



## Board Report 23-06

Date: January 17, 2023

To: Board of Deferred Compensation Administration (Board)

From: Staff

Subject: 2022 Board Member and Staff Annual Training Review

### Board of Deferred Compensation Administration

Thomas Moutes  
*Chair*

Neil Guglielmo  
*Vice-Chair*

Robert Schoonover  
*First Provisional Chair*

Jeremy Wolfson  
*Second Provisional Chair*

Joshua Geller  
*Third Provisional Chair*

Dana H. Brown

Linda P. Le

Joseph Salazar

Baldemar J. Sandoval

### **Discussion:**

Per the Deferred Compensation Plan (DCP) Training/Education/Travel Policy (Training Policy), Staff reports annually on training activity for all Board members and staff over the prior calendar year. A report of the various types of trainings and their completion status in 2022 is provided in **Attachment A** and summarized below.

#### **A. Mandatory Training**

1. DCP Orientation – Two new Board members, Dana H. Brown and Joseph Salazar, and one new staff members, Esther Chang, 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. New Board members and staff are also provided with these materials to review prior to attending their first Board meeting. 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 2022 and will, therefore, be required to complete it again in 2024.
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 2022 will be required to complete it again in 2024.

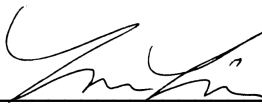
### C. Optional Training

The Training Policy and annual Training & Travel Program provide opportunities for Board members and staff to receive external training to benefit the DCP. With travel risk still high due to COVID-19 transmission levels, many organizations continue to provide virtual training opportunities alongside or in-place of in-person training. Board members and staff attended one virtual training in 2022 as follows:

- National Association of Governmental Defined Contribution Administrators (NAGDCA) Annual Conference – September 18-21, 2022

### D. Training Costs

The budget for training and travel in calendar year 2022 was \$20,000. The total amount expended for training and travel in 2022 to date is \$6,018.04.

Submitted by:   
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Mindy Lam, Benefits Analyst

Approved by:   
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Esther Chang, Senior Personnel Analyst

## 2022 Training Program Review

	Mandatory Training			
	DCP Orientation	Fiduciary Responsibilities/ Investment Policy Statement	Agency Required Training	
			Ethics and Open Government Training	Workplace Harassment
Board Members	Status	Status	Status	Status
Brown, Dana H. General Manager, Personnel	Complete	Complete	<i>Needs to be completed 2023</i>	Complete
Geller, Joshua LACERS Participant Representative	Complete	Complete	Complete	Complete
Guglielmo, Neil General Manager, LACERS	Complete	Complete	Complete	<i>Needs to be completed 2023</i>
Le, Linda P. Retirement Plan Manager, WPERP	Complete	Complete	<i>Needs to be completed 2023</i>	<i>Needs to be completed 2023</i>
Moutes, Thomas Retired Participant Representative	Complete	Complete	Complete	Complete
Salazar, Joseph General Manager, LAFPP	Complete	Complete	Complete	<i>Needs to be completed 2023</i>
Sandoval, Baldemar J. LAFPP Representative	Complete	Complete	<i>Needs to be completed 2023</i>	<i>Needs to be completed 2023</i>
Schoonover, Robert Organized Labor Representative	Complete	Complete	Complete	Complete
Wolfson, Jeremy DWP Participant Representative	Complete	Complete	Complete	<i>Needs to be completed 2023</i>
Staff	Status	Status	Status	Status
Makowski, Paul Chief Personnel Analyst	Complete	Complete	Complete	<i>Needs to be completed 2023</i>
Chang, Esther Senior Personnel Analyst II	Complete	Complete	Complete	Complete
Guevara, Claudia Benefits Specialist	Complete	Complete	Complete	Complete
Lam, Mindy Benefits Analyst	Complete	Complete	Complete	Complete
Lan, Eric Benefits Analyst	Complete	Complete	Complete	Complete

## 2022 Training Program Review (Continued)

	Optional Training
<b>Board Members</b>	<b>NAGDCA Annual Conference</b>
Brown, Dana H. General Manager, Personnel	-
Geller, Joshua LACERS Participant Representative	-
Guglielmo, Neil General Manager, LACERS	Attended In-Person
Le, Linda P. Retirement Plan Manager, WPERP	-
Moutes, Thomas Retired Participant Representative	Attended Virtually
Salazar, Joseph General Manager, LAFPP	-
Sandoval, Baldemar J. LAFPP Representative	-
Schoonover, Robert Organized Labor Representative	-
Wolfson, Jeremy DWP Participant Representative	Attended Virtually
<b>Staff</b>	<b>NAGDCA Annual Conference</b>
Makowski, Paul Chief Personnel Analyst	-
Chang, Esther Senior Personnel Analyst II	-
Guevara, Claudia Benefits Specialist	-
Lam, Mindy Benefits Analyst	Attended In-Person
Lan, Eric Benefits Analyst	Attended In-Person