



**Retirement Plan A Meeting Agenda  
Tuesday, January 7, 2025, 10:00 AM  
Administration Building, The Station  
300 Henry Ward Way  
Chairman or Vice Chairman Presides**

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**NEW BUSINESS**

- Service Provider Review LaDana Bruce

**EXECUTIVE SESSION**

**REPORTS**

- New Benefits Report LaDana Bruce

**REGULAR BUSINESS**

- Minutes for December 10, 2024 LaDana Bruce
- Minutes for December 10, 2024 - Executive Session LaDana Bruce
- CE Credits for GAPPT LaDana Bruce
- GAPPT Spring Conference LaDana Bruce

**ADJOURNMENT**

Final:

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**Professional Services Vendor Review**

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Purpose:

The purpose of this policy is to establish guidelines for review of contracts of vendors performing professional services for the Plan.

Additional Authority:

City of Gainesville Purchasing Ordinance and Manual

Scope:

Applies to Retirement Plan A Board

Responsible Party:

Retirement Plan A Chair

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POLICY

I. Policy Statement

The Board will periodically review and evaluate vendors through a process involving Requests for Qualifications (RFQ) and Requests for Proposals (RFP) on a regular time table.

II. Procedure

- A. Contracts for vendors providing professional services to the Plan will be reviewed on a regular basis.
  - 1. Annually, at the Board's organizational meeting, all contracts will be reviewed for expiration during the current year.
  - 2. At a minimum, on the fifth anniversary year of any contract the Board will cause either an RFQ or an RFP to be issued for the purpose of evaluating the market for the particular service being performed.
  - 3. More frequent RFP's and RFQ's may be issued at the discretion of the Board.
  
- B. Upon receipt of responses to the RFP or RFQ, the Board will conduct an evaluation of the responses and determine if further action is desired.


1. The Board may conclude from the responses received that the services being performed by the current vendor are sufficient and competitive for the particular market. If so, the Board may cause the contract to be renewed with the current vendor.
2. The Board may determine that it would be in the best interest of the Plan to investigate the responses further.
  - a) Through a process established by the Board, the responses will be narrowed down to a list of no more than five vendors and interviews with these candidates will be conducted.
  - b) A vendor will be selected from the finalists.
  - c) A contract will be prepared and executed.

III. Desired Time Table for RFP/RFQ

The purpose of this time table is to estimate the time needed to complete the process. Variations may be established by the Board based on the needs of the Plan and terms of the respective contracts.

- A. January – Identify vendors
- B. February – Issue RFP/RFQ
- C. April – Evaluate RFP/RFQ responses
- D. May – Interview finalists
- E. May – Prepare contract
- F. June – Present contract to City Council
- G. July 1 – Contract goes into effect

IV. Vendor selection will be in compliance with the purchasing policies of the City.



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Chairman, Board of Trustees  
City of City of Gainesville Employees' Retirement System Plan A

2-13-18

Date



# CITY OF GAINESVILLE

## Retirement Plan A Agenda Request

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**Item Created:** January 3, 2025  
**Date Submitted:** January 3, 2025  
**Final Approval Date:** January 3, 2025  
**Presenter:** LaDana Bruce, Retirement Manager  
**Item of Business:** New Benefits Report  
**Meeting Date:** January 7, 2025

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**Purpose of Request:**

To provide the Board with the latest New Benefits Report.

**Facts & Issues / History & Background:**

**Department Recommendation:**

Approve the report as presented.

**Department Director:**

Janeann Allison

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

**Amount Requested:**

**Sources of Funds:**

**Finance Comments:**

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**Administrative Comments:**

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**Attachments:**

1. New Benefits Report 01072025 OM

**RETIREMENT PLAN A  
NEW BENEFITS PAYMENT REPORT  
December 2024**

RETIREE BENEFICIARY	DEPARTMENT	EFFECTIVE DATE	BENEFIT INFORMATION				SERVICE	
			TYPE	MONTHLY AMOUNT	START DATE	SPOUSAL OPTION	Years of Service	TOTAL - CREDITED (Includes Conv Sick)
1 Mary Nulty	FS	11/22/2024	Normal		12/1/2024	No	17.04	17.04

Monthly Total

**SPECIAL REPORTS**

RETIREE/ BENEFICIARY	DEPARTMENT	EFFECTIVE DATE	BENEFIT INFORMATION			SPOUSAL OPTION
			TYPE	Amount	Updated Amount	

Monthly Total \$0.00



# CITY OF GAINESVILLE

## Retirement Plan A Agenda Request

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**Item Created:** January 3, 2025  
**Date Submitted:** January 3, 2025  
**Final Approval Date:** January 3, 2025  
**Presenter:** LaDana Bruce, Retirement Manager  
**Item of Business:** Minutes for December 10, 2024  
**Meeting Date:** January 7, 2025

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**Purpose of Request:**

To present the minutes from the 12/10/2024 RPA Meeting.

**Facts & Issues / History & Background:**

**Department Recommendation:**

Accept the minutes as presented.

**Department Director:**

Janeann Allison

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

**Amount Requested:**

**Sources of Funds:**

**Finance Comments:**

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**Administrative Comments:**

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**Attachments:**

1. RPA Minutes 12102024

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

Chairman Jason Justice served as the presiding officer and called the meeting to order at 10:00 A.M.

**REPORTS:**

**Actuarial Report**

Joe Griffin of Foster & Foster presented the July 1, 2024 actuarial valuation. The plan meets the minimum funding requirements under Georgia Code 47-20-10.

Board Member Carol Martin inquired about the possibility of a COLA for Retirees in the upcoming year. While we are seeing slow improvements within the fund, it is not possible at this time and may be revisited for 2026.

**EXECUTIVE SESSION:**

**Motion to close the meeting to enter an Executive Session to discuss personnel matters at 10:24 A.M.**

Motion made by Board Member Kristen Watson

Motion seconded by Board Member Corey Jones

**Votes favoring the motion: Watson, Jones, Martin, Biggers, Green, Justice, Jordan, Perry**

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

**Motion to close the Executive Session and to continue the meeting at 10:25 A.M.**

Motion made by Board Member Carol Martin

Motion seconded by Vice-Chairman Jordan Green

**Votes favoring the motion: Watson, Jones, Martin, Biggers, Green, Justice, Jordan, Perry**

**REGULAR BUSINESS:**

**2025 RPA Board Meeting Calendar**

Secretary LaDana Bruce submitted for approval a draft of the RPA Board meeting calendar for 2025. Several board members requested a change of January meeting date from 1/14/2025 to 1/7/2025 due to scheduling conflicts.

**Motion to approve the 2025 RPA Meeting Calendar with change of January meeting date from 1/14/2025 to 1/7/2025.**

Motion made by Board Carol Martin

Motion seconded by Board Member Kristen Watson

**Votes favoring the motion: Watson, Jones, Martin, Biggers, Green, Justice, Jordan, Perry**

**Minutes for November 5, 2024**

**Motion to approve minutes as presented.**

Motion made by Vice-Chairman Jordan Green  
Motion seconded by Board Member Kristen Watson

**Votes favoring the motion: Watson, Jones, Martin, Biggers, Green, Justice, Jordan, Perry**

**Executive Session Minutes for November 5, 2024**

**Motion to approve minutes as presented.**

Motion made by Vice-Chairman Jordan Green  
Motion seconded by Board Member Melissa Biggers

**Votes favoring the motion: Watson, Martin, Biggers, Green, Justice, Jordan, Perry**

**Board Member Corey Jones was not present for voting as he was required to leave the meeting due to a prior engagement.**

**Disbursement Report**

Secretary LaDana Bruce presented the Disbursement Report for November 2024.

**Motion to approve the report as presented.**

Motion made by Vice-Chairman Jordan Green  
Motion seconded by Board Member Denise Jordan

**Votes favoring the motion: Watson, Martin, Biggers, Green, Justice, Jordan, Perry**

**New Benefits Report**

Secretary LaDana Bruce presented the New Benefits Report for November 2024 with one surviving spouse with a 100% spousal benefit.

**Motion to approve the report as presented.**

Motion made by Vice-Chairman Jordan Green  
Motion seconded by Board Member Melissa Biggers

**Votes favoring the motion: Watson, Martin, Biggers, Green, Justice, Jordan, Perry**

**ADJOURNMENT: 10:38 A.M.**

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Jason Justice, Chairman

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LaDana Bruce, Secretary to the Board



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## Retirement Plan A Agenda Request

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**Presenter:** LaDana Bruce, Retirement Manager  
**Item of Business:** Minutes for December 10, 2024 - Executive Session  
**Meeting Date:** January 7, 2025

---

**Purpose of Request:**

To present minutes from 12/10/2024 RPA executive session.

**Facts & Issues / History & Background:**

**Department Recommendation:**

Accept the minutes as presented.

**Department Director:**

Janeann Allison

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

**Amount Requested:**

**Sources of Funds:**

**Finance Comments:**

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**Administrative Comments:**

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**Attachments:**

1. RPA ES Minutes 12102024

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

**EXECUTIVE SESSION:**

**Motion to close the meeting to enter an Executive Session to discuss personnel matters at 10:24 A.M.**

Motion made by Board Member Kristen Watson  
Motion seconded by Board Member Corey Jones

**Votes favoring the motion: Watson, Jones, Martin, Biggers, Green, Justice, Jordan, Perry**

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

**REPORTS:**

**Disbursement Report**

Secretary LaDana Bruce presented the Disbursement Report for November 2024.

**New Benefits Report**

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**Motion to close the Executive Session and to continue the meeting at 10:25 A.M.**

Motion made by Board Member Carol Martin  
Motion seconded by Vice-Chairman Jordan Green

**Votes favoring the motion: Watson, Jones, Martin, Biggers, Green, Justice, Jordan, Perry**

**ADJOURNMENT: 10:25 A.M.**

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Jason Justice, Chairman

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LaDana Bruce, Secretary to the Board



# CITY OF GAINESVILLE

## Retirement Plan A Agenda Request

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**Item Created:** January 3, 2025  
**Date Submitted:** January 3, 2025  
**Final Approval Date:** January 3, 2025  
**Presenter:** LaDana Bruce, Retirement Manager  
**Item of Business:** CE Credits for GAPPT  
**Meeting Date:** January 7, 2025

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**Purpose of Request:**  
Provide direction on the process of accessing your transcript from GAPPT.

**Facts & Issues / History & Background:**

**Department Recommendation:**

**Department Director:**  
Janeann Allison

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

**Amount Requested:** Sources of Funds:

**Finance Comments:**

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**Administrative Comments:**

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**Attachments:**  
1. 2024 Website Tutorials - Transcript

# GAPPT Tutorial for the Website Transcript Feature

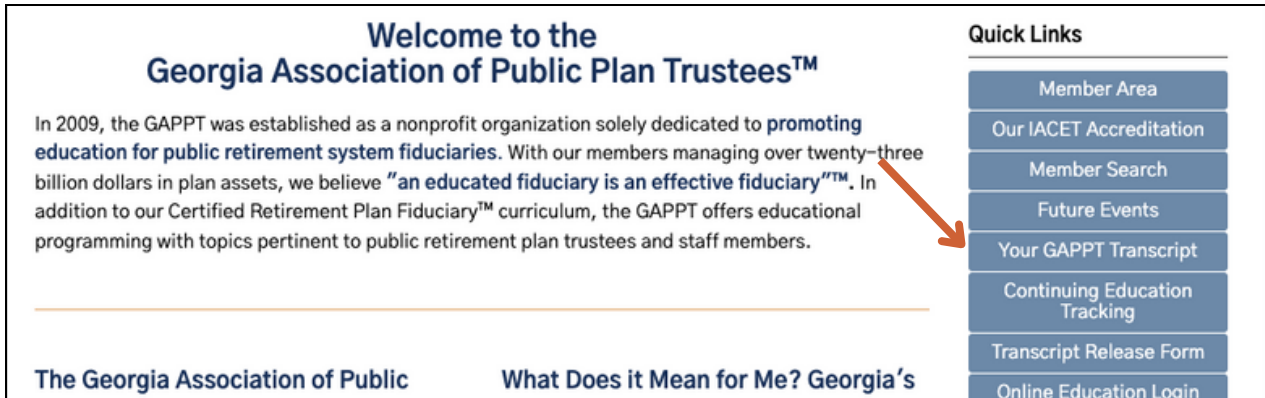
To help GAPPT members understand the Transcript feature on the GAPPT website, please see the information below. For additional assistance contact [info@gappt.org](mailto:info@gappt.org).

## STEP ONE:

Sign into the GAPPT website using your username and pass word. This will take you to the “Home” page.

## STEP TWO:

On the right-hand side of the “Home” page under the “Quick Links”, click the “Your GAPPT Transcript” button **(see graphic)**.



## STEP THREE:

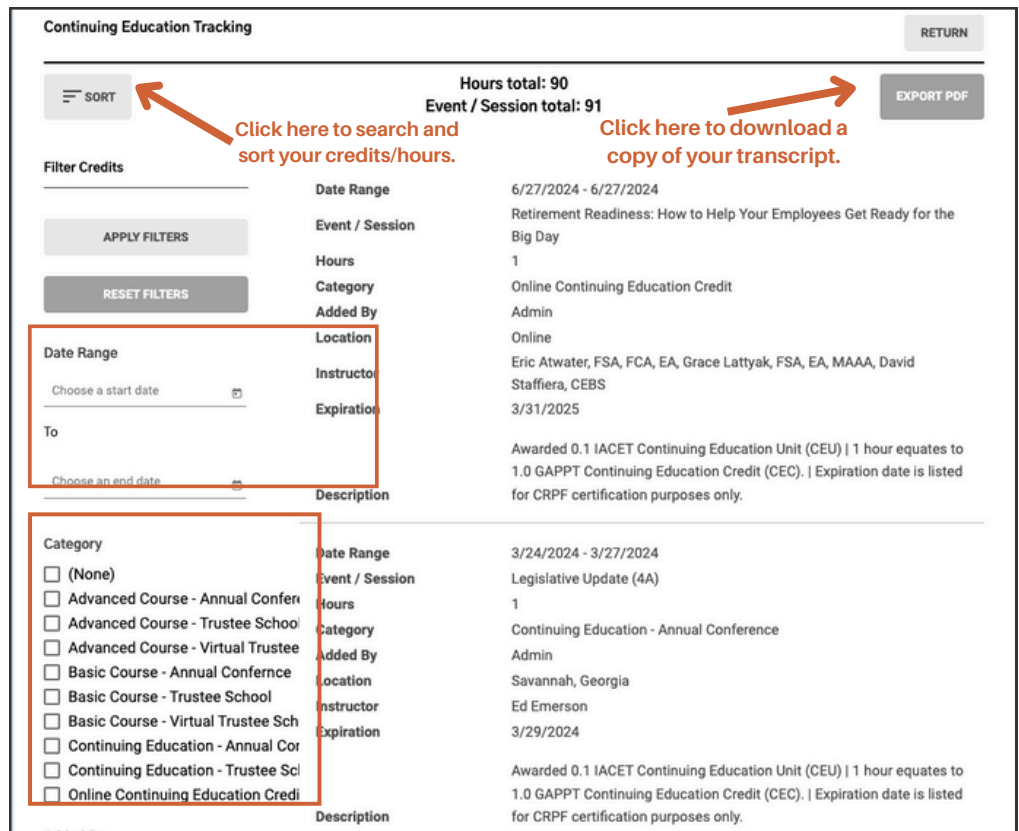
The Continuing Education page will list your GAPPT and IACET Continuing Education hours/credits **(see graphic)**.

## STEP FOUR:

Credits/hours can be sorted by inputting a specific date range or by category **(see graphic)**.

## STEP FIVE:

Click the “Export PDF” button to download a copy of your Continuing Education transcript. **(see graphic)**.



**Note:** Key Members cannot access transcripts unless sent to them directly by individual members or the GAPPT staff. The GAPPT staff can send a transcript to the Key Member, only if an individual’s release form is on file. The “Transcript Release Form” can be found on the GAPPT website under “Quick Links.” Key Members can also check the status of an individual’s release form by accessing the member’s account, going to their “About Me” page, and scrolling to the bottom of the page where it says “Continuing Education Transcript Permission”. For more information regarding accessing member accounts, **please see “Website Tutorial for Plan Sponsor Key Members”**.



# CITY OF GAINESVILLE

## Retirement Plan A Agenda Request

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**Item Created:** January 3, 2025  
**Date Submitted:** January 3, 2025  
**Final Approval Date:** January 3, 2025  
**Presenter:** LaDana Bruce, Retirement Manager  
**Item of Business:** GAPPT Spring Conference  
**Meeting Date:** January 7, 2025

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**Purpose of Request:**

To provide information to Board Members about the upcoming conference.

**Facts & Issues / History & Background:**

**Department Recommendation:**

**Department Director:**

Janeann Allison

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

**Amount Requested:**

**Sources of Funds:**

**Finance Comments:**

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**Administrative Comments:**

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**Attachments:**

1. 2025 Event Overview V4

Georgia Association of Public Plan Trustees™

# Sixteenth Annual Conference



March 24-27, 2025 | Chateau Elan | Braselton, Georgia

## EVENT OVERVIEW



Register by February 24th for Early-Bird Registration Rates.

# An educated fiduciary is an effective fiduciary.™

In 2009, the GAPPT was established as a nonprofit organization dedicated to promoting education for public retirement system fiduciaries. The Sixteenth Annual Conference will offer various continuing education sessions in the areas of applicable laws, roles and responsibilities, ethics, plan governance, actuarial principles, and investments.

## Who Attends

Conference attendees include public retirement system trustees and staff members, as well as professional service providers of public retirement plans.

## Why Attend

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



## Conference Features

The conference has two and a half days of educational programming, including several general sessions and two tracks of continuing education sessions.

Breakfast and lunch are provided to all registered participants on Tuesday and Wednesday. A general session breakfast is also offered on Thursday morning. In addition to Wednesday evening's Annual Association Dinner and Casino Night, the GAPPT hosts networking cocktail receptions each evening of the conference.

An exhibit area is available for attendees to learn more about our conference sponsors.

**Take Advantage of Early-Bird Registration Before February 24th!**

**Plan Sponsor Members | \$329.00**

**Affiliate Members | \$1,075.00**

**Guests | \$189.00**

Please visit [www.gappt.org](http://www.gappt.org) for information about non-member rates and guest qualifications.  
*Beginning February 24, 2025, rates will be \$359.00 for Plan Sponsor members and \$1,275.00 for Affiliate members.*



*The Georgia Association of Public Plan 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, March 24, 2025

- 9:00 AM: **Plan Sponsor - Affiliate Golf Outing**
- 10:00 AM - 2:00 PM: **Early Registration**
- 2:30 PM - 3:30 PM: **Optional Wine Tasting Event**
- 5:30 PM - 6:00 PM: **New Member Reception (Invite Only)**
- 6:00 PM - 7:30 PM: **Welcome Reception**
- 7:30 PM: **Dinner and Evening on Your Own**

## Tuesday, March 25, 2025

- 7:00 AM - 4:30 PM: **Registration and Exhibits**
- 7:00 AM - 8:20 AM: **Breakfast**
- 8:20 AM - 9:30 AM: **Welcome and General Session**
- 9:30 AM - 10:00 AM: **Morning Break**
- 10:00 AM - 10:50 AM: **Breakout Sessions** (Tracks A and B)
- 11:00 AM - 11:50 AM: **Breakout Sessions** (Tracks A and B)
- 11:50 AM - 12:50 PM: **Networking Lunch**
- 1:00 PM - 2:00 PM: **General Session**
- 2:00 PM - 2:30 PM: **Afternoon Break**
- 2:30 PM - 3:20 PM: **Breakout Sessions** (Tracks A and B)
- 3:30 PM - 4:20 PM: **Breakout Sessions** (Tracks A and B)
- 5:30 PM - 6:30 PM: **Cocktail Reception**
- 6:30 PM: **Dinner and Evening on Your Own**

## Wednesday, March 26, 2025

- 7:00 AM - 4:30 PM: **Registration and Exhibits**
- 7:00 AM - 8:20 AM: **Breakfast**
- 8:30 AM - 9:30 AM: **General Session**
- 9:30 AM - 10:00 AM: **Morning Break**
- 10:00 AM - 10:50 AM: **Breakout Sessions** (Tracks A and B)
- 11:00 AM - 11:50 AM: **Breakout Sessions** (Tracks A and B)
- 11:50 AM - 12:50 PM: **Annual Business Meeting Lunch**
- 1:00 PM - 2:00 PM: **General Session**
- 2:00 PM - 2:30 PM: **Afternoon Break**
- 2:30 PM - 3:20 PM: **Breakout Sessions** (Tracks A and B)
- 3:30 PM - 4:20 PM: **Breakout Sessions** (Tracks A and B)
- 5:30 PM - 6:30 PM: **Cocktail Reception**
- 6:30 PM - 7:30 PM: **Annual Association Dinner**
- 7:30 PM - 10:30 PM: **Casino Night**

## Thursday, March 27, 2025

- 9:00 AM - 11:00 AM: **Registration and Exhibits**
- 9:00 AM: **General Session Breakfast Begins**
- 9:30 AM - 10:30 AM: **General Session**

*The full schedule will be available to all registrants on March 4, 2025. Please visit [www.gappt.org](http://www.gappt.org) for the latest details.*

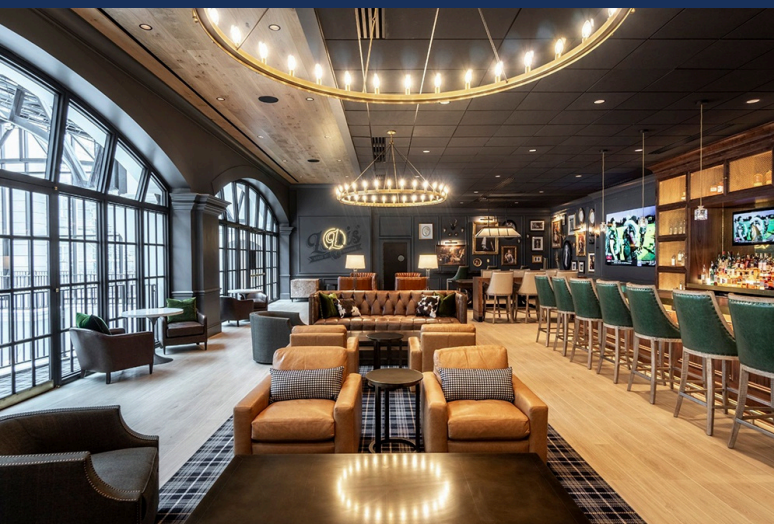
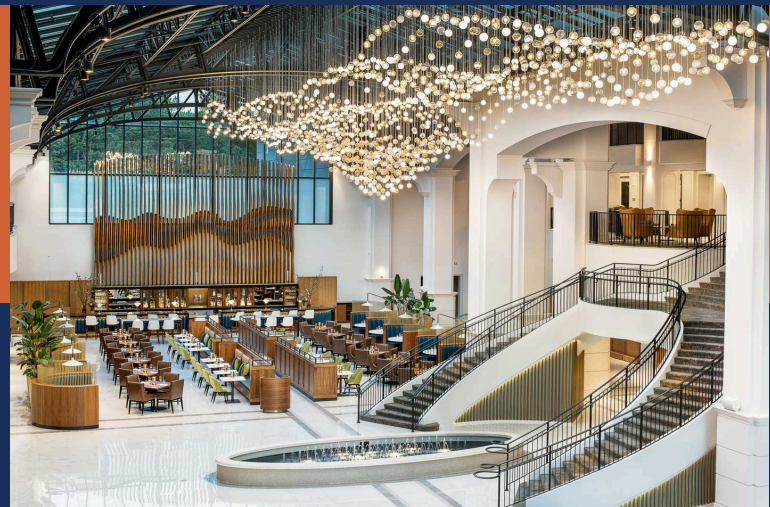




## Chateau Elan

Chateau Elan is an award-winning winery and culinary destination resort in the rolling foothills of North Georgia. Situated on 3,500 acres of fertile vineyard, lush countryside and pinewood forests, the hotel will provide a beautiful location for the conference sessions.

The group rate is **\$249.00** plus tax per night and is available until March 1, 2025, or until the block sells out.



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



Chateau Elan is located at 100 Rue Charlemagne Drive, Braselton, Georgia 30517 and is easily accessible by either car or air. The hotel is approximately 50 miles from Hartsfield-Jackson Atlanta International Airport.

# ATTENDEE INFORMATION

## REGISTRATION RATES

Registration rates are conditional upon an individual's GAPPT member status. Non-members are welcome to attend the conference, but cannot play in member golf outing. 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 or colleague 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. No admittance will be given to guests without a badge. Guest registration includes GAPPT-hosted conference meals and networking events, except for the member-only golf outing. (This is a \$600.00 value.)

## REGISTRATION DEADLINE

Early-bird rates are available until February 24, 2025. Attendees may register after this date, but higher conference rates will apply.

## REFUNDS

To receive a refund, notification must be received on or before February 23, 2025, and will be subject to a \$25.00 processing fee. **No refunds will be given to cancellations received on or after February 24, 2025.**

## PARKING

Conference attendees at Chateau Elan will receive discounted overnight self-parking of \$10.00 per night. Self-parking is complimentary for those driving in daily.

## 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.

## PREREQUISITES

There are no prerequisites to register or attend the conference sessions.

## EQUIPMENT REQUIREMENTS

There are no equipment requirements for the educational sessions. A printed program may be available to conference attendees. However, it is recommended to bring a laptop computer, tablet, or smartphone to utilize the event app.

## SESSION DESCRIPTION

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

## LEARNING OUTCOMES AND ASSESSMENT

Learning outcomes are listed on the slide presentation and reviewed at the session's beginning and end. The GAPPT uses presenter observations, attendance, and evaluation results to measure the attendees' 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.

## ATTENDEE EVALUATIONS

Participants can 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 conference.

## 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 [info@gappt.org](mailto:info@gappt.org) before February 24, 2025.

## EDUCATIONAL AND EVENT POLICIES

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

Individuals (or a Key Member registering on behalf of their members) must acknowledge the GAPPT Educational Event Behavior Policy during the registration process

## 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 March 4, 2025. 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 7, 2025.

## ATTENDEE LIST

The initial attendee list will only be available through the registrant webpage on March 4, 2025. **Additional lists on demand will not be provided.** The final attendee list will be available on April 11, 2025, through the website.

For inquiries about the GAPPT Sixteenth Annual Conference, please contact us.



[Info@gappt.org](mailto:Info@gappt.org) | 470-970-8830

**Sue Reynolds, CRPF™ | Executive Director**  
[sue@gappt.org](mailto:sue@gappt.org) | 770-295-8209

**Annie Hardie | Associate Director**  
[annie@gappt.org](mailto:annie@gappt.org) | 470-462-9718