



**LEOFF**  
Plan 2 Retirement Board

**Trustee Education**  
Strategic Planning  
October 24, 2018

---

---

---

---

---

---

---

---

### Strategic Plan Linkage

**Goal Three: Maintain the financial integrity of the plan**

- Objectives
  - Maintain prudent financial policies
  - Identify additional funding mechanisms
  - Maintain the stability of contribution rates
- Key Tactics
  - Adopt adequate contribution rates
  - Adopt financially sustainable budget for board operations
  - Adopt economic assumptions, actuarial tables and cost methodologies
  - Commission independent audits
  - Research other options for revenue
  - Identify best practices from other states and organizations
  - Consult with strategic partners regarding rate stability
  - Ensure the reliability of rate projections
  - Provide information on the fiscal reality of the plan
  - Promote Fiduciary education

---

---

---

---

---

---

---

---

### Strategic Questions/Discussion Points

- Does the Board want a policy regarding minimum trustee training expectations?
- Does the Board want guidelines regarding minimum trustee training expectations?

---

---

---

---

---

---

---

---

### Strategic Questions/Discussion Points

- Does the Board want a policy or guidelines regarding attendance at board meetings?
  - What are the expectations or guidelines?
  - Should attendance be reported to the Governor's office?
- Do the virtual meetings still work?
  - Are they helpful?
  - Different expectation?

---

---

---

---

---

---

---

---



## **2019 Trustee Education Opportunities**



# Organization Information

Organization	Description
<p><b>IFEBP</b> - International Foundation of Employee Benefit Plans</p> <p><a href="http://www.ifebp.org">www.ifebp.org</a></p>	<p>The International Foundation of Employee Benefit Plans is a nonprofit organization, dedicated to being a leading objective and independent global source of employee benefits, compensation and financial literacy education and information.</p> <p><i>** The Foundation also offers a Certificate Series with learning opportunities in a variety of pension, benefits and health related fields. It offers a practical approach to learning through interaction, networking, application and up-to-date resources.</i></p>
<p><b>NCPERS</b> - National Conference on Public Employee Retirement Systems</p> <p><a href="http://www.ncpers.org">www.ncpers.org</a></p>	<p>The National Conference on Public Employee Retirement Systems (NCPERS) is the largest trade association for public sector pension funds, representing more than 500 funds throughout the United States and Canada. It is a unique non-profit network of trustees, administrators, public officials and investment professionals who collectively manage nearly \$3 trillion in pension assets held in trust for approximately 21 million public employees and retirees — including firefighters, law enforcement officers, teachers, and other public servants.</p> <p>Founded in 1941, NCPERS is the principal trade association working to promote and protect pensions by focusing on advocacy, research and education for the benefit of public sector pension stakeholders</p>
<p><b>NIRS</b> - National Institute on Retirement Security</p> <p><a href="http://www.nirsonline.org">www.nirsonline.org</a></p>	<p>The National Institute on Retirement Security is a not-for-profit organization established to contribute to informed policymaking by fostering a deep understanding of the value of retirement security to employees, employers, and the economy through national research and education programs. NIRS seeks to encourage the development of public policies that enhance retirement security in America.</p>
<p><b>NASRA</b> - National Association of State Retirement Administrators</p> <p><a href="http://www.nasra.org">www.nasra.org</a></p>	<p>The National Association of State Retirement Administrators (NASRA) is a non-profit association whose members are the directors of the nation's state, territorial, and largest statewide public retirement systems.</p>
<p><b>NAPPA</b> - National Association of Pension Policy Attorneys</p> <p><a href="http://www.nappa.org">www.nappa.org</a></p>	<p>The National Association of Public Pension Attorneys, NAPPA, is a legal professional and educational organization. Created in 1987, its membership consists exclusively of attorneys who represent public pension funds. Its purpose it to provide educational opportunities and informational resources for its member attorneys.</p>

## 2019 Education Opportunities by Date

Organization	Conference/Program	Description	Date	Location
IFEBP	New Trustees Institute <b>Level 2</b>	Designed for trustees who have served for three years or less and have completed the New Trustees Institute—Level 1: Core Concepts. This conference is also ideal for plan professionals involved in the overall support and management of multiemployer benefit plans.	Feb 16-17	Lake Buena Vista, FL
IFEBP	Advanced Trustees Institute	Designed for the experienced trustees—those who have attended the New Trustees Institute and have served as trustees for more than three years. Sessions will focus on the current and emerging issues in pension, health, and welfare plans.	Feb 18-20	Lake Buena Vista, FL
IFEBP	New Trustees Institute <b>Level 1</b>	Designed for trustees who have served for less than two years, or who have not previously attended an International Foundation educational program.  Gain pertinent information for your specific role. Content is developed by active trustees, administrators, and professional advisors. Build a deeper understanding of the critical issues facing benefit trust funds and take home tools and techniques for maximizing your effectiveness.	Feb. 18-20	Lake Buena Vista, FL
NIRS	Retirement Policy Conference	This conference brings top leaders from across the retirement industry and policy spectrum—retirement plan service providers, policymakers, plan sponsors, and administrators together to discuss and identify policy solutions at improving Americans' retirement. This conference is <i>exclusive</i> to NIRS members, and there is no fee to attend.	TBD	TBD

Organization	Conference/Program	Description	Date	Location
NCPERS	Trustee Education Seminar (TEDS)	<p>The Trustee Educational Seminar (TEDS) is a pre-conference program held in conjunction with the Annual Conference and Exhibition. It is intended for novice trustees who are seeking a better understanding of their role and responsibilities as a trustee of their pension fund.</p> <p>Content addresses the critical elements of trust fund management including; investing, legal requirements, and trustee ethics.</p>	May 18-19	Austin, TX
NCPERS	Accredited Fiduciary Program (NAF) Module 1 & 2 and 3 & 4	NAF is an accredited program specifically tailored for public pension trustees – providing information, best practices, and strategies for governing public funds in an ever-changing environment. This program will include material from leading experts and interactive simulations. Once all four modules are completed, participants will earn their NCPERS Accredited Fiduciary (AF) designation.	May 18-19	Austin, TX
NCPERS	Annual Conference and Exhibition	Attendees benefit from the comprehensive educational programming, dynamic speakers, and networking opportunities. More than 1,000 trustees, administrators, state and local officials, investment, financial and union officers, pension staff, and regulators attend each year.	May 19-22	Austin, TX
IFEBP	Certificate of Achievement in Public Plan Policy (CAPPP™ 1) – Employee Pensions	<p>An intensive educational program for trustees and other public sector policy makers who take their responsibilities seriously. The program includes two curricula that examine the full scope of subjects relating to the governance of public pension plans and public employee health plans.</p> <p>Attending the CAPPP™ program will provide you with a broad, conceptual perspective, a strong understanding of key issues, and a solid knowledge base. The skills taught will help you become proficient in asking the right questions and making sound decisions.</p>	Jun 18-19	Boston, MA

Organization	Conference/Program	Description	Date	Location
IFEBP	Certificate of Achievement in Public Plan Policy (CAPPP™ 2) – Employee Pensions	<p>An intensive educational program for trustees and other public sector policy makers who take their responsibilities seriously. The program includes two curricula that examine the full scope of subjects relating to the governance of public pension plans and public employee health plans.</p> <p>Attending the CAPPP™ program will provide you with a broad, conceptual perspective, a strong understanding of key issues, and a solid knowledge base. The skills taught will help you become proficient in asking the right questions and making sound decisions.</p> <p><i>*CAPPP 1 does not need to be taken prior to CAPPP 2</i></p>	Jun 20-21	Boston, MA
IFEBP	New Trustees Institute <b>Level 1</b>	<p>Designed for trustees who have served for less than two years, or who have not previously attended an International Foundation educational program.</p> <p>Gain pertinent information for your specific role. Content is developed by active trustees, administrators, and professional advisors. Build a deeper understanding of the critical issues facing benefit trust funds and take home tools and techniques for maximizing your effectiveness.</p>	Jun 24-26	San Francisco, CA
IFEBP	Advanced Trustees Institute	Designed for the experienced trustees—those who have attended the New Trustees Institute and have served as trustees for more than three years. Sessions will focus on the current and emerging issues in pension, health, and welfare plans.	Jun 24-26	San Francisco, CA
NAPPA	2018 Legal Education Conference	Examines the latest legal issues facing institutional investors. The panel of experts will discuss the recent report issued by the Financial Crisis Inquiry Commission, technical matters on alternative investments, and views by a general investment consultant.	Jun 25-28	San Diego, CA
NASRA	Annual NASRA Conference	Presentations are on a variety of subjects including investment management, world events applicable to the pension industry, actuarial, data processing, health care and significant happenings in each of the states and territories.	Aug 3-7	Williamsburg, VA

Organization	Conference/Program	Description	Date	Location
NCPERS	Public Pension Funding Forum	The Public Pension Funding Forum examines the obstacles that stand in the way of closing the public pension funding gap. The Forum explores new solutions to overcome obstacles such as; including better risk management in economic cycles, the use of new and improved debt instruments, and closing tax loopholes.	Sep 11-13	New York, NY
IFEBP	Certificate Series	<p>The Certificate Series offers comprehensive learning opportunities. The instructor-led courses combine history and terminology with current events for a complete learning experience. Take a single course for learning in a specific area or take three courses to earn a Certificate of Achievement in the discipline of your choice.</p> <ul style="list-style-type: none"> <li>• <b>Retirement Plan Basics*</b> - Sept. 16-17</li> <li>• <b>Investment Basics*</b> - Sept. 18-19</li> <li>• <b>401(k) Plans*</b>- Sept. 20-21</li> </ul>	Sep 16-21	Brookfield, WI
IFEBP	New Trustees Institute <b>Level 2</b>	Designed for trustees who have served for three years or less and have completed the New Trustees Institute—Level 1: Core Concepts. This conference is also ideal for plan professionals involved in the overall support and management of multiemployer benefit plans.	Oct 19-20	San Diego, CA
IFEBP	New Trustees Institute <b>Level 1</b>	<p>Designed for trustees who have served for less than two years, or who have not previously attended an International Foundation educational program.</p> <p>Gain pertinent information for your specific role. Content is developed by active trustees, administrators, and professional advisors. Build a deeper understanding of the critical issues facing benefit trust funds and take home tools and techniques for maximizing your effectiveness.</p>	Oct 19-21	San Diego, CA

Organization	Conference/Program	Description	Date	Location
IFEBP	Trustees Masters Program (TMP)	The Trustees Masters Program (TMP) is the pinnacle event for the advanced-level trustee. The TMP was designed by trustees and practitioners in the field for trustees who have five or more years of experience. The TMP is for serious-minded trustees who want to think more boldly, systematically, and proactively. The curriculum builds on existing knowledge and experience through peer exchange and group exercises over an intensive two days.	Oct 19-20	San Diego, CA
IFEBP	Certificate of Achievement in Public Plan Policy (CAPPP™ 2) – Employee Pensions	<p>An intensive educational program for trustees and other public sector policy makers who take their responsibilities seriously. The program includes two curricula that examine the full scope of subjects relating to the governance of public pension plans and public employee health plans.</p> <p>Attending the CAPPP™ program will provide you with a broad, conceptual perspective, a strong understanding of key issues, and a solid knowledge base. The skills taught will help you become proficient in asking the right questions and making sound decisions.</p> <p><b>*CAPPP 1 does not need to be taken prior to CAPPP 2</b></p>	Oct 19-20	San Diego, CA
IFEBP	TMP Advanced Leadership Summit	<p>The TMP Advanced Leadership Summit is the pinnacle event for advanced-level trustee networking and education. This hands-on class has been newly redesigned in recognition of the high level of subject-matter expertise of the participants.</p> <p><b>* This one day course is only available to trustees who have earned the TMP certificate of completion</b></p>	Oct 20	San Diego, CA
IFEBP	64 <sup>th</sup> Annual Employee Benefits Conference	Provides a well-rounded program offering ideas for dealing with difficult situations, innovative approaches for seemingly impossible dilemmas, and a strong foundation for meeting your fiduciary obligations. Explore tested ideas and gather the supporting facts you need to implement them. Connect with industry leaders and peers who are facing the same issues you are.	Oct 20-23	San Diego, CA

Organization	Conference/Program	Description	Date	Location
NCPERS	Accredited Fiduciary Program (NAF) Module 1 &2 and 3 & 4	NAF is an accredited program specifically tailored for public pension trustees – providing information, best practices, and strategies for governing public funds in an ever-changing environment. This program will include material from leading experts and interactive simulations. Once all four modules are completed, participants will earn their NCPERS Accredited Fiduciary (AF) designation.	Oct 26-27	New Orleans, LA
NCPERS	Public Safety Employees Pension & Benefits Conference	Since 1985, the conference has educated hundreds of public safety pension trustees, administrators and staff, and union officials. This conference provides presentations from recognized leaders in both the worlds of finance and politics, news on the latest developments, and the opportunity to network with fellow trustees.	Oct 27-30	New Orleans, LA

## 2020-2021 Education Opportunities

Organization	Conference	Date	Location
IFEBP	65 <sup>th</sup> Annual Pre-Conferences	November 14-15, 2020	Honolulu, HI
IFEBP	65 <sup>th</sup> Annual Employee Benefits Conference	November 15-18, 2020	Honolulu, HI
NASRA	Annual NASRA Conference	August 2020	Park City, UT
IFEBP	66 <sup>th</sup> Annual Pre-Conferences	October 16-17, 2021	Denver, CO
IFEBP	66 <sup>th</sup> Annual Employee Benefits Conference	October 17-20, 2021	Denver, CO

## Being an Effective Board Member

Despite the different sizes and types of Washington boards and commissions, it is imperative that board members recognize they are in a critical position to shape and influence board decisions and actions. It is important that each member keeps informed and up-to-date on issues, legislative activity and statutes affecting their board.

**Attendance.** Regular attendance is essential so that decisions will represent the opinions of the board as a whole. In addition, regular attendance enables board members to keep abreast of board concerns and helps ensure that issues are examined from a variety of perspectives. The bylaws of your board should define attendance requirements. A person may forfeit his or her position on the board as a result of poor attendance.

**Preparation.** Adequate preparation is another requisite for effective board membership. Your board's staff members will provide reports, proposals and other information to help you make informed decisions. Do not hesitate to request additional information you need to make thoughtful and appropriate decisions.

### In a nutshell, effective board members:

- »» Attend all board meetings.
- »» Are well prepared for meetings.
- »» Recognize that serving the public interest is the top priority.
- »» Recognize that the board must operate in an open and public manner.
- »» Are knowledgeable about the legislative process and issues affecting the board.
- »» Examine all available evidence before making a judgment.
- »» Communicate well and participate in group discussions.
- »» Are aware that authority to act is granted to the board as a whole, not to individual members.
- »» Exhibit a willingness to work with the group in making decisions.
- »» Recognize that compromise may be necessary to reach consensus.
- »» Do not let personal feelings toward other board members or staff interfere with their judgment.

**Resignations.** If you are unable to complete your term, it is important to inform the Governor's Office and the appropriate staff from your board. A letter of resignation should be sent to the Governor indicating the date your resignation is effective and whether you are able to serve until a replacement is named.