

# Deferred Compensation Plan BOARD REPORT 15-43

Date: August 12, 2015

To: Board of Deferred Compensation Administration

From: Staff

Subject: Automatic Enrollment Program (AEP)  
Implementation Update

*Board of Deferred  
Compensation Administration*  
*John R. Mumma, Chairperson*  
*Michael Amerian, Vice-Chairperson*  
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*Raymond Ciranna, Third Provisional Chair*  
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*Robert Schoonover*  
*Don Thomas*

**Recommendation:**

That the Board receive and file this report providing an update related to implementation of the Deferred Compensation Plan Auto Enrollment Program (AEP).

**Discussion:**

At its January 20, 2015 meeting, the Board approved core provisions for an Auto-Enrollment Program (AEP) for the City’s Deferred Compensation Plan (see Attachment I for a summary of core AEP provisions). At its May 19, 2015 meeting, the Board adopted changes to the Plan Document incorporating the AEP. Staff provided an update to the Board on this project at the Board’s July 21, 2015 meeting and indicated that it would provide ongoing updates at each month’s meeting until project completion.

Since the last Board meeting, staff met with City Controller staff on August 3, 2015 to discuss Employee Benefits Division’s payroll system programming requests, including the request for developing the Auto Enrollment payroll functionality. The Controller’s Office is assessing the request and completion date relative to their other projects. Concurrently, staff is preparing programming and operational specifications for this project that will serve as a guide to the Controller’s Office and DWP Payroll.

In addition, on August 11, 2015, the City’s Executive Employee Relations Committee (EERC) provided approval for bargaining for the automatic enrollment provision within employee Memorandums of Understanding (MOUs). As a result of this action, staff is coordinating a meeting with the Los Angeles Police Protective League (LAPPL) and the City Administrative Office (CAO) to finalize a draft Letter of Agreement to adopt the Auto Enrollment provision.

The following table provides a timeline for remaining action items and target implementation dates:

Month(s)	Action	Status
Jul-15	Hold initial meetings with staff of the City Controller to develop a project plan for AEP implementation;	Completed
Aug-15	Meet w/LAPPL and CAO to finalize Letter of Agreement for AEP pilot program participation.	Pending

Sep-15	Execute authority for the AEP within the PPL MOU; develop AEP payroll/TPA implementation project plan with milestones for implementation by year-end.	Pending
Oct-15	Present proposed AEP communication materials to Board for review.	Pending
Nov-15	Testing of AEP payroll/recordkeeping functionality	Pending
Dec-15	Finalize all recordkeeping and payroll requirements and communication materials.	Pending
Jan-16	AEP go live.	Pending

Submitted by: \_\_\_\_\_  
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