

**CITY OF ATLANTA POLICE OFFICERS’
DEFINED BENEFIT PENSION
ADMINISTRATIVE COMMITTEE MEETING**

**January 21, 2021
Webex Teleconference
12:00 P.M. – 1:00 P.M.**

COMMITTEE MEMBERS PRESENT

Youlanda Carr	Finance Department Designee, City of Atlanta
Rick “Bud” Light	Police, City of Atlanta
William “Bill” Boyd	Police, City of Atlanta
Ken Allen	Police, City of Atlanta
Louis Amis	HR Department Designee, City of Atlanta

OTHERS PRESENT

Mary Shah	Strategic Benefits Advisors, Inc.
Stephanie Atli	Strategic Benefits Advisors, Inc.
Matt Perini	Strategic Benefits Advisors, Inc.
Ed Emerson	Morris, Manning & Martin
Chelsea Deppert	Morris, Manning & Martin
Carl Christie	Law Department, City of Atlanta
Alicia Thompson	Law Department, City of Atlanta
Amanda Rouser	Pension Department, City of Atlanta
Rosie Woods	Pension Department, City of Atlanta

I. CALL TO ORDER

Chairman Rick ‘Bud’ Light called the teleconference meeting to order at 12:04 p.m. Chairman Light indicated that a quorum was present for the meeting.

II. ADOPTION OF THE AGENDA

A motion was made by Mr. Allen to accept the agenda. This motion was seconded by Mr. Boyd and the motion carried unanimously.

III. MINUTES

The Committee Members reviewed the Minutes of the December 17, 2020 Police Officers’ Defined Benefit Administrative Committee Meeting, which were distributed in advance and reviewed by Counsel.

With no changes or modifications, a motion was made by Mr. Allen to approve the Minutes as presented and the motion was seconded by Mr. Boyd. The motion carried

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unanimously and the Minutes were approved.

IV. ADMINISTRATIVE MANAGERS' REPORT

Pension Applications

Ms. Shah presented five (5) service pension applications to the Committee for approval. There was nothing out of the ordinary in terms of the earnings history of the retirees whose applications were under review. For 4 of the 5 retirees, no pension contribution was taken from their vacation payout so the contributions due are being taken from the retroactive pension payment and the deductions are labeled as 'back pension' deductions.

Chairman Light pointed out that Keith Griffin's calculation has 712 hours of vacation. Ms. Shah confirmed that SBA did limit that to 600 hours in his calculation. Chairman Light asked if in the future SBA could add the rank of the officer to the benefit approvals list (Officer, Sergeant, Lieutenant, Major, etc.) since that would help the Committee quickly know if the pension payment was reasonable based on the salary rates for each position.

Ms. Shah pointed out that SBA provided the Committee with very detailed pension calculations for the applications under review because there were a few retirees whose pay looked normal but because of unused sick they get the difference between the lowest and highest rate. For one calculation, it increased the sum by about \$20,000. SBA wanted the Committee to be able to see the pay rate that was being used in the history. SBA will add rank to the benefit approvals list in the future.

Chairman Light suggested to Ms. Shah that SBA obtain the rank and file and associated salaries so that SBA can also quickly tell if a pension payment is reasonable. Chairman Light asked Mr. Amis to provide this to Ms. Shah.

A motion was made by Mr. Allen and seconded by Mr. Boyd to approve the five (5) service pension applications on the attached spreadsheet for the meeting date of January 21, 2021. The motion carried unanimously.

Financial Statement

Ms. Shah presented the November 2020 unaudited financial statements provided to SBA by Zenith. Ms. Shah asked the Committee how much detail they want when she reports on the financials.

A motion was made by Mr. Boyd and seconded by Mr. Allen to approve the financial statement for November 30, 2020. The motion carried unanimously.

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Invoices for Approval

Ms. Shah confirmed that the invoices would be reviewed by the Finance Department ahead of the Committee meeting. Chairman Light requested that any notes on invoices from Ms. Carr's team would be helpful to have for this meeting. Ms. Carr advised the Committee that the Finance Department has established a process with SBA to review invoices with SBA ahead of this meeting. Chairman Light pointed out that the Deloitte consulting fee is a newer expense and asked Ms. Shah to go over that item with the Committee since not everyone will be as familiar with it as he is.

Ms. Shah noted that the date of the report should be corrected from Jan 2020 to Jan 2021. Ms. Shah also explained that the Deloitte invoices were part of the implementation project and that Deloitte's work was approved by Joshua Williams and Brent Hullender to support the collection of payroll data and reconfiguring ongoing payroll files that would be sent to SBA as well as some other data items. Deloitte was also engaged to review the retirement process and all of the parties involved at the city and SBA and document roles and responsibilities as well as timing. Those charges were split across all of the plans.

Mr. Boyd asked if someone could provide a high level overview of the Deloitte work because it sounded like it was all administrative work and yet the Administrative Committee had no say in the contracting of Deloitte. Mr. Amis suggested that Chairman Hullender, John Gaffney, Commissioner Norman, and Joshua Williams had the conversation about hiring Deloitte so Mr. Boyd would need to talk with them to get more background on hiring Deloitte. Ms. Carr agreed that Mr. Boyd would need to contact Commissioner Norman.

Chairman Light asked what the data flow would be like between the City and SBA once the data was cleaned up. Ms. Shah outlined that the City will provide payroll data to SBA on an ongoing basis and then SBA will document any changes to that pay data that are made for the purposes of the pension calculation and will store all of the corrected pension pay history.

Chairman Light reviewed with the Committee members the invoices presented for the January 21, 2021 meeting.

Following a complete review of the disbursements, a **motion was made by Mr. Boyd and seconded by Mr. Allen to approve the disbursements presented for January 21, 2021 Committee meeting. This motion carried unanimously.**

V. ATTORNEY'S REPORT

Bylaws - Draft

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Mr. Emerson reminded the Committee that he had presented updated by-laws at the December Committee meeting. He pointed out that one of the major changes incorporated in the draft of the by-laws was the process for hearing appeals. The ordinance that was updated in April 2020 stated that appeals should be heard by the same Administrative Committee that provided the original decision. The Investment Board discussed this change at their December meeting and some members expressed disagreement with the April 2020 ordinance. The Investment Board agreed to attempt to reverse the change such that appeals hearings would be held with the Investment Board rather than with the same Administrative Committee that handed down the original decision. In order to attempt to reverse the change made in the April ordinance, City Councilmember and Investment Board Member Natalyn Archibong introduced legislation to move the appeals hearing back to the Investment Board. Mr. Emerson stated that once this matter is settled he will revise the draft by-laws for approval by the Committees. Mr. Emerson asked Mr. Christie if he had anything to add.

Mr. Christie reviewed the legislative process—an actuarial report would be needed and a CFO letter and City attorney letter would be needed in support of the actuarial report. Mr. Christie will provide the Committees the draft legislation and a summary of the legislation once it is complete. The Committees will then hold a nonbinding vote to express either support for or opposition to the legislation. Mr. Allen stated that the reason the appeals were placed with the Administrative Committees was because the Committees have the expertise. Mr. Christie clarified that the Committees would have the first shot at the claim. If people are appealing the Committee’s decision, they would be making that appeal to the Investment Board. The idea was to have a fresh set of eyes looking at the appeal. Chairman Light confirmed that he thinks it is a good decision for the appeal to be heard by the Investment Board rather than the Administrative Committee. Chairman Light advised that the Committee would still be able to convene and discuss claims and then Mr. Christie would make the Committee’s case to the Board. Mr. Christie believes that the Investment Board would likely uphold the Committee’s decision or might make minor modifications. Mr. Christie would be representing the Committee’s decision to the Board.

Mr. Christie informed the Committee that the Committee members are required to complete continuing education requirements every two years. GAPPT is still planning to have a conference but the location is TBD. Mr. Christie will keep the Committee informed as to any developments with GAPPT. Mr. Christie confirmed that if Committee members are wanting to register for GAPPT they should contact Ms. Shah. Mr. Christie informed the Committee that he did not have anything else to report.

VI. NEW BUSINESS

Chairman Light asked about Andy Gibbs’ data. Ms. Shah stated that Andy Gibbs is wanting to know when he will reach 30 years of service. Ms. Shah can see from his file that Zenith was working on cleaning up his data at the end of the year. SBA will respond to Mr. Gibbs about his

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service history.

Chairman Light also mentioned that he wants to make sure SBA and actuary Chuck Carr are aware of salary changes that will be happening in the Police department so that the actuarial reports can be updated as needed with these changes. Chairman Light would like to invite Chuck Carr to the next Committee meeting. Ms. Shah believes SBA has all of the data since the effective dates of the pay were in June, even though the payments did not get made until later in the year. Chairman Light confirmed that the main thing he wanted Chuck Carr to be aware of was the raises that have already been given out.

Chairman Light also brought up the website. Ms. Shah informed the Committee that SBA already has a preliminary version of the website but that it does need to be updated with all of the Committee and Investment Board members' names and resumes. There will be a link from the City's main website to the pension website hosted by SBA. Chairman Light asked about self-service estimates and when they would be available. Ms. Shah stated that it will likely be late summer before all of the data is done being reviewed. Chairman Light agreed that SBA should not release a self-service calculator until the data has been adequately analyzed and vetted. When someone calls and asks if they have 30 years of service, SBA needs to be confident in the amounts and dates that are going to be provided to people.

Chairman Light asked Ms. Shah if the Committee needed to change its meeting date/time in order to accommodate the Northern Trust cutoff. Ms. Shah does not believe that will be necessary but will advise the Committee if anything changes. Ms. Shah confirmed that the pension applications approved at this meeting have already been set up in Northern Trust but that there would still be time to stop them if the Committee disagreed with a calculation.

Mr. Boyd asked if incentive pay had been clearly defined yet. Mr. Amis said that HR is still working with the law department and outside counsel to make sure the City has a good handle on what type of pay is pensionable and what type is not. Ms. Shah elaborated that SBA needs to be kept in the loop because for anything that comes across on the payroll file as 'base pay' SBA will have no way of knowing that it includes anything other than base pay. Mr. Amis stated that he hopes to have a better answer for the Committee next month.

Mr. Allen asked the Committee if review of participant pay is being done to ensure pay is coded correctly and counted toward a participant benefit. Ms. Shah informed the Committee that SBA is working with the City to ensure pay is allocated correctly. Ms. Shah advised the Committee that the process will continue and if anything looks unusual going forward SBA will reach out to the City.

VII. OLD BUSINESS

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Ms. Atli reminded the Committee that they heard a disability application for Christopher Logan at their December meeting. The Committee decided at that time to table his disability hearing until he had completed physical therapy on his right knee since one of the doctors stated that he expected Mr. Logan to return to full duty after completing physical therapy on the right knee. Ms. Atli informed the Committee that Mr. Logan contacted SBA this week and said he has completed his physical therapy. Ms. Atli asked the Committee if they would like to require a letter from the physical therapist stating that the physical therapy indeed is complete prior to sending Mr. Logan for an additional independent medical exam (IME). The Committee confirmed that they do want to require a letter from the physical therapist stating that the therapy is complete before scheduling another IME.

Ms. Shah informed the Committee that the COLA changes will be reflected in the January check and that the earnings statement will also look different to the retirees.

VIII. QUESTIONS AND COMMENTS FROM AUDIENCE

There were no questions or comments from the audience.

IX. DATE OF NEXT MEETING

The Committee agreed to hold the next meeting via teleconference on February 18, 2021 at 12:00 p.m.

X. ADJOURNMENT

With there being no further business to be brought before the Committee at this time, **a motion was made by Mr. Allen and seconded by Mr. Boyd to call for adjournment at 12:48 p.m. This motion passed unanimously and the meeting was adjourned.**

Respectfully Submitted,

Richard ‘Bud’ Light, Chairman

These Minutes were adopted on _____, 2021.