



CITY OF *Los Angeles* DEFERRED COMPENSATION PLAN

BOARD REPORT 18-27

Date: May 15, 2018

To: Board of Deferred Compensation Administration

From: Staff

Subject: Plan Projects and Activities Report

Board of Deferred Compensation Administration

John R. Mumma
Chairperson

Vacant

Vice-Chairperson

Raymond Ciranna
First Provisional Chair

Robert Schoonover
Second Provisional Chair

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Cliff Cannon

Neil Guglielmo

Linda P. Le

Don Thomas

Recommendation:

That the Board of Deferred Compensation Administration receive and file monthly activity report for April 2018, to include updates regarding Communications; Governance; Completed Projects/Meeting Calendar; Staffing; Committee Assignments; and Investments Update.

Discussion:

Following are updates on certain key items for April 2018.

A. Communications

Voya Financial and Plan staff will be participating in the 2018 Civilian Benefit Program Wellness Festival that is scheduled for June 26, 2018 at the City Hall East South Plaza from 11:00 a.m. to 1:00 p.m. Voya and Plan staff will use this opportunity to promote the Plan's core mission in supporting City employees to achieve retirement income security. Also, the 2018 first quarter Deferred Compensation Plan participant statement and Quarterly Newsletter (for quarter ending March 31, 2018) are being issued the week of May 7, 2018.

B. Governance

Board of Deferred Compensation Administration 2018 Regular Elections – Staff has continued its ongoing work with the City Clerk to coordinate 2018 elections for the DWP Active Participant Representative and Retired Participant Representative. The elections take place May 11, 2018, and the ballot tally is scheduled for May 15, 2018. May 18, 2018, is the last day for candidates to file written protests to the City Clerk, and May 25, 2018, is the last day to certify results of the elections to the Board of Deferred Compensation Administration.

Board of Deferred Compensation Administration 2018 Special Election – Staff has continued its ongoing work with the City Clerk to coordinate a 2018 special election for the Los Angeles City Employees' Retirement System (LACERS) Active Participant Representative. The deadline to file nominating petitions is May 11, 2018. The City Clerk is currently reviewing the nominating

petitions to ensure that candidates that submitted a petition(s) satisfy the election requirements. Ballots will be mailed out to those participants that are eligible to vote on June 7, 2018, and the election is scheduled for June 22, 2018.

C. Completed Projects/Meeting Calendar

Attachment A provides a list of monthly completed projects, as well as a calendar of upcoming Board meetings and proposed topics.

D. Staffing

The Personnel Department has accepted the lateral transfer to the Employee Benefits Division of Isaias Cantu, a Senior Management Analyst II previously with the City Controller's Office. Employee Benefits has two Senior Personnel Analyst II position authorities. Mr. Cantu's initial assignment will be to support the entire Division, including the Deferred Compensation Plan, until September 2018 when the occupant of the other Senior Personnel Analyst II position returns from leave. This assignment will also aid in familiarizing Mr. Cantu with the operations of the Division (should he be needed to fill in for the Chief Personnel Analyst).

Additionally, effective April 30, 2018, Matthew Vong accepted an internal promotion as a Senior Personnel Analyst I with the Employee Benefits Division. Mr. Vong previously was a Management Analyst in lieu of the Plan's Senior Personnel Analyst I position authority. His duties include overseeing Plan contributions and distributions, payroll functions, budget accounts, and supervision of staff participant services.

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	Executive Director	20%	Steven Montagna
Senior Personnel Analyst II	Senior Management Analyst II	Operations Manager	30%	Isaias Cantu
Senior Personnel Analyst I	Senior Personnel Analyst I	Administration/Policy	100%	Matthew Vong
Management Analyst	Personnel Analyst	Metrics/Communications	90%	Daniel Powell
Management Analyst	Personnel Analyst	Governance/Special Projects	90%	Kevin Hirose
Benefits Specialist	Sr. Administrative Clerk	Participant Services	90%	Claudia Guevara
City Attorney				
Assistant City Attorney	Assistant City Attorney	Board Counsel	25%	Curt Kidder
Legal Assistant	Legal Assistant	Participant Legal Services	40%	Vicky Williams

E. Committee Assignments

Following is the current committee roster as designated by the Board Chairperson:

Plan Governance & Administrative Issues Committee
John R. Mumma, Chair

Investments Committee
Raymond Ciranna, Chair
Neil Guglielmo

F. Investment Update

Ed McGettigan, Relationship Executive for Vanguard, informed Plan staff that expense ratios for the Vanguard's Small-Cap Index Fund Institutional Plus Shares and the Vanguard Mid-Cap Index Fund Institutional Plus Shares were reduced from 4 to 3 basis points, effective April 25, 2018. This item will be discussed at this meeting in greater detail by Mercer Investment Consulting in its quarterly investment review (see Agenda Item 4).

Submitted by: _____
Kevin Hirose

Approved by: _____
Steven Montagna

COMPLETED PROJECTS & UPCOMING MEETINGS CALENDAR

COMPLETED PROJECTS: APRIL 2018		
#	STATUS	PROJECT
1	Completed	Board Report – Deferred Compensation Plan 2017 Annual Report
2	Completed	Board Report – Financial Planning and Investment Advice Services
3	Completed	Board Report – Deemed IRA
4	Completed	Board Report – Plan Services Enhancement and Customization
5	Completed	Board Report – Plan Document Review
6	Completed	Board Report – Special Election Los Angeles City Employees' Retirement Systems Participant Representative
7	Completed	Board Report – Plan Reimbursements Fourth Quarter 2017
8	Completed	Board Report – Plan Projects and Activities Report

BDCA UPCOMING MEETINGS CALENDAR		
Meeting Date	Agenda Item	Presentation
June 19, 2018	Board Report: Training-Travel FY 18/19	TPA Quarterly Review (1Q 2018)
	Board Report: 2018 National Retirement Security Week Campaign	
	Board Report: Monthly Activities Report	
July 17, 2018	Board Report: Investment Manager Searches	Fiduciary/Investment Policy Statement Training
	Board Report: Goals, Strategies and Metrics	
	Board Report: Election Results	
	Board Report: Monthly Activities Report	
August 21, 2018	Investment Manager Presentation Format	Quarterly Investment & Economic Review (2Q 2018)
	Quarterly Reimbursements, 2Q 2018	Investment Manager Presentation - MFS
	Board Report: Monthly Activities Report	