

Select Committee on Pension Policy - 2004

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Select Committee on Pension Policy

Proposed Issue Schedule

(June 1, 2004)

April 20, 2004

10 AM - 12:30 PM, Senate Hearing Room 4
Election of Officers
Session Update
Interim Work Plan
Meeting Dates

September 2004

School District Payroll Reporting - Work Session
Age 65 Retirement - Work Session

May 18, 2004

9:30 AM - 4 PM, Senate Hearing Room 4

Orientation

October 2004

Age 65 Retirement - Public Hearing

June 15, 2004

Adequacy of Benefit - Work Session
Military Service Credit - Work Session

November 2004

Legislation

July 2004

Purchasing Power - Work Session
Post-Retirement Employment - Work Session
Contribution Rate Setting - Work Session

December 2004

Legislation

August 2004

Gain-sharing - Work Session
Pension Funding Council Audit and Recommendations - Work Session/Public Hearing

Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board

2.01

Trustee Education

Date of Original Issue: April 19, 2004

Date Modified: June 16, 2004

PURPOSE

This policy recognizes that board members of the Law Enforcement Officers' and Fire Fighters' (LEOFF) Plan 2 Retirement Board are trustees and fiduciaries of the LEOFF Plan 2 Retirement System, and are therefore required to be well informed in matters pertaining to pensions. To fulfill their statutorily mandated duties as trustees and fiduciaries, board members should receive the proper training and education.

SCOPE

This policy applies to all LEOFF Plan 2 Retirement Board members, with the exception of the two legislative members, who attend board and committee meetings, conferences, seminars, training events and other approved meetings as part of their trustee and fiduciary responsibilities.

POLICY

All board members, with the exception of the two legislative board members, are eligible to receive reimbursement for expenses incurred for travel to and from board and committee meetings, conferences, seminars, training events, and other approved meetings directly related to statutorily prescribed duties of the LEOFF Plan 2 Retirement Board, and is authorized under rules established by the Washington State Office of Financial Management in the State Administrative and Accounting Manual (SAAM) Chapter 10.

Board members will exercise prudent judgment in incurring expenses when on Board business.

APPROVAL

Except for attendance at regularly scheduled LEOFF Plan 2 Retirement Board meetings, LEOFF Plan 2 Retirement Board Sub-Committee meetings and Washington State Investment Board meetings, approval for travel to conferences, seminars, training events and other meetings related to the duties of the LEOFF Plan 2 Retirement Board shall be requested in advance to the agency Executive Director.

PROCEDURES

Travel for Board Meetings - Board member travel to and from regularly scheduled board and committee meetings will be coordinated through the Executive Assistant. Upon completion of travel, board members may request reimbursement for eligible expenses by submitting a Board Member Expense Reimbursement Form and associated receipts to the Executive Assistant.

Travel for Trustee Education – Board member registration and travel arrangements will be coordinated through the Administrative Services Manager to ensure compliance with all state regulations and state per diem rates. Upon completion of travel, board members may request reimbursement for eligible expenses by submitting a Board Member Expense Reimbursement Form and associated receipts to the Administrative Services Manager.

STATE TRAVEL RULES

Board members may be reimbursed for per diem and other travel expenses incurred while conducting LEOFF Plan 2 Retirement Board duties. Per diem rates vary according to location and are subject to change.

Some basic travel rules to remember are:

- Air, rail and other transportation arrangements using common carriers must be made through travel agencies authorized by the state.
- Lodging expense is generally authorized if required to stay overnight, more than 50 miles from the closer of either the member's official place of business or residence. Actual expense, documented by a receipt, up to the maximum state rate is allowable. Some exceptions apply.
- Deductions to the daily meal allowances will be made for meals included as part of the registration fee for conferences, seminars, or furnished at meetings.
- Entertainment, alcoholic beverages, and other personal expenses are not reimbursable.
- Private car mileage may be claimed only by one member regardless of number of members traveling together.

Approved by _____

**Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board
Approved Board Member Trustee Education List
As of June 17, 2004**

Organization	Title	Dates	Location
International Foundation (IFEBC) http://www.ifebp.org/	Certificate of Achievement in Public Plan Policy (CAPP) – Employee Pensions Part 1	July 10-11, 2004 February 28 – March 1, 2005 July 9-10, 2005 September 27-28, 2005	Washington, D.C. Lake Buena Vista, Florida Portland, Oregon Chicago, Illinois
International Foundation (IFEBC) http://www.ifebp.org/	Certificate of Achievement in Public Plan Policy (CAPP) – Employee Pensions Part 2	September 18-19, 2004 March 2-3, 2005 September 29-30, 2005	New Orleans, Louisiana Lake Buena Vista, Florida Chicago, Illinois
International Foundation (IFEBC) http://www.ifebp.org/	Benefits Conference for Public Employees	July 12-14, 2004 July 11-13, 2005	Washington, D.C. Portland, Oregon
International Foundation (IFEBC) http://www.ifebp.org/	Annual U.S. Employee Benefits Conference	September 19-22, 2004 November 12-16, 2005	New Orleans, Louisiana Honolulu, Hawaii
National Conference on Public Employee Retirement Systems (NCPERS) http://www.ncpers.org/	Trustee Educational Seminar	May 6-7, 2005*	Las Vegas, Nevada
National Conference on Public Employee Retirement Systems (NCPERS) http://www.ncpers.org/	Annual Conference	May 8-11, 2005*	Las Vegas, Nevada

Contact Jeralyn Faulhaber at (360) 586-2324 for more information, registration and/or travel arrangements.

**Final approval pending release and review of agenda.*

**Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board
Approved Board Member Trustee Education List
As of June 17, 2004**

Organization	Title	Dates	Location
Washington State Investment Board http://www.sib.wa.gov/	Board Meeting	July 15, 2004 August 19, 2004 September 16, 2004 October 16, 2004 November 18, 2004 December 16, 2004	Olympia, Washington Olympia, Washington Olympia, Washington Olympia, Washington Olympia, Washington Olympia, Washington

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