

CITY OF ATLANTA DEFINED BENEFIT  
ADMINISTRATIVE COMMITTEE  
GENERAL EMPLOYEES' PLAN  
MEETING  
March 11, 2021  
Webex Teleconference  
11:00 A.M. – 12:00 P.M.

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**COMMITTEE MEMBERS PRESENT**

|                         |                                          |
|-------------------------|------------------------------------------|
| <b>ALFRED BERRY JR.</b> | <b>Retiree, City of Atlanta</b>          |
| <b>ANGELA GREEN</b>     | <b>Retiree, City of Atlanta</b>          |
| <b>DOUG STRACHAN</b>    | <b>Active, City of Atlanta</b>           |
| <b>BRYANT MITCHELL</b>  | <b>Retiree, Atlanta Public Schools</b>   |
| <b>QUENTIN HUTCHINS</b> | <b>Active, Atlanta Public Schools</b>    |
| <b>JOE HOOD</b>         | <b>Active, Atlanta Public Schools</b>    |
| <b>YOULANDA CARR</b>    | <b>Finance Designee, City of Atlanta</b> |
| <b>LOUIS AMIS</b>       | <b>HR Designee, City of Atlanta</b>      |

**OTHERS PRESENT**

|                        |                                           |
|------------------------|-------------------------------------------|
| <b>MARY SHAH</b>       | <b>Strategic Benefit Advisors</b>         |
| <b>STEPHANIE ATLI</b>  | <b>Strategic Benefit Advisors</b>         |
| <b>LORI POCOCK</b>     | <b>Strategic Benefit Advisors</b>         |
| <b>ED EMERSON</b>      | <b>Morris, Manning &amp; Martin</b>       |
| <b>CARL CHRISTIE</b>   | <b>City of Atlanta Law Department</b>     |
| <b>ALICIA THOMPSON</b> | <b>City of Atlanta Law Department</b>     |
| <b>ROSIE WOODS</b>     | <b>City of Atlanta Pension Department</b> |
| <b>AMANDA ROUSER</b>   | <b>City of Atlanta Pension Department</b> |
| <b>KAREN SUTTON</b>    | <b>City of Atlanta Finance Department</b> |
| <b>BERYL TAYLOR</b>    | <b>City of Atlanta Finance Department</b> |

**I. CALL TO ORDER**

Chairman Alfred Berry, Jr. called the meeting to order at 11:12 a.m. It was noted the meeting was being held by Webex Teleconference.

**II. ADOPTION OF THE AGENDA**

A motion was made by Mr. Strachan to approve the Agenda, the motion was seconded by Mr. Hood. The motion carried unanimously.

**III. MINUTES**

The Committee Members reviewed the Minutes of the February 11, 2021 General Employees' Defined Benefit Administrative Committee Meeting, which were distributed in advance and reviewed by Counsel. Following discussion and review, a **motion was made by Mr. Strachan to adopt the minutes. This motion was seconded by Mr. Mitchell. The motion carried unanimously.**

**IV. ADMINISTRATIVE MANAGERS' REPORT**

**Pension Applications**

**City of Atlanta General Employees' Defined Benefit Pension  
Administrative Committee Meeting  
Minutes March 11, 2021**

Service Pension Applications

The Committee reviewed Service Pensions number 1 through 11 on the attached spreadsheet. The Committee requested that anyone retiring with an age penalty be counseled about the age penalty by the Plan Administrator as early as possible, at least prior to starting a pension benefit and ideally prior to termination. The Committee also requested that the listing of pension applications only include persons who have made application to the Plan to commence benefits. The Committee agreed that Number 11 on the current list (Betty Roberts) should be removed from consideration at this time.

**Following this review, a motion was made by Mr. Strachan and seconded by Mr. Hood to approve service pension applications Nos. 1-10 as listed on the attached spreadsheet dated March 11, 2021. The motion carried unanimously.**

Disability Applications

The Committee reviewed the disability application for Beverly Smith in advance of the meeting. The employee's doctor and the City's doctor both stated that Mr. Smith was totally and permanently disabled and unable to perform her current job duties. Chairman Berry asked the Committee if there were any questions on Ms. Smith's disability application. There were no questions.

**A motion was made by Mr. Mitchell and seconded by Mr. Strachan to approve Beverly Smith's application for disability. The motion carried unanimously.**

Beneficiary Applications

The Committee reviewed Beneficiary Applications number 1 through 16 on the attached spreadsheet. Ms. Shah highlighted 4 of the 16 applications. Number 2 (Tamara Callahan) and Number 15 (Loretta Willis) were calculated by Zenith and presented to the Committee at the February 11, 2021, meeting with the caveat that SBA would review the calculations prior to starting payments. SBA reviewed the calculations and determined the final vacation payout was missing from both calculations so the benefit amounts have been updated for the Committee's approval. Ms. Shah also explained that Patricia Culpepper was on the list of Beneficiary Applications in February but that her benefit amount has been revised. The retiree Wielew Culpepper was actually in the 1964 Plan and not the 1978 Plan so his beneficiary is due 50% of his benefit and not 75%. Ms. Shah clarified that no payments had been made to the beneficiary yet and that there was an additional complication. Mr. Culpepper had been receiving a cost-of-living adjustment (COLA) in error. The beneficiary's revised benefit amount has been calculated as 50% of the retiree's base benefit (excluding the COLA portion). Ms. Shah explained to the Committee that there was a group of retirees in a similar situation and that SBA had presented this group to the City during implementation as a group that needed further research, the issue being that their benefit formula and COLA status do not match. SBA will work with the Actuary to determine how to recoup the overpayment to Wielew Culpepper. SBA will also be working with the City on the group of retirees that needs further research. Beneficiary Application Number 11 (Tangela Newman) is for a death in the line of duty. Ms. Newman is due (and is receiving) salary continuation for 2 years from the City. When the 2 years ends, Ms. Newman may either elect the listed annuity or a refund of Mr. Newman's contributions.

**Following this review, a motion was made by Mr. Strachan and seconded by Mr. Hood to approve beneficiary applications Nos. 1-16 as listed on the attached spreadsheet dated March 11, 2021. The motion carried unanimously.**

Lump Sum Applications

The Committee reviewed Lump Sum Applications 1-14 as informational only. Ms. Shah noted that in the case of the \$100,040.74 payment the employee was early retirement eligible and SBA had had multiple conversations with the employee to ensure the employee knew the annuity

**City of Atlanta General Employees' Defined Benefit Pension  
Administrative Committee Meeting  
Minutes March 11, 2021**

amount prior to making the decision to take the lump sum.

**Cash Financial Statement and Payables Listing Check Register**

Ms. Shah reviewed with the Committee members the unaudited January 2020 Financials. Chairman Berry asked that the Colchester and MacKay Shields funds be removed from future statements since there are no current investments in those funds. Mr. Strachan asked if Finance had reviewed the unaudited financial statements and Ms. Carr confirmed that they had. Chairman Berry noted that the Morris, Manning & Martin invoice included amounts for the RFI for Security Litigation firms and Mr. Emerson verified the amounts were split between the Fire, Police and General plans. Chairman Berry also asked about the charges for Power of Attorney (POA) review and Mr. Emerson informed the Committee these had been referred from Mr. Christie to ensure the documents were legally valid.

Discussion occurred over the Iron Mountain invoice. Ms. Shah noted that the invoice covered when the files were originally delivered to Iron Mountain as well as some deliveries of files to SBA for research. Mr. Emerson stated that Counsel has been working with Iron Mountain to get a contract and Statement of Work (SOW) finalized. It was originally thought the SOW could piggyback on the City's contract, but it was later determined by the City Legal Department that in order for that to happen the City Council would need to approve and the Mayor would need to sign the updated document. An updated draft of the SOW was received by Mr. Emerson from Iron Mountain on 3/10/2021 and was being reviewed. Ms. Green questioned why Iron Mountain had the files and why the City was paying for them to be scanned. Chairman Berry stated that it was the City's intention to have the files digitized as part of the transition to GEM Group but that that was never accomplished. Chairman Berry explained that the goal is for both the City and SBA to have copies of the digital files.

**A motion was made by Mr. Strachan and seconded by Mr. Hutchins to approve the financials and Payable Listing Check Register based on review and input from the Finance Department. This motion carried. Ms. Green abstained.**

**V. ATTORNEY'S REPORT**

Mr. Emerson informed the Committee that the RFI for Security Litigation firms is in progress and Mr. Hullender is soliciting help to review and interview the respondents. Anyone interested in reviewing the RFIs should contact Mr. Hullender.

Mr. Christie informed the Committee that the legislation introduced by Councilmember Archibong regarding the appeals process was approved by City Council.

**VI. NEW BUSINESS**

Ms. Shah brought up the topic of benefit payment in the month of death. The current administrative practice is that the payment is pro-rated in the month of death for the number of days that the retiree is alive. If the retiree has a beneficiary, the beneficiary's payment is also prorated for that month. SBA's recommendation is to change the practice to provide full payment during the month of death to make payments consistent with benefit deductions and to reduce the administrative burden of calculating prorated payments and sending multiple letters attempting to collect fractional amounts from estates. Chairman Berry proposed that a meeting be set with the General, Police and Fire Committees to review this issue and come to a consensus prior to voting on it at the Committee level.

Ms. Shah brought up the research that is needed around the group of retirees similar to Wieley

**City of Atlanta General Employees' Defined Benefit Pension  
Administrative Committee Meeting  
Minutes March 11, 2021**

Culpepper. SBA was planning to do the review after the files were scanned at Iron Mountain, but due to the delay with Iron Mountain may want to start the process sooner to ensure the correct COLA is being paid. Chairman Berry asked about what was included for this type of work in SBA's contract and asked that he be sent a copy of the contract. He also asked that SBA write up a proposal for the data corrections and that the proposal be discussed with Mr. Hullender and Mr. Light. Chairman Berry asked if Zenith was giving COLA in error to participants if the participant would be responsible for repaying the overpayment or if Zenith would be responsible. Mr. Emerson replied that the participant would generally be asked to repay first. If Zenith was negligent, then the City could potentially request that they cover the overpayment.

**VII. OLD BUSINESS**

Chairman Berry asked for an update on the AIM access requests and Ms. Shah indicated a meeting is set for 3/15 to discuss what it will take to rebuild the data that was compromised in the cyberattack. Mr. Amis will make sure that SBA is invited to that meeting.

Ms. Rouser asked Ms. Shah about City access to SBA's data and files. SBA is working with Mr. Amis to determine how best to give the City read-only access to SBA's administration system. Ms. Rouser asked who SBA's data belonged to. Ms. Shah replied that while SBA is the current plan administrator and system of record for pension data, if SBA were to no longer be the plan administrator at some point in the future, the data and participant files would be transferred back to the City or to the next plan administrator.

**VIII. QUESTIONS AND COMMENTS FROM AUDIENCE**

Chairman Berry asked if there were any questions or comments from the audience. There were none.

**IX. DATE OF NEXT MEETING**

Chairman Berry informed the Committee members that the next meeting is scheduled for April 8, 2021.

**X. ADJOURNMENT**

There being no further business to be brought before the Committee at this time, Chairman Berry called for adjournment at 12:37 p.m.

Respectfully Submitted,

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Alfred Berry, Jr., Chairman