



Board Report 22-12

Date: February 15, 2022
To: Board of Deferred Compensation Administration (Board)
From: Staff
Subject: Annual Training Review

Board of
Deferred
Compensation
Administration
Thomas Moutes
Chairperson
Raymond Ciranna
Vice-Chairperson
Robert Schoonover
First Provisional Chair
Neil Guglielmo
Second Provisional Chair
Joshua Geller
Third Provisional Chair
Linda P. Le
Wendy G. Macy
Baldemar J. Sandoval
Jeremy Wolfson

Discussion:

Staff reports annually on training activity for all Board members and staff over the prior calendar year. Due to scheduling constraints, certain training programmed for 2021 was not completed until January 2022. A report of the various types of trainings and their completion status is provided in **Attachment A** and summarized below.

A. Mandatory Training

1. DCP Orientation – One new Board member, Jeremy Wolfson, received DCP orientation training conducted by DCP staff.
2. Fiduciary Responsibilities/Investment Policy Statement (Fiduciary/IPS) – Group training was provided at the Board meetings on October 19, 2021 (Fiduciary) and January 18, 2022 (IPS). Board members and staff who were not present at those meetings were provided copies of the presentations and requested to review them at their earliest convenience. As of January 21, 2022, all Board members and staff have been provided the Fiduciary/IPS training. The DCP’s Training Policy requires Fiduciary/IPS training to be completed every three years. The next group Fiduciary/IPS training will be scheduled in the third quarter of 2024 and will need to be completed by December 31, 2024 for anyone not participating in the group event.

B. Agency Required Training

Training in this category is accessed through the Personnel Department’s online training academy and department-specific learning modules for the Department of Water and Power and Police Department. Training includes, but is not limited to, the following:

1. Ethics and Open Government Training – This training is required for all Board members and staff every two years. Most Board members and staff completed this training in 2020 and will, therefore, be required to complete it again in 2022.
2. Workplace Harassment & Abusive Conduct Prevention – This training is required for all Board members and staff every two years. Most Board members and staff completed this training in 2021 and will, therefore, be required to complete it again in 2023. Board members and staff who last completed this training in 2020 will be required to complete it again in 2022.
3. Anti-Bias Learning for Employees (ABLE) – Introduced in 2021, this training is required for all Board members and staff on a one-time basis. Most Board members and staff completed this training in 2021.

C. Optional Training

The COVID-19 pandemic and the City’s ban on non-essential travel limited the number of trainings requiring travel. Board members and staff attended one virtual training in 2021 as follows:

- National Association of Governmental Defined Contribution Administrators (NAGDCA) Annual Conference – September 13-16, 2021

D. Training Costs

The budget for training and travel in calendar year 2021 was \$20,000. Other than the virtual NAGDCA conference held in September 2021, staff and Board members did not attend any other conferences or trainings in 2021. The preliminary amount expended for training and travel in 2021 was \$2,000 for the 2021 NAGDCA Annual Conference, not including consulting charges for Fiduciary/IPS training costs which will be billed in 2022.

Submitted by:



Mindy Lam, Benefits Analyst

Approved by:



Steven Montagna, Chief Personnel Analyst

2021 TRAINING PROGRAM REVIEW

	Mandatory Training				
	DCP Orientation	Fiduciary Responsibilities/Investment Policy Statement	Agency Required Training		
			Ethics and Open Government Training	Workplace Harassment & Abusive Conduct Prevention	ABLE (Anti-Bias Learning for Employees)
Board Members	Status	Status	Status	Status	Status
Ciranna, Raymond General Manager, Fire and Police Pensions	Complete	Complete	<i>Needs to be Completed in 2022</i>	Complete	Complete
Geller, Joshua LACERS Participant Representative	Complete	Complete	<i>Needs to be Completed in 2022</i>	Complete	Complete
Jeremy Wolfson WPERP Participant Representative	Complete	Complete	<i>Needs to be Completed in 2022</i>	Complete	Complete
Guglielmo, Neil General Manager, LACERS	Complete	Complete	<i>Needs to be Completed in 2022</i>	Complete	Complete
Ikegami, Linda T. Retirement Plan Manager, DWP	Complete	Complete	<i>Needs to be Completed in 2022</i>	Complete	Complete
Macy, Wendy G. General Manager, Personnel	Complete	Complete	Completed	Complete	Complete
Moutes, Thomas Retiree Participant Representative	Complete	Complete	<i>Needs to be Completed in 2022</i>	Complete	Complete
Sandoval, Baldemar J. Fire and Police Pensions Participant Representative	Complete	Complete	<i>Needs to be Completed in 2022</i>	Complete	Complete
Schoonover, Robert Organized Labor Representative	Complete	Complete	<i>Needs to be Completed in 2022</i>	<i>Needs to be Completed in 2022</i>	<i>Needs to be Completed in 2022</i>
Staff	Status	Status	Status	Status	Status
Montagna, Steven Chief Personnel Analyst	Complete	Complete	<i>Needs to be Completed in 2022</i>	Complete	Complete
Guevara, Claudia Benefits Specialist	Complete	Complete	<i>Needs to be Completed in 2022</i>	Complete	Complete
Lam, Mindy Personnel Analyst	Complete	Complete	<i>Needs to be Completed in 2022</i>	Complete	Complete
Lan, Eric Management Assistant	Complete	Complete	<i>Needs to be Completed in 2022</i>	<i>Needs to be Completed in 2022</i>	<i>Needs to be Completed in 2022</i>

2021 TRAINING PROGRAM REVIEW

	Optional Training
Board Members	NAGDCA Annual Conference
Ciranna, Raymond General Manager, Fire and Police Pensions	-
Geller, Joshua LACERS Participant Representative	Attended
Jeremy Wolfson WPERP Participant Representative	-
Guglielmo, Neil General Manager, LACERS	Attended
Ikegami, Linda T. Retirement Plan Manager, DWP	-
Macy, Wendy G. General Manager, Personnel	Attended
Moutes, Thomas Retiree Participant Representative	Attended
Sandoval, Baldemar J. Fire and Police Pensions Participant Representative	-
Schoonover, Robert Organized Labor Representative	-
Staff	NAGDCA Annual Conference
Montagna, Steven Chief Personnel Analyst	Attended
Guevara, Claudia Benefits Specialist	Attended
Lam, Mindy Personnel Analyst	Attended
Lan, Eric Management Assistant	Attended