

CITY OF ATLANTA DEFINED BENEFIT  
ADMINISTRATIVE COMMITTEE  
GENERAL EMPLOYEES' PLAN  
MEETING  
March 10, 2022  
Webex Teleconference  
11:00 A.M. – 12:00 P.M.

---

**COMMITTEE MEMBERS PRESENT**

<b>ALFRED BERRY JR.</b>	<b>Retiree, City of Atlanta</b>
<b>JOE HOOD</b>	<b>Active, Atlanta Public Schools</b>
<b>ANGELA GREEN</b>	<b>Retiree, City of Atlanta</b>
<b>QUENTIN HUTCHINS</b>	<b>Active, Atlanta Public Schools</b>
<b>BRYANT MITCHELL</b>	<b>Retiree, City of Atlanta</b>
<b>YOULANDA CARR</b>	<b>Finance, City of Atlanta</b>

**OTHERS PRESENT**

<b>MARY SHAH</b>	<b>Strategic Benefits Advisors</b>
<b>STEPHANIE ATLI</b>	<b>Strategic Benefits Advisors</b>
<b>LORI POCOCK</b>	<b>Strategic Benefits Advisors</b>
<b>CHELSEA DEPERT</b>	<b>Morris, Manning &amp; Martin</b>
<b>ERIC DEC</b>	<b>City of Atlanta Law Department</b>
<b>PAMELA GOINS</b>	<b>City of Atlanta Finance Department</b>
<b>DELISHA ROBINSON</b>	<b>City of Atlanta Finance Department</b>
<b>KAREN SUTTON</b>	<b>City of Atlanta Finance Department</b>
<b>BERYL TAYLOR</b>	<b>City of Atlanta Finance Department</b>
<b>AMANDA ROUSER</b>	<b>City of Atlanta Pension Department</b>
<b>ROSIE WOODS</b>	<b>City of Atlanta Pension Department</b>
<b>WALTER MOBLEY</b>	<b>City of Atlanta Active Employee</b>
<b>QUIANA MATHIS</b>	<b>City of Atlanta Active Employee</b>

**I. CALL TO ORDER**

Chairman Berry called the meeting to order at 11:03 a.m. It was noted the meeting was being held by Webex Teleconference. Chairman Berry noted the attendance of Walter Mobley, the newly elected Active Employee General Plan Committee member and welcomed him to the Committee. However, since Mr. Mobley is not yet sworn in, it was noted he will not be able to vote during this meeting.

**II. ADOPTION OF THE AGENDA**

There were no changes to the agenda.

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

**III. MINUTES**

The Committee Members reviewed the Minutes of the February 10, 2022 General Employees' Defined Benefit Administrative Committee Meeting, which were distributed in

**City of Atlanta General Employees' Defined Benefit Pension  
Administrative Committee Meeting  
Minutes March 10, 2022**

advance and reviewed by Counsel.

Chairman Berry asked Ms. Shah to ensure the previous question with regards to travel for members of the board was included on the next Investment Board agenda.

Following discussion and review, a **motion was made by Mr. Mitchell to adopt the Minutes as presented. This motion was seconded by Mr. Hutchins. The motion carried unanimously and the Minutes were adopted.**

**IV. ADMINISTRATIVE MANAGERS' REPORT**

**Pension Applications**

Service Pension Applications

The Committee reviewed Service Pension Applications numbers 1 through 15 on the attached spreadsheet. Ms. Shah noted that Ivan Haywood is a prior termination who will be started retroactively to age 65.

**Following this review, a motion was made by Ms. Green and seconded by Mr. Mitchell to approve Service Pension Applications Nos. 1-15 as listed on the attached spreadsheet dated March 10, 2022. The motion carried unanimously and the Service Pension Applications were approved.**

Beneficiary Applications

The Committee reviewed Beneficiary Applications numbers 1 through 8 on the attached spreadsheet.

**Following this review, a motion was made by Ms. Green and seconded by Mr. Mitchell to approve Beneficiary Applications Nos. 1-8 as listed on the attached spreadsheet dated March 10, 2022. The motion carried unanimously and the Beneficiary Applications were approved.**

Lump Sum Applications

The Committee reviewed Lump Sum Applications 1-15 as informational only.

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

Ms. Carr provided a high-level review of the financial statements and noted that contributions for the City have remained steady month to month. The employer contribution increased in January to ensure the plan reached the Actuarial Determined Contribution (ADC) amount by the end of the fiscal year. She also noted that the Cost of Living Adjustment (COLA) had been applied in January so pension payments increased from the prior months. Chairman Berry noted the balance of the Certificate of Deposit remained the same from the prior month and Ms. Pocock stated that interest posted once per year for that investment. Mr. Mitchell asked about the BlackRock Mid-Cap and JP Morgan funds also having the same ending balance as the prior month and Ms. Pocock stated details for those funds would be reviewed and sent to the Committee.

Chairman Berry asked about charges on the Morris, Manning and Martin invoices for legal review of powers of attorney (POA) and asked if the City attorneys could review them instead of outside counsel. Mr. Dec stated there have been issues with some of the POA's that have been

**City of Atlanta General Employees' Defined Benefit Pension  
Administrative Committee Meeting  
Minutes March 10, 2022**

submitted and the City legal department could take on this review if requested. It was agreed that further discussion would occur for functions currently provided by Morris, Manning and Martin that could instead be handled by the City legal department, including the review of meeting minutes.

Ms. Goins noted the other invoices were standard monthly SBA fees as well as quarterly investment manager fees. She stated that there were two SBA Project invoices presented since the prior month's invoice wasn't signed in time for last month's meeting. Ms. Green asked for details on what was included in the Monthly Administration Fee on the SBA invoice and Ms. Shah stated those fees took care of participant transactions such as phone calls, processing address and tax changes. The fees also take care of providing accounting reports, time to do minutes and requests to facilitate investment direction requests.

**A motion was made by Ms. Carr 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 abstained and Ms. Green was opposed.**

**V. ATTORNEY'S REPORT**

Ms. Deppert did not have anything to report, but noted she would take back comments to her firm about proper work share allocation.

Mr. Dec did not have anything to add.

**VI. NEW BUSINESS**

Quiana Mathis – Defined Benefit (DB) Buy-Back Program

Ms. Shah presented information about a request from Quiana Mathias to buy back service in the DB plan. Ms. Mathis had been put in the pension plan erroneously when she was initially hired and then correctly moved to the DC. During the 2005 timeframe, an opportunity was offered to some DC plan participants to buy into the DB plan; however, Ms. Mathis was left off the list and not given an opportunity to buy into the plan. Ms. Woods noted that Ms. Mathis has been working to gain this opportunity since 2019 but the situation has not been brought before the Board until now. Mr. Dec added that this was an administrative error and historically the law has weighed on the side of the participant in these cases.

**A motion was made by Ms. Green and seconded by Mr. Hutchins to allow SBA to start buy-back proceedings for Quiana Mathis. The motion carried and permission to allow Quiana Mathis a buy-back opportunity was approved.**

**VII. OLD BUSINESS**

Summary Plan Description (SPD)

Ms. Shah asked the committee if they would like to make the current version of the SPD available to employees. She added there has been ongoing discussion of simplifying the language in the SPD and potentially even splitting the SPD into separate documents for participants in the pre-2011 plan and the hybrid plan. After discussion by the Board, it was decided to hold off publication until the language could be simplified.

Overpayment Reporting

**City of Atlanta General Employees' Defined Benefit Pension  
Administrative Committee Meeting  
Minutes March 10, 2022**

Ms. Shah reported that notifications had been sent out to the participants discussed at last month's meeting and added that Weldon and Askew will most likely appeal. She added that one additional overpayment had been discovered when reviewing a Disability to Normal Retirement application for a fairly small amount.

Zenith Demand Letter

Ms. Deppert stated that Morris, Manning and Martin had finished integrating the additional errors SBA had discovered and the letter is ready from Mr. Emerson's review when he returns to the office next week.

Online Modeler Timeline

Chairman Berry asked if a demonstration could be arranged for all Board members. After discussion, it was agreed a Zoom call would be arranged for Wednesday, March 16<sup>th</sup> at 9:30 am to demonstrate the on-line modeler to the Board.

Chairman Berry asked Ms. Carr to confirm the mileage reimbursement rate for driving to the GAPPT conference due to rising gas prices.

**VIII. QUESTIONS AND COMMENTS FROM AUDIENCE**

There were no questions from the audience.

**IX. DATE OF NEXT MEETING**

Chairman Berry informed the Committee members that the next meeting is scheduled for April 14, 2022.

**X. ADJOURNMENT**

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

Respectfully Submitted,

\_\_\_\_\_  
Alfred Berry, Jr., Chairman

These Minutes were adopted on \_\_\_\_\_, 2022.