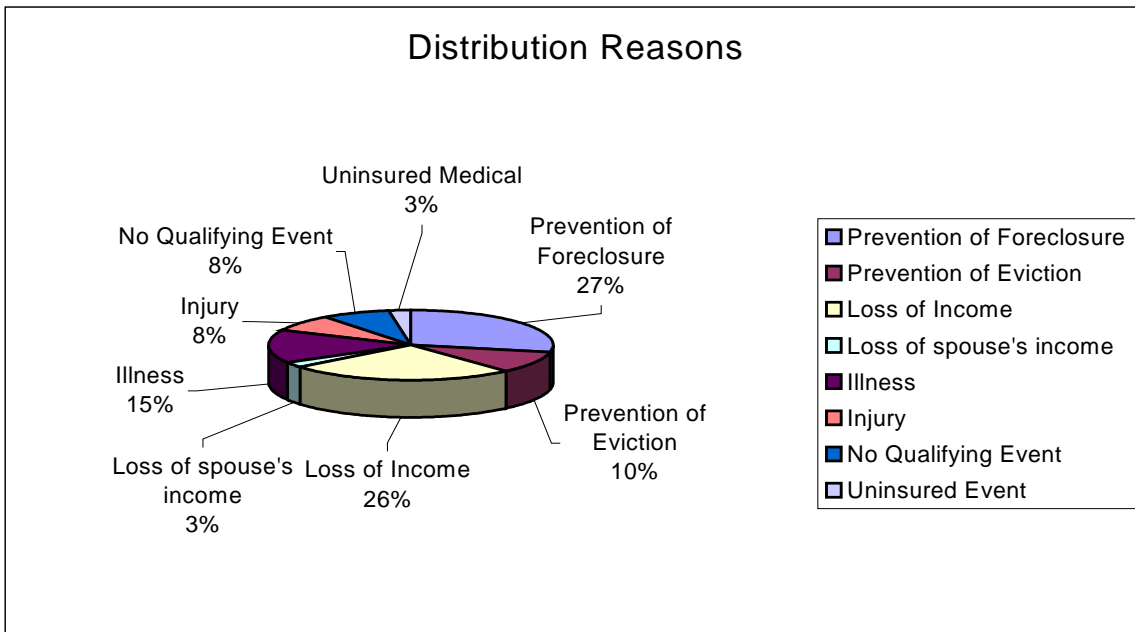
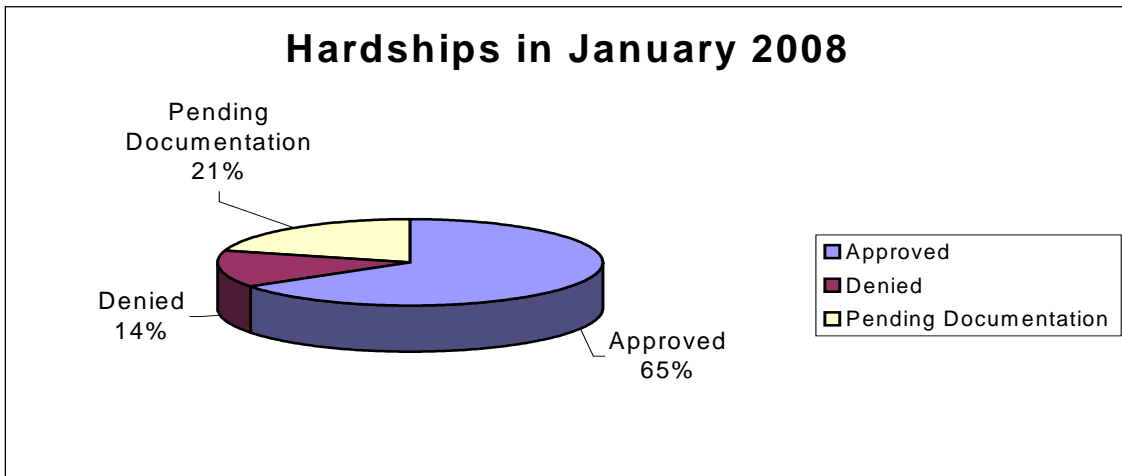
Staffing – Staff is pleased to report that the vacant Management Assistant position for the Deferred Compensation Plan has recently been filled. Our new staff member is Ashley Stracke. Ms. Stracke is a recent graduate of the University of Southern California. She has a Bachelor of Science degree in Business Administration with an emphasis in Management and Leadership. Her most recent work experience has been on campus working in graphic web design. Her start date was January 21, 2008.

Premiere Communication Materials – The “Premiere” website release date is scheduled for April 21, 2008. Great-West will test all site enhancements in production and maintain a stable web environment for all plans within their system. The release will coincide with the 1Q 2008 financial statements, as well as the release of the “Premiere” enrollment kits and Plan marketing materials.

Accrued Leave Deferral Option – After Plan participants received the Plan-wide mailing as well as accompanying City-wide e-mail announcement, many inquiries were generated amongst retiring City employees. Effective February 1, 2008, staff has received over forty applications and dozens of inquiries from imminent retirees. Additional applications are pending future retirement dates. Personnel Department staff is primarily handling the counseling of interested participants, while working with payroll offices to generate estimates of amounts/dates of final accrued leave payments. Continued strong interest is expected over the next several months.

Audit of the “DROP” Rollovers – Staff and Great-West are currently performing an audit on all participants who have rolled their “DROP” monies into the Deferred Compensation Plan. Staff and Great-West’s goal is to verify each distribution and reinforce the removal of monies from the 457 “Deferred Compensation” bucket, instead of the 401(a) “DROP” bucket. The results of the audit will be presented within the next several months.

Hardships – Staff has compiled the following results since the reassignment of hardship processing to Great-West on December 18, 2007. These charts represent the results and basis for each submitted hardship withdrawal, effective February 1, 2008. Twenty-nine hardship cases were submitted to Great-West through January 2008. Nineteen cases were approved, four denied, and six were pending further documentation.



Submitted by: _____
Natasha Zuvich

Reviewed by: _____
Steven Montagna

Approved by: _____
Maryanne Keehn