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**EAST BAY REGIONAL PARK DISTRICT  
DEFERRED COMPENSATION ADVISORY COMMITTEE MEETING  
2950 Peralta Oaks Court, Oakland, CA**

**Board Chambers or Zoom link: <https://ebparks.zoom.us/j/95453452607>  
Thursday, January 16, 2025, 10:00 am - 12:00 pm**

**Deferred Comp Advisory Committee**

Grant Boysen (Chair), Katie Dignan,  
Monica Alvarez-Selles, Meadow D'Arcy

Recording Clerks

Connie Swisher, Executive Assistant  
Alternates: Susan Gonzales (Retiree)  
Shawn Anderson, Ross Mitchell

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**AGENDA**

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1. Approval of Minutes (5 minutes)
  - a. Approval of Minutes for the Deferred Compensation Advisory Committee Meeting – November 7, 2024
2. Action Items
  - a) Vice-Chair Election for 2025
  - b) Vote on Retiree Committee Member
  - c) Finalize the DCAC budget (i.e., funding 2025 NAGDCA conference)
  - d) Update Deferred Compensation Advisory Committee Bylaws
3. Information Items
  - a. 2025 Meeting Dates (bi-monthly or quarterly meetings)
  - b. Empower Portal Registration and Email Accounts for Empower Communications
  - c. Discuss the 2025 Empower Trainings and In-Person meeting locations
  - d. Education Planning and In-person Visits with Empower Financial Rep (Jing)
  - e. Finalize 2025 Workplan
  - f. Announcements
  - g. Adjournment

**Action Items from 11.7.24 meeting**

- ~~Alvarez Selles will advise Retiree Association of retiree member vacancy and request letters of interest.~~
- ~~Alvarez Selles & Empower will amend the survey questions agreed upon and send to Empower in three categories (Retirees, Current Active Contributing and Active Non Contributing).~~
- ~~Alvarez Selles will send a separate notification to the Retirement Association requesting people sign up and provide their email addresses for survey~~
- ~~Gleason to check if fee options for DCAC budget (basis points or direct dollar amount) can be done administratively. It was agreed that any funds not used annually will be refunded to the participant accounts.~~
- All members to read over bylaws, make any suggestions and have a full discussion and vote at the January meeting.
- ~~Gleason to check if a report is available to break down participants without email addresses to determine if active employees or separated from service.~~

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Board of Directors

Elizabeth Echols President Ward 1	Ellen Corbett Vice-President Ward 4	Dee Rosario Treasurer Ward 2	John J. Mercurio Secretary Ward 6	Dennis Waespi Ward 3	Olivia Sanwong Ward 5	Colin Coffey Ward 7	Sabrina Landreth General Manager
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AGENDA  
DEFERRED COMPENSATION ADVISORY COMMITTEE  
EAST BAY REGIONAL PARK DISTRICT  
Thursday, January 16, 2025

A. BUSINESS BEFORE THE COMMITTEE

1. COMMITTEE REPORTS

Deferred Compensation Advisory Committee: Minutes of 11/7/24 (Boysen)

The November 7, 2024, Deferred Compensation Advisory Committee (DCAC) meeting was held at the East Bay Regional Park District Administration Building located at 2950 Peralta Oaks Court, Oakland, CA.

Committee Chair Grant Boysen called the meeting to order at 2:04 pm. Attendees included Grant Boysen, Katie Dignan, Monica Alvarez-Selles, Pete Volin, Susan Gonzales, Ross Mitchell, Leigh Layman, Robert Lacy, Shannon Rice, Empower Representatives Robert Gleason, William Thornton, and Recording Secretary Connie Swisher.

1. **a. Approval of the Minutes for the Deferred Compensation Advisory Committee Meeting on August 1, 2024**

Motioned by Katie Dignan, seconded by Pete Volin. Motion passes.

**b. Approval of the Minutes for the Deferred Compensation Advisory Committee Meeting on September 5, 2024**

Motioned by Katie Dignan, seconded by Pete Volin. Motion passes.

2. **Action Items**

a. **Election Vice-Chair for 2025** – *item moved to January 2025 meeting*

Committee member Monica Alvarez-Selles brought to the committees' attention per the DCAC bylaws a member must be a participant of the Deferred Compensation Plan to be a representative on the advisory committee. Based on the bylaws, Pete Volin, is not able to be the retiree representative. It was determined retiree alternate Susan Gonzales will finish today's meeting. Alvarez-Selles will advise the Retiree Association the DCAC has a vacancy and request letters of interest, the committee will vote based on letters of interest received at the January meeting to fill the vacancy. The committee thanked Peter Volin for his time and service on the committee.

b. **Active and Retirees Plan Surveys**

Alvarez-Selles advised the committee Empower will be administering the survey to all Retirees and Active (participating or non-participating) participants under one survey and based on the questions answered participants will be navigated to appropriate questions. Alvarez-Selles requested the committees assistance in narrowing down the questions. Committee discussed the following recommendations:

Active Employee Survey

- Change questions 8e and 9c to reflect Empower and not ICMA
- Goal of survey is to encourage participation, target those who are not participating/contributing and identify the reason.
- Those participants contributing, want to encourage financial planning.

- Have you accessed Empower’s online portal?
- Are you satisfied with the tools/services available?
- Follow up to question 6 – do you interact with Empowers portal, if not provide link to Empower representative, provide rep contact information and link to self-register
- Question 5 – add additional items to this question i.e. “A better understanding of the tax benefits”, “Understanding pretax versus ROTH contributions”, “Already contributing the maximum I am financially able to contribute, need direction to assure making the right investment decisions”, give one blank line
- Mention that survey will be anonymous.
- Keep the demographics questions in the survey
- Are you aware of the Deferred Compensation Advisory Committee (DCAC) (yes or no), there is a DCAC member representing the different associations in the Park District?
- Is there anything the DCAC can do to better support planned participants.

#### Retiree Survey

- Questions to focus on reminding retirees the services available through Empower and how to take advantage of the services. Remind them they still have access to meet with retirement plan advisor that can assist with investment questions and options.
- Question 4 - add additional tools/services Empower offers to retirees.
- Question 2 - ask which services/tools they prefer if webinars list webinar/trainings available through Empower.
- Are you aware of the DCAC (yes or no), there is a DCAC member representing the different associations in the Park District?

Alvarez-Selles to amend the questions agreed upon and submit to Empower in three categories (Retirees, Current Active Contributing and Active Non-Contributing). The target date to execute survey is early January 2025. Active employees will be sent a survey link to their work email, Empower will send retirees link to emails on file. Alvarez-Selles will send a separate notification to the Retirement Association requesting participants sign-up and provide their email addresses.

Alvarez-Selles advised there is a training session for retirees on 12/12/24 to address challenges in accessing Empowers portal.

The committee addressed the question regarding the administrative fee. It was noted administrative fees are standard throughout retirement plans. In lieu of asking on survey the committee will draft a staff report to the board advising the DCAC has discussed the fee structure and will continue to fund the ongoing expenses of the deferred compensation plan (the structure of the contract is now more transparent), the fee was previously taken out as part of the investment, it’s no longer the case, there will be a separate charge, it will show on statements and used to fund the expenses of the committee. If DCAC provides the board with this explanation and request their approval, it has been documented, and it is transparent what DCAC is using the funds for.

The DCAC finance committee determined the annual DCAC budget is \$20,600 (\$20,000 for members to attend the NAGDCA annual conference and \$600.00 annually for NAGDCA committee membership currently being paid under Finance & Management Services budget), and an additional \$25,000 every three years to engage a consultant for auditing purposes.

Empower Gleason and committee discussed fee options (budget expenses) to charge participants i.e. basis point or a dollar amount fee deducted monthly from participants. Gleason to check if options can be done administratively. It was agreed that any funds not used annually will be refunded to the participant accounts.

Committee member Dignan advised the DCAC will go to the board with budgeted amount two proposal options on how to collect: 1) request the board fund from the board contingency budget or 2) the DCAC will charge plan participants either through basis points or direct dollar amount.

Alvarez-Selles wants to promote the committee and what it does for the plan participants.

**c. Update Deferred Compensation Advisory Committee Bylaws**

Committee member Mitchell suggests committee members read over bylaws and bring changes/updates to the January meeting for a full discussion and vote. All members agreed.

Currently the following dates are on hold pending Meet and Confer 2025 Calendar: January 16 and 23<sup>rd</sup> 10:00 am – 12:00 pm.

**3. Information Items**

**a. Empower Quarter Investment Review**

William Thornton with Empower presented the September 30, 2024, Plan Investment Review. The U.S. economic activity remains strong despite elevated levels of volatility and uncertainty. Inflation expectations remain anchored, although higher relative to pre-pandemic levels. U.S. capital markets finished the quarter positive total returns in both equities and fixed income. Plan balance is \$145,054,260.00.

**b. Participation Data by Empower**

Robert Gleason with Empower presented an overview of Plan Participation as of 9/30/24. Plan assets increased to \$145 million, participants increased to 1,099, as well as participation rate increased to 66% (641 eligible participants are contributing, 331 eligible participants are not contributing).

Dignan inquired for the participants without email addresses, can it be determined how many are active employees and how many are separated from service. Gleason to check and get back to the committee.

Alvarez-Selles inquired on the number of eligible participants not participating (280) if that includes employees that the District exclude i.e., temps and seasonal. Boysen responded that payroll is sending Empower all employees (temps and seasonal), so the participation numbers will be skewed. As data is collected moving forward, we will start to see that flow of seasonal.

Alvarez-Selles asked if Empower could run a report to identify if participants have registered. Gleason replied yes however it does not distinguish if we have their emails. Gleason confirmed there is messaging on the dashboard once a participant logs in; regarding making an appointment.

**c. DCAC Proposed Budget**

The DCAC finance committee determined the annual DCAC budget is \$20,600 (\$20,000 for 8 members to attend the NAGDCA annual conference and \$600.00 annually for NAGDCA committee membership currently being paid under Finance & Management Services budget), and an additional \$25,000 every three years to engage a consultant for auditing purposes.

Dignan advised the DCAC will go to the board with budgeted amount two proposal options on how to collect: 1) request the board fund from the board contingency budget or 2) the DCAC will charge plan participants either through basis points or direct dollar amount.

**d. NAGDCA Conference Recap**

Mitchell expressed it was a great conference, learned a lot and strongly encourage other members to attend. Dignan also learned a lot on the governance side and the need for a cyber security policy and encouraged others to attend. Boysen, advise he attended sessions pertaining to fire and policy which differ from the average retirement account. He also expressed importance of attending every year.

e. **2024 Meeting Dates (bi-monthly or quarterly meetings)**

Moved to January 2025 meeting, dates will be based on passing of the DCAC bylaws.

f. **Plan Participant Questions Update (how to respond)**

Boysen and D'Arcy advised members the committee is an advisory committee to the board and not to answer questions from participants. However, the committee can direct participants to either Benefits, Finance or Empower based on the question.

It was also recommended to promote the Benefits Sharepoint site where all information is posted. Also noted that the 2025 Contribution Limits are now available.

- g. Finalized 2025 Workplan – *moved to January 2025*
- h. Announcement – next meeting January 16, 2025 at 10:00 am
- i. Adjourned 3:50 pm

**Action Items from 11.7.24 meeting**

- ~~Alvarez Selles will advise Retiree Association of retiree member vacancy and request letters of interest.~~ DONE
- ~~Alvarez Selles & Empower will amend the survey questions agreed upon and send to Empower in three categories (Retirees, Current Active Contributing and Active Non-Contributing).~~ DONE
- Alvarez-Selles will send a separate notification to the Retirement Association requesting people sign-up and provide their email addresses for survey
- Gleason to check if fee options for DCAC budget (basis points or direct dollar amount) can be done administratively. It was agreed that any funds not used annually will be refunded to the participant accounts.
- All members to read over bylaws, make any suggestions and have a full discussion and vote at the January meeting.
- Gleason to check if a report is available to break down participants without email addresses to determine if active employees or separated from service.
- Dignan - In lieu of asking on survey the committee will draft a staff report to the board advising the DCAC has discussed the fee structure and will continue to fund the ongoing expenses of the deferred compensation plan (the structure of the contract is now more transparent), the fee was previously taken out as part of the investment, it's no longer the case, there will be a separate charge, it will show on statements and used to fund the expenses of the committee. If DCAC provides the board with this explanation and request their approval, it has been documented, and its transparent what DCAC is using the funds for.



## EAST BAY REGIONAL PARK DISTRICT DEFERRED COMPENSATION ADVISORY COMMITTEE BYLAWS

The East Bay Regional Park District (“Park District”) Deferred Compensation Advisory Committee (“Committee”) was formed on November 14, 2017, as authorized by Resolution 2017-09-281, and approved by the EBRPD Board of Directors on September 19, 2017. The Committee is comprised of five (5) members representing the diverse set of participating employee groups.

Specific written guidance and direction regarding the annual activities and responsibilities of the Committee has been drafted by Committee Members and EBRPD Representatives and is set forth as these Bylaws of the Deferred Compensation Advisory Committee (Bylaws).

### **PURPOSE**

The Defined Contribution Plans (457(b) and 401(A)) are designed to permit eligible employees of EBRPD to defer a portion of their earnings to a defined contribution retirement plan to supplement other retirement plans (e.g.: CalPERS and/or Social Security). The Defined Compensation Plans (also known as Deferred Compensation Plans) were established to, and currently meet the eligibility requirements of, deferred compensation plans under IRS Code Sections 457(b) and 401(a). The Park District intends to continue the Plans indefinitely and it is the intent of the Park District to operate the Plans in accordance with recommendations made by the members of this Committee; However, it reserves the right to amend or terminate the Plans in accordance with these bylaws and future Federal or State requirements.

### **MEMBERSHIP AND RESPONSIBILITIES OF THE COMMITTEE:**

The Deferred Compensation Standing Advisory Committee (Committee) is made up of 5 plan participants, and alternates, supported by Park District Human Resources and Finance staff. The Committee meets on a regular basis to provide oversight of the Park District’s Deferred Compensation Plans. The Committee does this by:

1. Conveying the interests of plan participants to the Committee;
2. Communicating information on the Plan management back to the plan participants that they represent;
3. Reviewing deferred compensation reports, policies, audits, and related information provided by Plan Administrator and the Park District and making recommendations on these matters to Park District and Plan Administrator Representatives;
4. Seeking and reviewing the information necessary to ensure that the fiduciary responsibilities of plan administration are met;
5. Seeking additional information from outside sources, including independent consultants, experts, or service providers as needed;

6. Reviewing fees associated with the Deferred Compensation Plan administration and investment activities and making recommendations regarding future fee administration and amounts.
7. Reviewing, discussing and making recommendations regarding any changes proposed to Deferred Compensation plans, including but not limited to: Federal or State legislation; accounting rules, regulations and reporting requirements; fees charged by Plan Administrator or any entity involved in the investment accounting, auditing or management; labor or management proposals, or any other matter that might be of interest to one or more of the participant groups.

Policies or matters requiring the expenditure and/or disbursement of funds require a recommendation by the Committee to be submitted for approval by the General Manager or designee.

When the Committee makes a formal recommendation on any fiscal or policy matters concerning the Deferred Compensation Plans, they will be forwarded to the Assistant General Manager of Finance and Management Services (or designee) for review and consideration.

#### **SCHEDULE:**

The Committee shall meet on a bi-monthly basis during the calendar year (January, March, May, July, September, November) at a location posted on the agenda. As determined by the Committee, additional meetings and/or subcommittee meetings may be scheduled, and agendas and minutes shall be made available to all committee members in accordance with these bylaws. The agenda for the regular meetings shall be provided to all Committee members five (5) business days before each regular meeting. The Committee Recording Secretary shall be responsible for distributing the agenda to all Committee members.

#### **ELIGIBILITY AND SELECTION OF COMMITTEE MEMBERS**

##### **Eligibility**

All Committee Members must be current participants in the Plan. Members and alternates serve as volunteers and are not compensated beyond their regular Park District salary.

##### **Number of Members**

The Committee is comprised of five (5) voting members ("Members") representing the following groups:

- (1) one representative from the EBRPD Finance Department
- (1) one representative from the EBRPD Human Resources Department
- (1) one representative of the American Federation of State, County and Municipal Employees Local 2428 ("AFSCME")
- (1) one representative of the Police Association ("PA")
- (1) one representative of Retirees

### **Appointments**

Each Member and Alternate from AFSCME and PA shall be appointed by the governing body of the corresponding group.

Each Member and Alternate from the Finance Department and the Human Resources Department shall be appointed by the Assistant General Manager (“AGM”) of their corresponding Division.

For the Retiree Member, the Committee will notify the EBRPD Retiree Association contact of any vacancies and request letters of interest to be submitted to the Committee for consideration. The representative and Alternate shall be selected by a majority vote of the Committee.

### **Alternates**

Each group shall designate an alternate representative (“Alternate”) in case of absence of the primary Member. Alternates are encouraged to attend all meetings and will be granted voting authority in the event the primary group Member is absent. Alternates are not considered Members except that they may provide a proxy vote in the absence of the primary group Member.

### **RESPONSIBILITIES OF COMMITTEE MEMBERS AND OFFICERS**

The Committee has the delegated authority to amend the Bylaws, adopt rules, regulations, or procedures consistent with the Bylaws and the Plan Document. Approval from the General Manager or designee will be required for any changes made to the Plan Document.

### **Election of Officers**

The Officers (“Officer”) of the Committee shall be the Chair, Vice-Chair, and a Secretary. The Chair and the Vice-Chair shall be elected by a majority vote of the Members of the Committee. The Secretary is a non-voting Officer of the committee and shall be assigned by the Chief Human Resource Officer, or designee. Elections shall be held annually at the January regularly scheduled meeting.

The Chair shall be elected in the even numbered years for a two (2) year term, beginning in February 2020. The Vice-Chair shall be elected in the odd numbered years for a two (2) year term beginning in February 2021.

Only in the year 2020, the office of the Chair shall be elected for a two (2) year term and the Vice-Chair shall be elected for a one (1) year term to create staggered terms. In the year 2021 and thereafter, the Vice-Chair shall be elected for a two (2) year term in the odd years, and the Chair shall be elected for a two (2) year term in the even years.

Vacancies of the Chair or Vice-Chair shall be filled for the remainder of the unexpired term by a majority vote of the Committee.



### **Duties and Responsibilities of Officers**

The Chair will preside at all the meetings of the Committee and perform other duties as required by the Park District or by order of the Committee. In the absence of the Chair, the Vice-Chair shall assume all duties and responsibilities. In the event of the absence of the Chair and Vice-Chair, the Committee shall elect one of its Members as Chair Pro Tempore to preside over the meeting. Alternates may not serve as Officers.

The Secretary shall perform the following duties:

- Attend all meetings of the Committee and keep a record or minutes of all that transpires at such meetings
- Keep custody of all books, records and papers of the Committee and certify true copies whenever necessary
- Maintain current contact information for all Members and Alternates
- Provide administrative support to the Chair and Vice Chair as needed

In the absence of the Secretary, the Chair shall assign the duties to a Member or Alternate of the Committee.

### **Meeting Attendance**

Meetings shall be reasonably scheduled to allow all representatives to attend. Should a Member be absent, their designated Alternate may cast a proxy vote.

Each Member will be allowed two (2) excused absence per year. Absences may be excused for the following reasons:

- Injury or illness of the Member or the Member's immediate family member.
- Death of a relative
- Performance as required by urgent Park District business
- Performance of official duties as authorized by the Committee
- Jury duty or required court appearance
- Other reason for which the Committee finds there exists good cause

Excessive absences (more than 3 per year) by a Member or Alternate may result in removal from the Committee by majority vote of the Committee.

### **Vacancies**

Any of the following will constitute a vacancy:

- Passing of a Committee member
- Resignation of a Committee member
- Member is convicted of a felony or of any offense involving a violation of his or her official duties

- Member withdraws all funds from their Deferred Compensation Plan account or is determined to no longer participate in the plan
- Member is no longer a designated representative of the group

Any appointed Member or Alternate who becomes ineligible or unable to serve, shall resign from the Committee by submitting a letter to the Chair and to their group indicating the effective date of their resignation.

Member and Alternate vacancies on the Committee shall be filled by the appropriate governing body prior to the next scheduled meeting, or as soon as practical. Until such time as the appointment is filled, the Alternate may serve as a voting Member for the group.

## **MEETINGS**

### **Quorum**

A quorum to conduct official business shall consist of three (3) Members of the Committee. In the absence of all Members of the Committee from any meeting the Secretary may adjourn the meeting.

The Committee may act by motion for matters of routine administrative nature, but an affirmative vote of at least three (3) Members shall be necessary for all decisions of the Committee. All votes shall be by Aye, Nay, or Abstain, and shall be entered by the Secretary in the minutes.

### **Agenda and Order of Business**

At least fifteen (15) business days in advance of the bi-monthly Committee meetings, the Secretary shall email all Members and Alternates to request any agenda items be submitted within five (5) business days. Agendas and any related documents will be emailed to all Members and Alternates of the Committee and posted on the Park District designated website at least five (5) business days before the regularly scheduled meeting, whenever possible.

The regular order of business shall be conducted in accordance with the agenda prepared for the meeting. The Committee may rearrange the order of the items or matters listed on each meeting's agenda at the meeting or consider topics not on the agenda if the committee agrees and/or time allows.

### **Minutes**

The Recording Secretary shall prepare all meeting minutes and provide all members of the Committee a draft copy of the minutes within ten (10) business days following the meeting. Draft minutes will be attached to the agenda of the following meeting, and final approval of the minutes will be voted upon at the following meeting. Within ten (10) business days of approval, the Recording Secretary shall post approved minutes on the Park District's designated website.

## COMMITTEE EDUCATION AND TRAVEL POLICIES

The Committee recognizes that education and training can support the proper fulfillment of their representative roles and fiduciary responsibilities. Educational expenses are paid from participant fees and therefore must be appropriate, relevant and demonstrate a benefit to Plan participants.

The core elements of the Committee's education program include the following:

- Fiduciary Training
- Ethics Training
- Legal/Regulatory Training
- Best Practices Training
- Plan Services & Administration
- Investment Training
- NAGDCA Agency Membership
- NAGDCA Annual Conference

Expenses related to training, including attendance of selected Committee members at the National Association of Government Defined Contribution Administrators (NAGDCA) will be reimbursed from the **Administrative Allowance Account**, if authorized in advance by the full Committee. Attendance to NAGDCA by Committee members will be considered annually and may be authorized by the Committee after consideration of budget availability and the best means to advance the subject knowledge of individual Committee members.

Planned expenses for travel and education will be evaluated through an annual budget as prepared by the Budget & Reserves Subcommittee.

## SUBCOMMITTEES

The Committee shall have the power to create one or more subcommittees which shall serve at the pleasure of the Committee. The members of the subcommittees shall be appointed by the Chair with the approval of the Committee. Ad-hoc subcommittees may be established and dissolved as required by the Chair with the approval of the Committee. Quorum of Subcommittees will be two (2) Members.

Established standing subcommittees are:

- **Administrative Fee Subcommittee:** This Subcommittee reviews the status and activity related to the **Administrative Fee Fund** on an annual basis, and recommends to the full Committee the annual budget and proposed uses of the fund balance for the coming year. This Subcommittee develops, presents and recommends an annual budget to the full Committee. Upon approval the budget is forwarded to the Assistant General Manager of Finance and Management Services (or designee) who will be asked to authorize expenditures from the **Administrative Fee**

**Account** pursuant to the recommended budget. In considering the uses of the **Administrative Fee Fund** the Subcommittee and the full Committee will endeavor to determine, and propose, the expenditure of accrued funds that will best benefit all plan participants. These expenditures may include, but not be limited to:

- Returning the fund balance to participants on a pro-rata basis.
  - Third party review and/or audit of the fiduciary responsibilities involved in plan oversight, accounting, and recordkeeping.
  - Outreach to participants to increase participation in the Deferred Compensation Plans and encourage full utilization of Plan Administrator benefits, educational materials, and financial advising.
  - Education of Committee members which may include workshops, classes and conferences specifically related to the oversight of defined contribution retirement plans.
- **Participant Education & Outreach:** Researches and develops activities, literature, events, and other unique and engaging ways to educate participants on the benefits and services of the Plan with a goal of increasing enrollment and participant investment in the Plan.

**OFFICE OF THE COMMITTEE:**

The official office and mailing address of the Committee shall be:

East Bay Regional Park District Deferred Compensation Advisory Committee  
Department of Human Resources, Benefits Manager  
2950 Peralta Oaks Court  
Oakland, CA 94605

**Revised 11/7/2024**

**Signed:**

**Chair:** \_\_\_\_\_

**Vice-Chair:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**DEFERRED COMPENSATION COMMITTEE 2025 WORK PLAN**

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
DC Committee January		DC Committee March		DC Committee May		DC Committee July		DC Committee September	National Retirement Security Month	DC Committee November	
Board Finance Jan 8	Board Finance Feb 13	Board Finance Mar 12	Board Finance Apr 9	Board Finance May 14	Board Finance Jun 11	No Board Finance Meeting	Board Finance August 13	Board Finance Sep 10	Board Finance Oct 8	Board Finance Nov 12	Board Finance Dec 10
DCAC Vice-Chair Election		Empower Info Trainings ??			Empower Launch Surveys??			NAGDCA Conference Sept 28-Oct 1 San Diego, CA	Health & Safety Fair		
									Participant Education Blasts and Activities		
		Survey Development								NAGDCA recap	
		Visual Analytics/Plan Health		Draft Survey for Active & Retirees		Visual Analytics/Plan Health		Bylaws Review			
Participant Engagement Review				*Empower IPS & Investment Review		Participant Engagement Review		*Empower IPS & Investment Review		*Empower IPS & Investment Review	
NAGDCA Leadership Recognition Awards Planning		2025 Budget Planning and Approval				2025 Budget Planning		National Retirement Month Planning		Set next year meeting dates	
Finalize 2025 Workplan				NAGDCA Conference Planning		Results of Survey				Draft workplan for 2026	
Participant Data Due		Participant Data Due		Participant Data Due		Participant Data Due		Participant Data Due		Participant Data Due	
Committee Training (TBD)		Committee Training (TBD)		Committee Training (TBD)		Committee Training (TBD)		Committee Training (TBD)		Committee Training (TBD)	
		**P2P Exchange March 7, 2024 11:00 - 12:00 pm		**P2P Exchange May 22, 2024 11:00 - 12:00 pm		**P2P Exchange July 17, 2024 12:00 - 1:00 pm				**P2P Exchange	
IPS=Investment Policy Review											
	Training		Event		* Empower Investment Policy Statement & Investment Review include fund line-up run through						
	Planning		Data		** Peer to Peer Exchange						
	Review				Elections: Chair elected in the even numbered years for a two (2) year term. Vice-Chair elected odd numbered years for a two (2) year term.						