

Deferred Compensation Plan BOARD REPORT 15-55

Date: October 13, 2015
To: Board of Deferred Compensation Administration
From: Staff
Subject: Staff Report – Projects & Activity Report

Board of Deferred
Compensation Administration
John R. Mumma, Chairperson
Michael Amerian, Vice-Chairperson
Cliff Cannon, First Provisional Chair
Thomas Moutes, Second Provisional Chair
Raymond Ciranna, Third Provisional Chair
Linda P. Le
Wendy G. Macy
Robert Schoonover
Don Thomas

Recommendation:

That the Board of Deferred Compensation Administration receive and file staff's update on Plan projects and activities during September 2015.

Discussion

This report provides updates and informational items relative to the following:

A. CURRENT/UPCOMING PROJECTS & BOARD MEETING CALENDAR

Projects – Personnel Department staff are responsible for four primary functions relative to executing the City's Deferred Compensation Plan: communications, operations, administration, and governance. Below are certain key projects that staff have been working on (outside of the projects discussed in separate accompanying reports):

Communications

- *National Retirement Security Week 2015:* Staff is concluding its work on the various components of this campaign, which include:
 - ✓ Proclamation signed by the Mayor
 - ✓ Development of short video
 - ✓ Development of microsite for the campaign
 - ✓ Postcard and mailing to retirees
 - ✓ E-mail and online notices to all Plan participants, including article in 3Q newsletter to mail shortly
 - ✓ Three "Time Portal" Quizzes (one for actives, for retirees, and one "past time" portal quiz for either demographic)
- *DOT Targeted Enrollment Initiative:* Empower local representatives conducted two Plan informational meetings and coordinated four table service sessions at DOT-affiliated locations in support of the targeted enrollment campaign through the month of September. An initial review indicates that results are positive and that participation rates have increased. Staff will report the refined results of this campaign at the November Board meeting to provide overall enrollment numbers through October.

Operations

- *Web Security Passcodes:* The Plan launched an enhanced alphanumeric account passcode feature, which is an option for all current accounts and mandatory for new accounts as of September 20, 2015. Currently, participants access their online accounts with a numeric PIN. Participants will be notified of this new feature in the 3Q newsletter to mail in late October. Staff is reviewing the question of whether this feature should be mandatory for all current accounts as well.
- *In-Plan Roth Conversion:* This feature will be turned on for participants at the end of October. Staff has prepared the internal work process documents and form samples. The option is advertised in the 3Q newsletter, and a web banner with an informational flyer will be posted on the participant site.

Administration

- *DROP Mass Exit:* Staff met with Los Angeles Fire and Police Pensions (LAFPP) on September 29 to discuss the needs of a large group of sworn officers required to exit the DROP program by July 2016. Staff will develop an enhanced schedule of DROP seminars and will coordinate collaborative efforts with LAFPP. Staff will also review methods to enhance communications to the sworn population, including DROP members.
- *Contracts:* Updates are indicated in another Board report under this same agenda.
- *Metrics:* Staff continues its work on identifying and tracking Plan data related to its efforts for the Targeted Enrollment Initiative and other general metrics reporting efforts (see related Board report and presentation).
- *Cost Allocation Plan (CAP) Rate:* A report on this will be provided at the Board's November meeting.

A summary of all completed and upcoming projects for Division staff is provided as Attachment A.

Meeting Calendar – Staff maintains a calendar of upcoming Board meetings and proposed topics. This calendar includes the annual meeting plan and will be refined and updated as the Board meets and objectives/assignments are refined for the coming year. The current calendar is provided as Attachment B.

B. STAFFING AND COMMITTEE ASSIGNMENTS

Staffing Summary – Following is a summary of staff positions supporting the Deferred Compensation Plan:

Position Authority	Incumbent Class	Function	Est. Percent Reimbursed by DCP	Staff Member
Personnel				
Chief Personnel Analyst	Chief Personnel Analyst	Division Chief	20%	Steven Montagna
Senior Personnel Analyst II	Senior Personnel Analyst II	Plan Manager	60%	Alexandra Castillo
Senior Personnel Analyst I	Senior Management Analyst I	Administration	100%	Esther Chang
Management Analyst II	Management Analyst II	Operations	90%	Paul Makowski
Management Analyst II	Management Analyst II	Communications	90%	Matthew Vong
Benefits Specialist	<i>Vacant</i>	Participant Services	90%	<i>Vacant</i>
City Attorney				
Assistant City Attorney	Assistant City Attorney	Board Counsel	25%	Curt Kidder
Legal Assistant	Legal Assistant	Participant Legal Services	40%	Vicky Williams

Committee Membership – Following is the new committee roster as designated by the Board Chairperson, effective July 20, 2015:

Plan Governance & Administrative Issues Committee
John R. Mumma, Chair
Cliff Cannon
Linda P. Le
Michael Amerian

Investments Committee
Raymond Ciranna, Chair
Thomas Moutes
Michael Amerian
Don Thomas

Submitted by: _____
Esther Chang

Reviewed by: _____
Alexandra Castillo

Approved by: _____
Steven Montagna

DEFERED COMPENSATION

Legend:

G = Governance

C = Communications

O = Operations

A = Administration

COMPLETED PROJECTS: SEPTEMBER 2015

#	STATUS		PROJECT	DUE DATE	COMPLETED?	NOTES
1	Completed	G	Minutes - August 2015 Meeting	09/30/15	Y	
2	Completed	G	Board Report - DCP RFP Presentation	09/30/15	Y	
3	Completed	G	Board Report - DCP Mid-Cap Fund Pricing Information	09/30/15	Y	
4	Completed	G	FY 2016-17 Travel Budget	09/30/15	Y	
5	Completed	G	Board Report - NSFRW 2015 Update & Draft Survey	09/30/15	Y	
6	Completed	G	Board Report - Board Training	09/30/15	Y	
7	Completed	G	Board Report - Staff Projects & Activities	09/30/15	Y	
8	Completed	A	Report to Council re: 5 Year Plan Contract Term	09/30/15	Y	
9	Completed	A	Survey Response - Institutional Investor 2015	09/30/15	Y	
10	Completed	C	Web Bulletin Updates	09/30/15	Y	Messaging for market volatility and DCP Mid-Cap Pricing
11	Completed	C	In-Plan Roth Conversion - Info Flyer	09/30/15	Y	
12	Completed	C	In-Plan Roth Conversion - Web Banner Design Prep	09/30/15	Y	
13	Completed	C	3Q Newsletter - Review/Draft/Finalize Content	09/30/15	Y	
14	Completed	C	NRSW 2015 - Flyer	09/30/15	Y	
15	Completed	C	NRSW 2015 - Mayor's Proclamation Request	09/30/15	Y	
16	Completed	C	NRSW 2015 - Survey for Active, Question Development	09/30/15	Y	
17	Completed	C	NRSW 2015 - Survey for Retirees, Question Development	09/30/15	Y	
18	Completed	C	NRSW 2015 - Survey for Past Portal, Question Development	09/30/15	Y	
19	Completed	C	NRSW 2015 - Video Storyboard Preparation	09/30/15	Y	
20	Completed	C	NRSW 2015 - Retiree Postcard Development & Mailing	09/30/15	Y	

21	Completed	C	TPA RFP - Focus Group #1	09/30/15	Y	9/21/2015
22	Completed	O	Participant Website - Alphanumeric Password Conversion	09/30/15	Y	Implemented 9/20/15
23	Completed	O	Plan Payroll & Transaction Processing	09/30/15	Y	Ongoing, for paycheck dates 9/2, 9/16, 9/30
24	Completed	O	Participant & Payroll Issues Resolution	09/30/15	Y	Ongoing

PENDING PROJECTS

OCTOBER 2015

25	PENDING	G	Minutes - Sep 2015 Meeting	10/31/15		Pending
26	PENDING	G	Board Report - Staff Projects & Activities	10/31/15		Pending
27	PENDING	G	Board Report - TPA RFP & Participant Communications	10/31/15		Pending
28	PENDING	G	Board Report - Plan Participation Goals & Metrics	10/31/15		Pending
29	PENDING	G	Board Report - NAGDCA 2015 Conference Review	10/31/15		Pending
30	PENDING	G	Quarterly Communications Update Report	10/31/15		Pending
31	PENDING	G	Quarterly Contracts Update Report	10/31/15		Pending
32	PENDING	C	3Q Newsletter - Finalize Layout & Design for Newsletter	10/31/15		Pending
33	PENDING	C	3Q Newsletter - Review 3Q Performance Sheet (IOAG)	10/31/15		Pending
34	PENDING	C	NRSW2015 - Survey for Active, <i>Surveygizmo</i> Setup	10/31/15		Pending
35	PENDING	C	NRSW 2015 - Survey for Retirees, <i>Surveygizmo</i> setup	10/31/15		Pending
36	PENDING	C	NRSW 2015 - Survey for Past Portal, <i>Surveygizmo</i> setup	10/31/15		Pending
37	PENDING	C	NRSW 2015 - Video Development	10/31/15		Pending
38	PENDING	C	NRSW 2015 - Microsite Setup	10/31/15		Pending
39	PENDING	C	NRSW 2015 - Citywide Email Design	10/31/15		Pending
40	PENDING	C	Research - Video Content Development Capabilities	10/31/15		Pending
41	PENDING	C	TPA RFP - Focus Group #2	10/31/15		Scheduled for 10/15/2015
42	PENDING	O	In-Plan Roth Conversion - Implementation - Plan Election Form	10/31/15		Pending

43	PENDING	O	In-Plan Roth Conversion - Implementation - Work Process Document and Sample Forms	10/31/15		Pending
44	PENDING	O	Plan Payroll & Transaction Processing	10/31/15		Ongoing
45	PENDING	O	Participant & Payroll Issues Resolution	10/31/15		Ongoing
NOVEMBER 2015						
46	PENDING	G	Minutes - Oct 2015 Meeting	11/30/15		Pending
47	PENDING	G	Board Report - Staff Projects & Activities	11/30/15		Pending
48	PENDING	G	Board Report - Draft PSP RFP	11/30/15		Pending
49	PENDING	G	Board Report - Staffing percentages and CAP Rates	11/30/15		Pending
50	PENDING	G	Board Report - DOT Targeted Enrollment Campaign Results	11/30/15		Pending
51	PENDING	G	Board Report - Plan Governance Documents Review Schedule	11/30/15		Pending
52	PENDING	G	Board Report - Investment Issues Review Schedule	11/30/15		Pending
53	PENDING	A	Stable Value - Finalize Galliard Contract	11/30/15		Pending
54	PENDING	A	Consulting Services - Finalize Segal Contract	11/30/15		Pending
55	PENDING	A	Consulting Services - Finalize Mercer Contract	11/30/15		Pending
56	PENDING	A	Bank of the West - Additional Account Services Agreement Review	11/30/15		Pending
57	PENDING	A	FDIC Savings - Bank of the West Contract	11/30/15		Pending
58	PENDING	C	Accrued Leave - Flier and Form Revisions	11/30/15		Pending
59	PENDING	C	Catch Up - Form revisions	11/30/15		Pending
60	PENDING	C	Distribution Options Guide - Tax and Loan revisions	11/30/15		Pending
61	PENDING	C	Calculator Revisions	11/30/15		Pending
62	PENDING	O	PSP Default Addresses Semi-Annual Clean Up	11/30/15		Pending
63	PENDING	O	2015 Contributions Review	11/30/15		Pending
64	PENDING	O	Plan Payroll & Transaction Processing	11/30/15		Ongoing
65	PENDING	O	Participant & Payroll Issues Resolution	11/30/15		Ongoing
DECEMBER 2015						
66	PENDING	G	Minutes - Nov 2015 Meeting	12/31/15		Pending
67	PENDING	G	Board Report - Staff Projects & Activities	12/31/15		Pending

68	PENDING	G	Board Report - FDIC Provider Recommendation	12/31/15		Pending
69	PENDING	G	Board Report - Plan Staffing	12/31/15		Pending
70	PENDING	G	Board Report - 2015 NRSW Campaign Summary	12/31/15		Pending
71	PENDING	G	Board Report - Beneficiary Campaign Summary	12/31/15		Pending
72	PENDING	A	FDIC Savings - Union Bank	12/31/15		Pending
73	PENDING	A	Budget procedural revisions	12/31/15		Pending
74	PENDING	C	2016 Annual Limits Flyer	12/31/15		Pending
75	PENDING	C	2016 DROP Seminar Flyer	12/31/15		Pending
76	PENDING	C	4Q Newsletter - Review/Draft/Develop Content	12/31/15		Pending
77	PENDING	O	Loan Default Reversal - Hold Harmless	12/31/15		Pending
78	PENDING	O	Plan Payroll & Transaction Processing	12/31/15		Ongoing
79	PENDING	O	Participant & Payroll Issues Resolution	12/31/15		Ongoing
UPCOMING						
80	PENDING	G	Board Report - 2014 PSP Annual Report	TBD		Pending
81	PENDING	G	Board Report - Distributions & Contributions - Retirees who return to work	TBD		Pending
82	PENDING	G	Report back recapping presentation on Financial Wellness from Strategic Planning Meeting	TBD		Pending
83	PENDING	G	Letter to City Council re 10% Early Distribution Penalty	TBD		Pending
84	PENDING	G	Metrics Tracking Document	TBD		Pending
85	PENDING	G	PSP Program Review - Proposal for Terminated Accounts	TBD		Pending
86	PENDING	G	Loan Policy Document	TBD		Pending
87	PENDING	G	Board Report - Historical Contribution History	TBD		Pending
88	PENDING	G	Board Report - SAS Form	TBD		Pending
89	PENDING	G	Review of CA Governmental Plan - Demographic Files	TBD		Pending
90	PENDING	G	Board Report - Contractor Evaluation Policy	TBD		Pending
91	PENDING	G	Board Report - Retirement/Pension System Retired Loan Payments	TBD		Pending

92	PENDING	G	Investments Committee Meeting: Investment Policy Review - Termination	TBD		Pending
93	PENDING	G	Board Report - Proxy Share Voting	TBD		Pending
94	PENDING	G	Research adding other Plan type in order to increase savings opportunities (from 8/21/12 BDCA meeting)	TBD		Pending
95	PENDING	G	Deemed IRA	TBD		Pending
96	PENDING	G	Auto-Glide Investment Allocations	TBD		Pending
97	PENDING	G	Board Report - Transition Manager Procurement	TBD		Pending
98	PENDING	G	Retirement Plan Summit	TBD		Pending
99	PENDING	G	Revisit Plan Audit	TBD		Pending
100	PENDING	G	Board Report - Social Media Options	TBD		Pending
101	PENDING	C	Revise Pension Savings Plan Highlights	TBD		Pending
102	PENDING	C	Letter Notification to Participants RE: Catch-Up Eligibility ("Attained Age Letters")	TBD		Pending
103	PENDING	C	EZ Enrollment Form	TBD		Pending
104	PENDING	C	2-Page IOAG format	TBD		Pending
105	PENDING	C	Enrollment Guide Revision	TBD		Pending
106	PENDING		Active-Retiree Loan Transfer Guide/Packet	TBD		Pending
107	PENDING	C	New Brand Style Guide	TBD		Pending
108	PENDING	C	Participant Survey Proposal - Plan Satisfaction	TBD		Pending
109	PENDING	C	Create Catch-Up Flyer Incorporating Roth & Revise Catch up Form/Flyer re Accrued Leave	TBD		Pending
110		C	DROP Options Guide update-revisions	TBD		Pending
111	PENDING	C	Website Tutorial/Education Videos	TBD		Pending
112	PENDING	C	Enrollment Form Revision Phase 2 (Auto escalation & PSP Rollover addition)	TBD		Pending
113	PENDING	C	DROP participant fee comparison graphic flier	TBD		Pending
114	PENDING	C	EZ Enrollment Form	TBD		Pending
115	PENDING	C	Draft Citywide Memo re Marketing by Non-Contracted Financial & Benefit Services Providers	TBD		Pending
116	PENDING	C	Roth 457 Intro Guide Revise/Redesign	TBD		Pending

117	PENDING	C	DCP Glossary	TBD		Pending
118	PENDING	C	Communications Plan: List of alternative DC publications and outlets (LACERS, Pensions, Union pubs, etc.)	TBD		Pending
119	PENDING	O	Catch-Up Unused Amount Calculation - Memo to Controller	TBD		CU Unused Amount Reporting - Ticket submitted to Controller.
120		O	Catch Up Contribution changes allowed online	TBD		Pending
121	PENDING	O	PSP Account Consolidation	TBD		Pending
122	PENDING	O	Domestic Partners Research and Review with City Attorney and California Peers	TBD		Pending
123	PENDING	O	Online Enrollment Functionality	TBD		Pending
124	PENDING	O	Pre-Audit Testing - Phase II	TBD		Pending
125	PENDING	O	PST Retroactive Adjustments - Meeting w/ LACERS & Controller	TBD		Pending
126	PENDING	O	DCP Work processes Review & Documentation	Ongoing		Pending

BDCA UPCOMING AGENDA TOPICS

	Administrative Issues	Presentations/Training
October 2015	TPA RFP Development - Participant Communications	Training: Investment Analysis
	Plan Participation Goal & Metrics	
	2015 NAGDCA Conference Review	
	Quarterly Contracts Update	
November 2015	TPA RFP Development – Evaluation Factors	Quarterly Investment & Economic Review Fund Manager Presentation
	Plan Reimbursements & CAP Rate	
	DOT Targeted Enrollment Campaign Results	
	Governance Documents Review Schedule	
	Investment Options Review Schedule	
	Auto Enrollment Update	
December 2015	TPA RFP Update – Scope of Services	TPA/Plan Statistics Review
	Plan Enrollments - Metrics Review	
	FDIC Provider Recommendation	
	Plan Staffing - <i>Administrative Intern</i>	
	2015 NRSW Campaign - Summary & Review	
	Beneficiary Campaign Follow-Up	
	Auto-Enrollment Program Update	
	Quarterly Reimbursements ending 9/30/15	
	Quarterly Reimbursements ending 3/31/15	
	Quarterly Reimbursements ending 6/30/15	
January 2016	2015 Board Attendance Review	<i>Wellness Tools Review?</i>
	Election of Officers	
	TPA RFP – Draft RFP	
	2016 Plan Budget	
	Auto-Enrollment Program Update	
February 2016	TPA RFP Update	Quarterly Investment & Economic Review Fund Manager Presentation
	Auto-Enrollment Program Update	
March 2016	TPA RFP Update	TPA/Plan Statistics Review
	Auto-Enrollment Program Update	
	Quarterly Reimbursements ending 12/31/2015	