

CITY OF ATLANTA DEFINED BENEFIT  
ADMINISTRATIVE COMMITTEE  
GENERAL EMPLOYEES' PLAN  
MEETING  
April 14, 2022  
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>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, Atlanta Public Schools</b>
<b>WALTER MOBLEY</b>	<b>Active, City of Atlanta</b>
<b>MOHAMED BALLA</b>	<b>CFO, 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>ED EMERSON</b>	<b>Morris, Manning &amp; Martin</b>
<b>ERIC DEC</b>	<b>City of Atlanta Law Department</b>
<b>YOULANDA CARR</b>	<b>City of Atlanta Finance 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>

**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.

**II. ADOPTION OF THE AGENDA**

There were no changes to 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 March 10, 2022 General Employees' Defined Benefit Administrative Committee Meeting, which were distributed in advance.

Mr. Mitchell asked the minutes be revised to reflect he is the retired representative for

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Atlanta Public Schools. Chairman Berry asked that Mr. Mobley's name be moved to the Committee section instead of showing in the Others Present section.

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

Chairman Berry noted the meeting next month will be held in person at City Hall. He also mentioned that there has been an issue with minutes from some of the City Hall meetings and asked Mr. Dec to determine if the General Plan Administrative Committee minutes were part of the lawsuit.

CFO Balla joined the meeting at 11:09 a.m.

**IV. ADMINISTRATIVE MANAGERS' REPORT**

**Pension Applications**

Service Pension Applications

The Committee reviewed Service Pension Applications numbers 1 through 6 on the attached spreadsheet.

**Following this review, a motion was made by Ms. Green and seconded by Mr. Mitchell to approve Service Pension Applications Nos. 1-6 as listed on the attached spreadsheet dated April 14, 2022. The motion carried unanimously and the Service Pension Applications were approved.**

Disability to Normal Retirement Pension Applications

The Committee reviewed Disability to Normal Retirement Pension Applications numbers 1 through 2 on the attached spreadsheet.

**Following this review, a motion was made by Ms. Green and seconded by Mr. Hood to approve Disability to Normal Retirement Pension Applications Nos. 1-2 as listed on the attached spreadsheet dated April 14, 2022. The motion carried unanimously and the Disability to Normal Retirement Pension Applications were approved.**

Beneficiary Applications

The Committee reviewed Beneficiary Applications numbers 1 through 6 on the attached spreadsheet. Chairman Berry inquired about the note on the application for Beverly Simmons which stated the January 2022 COLA adjustment was not included in the benefit amount. Ms. Shah explained the death occurred in 2021, prior to the 2022 adjustment and the amount shown was what was in effect at the time of death. She added that part of the SBA process is to verify when payments were made around the time of death and if any overpayment was made, the amount would be trued up with the beneficiary.

**Following this review, a motion was made by Ms. Carr and seconded by Mr. Hood to approve Beneficiary Applications Nos. 1-6 as listed on the attached spreadsheet dated April 14, 2022. The motion carried unanimously and the Beneficiary Applications were approved.**

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Lump Sum Applications

The Committee reviewed Lump Sum Applications 1-33 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 employee contributions for the City have remained steady month to month. The employer contribution increased in February to ensure the plan will reach the Actuarial Determined Contribution (ADC) amount by the end of the fiscal year. She also noted the investments will vary as the market goes up and down.

Ms. Goins noted the invoices were standard monthly Morris, Manning Martin, Deloitte and SBA fees as well as quarterly investment manager fees. She noted the Northern Trust invoice is the quarterly benefit payments invoice and has been reviewed and approved. There are also reimbursements for the GAPPT conference. The Indirect Cost had been submitted and approved by Karen Sutton in Finance. Ms. Sutton added that the indirect cost is submitted on an annual basis and this invoice is for both indirect and direct costs for the fiscal year ending in 2020 since that audit has been completed. Chairman Berry asked that SBA provide a breakout on all fees the General plan has paid to date on special projects. He also asked for verification that the City Legal team will handle Power of Attorney (POA) form review going forward. Mr. Emerson noted the POA charges being billed this month were from February, prior to the request last month. He added that SBA had previously received direction from Mr. Christie to send Power of Attorney forms to Morris, Manning and Martin for review. Ms. Green asked for a copy of ~~documentation that describes the fiduciary responsibilities of the trustees~~ the Ordinance that states who should give the direction to pay an invoice.

**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 with the exception of the SBA Special Projects invoice of \$16,165.00. The motion carried and the Payable Listing was approved with the exception of the SBA Special Projects invoice. Ms. Green abstained. The total amount approved was \$942,412.97 without the SBA invoice.**

**A motion was made by Mr. Mobley and seconded by Mr. Hood to approve SBA Special Projects invoice of \$16,165.00. The motion carried and the SBA Special Projects invoice was approved. Chairman Berry and Ms. Green abstained. Including the SBA invoice, the total amount approved to be paid was \$958,577.97.**

**V. ATTORNEY'S REPORT**

Mr. Dec noted that the City Legal Department is working on a travel policy for the boards and a draft policy should be coming out shortly.

Mr. Emerson did not have anything further to add.

**VI. NEW BUSINESS**

Tommy Jenkins – Credit for Prior Service

Ms. Shah presented information about a request from Tommy Jenkins. Mr. Jenkins is a recent retiree whose retirement application was provisionally approved at the February 10, 2022 meeting. There was an outstanding question at the time of this approval about his service with the City from 1977 to 1998. There is a note in his file that he left the City in 1998 to work for

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Fulton County and requested his pension plan balance be transferred to Fulton County. There is no copy of a check paid to Fulton County in his file. Fulton County does not have any record of Mr. Jenkins on file and has directed SBA to EmPower, the recordkeeper. There is also no record of a transfer made back to the City when Mr. Jenkins returned to the City in October of 1998 and requested his service be returned. SBA needs direction on whether or not to give Mr. Jenkins credit for his service from 1977 to 1998. After discussion, it was requested that SBA hold any further processing and invite Mr. Jenkins to speak to the Committee at the May meeting.

**VII. OLD BUSINESS**

Summary Plan Description (SPD)

Ms. Shah noted there was no further update from SBA. The last request was to break out the SPD to different documents based on amendments to make them easier to understand.

Overpayment Reporting

Ms. Shah reported that no new overpayments have been uncovered. She verified that Weldon and Askew are appealing and will be presented at the next Investment Board meeting. Chairman Berry asked if SBA has a flag in place to recalculate a disability retirement at the time someone should convert to normal retirement. Ms. Shah noted that SBA notes new disability retirements and as part of the clean-up project is reviewing older disability retirements. If someone retired under the 1986 amendment, their benefit is recalculated when they reach age 60. She added that if the person had short service at the time of their disability, it is possible their benefit would decrease when they are recalculated. She also noted the COLA calculation starts over with the regular retirement calculation.

Zenith Demand Letter

Mr. Emerson stated that SBA has found all easily discoverable errors and the plan is to give Zenith notice today that a letter will be sent tomorrow, April 15.

On-line Modeler

Chairman Berry noted he had viewed the on-line modeler and was impressed with its capabilities. He emphasized how important it is to get this rolled out to all employees. Ms. Shah noted that so far about 13% of the 3700 active employees have created accounts to use the modeler. She added that SBA has looked which departments have the lowest participation so outreach can be focused to them. SBA is working with Mr. Norman to figure out how best to reach different shifts since no single time will be convenient for everyone. Ms. Shah also noted that not many people are using the Milestone date page which shows when an employee will reach his full benefit accrual and this will be emphasized in any training. Ms. Woods asked that SBA work with her to get her account set up and also asked when the pension team could get access to SBA's system. Ms. Shah noted SBA is working to get access set up.

Ms. Rouser asked for verification that any cleaned up data would be property of the City and Ms. Shah confirmed that all City of Atlanta data, including any updates made in the clean-up project, is property of the City.

**VIII. QUESTIONS AND COMMENTS FROM AUDIENCE**

There were no questions from the audience.

**IX. DATE OF NEXT MEETING**

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Chairman Berry informed the Committee members that the next meeting is scheduled for May 12, 2022. He also noted the meeting will be in person at City Hall in Committee Room 2.

**X. ADJOURNMENT**

There being no further business to be brought before the Committee at this time, Chairman Berry called for adjournment at 12:18 p.m.

Respectfully Submitted,

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Alfred Berry, Jr., Chairman

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