

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

July 20, 2022

Atlanta City Hall Committee Room 1

12:00 P.M. – 1:00 P.M.

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**COMMITTEE MEMBERS PRESENT**

**ALFRED BERRY JR.**

**ANGELA GREEN**

**JOE HOOD**

**QUENTIN HUTCHINS**

**BRYANT MITCHELL**

**MOHAMED BALLA**

**JEFFREY NORMAN**

**Chairman**

**Retiree, City of Atlanta**

**Active, Atlanta Public Schools**

**Active, Atlanta Public Schools**

**Retiree, Atlanta Public Schools**

**CFO, City of Atlanta**

**HR Commissioner, City of Atlanta**

**OTHERS PRESENT**

**MARY SHAH**

**LORI POCOCK**

**ED EMERSON**

**ERIC DEC**

**YOULANDA CARR**

**PAMELA GOINS**

**DELISHA ROBINSON**

**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 Finance Department**

**City of Atlanta Finance Department**

**City of Atlanta Pension Department**

**City of Atlanta Pension Department**

**I. CALL TO ORDER**

Chairman Berry called the meeting to order at 12:05 p.m. and noted a quorum was present for the meeting. 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. Hutchins and seconded by Mr. Hood to approve the Agenda. The motion carried unanimously and the Agenda was approved.**

**III. MINUTES**

The Committee Members reviewed the Minutes of the June 15, 2022 General Employees' Defined Benefit Administrative Committee Meeting, which were distributed in advance.

Chairman Berry asked if Mr. Emerson had provided the cost for overpayment letters and Ms. Shah replied she was quoted a price of \$500 per letter. Chairman Berry also requested Ms. Shah provide a list of uncashed checks as requested in the prior meeting. Lastly, Chairman Berry asked SBA to bring prior copies of approved meeting minutes for signature.

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**Following discussion and review, a motion was made by Mr. Hood and seconded by Mr. Hutchins to adopt the Minutes as presented. The motion carried and the Minutes were adopted. Ms. Green abstained.**

**IV. ADMINISTRATIVE MANAGERS' REPORT**

**Pension Applications**

Service Pension Applications

The Committee reviewed Service Pension Applications numbers 1 through 19 on the attached spreadsheet. Ms. Shah noted that Sable Kassa had provided a letter to the Committee asking for review of her pension calculation. Ms. Kassa had initially requested a lump sum payout of 280 hours of vacation pay in her retirement application and a lump sum payout was used in the retirement calculation. However, during her exit interview she was asked if she wanted to receive the vacation pay in bi-weekly installments and Ms. Kassa agreed. Because her final day of work changed due to the vacation being paid bi-weekly, SBA recalculated her retirement benefit which decreased due to not receiving the lump sum vacation payout. Ms. Kassa is asking the Committee to change her benefit to assume she took the lump sum as originally requested. The Committee denied this request.

**Following discussion and review, a motion was made by Mr. Hood and seconded by Mr. Balla to approve Service Pension Applications Nos. 1-19 as listed on the attached spreadsheet dated July 20, 2022. The motion carried unanimously and the Service Pension Applications were approved as presented.**

Disability to Normal Retirement Pension Applications

The Committee reviewed Disability to Normal Retirement Pension Applications numbers 1 through 5 on the attached spreadsheet.

**Following this review, a motion was made by Mr. Hutchins and seconded by Mr. Bryant to approve Disability to Normal Retirement Pension Applications Nos. 1-5 as listed on the attached spreadsheet dated July 20, 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 5 on the attached spreadsheet. Chairman Berry inquired about the note on the application for Jayden West and a potential second beneficiary and Ms. Shah stated that to date, SBA has not received documentation from that person.

**Following this review, a motion was made by Mr. Hood and seconded by Mr. Hutchins to approve Beneficiary Applications Nos. 1-5 as listed on the attached spreadsheet dated July 20, 2022. The motion carried unanimously and the Beneficiary Applications were approved.**

Lump Sum Applications

The Committee reviewed Lump Sum Applications 1-35 as informational only.

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

Ms. Carr provided a high-level review of the financial statements and noted that there were no significant changes from April to May. She also noted the investments will vary as the market goes up and down.

Ms. Carr noted the invoice list has been reviewed and approved by the Finance department. Chairman Berry asked about progress on the Deloitte project and Mr. Balla noted there will be an update provided to the City on Friday, July 22, 2022. Mr. Norman added that both the City and SBA would receive copies of the corrected data and AIM will facilitate making the data available to the City. Chairman Berry asked the Committee to vote separately on the SBA Special Projects 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 \$8,927.00. The motion carried and the Payable Listing was approved with the exception of the SBA Special Projects invoice. Ms. Green was opposed. The total amount approved was \$225,368.82 without the SBA invoice.**

**A motion was made by Mr. Hutchins and seconded by Mr. Mitchell to approve the SBA Special Projects invoice of \$8,927.00. The motion carried and the SBA Special Projects invoice was approved. Chairman Berry and Ms. Green were opposed. Including the SBA invoice, the total amount approved to be paid was \$234,295.82.**

**V. ATTORNEY'S REPORT**

Mr. Dec noted that the Investment Board approved the new travel policy for all pension board members and it is now in effect. Ms. Shah will send a copy of the policy to all Administrative Committee members.

Mr. Emerson stated the Investment Board approved changes to the by-laws of the Investment Board and the Fire and Police Administrative Committees to allow those committees to meet every other month instead of every month. He asked if this committee would like the same flexibility. Chairman Berry suggested the General Plan Committee continue to meet monthly and the rest of the committee agreed.

**VI. NEW BUSINESS**

Election for Retiree and Active Representatives

Ms. Shah stated that Mr. Mobley is planning to retire July 31 of this year. Since he is retiring, his position as the active representative for the City employees will be vacant. His term expires in less than 6 months and the board has the discretion to either appoint a replacement or leave the position vacant.

**After discussion, a motion was made by Mr. Hutchins and seconded by Mr. Mitchell to leave the position of representative of Active General Plan employees vacant until the next election. The motion carried and the position will remain vacant.**

Ms. Shah also presented information about the upcoming election for the active and retiree representatives on this committee. Terms expire at the end of this year for Ms. Green, Mr. Mobley, Mr. Hood and Mr. Mitchell. Notices will be sent in August for a qualifying period in

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September. It was noted that Mr. Norman was voted as the Election Director by the Investment Board and that election information will be sent via email to active employees and via USPS for retirees. Information about the election will also be posted on the website.

**VII. OLD BUSINESS**

Summary Plan Description (SPD)

Ms. Shah noted SBA is drafting a 1-page summary of the plan provisions to present to the board at the next meeting. This is a way to make the provisions more readable without re-writing the SPD. Mr. Emerson will work with SBA on the document.

Overpayment Reporting

Ms. Shah presented the list of overpayments due to delayed death reporting. The current overpayment policy requires SBA to send a series of 3 letters, including one that is sent certified, informing the estate of overpayment and requesting repayment. If the overpayment is for more than 2 months of payments, the overpayment is presented to this committee to determine if additional work is warranted. The question to the board is, does the board want to take additional action? Mr. Emerson initially provided a price of \$500 per letter to pursue these cases, but after discussion felt they were simpler than originally scoped. After discussion, Chairman Berry asked Mr. Emerson, Mr. Dec and Mr. Balla to meet and provide a cost / benefit analysis of sending the letters and provide a recommendation to the committee. Ms. Shah will route the overpayment list and indicate which overpayments were included in the Zenith Demand Letter.

Zenith Demand Letter

Mr. Emerson stated that Zenith has hired outside counsel and he felt there will be a settlement offer coming soon. The amount was greater than \$500,000 and the offer should be presented at the August meeting.

On-line Modeler

Ms. Shah stated a lunch and learn was held at City Hall last week that was open to any participant in the pension plan. The session included a demonstration of the on-line modeler as well as a question and answer session. She added that SBA is working with APS to schedule a session with their employees as well. SBA is also working with Mr. Norman's office and the HR Business Partners to schedule on-site sessions for employees outside of City Hall.

**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 August 11, 2022 in person at City Hall in Committee Room 2.

**X. ADJOURNMENT**

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There being no further business to be brought before the Committee at this time, Chairman Berry called for adjournment at 1:12 p.m.

Respectfully Submitted,

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Alfred Berry, Jr., Chairman

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