

DEFERRED COMPENSATION PLAN BOARD REPORT 11-69

Date: October 11, 2011

To: Board of Deferred Compensation Administration

From: Staff

Subject: Staff Report – Completed & Pending Projects & Activity Report

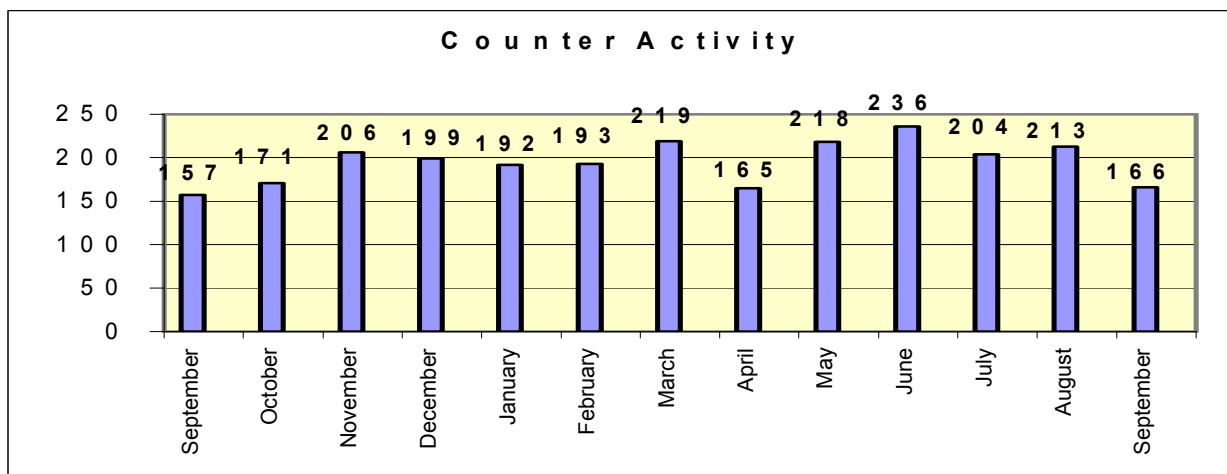
Members
Eugene K. Canzano, Chairperson
John R. Mumma, Vice-Chairperson
Cliff Cannon, First Provisional Chair
Tom Moutes, Second Provisional Chair
Sangeeta Bhatia, Third Provisional Chair
Michael Amerian
Michael Perez
Robert Schoonover
Margaret Whelan

Recommendation:

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

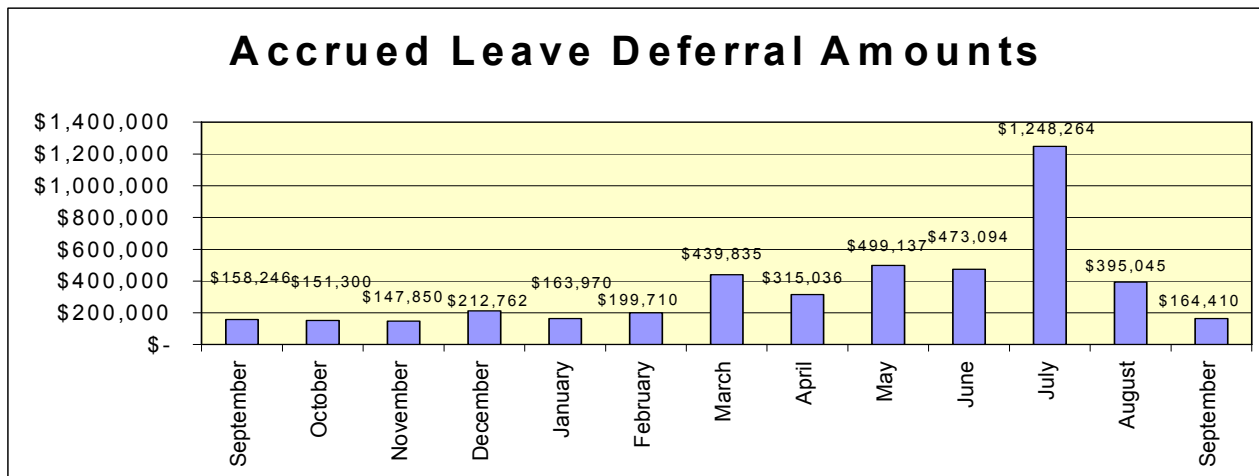
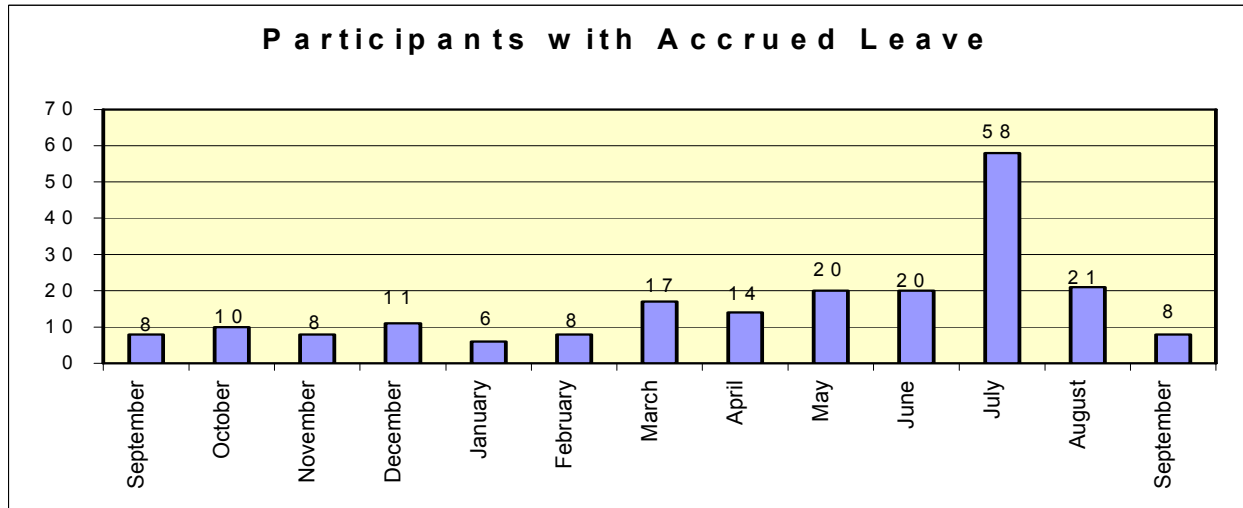
Activity Reports:

Counter Activity Employee Benefits Division – Staff has compiled the following results of Counter Activity flow for the month of September 2011. During the month of September, 166 participants visited the Employee Benefits Division to discuss their Deferred Compensation accounts with the Great-West representatives and/or staff. Following are counter activity results from September 2010 to September 2011:



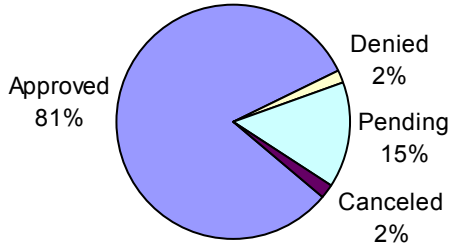
Accrued Leave Activity – Staff has compiled the following results of Accrued Leave enrollment for the month of September 2011. During the month of September, eight participants elected to enroll in Accrued Leave and \$164,410 was contributed into the Plan from their Accrued Leave payouts.

Following are accrued leave activity results from September 2010 to September 2011:

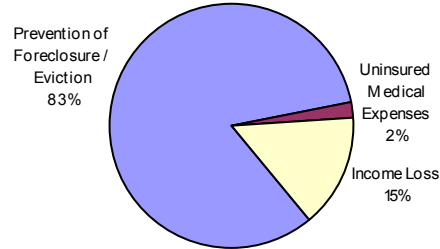


Hardship Activity – Staff has compiled the following results of hardship processing with Great-West for the month of September 2011. During the month of September, fifty-five hardship cases were submitted to Great-West. Forty-five cases were approved, one was canceled, one was denied, and eight were pending further documentation.

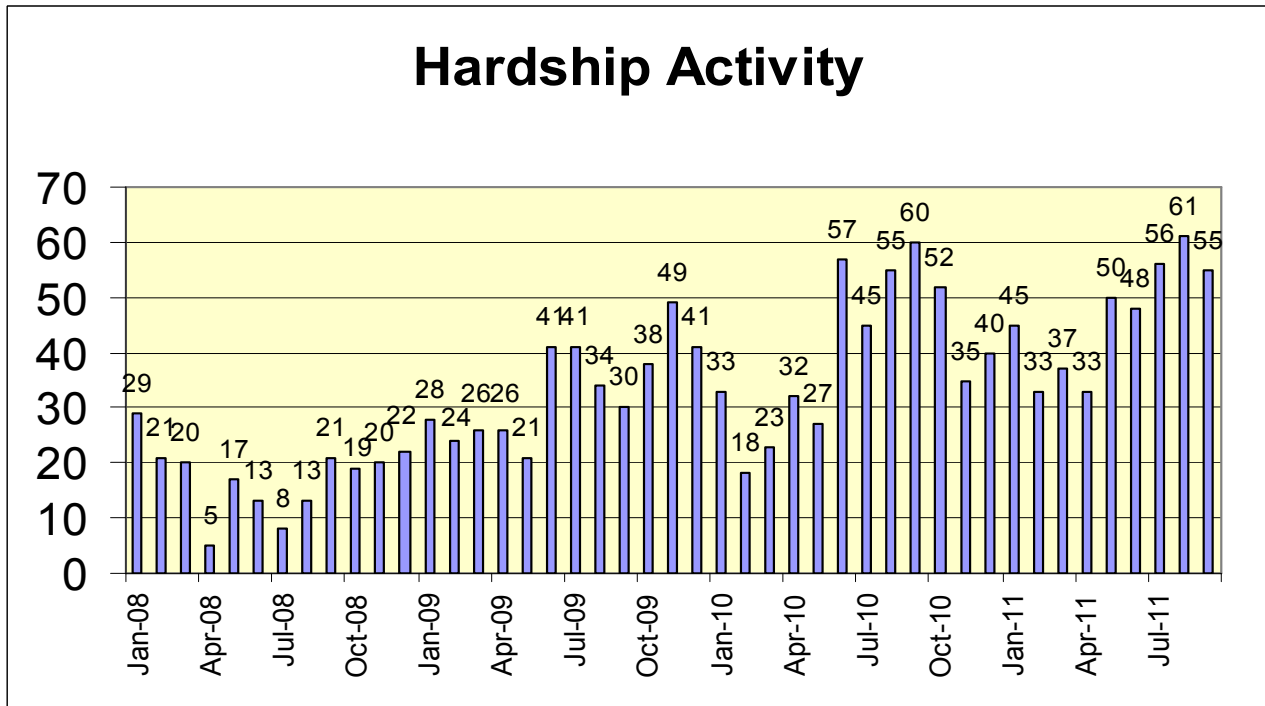
Hardship Activity September 2011



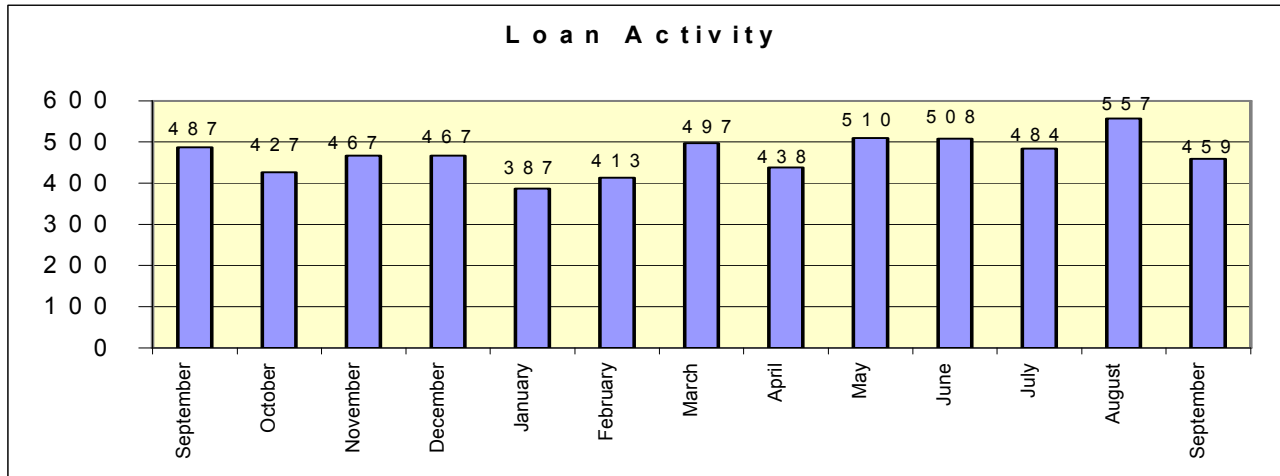
Distribution Reasons



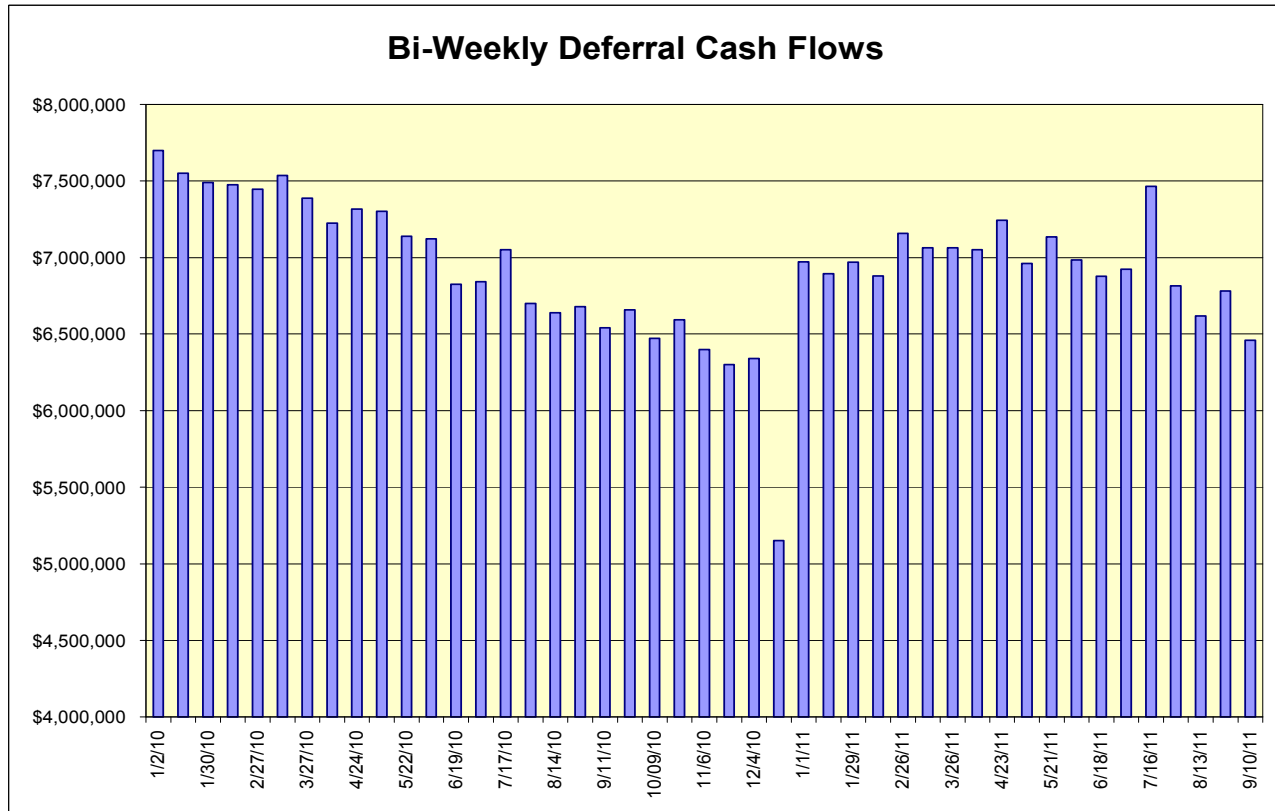
Staff has compiled long-term hardship activity results since the reassignment of hardship processing to Great-West in 2008. Following are hardship activity results from January 2008 to September 2011:



Loan Activity – Staff has compiled the following results of new loans acquired for the month of September 2011. During the month of September, 459 participants elected to obtain a new loan and \$4,714,399 was withdrawn from the Plan for their loan payouts.



Deferral Tracking - Staff has compiled the following results of bi-weekly deferral cash flows for the month of September 2011 for the City of Los Angeles and Department of Water and Power. During the month of September, the City and Department of Water and Power deferred **\$13,239,836** into the Deferred Compensation Plan. This compares to **\$13,219,432** in September 2010, or an increase of **0.15%** year-over-year.



PROJECT UPDATE
(reflects project activity for period 09/01/11 through 09/30/11)

COMPLETED PROJECTS: SEPTEMBER 2011					
#	STATUS	PROJECT	DUE DATE	COMPLETED	NOTES
1	Completed	Board Plenary Authority/ Fiduciary Liability Insurance	09/01/11	09/01/11	N/A
2	Completed	Board Report - Investment Menu Implementation Update	09/01/11	09/01/11	N/A
3	Completed	Board Report - Staff Report	09/01/11	09/01/11	N/A
PENDING PROJECTS					
#	STATUS	PROJECT	DUE DATE	COMPLETED	NOTES
1	PENDING	Minutes - 09/20/11 Meeting	10/01/11		Pending
2	PENDING	Board Report - Consulting Services Contract Extension	10/01/11		Pending
3	PENDING	Board Report - Investment Manager Services RFP	10/01/11		Pending
4	PENDING	Board Report - Strategic Plan Mission & Values Statements	10/01/11		Pending
5	PENDING	Board Report - October Contract Status Update	10/01/11		Pending
6	PENDING	Board Report - Staff Report October	10/01/11		Pending
7	PENDING				
8	PENDING	Minutes - 10/18/11 Meeting	11/01/11		Pending
9	PENDING	Board Report - FDIC Option Asset Apportionment	11/01/11		Pending
10	PENDING	Board Report - Hardship Application Policy for Income Loss Exceeding One Year	11/01/11		Pending
11	PENDING	Board Report - Accountability Chart Revision	11/01/11		Pending
12	PENDING	Retirement Income Calculator - Planning Meeting & Project Outline	11/01/11		Pending
13	PENDING	Special Mailing - Investment Menu Changes	11/01/11		Pending
14	PENDING	Develop concept for Training Module for January '12 Meeting	11/01/11		Pending
15	PENDING	Great-West Contract Amendment Extension DCP Services 2012-2016	11/01/11		Pending
16	PENDING	Great-West Contract Amendment Extension PSP Services 2012-2016	11/01/11		Pending
17	PENDING	Investments Committee Meeting: Investment Policy Statement - Termination	11/01/11		Pending
18	PENDING	Board Report - History of funds on monitor/watch	11/01/11		Pending
19	PENDING	Board Report - Loan Repayment Policy	11/01/11		Pending
20	PENDING	Investments Committee Minutes - 4-18-11 Meeting	11/01/11		Pending

21	PENDING	Board Report - review of consistency of access to separating City employees	11/01/11	Pending
22	PENDING	Create Catch-Up Flyer Incorporating Roth	11/01/11	Pending
23	PENDING	Board Report - Contribution History & Rollovers	12/01/11	Pending
24	PENDING	Board Report - In-Kind Transfers from SDBO	12/01/11	Pending
25	PENDING	Plan Document Revisions - Amend Plan Document to reflect 2009 RMD waiver - and make other necessary changes	12/01/11	Pending
26	PENDING	Board Report - Beneficiary Notifications and Focus Group Results	12/01/11	Pending
27	PENDING	Planning Meeting - January 2012 CA-DCPN Meeting	01/01/12	Pending
28	PENDING	Board Report - SAS Form from Great-West	01/01/12	Pending
29	PENDING	Domestic Partners Research and Discussion with City Attorney and California Peers	01/01/12	Pending
30	PENDING	Revise Distribution Form	01/01/12	Pending
31	PENDING	Revise Enrollment Guide	01/01/12	Pending
32	PENDING	Board Report - Document Retention Policy	01/01/12	Pending
33	PENDING	Review and report back on City of New York financial advice program	01/01/12	Pending
34	PENDING	Board Report - Merrill Lynch - Communication to Outside Vendors	01/01/12	Pending
35	PENDING	Beneficiary Addresses	01/01/12	Pending
36	PENDING	Review and report back on PIMCO hedge fund strategy	01/01/12	Pending
37	PENDING	Review and report back on Plan statistics broken down by constituency	01/01/12	Pending
38	PENDING	Communications Plan: List of alternative DC publications and outlets (LACERS, Pensions, Union pubs, etc.)	01/01/12	Pending
39	PENDING	Plan Account Records	01/01/12	Pending
40	PENDING	Board Report - Social Media Options	02/01/12	Pending
41	PENDING	Board Report - Auto Glide-Path for Asset Allocation Funds	02/01/12	Pending
42	PENDING	Board Report - Proxy Share Voting	02/01/12	Pending
43	PENDING	Investment Advice Review and Proposal	02/01/12	Pending
44	PENDING	Notification of Participants - Catch-Up Eligibility	02/01/12	Pending
45	PENDING	Pre-Audit Testing - Phase II	02/01/12	Pending

46	PENDING	Revise Pension Savings Plan Highlights	02/01/12	Pending
47	PENDING	Retiree Loans	02/01/12	Pending
48	PENDING	Retirement Plan Summit	02/01/12	Pending
49	PENDING	Revisit Plan Audit	03/01/12	Pending
50	PENDING	PSP Account Consolidation	03/01/12	Pending
51	PENDING	Statistical Project: Refined Count of Non-Contributing Participants	03/01/12	Pending
52	PENDING	Deemed IRA Implementation	03/01/12	Pending

National Save for Retirement Week – Staff has prepared a special email, flyer and group meeting schedule for National Save for Retirement Week which takes place the week of October 17-21, 2011. The materials are attached.

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

Position Authority	Incumbent Class	Est. Percent Reimbursed by DCP	Staff Member
Personnel			
Chief Personnel Analyst	Chief Personnel Analyst	20%	Alejandrina Basquez
Senior Personnel Analyst II	Senior Personnel Analyst II	60%	Steven Montagna
Management Analyst II	Management Analyst II	90%	Natasha Gameroz
Management Analyst II	Personnel Analyst II	90%	Esther Chang
Benefits Specialist (prior incumbent left under ERIP)	Clerk Typist	90%	Claudia Guevara
City Attorney			
Assistant City Attorney	Assistant City Attorney	25%	Curt Kidder
Legal Assistant	Legal Assistant	40%	Vicky Williams

Submitted by: _____
Esther Chang

Reviewed by: _____
Steven Montagna

Approved by: _____
Alex Basquez