

CITY OF ATLANTA DEFINED BENEFIT  
ADMINISTRATIVE COMMITTEE  
GENERAL EMPLOYEES' PLAN  
MEETING

September 9, 2021

Webex Teleconference

11:00 A.M. – 12:00 P.M.

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**COMMITTEE MEMBERS PRESENT**

**ALFRED BERRY JR.**  
**ANGELA GREEN**  
**BRYANT MITCHELL**  
**JOE HOOD**  
**QUENTIN HUTCHINS**  
**MOHAMED BALLA**  
**JEFFREY NORMAN**

**Retiree, City of Atlanta**  
**Retiree, City of Atlanta**  
**Retiree, Atlanta Public Schools**  
**Active, Atlanta Public Schools**  
**Active, Atlanta Public Schools**  
**CFO, City of Atlanta**  
**HR Commissioner, City of Atlanta**

**OTHERS PRESENT**

**MARY SHAH**  
**STEPHANIE ATLI**  
**LORI POCOCK**  
**ED EMERSON**  
**CHELSEA DEPERT**  
**CARL CHRISTIE**  
**YOULANDA CARR**  
**PAMELA GOINS**  
**DELISHA ROBINSON**  
**KAREN SUTTON**  
**AMANDA ROUSER**  
**ROSIE WOODS**  
**PB**

**Strategic Benefits Advisors**  
**Strategic Benefits Advisors**  
**Strategic Benefits Advisors**  
**Morris, Manning & Martin**  
**Morris, Manning & Martin**  
**City of Atlanta Law Department**  
**City of Atlanta Finance Department**  
**City of Atlanta Finance Department**  
**City of Atlanta Finance Department**  
**City of Atlanta Finance Department**  
**City of Atlanta Pension Department**  
**City of Atlanta Pension Department**  
**Call-in Attendee**

**I. CALL TO ORDER**

Chairman Berry called the meeting to order at 11:04 a.m. It was noted the meeting was being held by Webex Teleconference.

**II. ADOPTION OF THE AGENDA**

**A motion was made by Mr. Hutchins to approve the Agenda, the motion was seconded by Mr. Hood. The motion carried unanimously and the Agenda was approved.**

**III. MINUTES**

The Committee Members reviewed the Minutes of the August 12, 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. Hutchins to adopt the Minutes as presented. This motion was seconded by Mr. Hood. The motion carried unanimously and the Minutes were adopted.**

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**IV. ADMINISTRATIVE MANAGERS' REPORT**

**Pension Applications**

Service Pension Applications

The Committee reviewed Service Pensions numbers 1 through 13 on the attached spreadsheet.

Ms. Shah noted that Charlotte Johnson is fully aware that she is retiring with an age penalty and that she wishes to move forward with her retirement. Nash Johnson was a participant SBA discovered while reconciling benefit deductions to retirees in pay status. He submitted a retirement application to Zenith but was never put into pay status; however, he has had insurance coverage with the City since he terminated in 2019. Jamilah Watkins was provisionally approved by the Committee in July pending a confirmation of her service by the City. The review is complete and this approval is for her corrected benefit amount which is higher than what was provisionally approved.

**Following this review, a motion was made by Mr. Mitchell and seconded by Mr. Hutchins to approve Service Pension Applications Nos. 1-13 as listed on the attached spreadsheet dated September 9, 2021. The motion carried unanimously and the Service Pension Applications were approved.**

Disability Converting to Normal

The Committee reviewed the Disability Converting to Normal Application on the attached spreadsheet.

**Following this review, a motion was made by Mr. Hutchins and seconded by Mr. Hood to approve the Disability Converting to Normal Application as listed on the attached spreadsheet dated September 9, 2021. The motion carried unanimously and the Disability Converting to Normal Application was approved.**

Beneficiary Applications

The Committee reviewed Beneficiary Applications number 1 through 9 on the attached spreadsheet.

**Following this review, a motion was made by Mr. Hutchins and seconded by Mr. Hood to approve Beneficiary Applications Nos. 1-9 as listed on the attached spreadsheet dated September 9, 2021. The motion carried unanimously and the Beneficiary Applications were approved.**

Lump Sum Applications

The Committee reviewed Lump Sum Applications 1-19 as informational only.

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

Chairman Berry asked about the stop payments in Wells Fargo. Ms. Shah noted that these are from uncashed checks and SBA is working with the City Finance team to clear all outstanding checks and transfer the remaining balance to the Northern Trust operating account. Ms. Green asked if interest was received on the Wells Fargo balance and Mr. Balla confirmed that interest was not received on that account. Chairman Berry asked about the contributions in June being higher than in July and Ms. Carr noted that at the end of the fiscal year the City did a true up contribution to meet the annual determined contribution amount.

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**A motion was made by Mr. Hutchins and seconded by Mr. Hood to approve the unaudited financials based on review and input from the Finance Department. The motion carried and the Financials were approved. Ms. Green abstained.**

Ms. Goins presented the invoices and stated that all invoices submitted had been reviewed by Finance. Ms. Goins received confirmation from Mr. Christie that it was appropriate to pay the additional fixed fee amount to SBA since the revised contract was signed with a May 1 effective date. Chairman Berry reiterated that he would like for someone at the City of Atlanta who is not a member of the Investment Board to oversee SBA's ongoing work and any special projects. Ms. Shah agreed that SBA would seek approval for SBA's special project invoices from someone at the City prior to presenting the invoice to the Committee for approval. Mr. Emerson also stated that shared expense approvals should go to the Chairman of each Committee as well as to the Chairman of the Investment Board prior to appearing on the list of invoices for approval by the Committee.

**A motion was made by Mr. Hutchins and seconded by Mr. Hood to approve the Payable Listing Check Register based on review and input from the Finance Department. The motion carried and the Payable Listing was approved. Chairman Berry and Ms. Green abstained.**

**V. ATTORNEY'S REPORT**

Neither Mr. Christie nor Mr. Emerson had information to report.

**VI. NEW BUSINESS**

Ms. Green and Chairman Berry reiterated that participants are contacting them saying they have not been able to reach SBA. Chairman Berry asked who is monitoring SBA's call volume and making sure SBA meets its contractual obligations. Mr. Norman relayed that he and others from the Investment Board have met with SBA and gone over metrics on call volume and that that information was also shared with the broader Investment Board. The data back-up for SBA's increased fixed fee was reviewed at a meeting with Mr. Norman, then-CEO Roosevelt Council, Investment Board Chairman Frank Sims, Police Committee Chairman Rick Light, and Fire Committee Chairman Brent Hullender prior to SBA's increased fixed fee being presented to and approved by the Investment Board.

**VII. OLD BUSINESS**

Summary Plan Description (SPD)

Mr. Emerson informed the Committee that Counsel has received SBA's comments on the SPDs and is in the process of reconciling SBA's comments with those provided by Segal.

Overpayments

Mr. Emerson informed the Committee that a check for \$8,156.51 was received from the estate of Manuela Siciliano for an overpayment and has been sent to SBA for deposit.

Ms. Shah presented the overpayments that SBA is tracking. The first page (page 80 of the package) lists 50 recent deaths that have occurred – or been reported – since SBA took over administration. In these cases, there is no beneficiary and overpayment in the month of death is

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due from the estate. Whenever possible, SBA will stop the payment for the month of death from being paid and then will pay a prorated amount to the estate. SBA is also working to clear out the uncashed checks still in Wells Fargo. If the uncashed check is a check that was paid after the date of death, SBA is stopping the check because no benefit is due. Checks that were issued before the date of death are due to the estate and research is needed.

Pages 81 and 82 of the package list old deaths where someone had been cashing the checks for years (or had been accessing money in an account that had direct deposit). Mr. Emerson asked if SBA had any luck retrieving the money that had been directly deposited into an account and Ms. Shah stated that only if the deposit occurred within the past month. Mr. Emerson added that typically funds are no longer in accounts for the older overpayments. Chairman Berry asked when we could start writing the overpayments off the books and Mr. Emerson replied that at some point we will have expended sufficient efforts to satisfy our fiduciary responsibility to collect the overpayment; however, it is a lot of money so there is some value in trying to collect the balances. Chairman Berry asked Mr. Emerson, Mr. Christie and SBA to discuss next steps on the overpayments.

Chairman Berry also asked about the overpayments due to clerical errors listed on page 83 of the package and how those payments should be broached. Ms. Shah stated that if the person was still in payment with Northern Trust, then their pension benefit payments could be offset by the overpayment, which could be spread out over a period of time. Ms. Shah stated that it is currently unclear why these amounts have not yet been collected. Ms. Green informed the Committee that the General Board was dissolved in 2018 and that there was a period of about two years where there would not have been a lot of direction from the Committee to Zenith about these overpayments. The Board had started some collections but Doug Strachan would have to confirm what happened after that. Chairman Berry asked for input from Mr. Christie and Mr. Emerson on what to do after sending three overpayment letters. Chairman Berry asked Mr. Emerson if a 25% recoupment should begin. Mr. Emerson agreed that for retirees currently in pay a 25% reduction in their pension was appropriate to recoup the overpayment and confirmed that the Committee has the authority to decide the recoupment method. Chairman Berry reiterated that he is in favor of collecting overpayments from retirees and capping the recoupment at 25% of their payment.

Chairman Berry asked about the overpayments found via death audit listed on page 85 of the package. Ms. Shah explained that these participants died under Zenith's administration or earlier and were found via a death audit that SBA did in December. Payments were stopped immediately by SBA. Mr. Emerson informed the Committee that these are situations where Legal should be the one to reach out. Chairman Berry stated that he is in favor of Legal writing letters and SBA reaching out. Ms. Shah stated that for deceased retirees with no beneficiaries in pay status, SBA would need to do research on who should receive the request for repayment since in many of these cases it is necessary to look for relatives of the deceased. Chairman Berry is in favor of reviewing City files for who to contact and wants to start trying to get this money back. Ms. Shah and Mr. Emerson will discuss next steps.

**A motion was made by Mr. Hutchins and seconded by Mr. Hood authorizing SBA to do a 25% reduction on a retiree's pension benefit payment to collect overpayments under the guidelines that are currently in place. The motion carried unanimously.**

**VIII. QUESTIONS AND COMMENTS FROM AUDIENCE**

PB, a call-in attendee, asked when the online calculator will be available and Ms. Shah responded that the calculator is currently in testing and due to be released later this fall. PB also asked how long payouts continue to a beneficiary after a participant's death. Ms. Shah confirmed that for beneficiaries covered under the 1986 amendment, payments continue for the life of the

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beneficiary. For others, payments stop if the beneficiary remarries.

**IX. DATE OF NEXT MEETING**

Chairman Berry informed the Committee members that the next meeting is scheduled for October 14, 2021. This meeting will be held virtually.

**X. ADJOURNMENT**

There being no further business to be brought before the Committee at this time, Chairman Berry called for adjournment at 12:22 p.m.

Respectfully Submitted,

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Alfred Berry, Jr., Chairman

These Minutes were adopted on \_\_\_\_\_, 2021.