

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

June 15, 2022 (rescheduled from June 9, 2022)

City Hall Tower, Department of Finance Conference Center, 15th Floor
11:00 A.M. – 12:00 P.M.

COMMITTEE MEMBERS PRESENT

**ALFRED BERRY, JR.
QUENTIN HUTCHINS
JOE HOOD
WALTER MOBLEY
JEFFREY NORMAN
MOHAMED BALLA**

**Chairman, Retiree, City of Atlanta
Vice-Chairman, Active, APS
Active, APS
Active, City of Atlanta
HR Commissioner
CFO, City of Atlanta**

OTHERS PRESENT

**MARY SHAH
STEPHANIE ATLI
CHELSEA DEPERT
ERIC DEC
FUMNANYA JOHNSON
PAMELA GOINS
DELISHA ROBINSON
BERYL TAYLOR
AMANDA ROUSER
ROSIE WOODS**

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

I. CALL TO ORDER

Vice-Chairman Hutchins called the meeting to order at 11:04 a.m. It was noted the meeting was being held both in-person and by Webex Teleconference.

II. ADOPTION OF THE AGENDA

There were no changes to the agenda.

A motion was made by Mr. Balla to approve the Agenda, the motion was seconded by Mr. Norman. The motion carried unanimously and the Agenda was approved.

III. MINUTES

The Committee Members reviewed the Minutes of the May 12, 2022 General Employees' Defined Benefit Administrative Committee Meeting, which were distributed in advance.

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

Chairman Berry arrived at 11:06 a.m.

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Chairman Berry asked Mr. Norman about plans for training employees on the online self-service pension calculator (aka online modeler). Mr. Norman stated that SBA will be holding a 'lunch and learn' at City Hall in July which will be open to all employees. SBA will also join a regular bi-weekly meeting of HR Business Partners to train the HR Business Partners on the modeler. After that the plan is to work with the HR Business Partners to reach the pockets of employees that are not yet utilizing the modeler.

Chairman Berry asked Ms. Shah about when SBA will start meeting with employees in-person at City Hall once per month. Ms. Shah informed the Committee that SBA is working with Mr. Norman to determine the best place and time.

Chairman Berry noted that the Committee was unable to meet the prior Thursday due to not having a quorum present. Mr. Norman stated that Rosie Woods would be the HR Designee from this point forward.

Vice-Chairman Hutchins also noted that he has requested for SBA to come do an in-person training event at APS during pre-planning at the end of the summer.

IV. ADMINISTRATIVE MANAGERS' REPORT

Pension Applications

Service Pension Applications

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

Following this review, a motion was made by Mr. Balla and seconded by Mr. Hutchins to approve Service Pension Applications Nos. 1-8 as listed on the attached spreadsheet dated June 9, 2022. The motion carried unanimously and the Service Pension Applications were approved.

Disability Application

The Committee reviewed the Disability Application for Grady Boazman listed on the attached spreadsheet. Chairman Berry asked how the Committee can know that the doctors who are providing the opinions are legitimate doctors. Ms. Shah explained that the disability process includes an opinion from both the applicant's personal doctor as well as an Independent Medical Examiner who is paid by the Committee. While an applicant's personal doctor may be of the opinion that the applicant is totally and permanently disabled and unable to perform their job duties, the Independent Medical Examiner may agree or disagree with that opinion. This second (independent) opinion is what the Committee tends to rely upon to make their decision.

Following this review, a motion was made by Mr. Hood and seconded by Mr. Balla to approve Disability Application No. 1 as listed on the attached spreadsheet dated June 9, 2022. The motion carried unanimously and the Disability Application was approved.

Beneficiary Applications

The Committee reviewed Beneficiary Applications numbers 1 through 4 on the attached spreadsheet.

Following this review, a motion was made by Mr. Norman and seconded by Mr. Hood to approve Beneficiary Applications Nos. 1-4 as listed on the attached spreadsheet dated June

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9, 2022. The motion carried unanimously and the Beneficiary Applications were approved.

Lump Sum Applications

The Committee reviewed Lump Sum Applications 1-23 as informational only.

Cash Financial Statement and Payables Listing Check Register

Ms. Johnson provided a high-level review of the unaudited financial statements.

Ms. Goins noted that the invoices had been reviewed and approved as noted.

Chairman Berry asked if the Committee had any objections to voting on the SBA Special Project fee separately. There were no objections.

A motion was made by Vice-Chairman Hutchins and seconded by Mr. Norman to approve the Payable Listing Check Register based on review and input from the Finance Department, with the exception of the SBA Project Fees in the amount of \$9,669.00. The motion carried and the Payable Listing, with the exception of the SBA Project Fees was approved.

A motion was made by Mr. Balla and seconded by Mr. Norman to approve the SBA Project Fees in the amount of \$9,669.00. The motion carried and the SBA Project Fees were approved. Chairman Berry voted no.

V. ATTORNEY'S REPORT

Mr. Dec did not have anything to report.

Ms. Deppert did not have anything to report.

VI. NEW BUSINESS

There was no new business.

VII. OLD BUSINESS

Summary Plan Description (SPD)

Ms. Shah informed the Committee that SBA is working on a 1 to 2-page summary for each benefit group which will be able to accompany the SPD. The summary would provide a high-level overview with information specific to each group. This will also eliminate the need to split out the SPD for the Post-2011 group since the summary should address each benefit group separately.

Overpayment Reporting

Ms. Shah reported on overpayments that have occurred where three letters have been sent requesting repayment with the third letter sent certified. The overpayment policy that was recently presented to the Committee states that overpayments that are larger than two months' worth of payments should be reported to the Committee after three overpayment letters are sent. There was consensus among the Committee to find out what Morris Manning would charge to send out a round of legal letters to this group. This discussion will continue at a future meeting once the cost of legal letters is known.

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Zenith Demand Letter

Ms. Deppert reported that Zenith is seeking additional substantiation of charges and that Morris Manning is working with SBA to get that additional documentation. Morris Manning plans to provide the documentation to Zenith within the week.

On-line Modeler

Ms. Shah reiterated to the Committee that SBA will be holding a 'lunch and learn' at City Hall in July which will be open to all employees. SBA will also be meeting with the HR Business Partners and subsequently with the pockets of employees that are not yet utilizing the modeler.

Chairman Berry asked if SBA will be sending annual pension statements. Ms. Shah stated that there was discussion with the various Administrative Committees to delay sending statements until progress had been made with data clean-up; however, it is possible to send out statements sooner. There is a per-head charge in SBA's contract so Chairman Berry asked Ms. Shah to report back to the Committee regarding the per-head charge.

VIII. QUESTIONS AND COMMENTS FROM AUDIENCE

Ms. Woods stated that employees using the online modeler are able to enter their anticipated vacation payout and unused sick leave and that that may lead to them receiving an overstated pension estimate. Ms. Shah informed the Committee that that functionality was requested by the Police and Fire Committees but that it could be removed for the General population at the request of the General Committee.

Chairman Berry requested that Ms. Shah send him the list of uncashed checks that were discussed at the previous Committee meeting.

Chairman Berry asked Mr. Dec about the policy around travel expenses for Trustees. Mr. Dec responded that he has drafted a policy and that a working group will review the draft and provide comments. Chairman Berry asked that he be included in that working group.

IX. DATE OF NEXT MEETING

Chairman Berry informed the Committee members that the next meeting is scheduled for July 14, 2022. He also noted the meeting will be in person at City Hall.

X. ADJOURNMENT

There being no further business to be brought before the Committee at this time, Chairman Berry called for adjournment at 12:20 p.m.

Respectfully Submitted,

Alfred Berry, Jr., Chairman