



**Retirement Plan A Meeting Agenda
Tuesday, June 13, 2023, 10:00 AM
Administration Building, The Station
300 Henry Ward Way
Chairman or Vice Chairman Presides**

PRESENTATIONS

- Foster & Foster Amanda Brown

EXECUTIVE SESSION

REGULAR BUSINESS

- Disbursement Report LaDana Bruce
- New Benefits Report LaDana Bruce
- Minutes for RPA Board Meeting May 9, 2023 LaDana Bruce
- Minutes for RPA Board Meeting Executive Session May 9, 2023 LaDana Bruce
- GAPPT 2023 Trustee School LaDana Bruce

ADJOURNMENT

Final:



CITY OF GAINESVILLE

Retirement Plan A Agenda Request

Item Created: June 8, 2023
Date Submitted: June 8, 2023
Final Approval Date: June 12, 2023
Presenter: Amanda Brown
Item of Business: Foster & Foster
Meeting Date: June 13, 2023

Purpose of Request:

Foster & Foster will provide a progress report on the transition from Segal.

Facts & Issues / History & Background:

Department Recommendation:

Department Director:

Janeann Allison

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

None



CITY OF GAINESVILLE

Retirement Plan A Agenda Request

Item Created: June 8, 2023
Date Submitted: June 8, 2023
Final Approval Date: June 12, 2023
Presenter: LaDana Bruce, Retirement Manager
Item of Business: Disbursement Report
Meeting Date: June 13, 2023

Purpose of Request:

The Disbursement Report of retirement contributions for the month of May will be presented.

Facts & Issues / History & Background:

Department Recommendation:

Accept the report as presented.

Department Director:

Janeann Allison

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. OM Disbursement Report 6-13-2023

RETIREMENT PLAN A
DISBURSEMENT OF CONTRIBUTIONS
June 13, 2023

Activity for May 2023

EMPLOYEE NAME	DEPARTMENT	DATE OF HIRE	TERMINATION DATE	DISTRIBUTION INFORMATION				
				DATE PROCESSED	CONT AMT	VESTED	DEATH BENEFIT	LUMP SUM/ ROLLOVER
1 Gazetas, Nikolas	DWR	2/20/2023	4/13/2023					
2 Ndah, Chanda	DWR	4/10/2023	4/24/2023					

Total \$1,033.27

SPECIAL REPORTS							
RETIREE/ BENEFICIARY	DEPARTMENT	EFFECTIVE DATE	BENEFIT INFORMATION				SERVICE
			TYPE	Amount	PROCESSED	SPOUSAL OPTION	TOTAL CREDITED

Nothing to Report



CITY OF GAINESVILLE

Retirement Plan A Agenda Request

Item Created: June 8, 2023
Date Submitted: June 8, 2023
Final Approval Date: June 12, 2023
Presenter: LaDana Bruce, Retirement Manager
Item of Business: New Benefits Report
Meeting Date: June 13, 2023

Purpose of Request:

The New Benefits report for the month of May will be presented to the board for approval.

Facts & Issues / History & Background:

Department Recommendation:

Approve the report as presented.

Department Director:

Janeann Allison

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. OM New Benefits Report 6-13-2023

RETIREMENT PLAN A
NEW BENEFITS PAYMENT REPORT
June 13, 2023

Activity for May 2023

RETIREE BENEFICIARY	DEPARTMENT	EFFECTIVE DATE	BENEFIT INFORMATION				SERVICE	
			TYPE	MONTHLY AMOUNT	START DATE	SPOUSAL OPTION	Years of Service	TOTAL - CREDITED (Includes Conv Sick)
1 Vannatta, Jason	DWR	5/1/2023	Normal			No	27.22	23.81

Total

SPECIAL REPORTS

RETIREE BENEFICIARY	DEPARTMENT	EFFECTIVE DATE	BENEFIT INFORMATION			
			TYPE	Amount	START DATE	SPOUSAL OPTION

Nothing to Report

Total

\$0.00



CITY OF GAINESVILLE

Retirement Plan A Agenda Request

Item Created: June 8, 2023
Date Submitted: June 8, 2023
Final Approval Date: June 12, 2023
Presenter: LaDana Bruce, Retirement Manager
Item of Business: Minutes for RPA Board Meeting May 9, 2023
Meeting Date: June 13, 2023

Purpose of Request:

The minutes from May 9, 2023 shall be presented for approval.

Facts & Issues / History & Background:

Department Recommendation:

Approve minutes as presented.

Department Director:

Janeann Allison

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. RPA Minutes 5-9-2023

BOARD MEMBERS PRESENT: Corey Jones, Melissa Biggers, Jason Justice, Denise Jordan, Kristen Howard
BOARD MEMBERS ABSENT: Carol Martin, Jordan Green
EX-OFFICIO MEMBERS PRESENT: Janeann Allison, Jeremy Perry
EX-OFFICIO MEMBERS ABSENT: Bryan Lackey
OTHERS PRESENT: LaDana Bruce, Ademir Zeco, Katie Hammond, Matt Jaffe
OTHERS PRESENT VIA ZOOM: Karen Russo

Chairman Jason Justice served as the presiding officer and called the meeting to order at 10:02 A.M.

ORGANIZATIONAL BUSINESS:

Oath of Office

Board Member Denise Jordan administered the Oath of Office to Melissa Biggers, Police Department Representative.

PRESENTATIONS:

JP Morgan Asset Management

Katie Hammond and Matt Jaffe presented a review of JP Morgan's Strategic Property Fund (SPF) and JPMCB Special Situation Property Fund (SSPF).

SEAS

Ademir Zeco presented the Quarterly Performance Report as for 1Q23.

UPDATES:

Foster & Foster

Secretary LaDana Bruce provided an update and reminded Board that Foster & Foster will provide an in-person presentation of their findings at the June meeting.

Salem Trust

Via Zoom Karen Russo provided an update on the transition to Salem.

EXECUTIVE SESSION:

Motion to close the meeting to enter an Executive Session to discuss personnel matters at 11:17 A. M.

Motion made by Board Member Denise Jordan

Motion seconded by Board Member Corey Jones

Votes favoring the motion: Jordan, Jones, Howard, Justice, Biggers

BOARD MEMBERS PRESENT: Corey Jones, Melissa Biggers, Jason Justice, Denise Jordan, Kristen Howard
BOARD MEMBERS ABSENT: Carol Martin, Jordan Green
EX-OFFICIO MEMBERS PRESENT: Janeann Allison, Jeremy Perry
EX-OFFICIO MEMBERS ABSENT: Bryan Lackey
OTHERS PRESENT: LaDana Bruce

Motion to close the Executive Session and to continue the meeting at 11:19 A. M.

Motion made by Board Member Denise Jordan
Motion seconded by Board Member Kristen Howard
Votes favoring the motion: Jordan, Jones, Howard, Justice, Biggers

REGULAR BUSINESS:

Minutes for April 11, 2023 – Board Member Orientation

Motion to approve the minutes as presented.

Motion made by Board Member Corey Jones
Motion seconded by Chairman Jason Justice
Votes favoring the motion: Jordan, Jones, Howard, Justice, Biggers

Minutes for April 11, 2023

Motion to approve the minutes as presented.

Motion made by Board Member Corey Jones
Motion seconded by Board Member Denise Jordan
Votes favoring the motion: Jordan, Jones, Howard, Justice, Biggers

Executive Session Minutes for April 11, 2023

Motion to approve the minutes as presented.

Motion made by Board Member Denise Jordan
Motion seconded by Board Member Kristen Howard
Votes favoring the motion: Jordan, Jones, Howard, Justice, Biggers

Disbursement Report

Secretary LaDana Bruce presented the Disbursement Report which totaled \$140,263.51.

Motion to approve the report as presented.

Motion made by Board Member Denise Jordan
Motion seconded by Board Member Corey Jones
Votes favoring the motion: Jordan, Jones, Howard, Justice, Biggers

Budget for FY 2024

Chairman Jason Justice led a discussion about budgetary expectations for the upcoming fiscal year. The determination was made that a COLA will not be included in the FY 2024 budget due to the recent 3% increase as well as an increase in cost of actuarial and custodial services.

ADJOURNMENT: 11:30 A.M.

/lb

Jason Justice, Chairman

LaDana Bruce, Secretary to the Board



CITY OF GAINESVILLE

Retirement Plan A Agenda Request

Item Created: June 8, 2023
Date Submitted: June 8, 2023
Final Approval Date: June 12, 2023
Presenter: LaDana Bruce, Retirement Manager
Item of Business: Minutes for RPA Board Meeting Executive Session May 9, 2023
Meeting Date: June 13, 2023

Purpose of Request:

The minutes from the executive session for the May RPA Board meeting shall be presented for approval.

Facts & Issues / History & Background:

Department Recommendation:

Approve minutes as presented.

Department Director:

Janeann Allison

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. RPA ES Minutes 5-9-2023

BOARD MEMBERS PRESENT: Corey Jones, Melissa Biggers, Jason Justice, Denise Jordan, Kristen Howard
BOARD MEMBERS ABSENT: Carol Martin, Jordan Green
EX-OFFICIO MEMBERS PRESENT: Janeann Allison, Jeremy Perry
EX-OFFICIO MEMBERS ABSENT: Bryan Lackey
OTHERS PRESENT: LaDana Bruce

Chairman Jason Justice requested an Executive Session to discuss personnel matters.

EXECUTIVE SESSION:

Motion to close the meeting to enter an Executive Session to discuss personnel matters at 11:17 A. M.

Motion made by Board Member Denise Jordan

Motion seconded by Board Member Corey Jones

Votes favoring the motion: Jordan, Jones, Howard, Justice, Biggers

BOARD MEMBERS PRESENT: Corey Jones, Melissa Biggers, Jason Justice, Denise Jordan, Kristen Howard
BOARD MEMBERS ABSENT: Carol Martin, Jordan Green
EX-OFFICIO MEMBERS PRESENT: Janeann Allison, Jeremy Perry
EX-OFFICIO MEMBERS ABSENT: Bryan Lackey
OTHERS PRESENT: LaDana Bruce

REPORTS:

Disbursements Report

Secretary LaDana Bruce presented the Disbursement of Distributions Report which totaled \$140,263.51.

Motion to close the Executive Session to continue meeting at 11:19 A. M.

Motion made by Board Member Denise Jordan

Motion seconded by Board Member Kristen Howard

Votes favoring the motion: Jordan, Jones, Howard, Justice, Biggers

ADJOURNMENT: 11:19 A.M.

/lb

Jason Justice, Chairman

LaDana Bruce, Secretary to the Board



CITY OF GAINESVILLE

Retirement Plan A Agenda Request

Item Created: June 8, 2023
Date Submitted: June 8, 2023
Final Approval Date: June 12, 2023
Presenter: LaDana Bruce, Retirement Manager
Item of Business: GAPPT 2023 Trustee School
Meeting Date: June 13, 2023

Purpose of Request:

The purpose of this request is to inform the board members of the upcoming Trustee School.

Facts & Issues / History & Background:

The designation of CRPF is achieved through attending Trustee School.

Department Recommendation:

Department Director:

LaDana Bruce, Janeann Allison

If funding is involved, are funds approved within the current budget? No

Amount Requested:

Sources of Funds:

Finance Comments:

Administrative Comments:

Attachments:

1. 2023 GAPPT Trustee School Event Overview



Georgia Association of Public Pension Trustees
Promoting Education for Georgia's Retirement System Fiduciaries

Ninth Annual Trustee School

September 18-20, 2023

Classic Center | Athens, Georgia

EVENT OVERVIEW



CRPF™

Certified Retirement
Plan Fiduciary™

An educated fiduciary is an effective fiduciary.™

In 2009, the GAPPT was established as a nonprofit organization dedicated to promoting education for Georgia's public retirement system fiduciaries. The Ninth Annual Trustee School will offer the Certified Retirement Plan Fiduciary™ curriculum and a continuing education course with sessions covering applicable laws, roles and responsibilities, ethics, plan governance, actuarial principles, and investments.

Who Attends

Trustee School attendees include public retirement system trustees and staff members, as well as professional service providers of Georgia's public retirement plans.

Why Attend

In addition to its engaging educational sessions, the Trustee School will offer various networking opportunities to meet other retirement professionals and share insights and information.

Trustee School Features

The Trustee School has two full days of educational programming. Participants can register for the Certified Retirement Plan Fiduciary™ program or a continuing education course. (Affiliates have the additional option to register as a "networking only" attendee.)

Breakfast and lunch are provided to all attendees, and networking receptions are held on Monday and Tuesday evenings.

Regardless of course selection, Plan Sponsor attendees can earn up to fourteen of their state-required educational hours!



Take Advantage of Early-Bird Registration Before August 28th!

Plan Sponsor Members \$159.00

Affiliate Members \$600.00

Guests \$89.00

Please visit www.gappt.org for information about non-member rates and guest qualifications.

On August 28th, rates will be \$189.00 for Plan Sponsor members and \$700.00 for Affiliate members.



The Georgia Association of Public Pension Trustees is accredited by the International Accreditors for Continuing Education and Training (IACET) and offers IACET CEUs for its learning events that comply with the ANSI/IACET Continuing Education and Training Standard. IACET is recognized internationally as a standard development organization and accrediting body that promotes quality of continuing education and training.

ANTICIPATED AGENDA

Monday, September 18, 2023

- 7:00am: **Registration Opens**
 - 7:20am - 8:20am: **Breakfast**
 - 8:20am - 9:20am: **General Session**
 - 9:20am - 9:50am: **Morning Break**
 - 9:35am - 9:50am: **Introduction** (CRPF™ Courses)
 - 9:50am - 10:40am: **Breakout Sessions** (All Courses)
 - 10:50am - 11:40am: **Breakout Sessions** (All Courses)
 - 11:40am - 12:40pm: **Networking Lunch**
 - 12:40pm - 1:30pm: **Breakout Sessions** (All Courses)
 - 1:40pm - 2:30pm: **Breakout Sessions** (All Courses)
 - 2:30pm - 2:50pm: **Afternoon Break**
 - 2:50pm - 3:40pm: **Breakout Sessions** (All Courses)
 - 3:50pm - 4:40pm: **Review Sessions** (CRPF™ Courses)
Breakout Session (Continuing Education Course)
 - 5:30pm - 6:30pm: **Cocktail Reception**
 - 6:30pm: **Dinner and Evening on Your Own**
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Tuesday, September 19, 2023

- 7:30am: **Registration Begins**
 - 7:30am - 8:40am: **Breakfast**
 - 8:40am - 9:30am: **Breakout Sessions** (All Courses)
 - 9:30am - 9:50am: **Morning Break**
 - 9:50am - 10:40am: **Breakout Sessions** (All Courses)
 - 10:50am - 11:40am: **Breakout Sessions** (All Courses)
 - 11:40am - 12:40pm: **Networking Lunch**
 - 12:40pm - 1:30pm: **Breakout Sessions** (All Courses)
 - 1:40pm - 2:30pm: **Breakout Sessions** (All Courses)
 - 2:30pm - 2:50pm: **Afternoon Break**
 - 2:50pm - 3:40pm: **Breakout Sessions** (All Courses)
 - 3:50pm - 4:40pm: **Review Sessions** (CRPF™ Courses)
Breakout Session (Continuing Education Course)
 - 5:30pm - 6:30pm: **Cocktail Reception**
 - 6:30pm: **Dinner and Evening on Your Own**
-

Wednesday, September 20, 2023

- 7:30am: **Continental Breakfast Available**
- 8:00am - 10:00am: **CRPF™ Course Examinations**



Hyatt Place | Athens Downtown

There's no cooler city to explore than Athens, home of the University of Georgia. Athens is teeming with local boutiques, craft breweries, historic landmarks, and a lively music scene.



The group rate is \$149.00 plus tax per night and is available until August 21, 2023 or until the block sells out.

A link to the group rate will be available on the Trustee School registration confirmation email. Room rates and availability are not guaranteed.

The Hyatt Place | Athens Downtown is located at 412 North Thomas Street, Athens, Georgia 30601, and is easily accessible by car. The hotel is approximately 82 miles from Hartsfield-Jackson Atlanta International Airport. Flights into the area's regional airports may be available.



ATTENDEE INFORMATION

REGISTRATION RATES:

Registration rates are conditional upon an individual's GAPPT member status. The GAPPT does not offer per-day rates for its events. All attendees, including presenters, will be charged the applicable rate regardless of their arrival or departure date.

GUEST REGISTRATION:

A guest is a spouse, significant other, friend or an adult child (21 years old or older) who is not in a retirement industry-related occupation. An individual employed by actuarial, consulting, custodial, legal, plan administration, or investment management firm cannot be considered as a guest. All guests must be registered to attend GAPPT events, and must wear their name badge.

Guest registration includes GAPPT-hosted Trustee School meals and networking events. (This is a \$250.00 value.)

REGISTRATION DEADLINE:

Early-bird rates are available until August 27, 2023.

Attendees may register after this date, but higher event fees will apply.

CANCELLATIONS:

All cancellations must be received before August 27, 2023 to receive a refund and will be subject to a \$25.00 processing fee. **No refunds will be given to cancellations received after August 27, 2023.**

CERTIFIED RETIREMENT PLAN FIDUCIARY™ PROGRAM:

The GAPPT offers trustees and staff members a certification program developed to address the six educational areas listed in the Georgia Code. To receive a Certified Retirement Plan Fiduciary™ (CRPF™) designation, participants must successfully complete the Basic and Advanced Courses.

PREREQUISITES:

There are no prerequisites to register for the Basic Course or the Continuing Education Course. Successful completion of the Basic Course is required to register for the Advanced Course.

CRPF™ Basic and Advanced Course participants must attend all their course sessions and in the assigned order.

ATTENDEE VERIFICATION:

Attendees must present a valid driver's license or government ID to receive a name badge.

NAME BADGES AND SESSION ATTENDANCE:

Name badges must be worn during all educational sessions and GAPPT-hosted networking events. The name badge's QR code will be used to verify session attendance.

EQUIPMENT REQUIREMENTS:

The GAPPT provides the following:

CRPF™ Basic and Advanced Course Attendees: Course Book, Highlighter, Pencil, and Course Examination

Continuing Education Course Attendees: Printed Program (optional)

It is recommended that all participants bring a laptop computer, tablet, or smartphone to utilize the event app. Public internet access will be available in the meeting rooms.

LEARNER ACCOMMODATIONS:

Attendees may request accommodations for technical support, seating arrangements, and general assistance. If available, alternative formats for event material will be provided. Accommodation requests should be emailed to execdirector@gappt.org before August 28, 2023.

SESSION DESCRIPTION:

A summary of the session is listed in the event app and printed program (if provided).

SESSION LEARNING OUTCOMES:

LA session's learning outcomes are listed in its slide presentation and reviewed at its beginning and end. CRPF™ Basic and Advanced Course presentations are included in their Course Books. Continuing Education Course presentations (if provided) are included on the event app.

CRPF™ BASIC AND ADVANCED COURSE EXAMINATIONS:

A fifty (50) question assessment of multiple-choice or true-false questions is required for Basic and Advanced Course attendees. Participants must receive a 70% or higher score to complete the examination successfully. Examinations and pencils are provided to the participants.

CONTINUING EDUCATION COURSE ASSESSMENT:

The GAPPT uses presenter observations, attendance, and evaluation results to measure participants' achievement of the learning outcomes.

GAPPT CONTINUING EDUCATION CREDITS:

Participants must have their name badge QR code scanned to qualify for GAPPT CECs. Scanning is available 15 minutes before the scheduled start of a session and 15 minutes after the session begins. The number of CECs awarded is based on the length of the session.

IACET CONTINUING EDUCATION UNITS:

To earn IACET CEUs, participants must attend a session and also complete its evaluation to ensure they met the learning outcomes.

TRANSCRIPTS:

Earned GAPPT CECs and IACET CEUs will be uploaded to the participant's GAPPT profile within 14 days of the event's conclusion. Members may view and download a copy of their transcript through the GAPPT website at www.gappt.org.

NOTIFICATION OF CRPF™ COURSE COMPLETION AND CERTIFICATES:

On October 5, 2022, CRPF™ participants will be notified via email whether they successfully or unsuccessfully completed their course. Notification is either a "pass" or "fail." Exam scores will be released upon email request and to the individual only. The course completion date will also be listed in their GAPPT member profile.

Certificates will be mailed to participants who successfully complete the CRPF™ Basic or Advanced Course. Certificates are mailed to the participant's organization address within 30 days of the event's conclusion.

ATTENDEE INFORMATION

ATTENDEE EVALUATIONS:

Participants will have the opportunity to evaluate presenters on their material, delivery, and subject matter expertise. This data will be utilized for educational event planning and future presenter consideration. Evaluation results will be made available to the presenter upon their request. Attendees are also encouraged to complete the Attendee Event Evaluation after the Trustee School.

EDUCATIONAL POLICIES:

A listing of the Association's educational policies, including the Event Behavior Policy, Anti-Discrimination Policy, Policy for Disclosure of Financial and Proprietary Interest, Policy for Intellectual and Legal Property Rights, and Policy for Privacy and Information Security, can be viewed at: <https://gappt.memberclicks.net/policies>

SUPPORT SERVICES:

GAPPT staff will be available at the registration desk for attendee questions or concerns during the event dates. For assistance before or after the event, attendees may contact execdirector@gappt.org. Inquiries will be responded to within 24 hours during regular business hours.

MEMBER-HOSTED EVENTS:

Affiliates should not host client events during scheduled conference meals and networking activities.

REGISTRANT WEBPAGE AND EVENT APP:

A webpage for event registrants only will be available on **August 30, 2023**. This webpage will contain event information, including special reminders, a program preview, and the attendee list. GAPPT|ACCESS, our event app, will be available on March 6, 2023.

ATTENDEE LIST:

The initial attendee list will only be available through the registrant webpage on August 30, 2023. Participants should refer to GAPPT|ACCESS for the most up-to-date list of attendees. **Additional lists on demand will not be provided.** The final attendee list will be available on October 13, 2023.

PARKING:

Overnight parking is available to Hyatt Place guests for \$10.00 per night. Paid parking is available at the Classic Center.



For inquiries about the GAPPT Ninth Annual
Trustee School, please contact us.



www.gappt.org

Sue Reynolds | Executive Director
execdirector@gappt.org | 770-295-8209