

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

MEDIA	GOAL	DELIVERY	TASK PLAN
Web site	<p>Share Board meeting agendas, materials, and activities with all interested parties.</p> <p>Provide access to general and personal pension related information and resources to LEOFF 2 members.</p>	Full public access	<p>Launched on June 9, 2004.</p> <p>Site will be updated no later than one week after each Board meeting.</p> <p>Legislative Web page will be updated as changes occur during Legislative Session of each year.</p>
Newsletter	Inform stakeholders what legislation is being recommended by the Board, status of legislation, Board and agency activities, and anything new in the pension world affecting LEOFF Plan 2.	<p>TBD by Board</p> <p>Post on Web site</p>	<p>First newsletter of each year Develop one newsletter by December 31 of each year.</p> <p>Print newsletters no later than two weeks after development and approval.</p> <p>Mail newsletters no later than two weeks after printing.</p> <p>Post on Web site after distribution.</p> <p>Second newsletter of each year Develop one newsletter no later than one month after Legislative Session ends each year.</p> <p>Print newsletter no later than two weeks after development and approval.</p> <p>Mail newsletters no later than two weeks after printing.</p> <p>Post on Web site after distribution.</p>

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Member Survey	<p>Survey LEOFF Plan 2 members to gain feedback on their priorities for the Board.</p> <p>Assist in setting priorities and Board direction.</p>	<p>TBD</p> <p>Post survey results on Web</p>	<p>Initial Determine structure for capturing and reporting survey results by March 31, 2005.</p> <p>Present survey results to Board.</p> <p>Post survey results on Web site.</p> <p>Use survey results to assist in Strategic Planning.</p> <p>Ongoing Develop additional surveys, as needed.</p>
Annual Summary of Member Benefits	<p>Communicate and educate members on the value of their retirement plan and assist LEOFF 2 members in planning for their retirement.</p>	<p>TBD</p> <p>If personalized summary of benefits is used Deliver to each LEOFF Plan 2 member</p>	<p>Initial Deliver to LEOFF Plan 2 members in 2005.</p> <p>Ongoing Produce by mid-March of each year.</p> <p>Distribute to LEOFF Plan 2 members by May 31 of each year.</p>
Annual Funding Status Report	<p>Use Actuarial Valuation to communicate summary of key plan provisions, contribution rates, Board's funding policy, funding status of the plan, and participant and historical data.</p>	<p>Governor, OFM</p> <p>Fiscal Chairs of House and Senate</p> <p>Legislative Budget staff</p> <p>Post on Web site</p>	<p>Produced in December annually by State Actuary's Office.</p> <p>Delivered to agency by mid-December of each year.</p> <p>Distribute to required parties.</p> <p>Post on LEOFF Web site.</p>

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<p>Presentations by Executive Director and Board Members</p>	<p>Maintain positive working relationships with legislators</p> <p>Testify at public hearings on Board recommended legislation</p> <p>Answer questions from public, Legislature and membership regarding Board activities.</p> <p>Make presentations to stakeholder groups (employers, fire and police associations and organizations) as opportunities arise.</p> <p>Communicate LEOFF Plan 2 Board and agency activities.</p> <p>Gather feedback from stakeholders.</p>	<p>Stakeholder Groups (employers, police and fire associations and organizations)</p> <p>Legislature</p> <p>LEOFF Plan 2 members</p> <p>Interested parties</p>	<p>Respond to requests and questions from the public.</p> <p>Record Executive Director and Board member presentations.</p> <p>Board members will notify agency of date, to what body communication took place and in what media (presentation, legislative hearing, association meeting, etc.).</p>