

MEMORANDUM #13A, 2014

Corrected Memorandum

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission

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Joseph E. Connarton, *Executive Director*

MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Mandatory Retirement Board Member Training-2nd Quarter 2014

DATE: April 9, 2014

Following a recent e-mail you received from Tom O'Donnell regarding education credits, the corrected memorandum will serve as your guide for on-going and future opportunities to achieve training credits. We apologize for any confusion our prior memorandum # 13 / 2014 may have caused!

As you know Chapter 32 mandates that retirement board members complete training during each year of service on the retirement board. Failure to meet this mandatory requirement will prohibit the member from serving beyond the conclusion of the term for which the training requirement was not met.

It should be noted that in awarding the number of credits for individual courses the Commission does not necessarily base that number on the length of the program but also considers the nature of the topic involved.

Pre - Approval

The Commission is willing to approve educational credits for a variety of events sponsored by "...local, state, regional and national organizations recognized by the Commission as having expertise in retirement issues of importance to retirement board members or other entities..." This provision of the statute has been interpreted to encompass particular programs offered by such entities. For example, an ethics class or open meeting law class offered as part of a broader conference may be eligible for education credit. However, approval for such credit must take place well in advance of the date of the event. This will enable the Commission to analyze the program and to provide a general notice to retirement board members to maximize participation.

State Ethics Commission Seminars (Three Hours Credit):

The Commission will grant three (3) hours of credit to retirement board members who complete a Public Education Seminar on the Conflict of Interest Law conducted by the State Ethics Commission. As noted above, these sessions are sometimes held in conjunction with meetings of certain organizations. Credit will be granted upon receipt by the Commission of a copy of the Certificate of Attendance issued to the retirement board member by the State Ethics Commission.

The State Ethics Commission will be conducting educational seminars throughout 2014 at its offices in Boston at One Ashburton Place, Room 619, Boston, MA:

1. April 24, 2014 at 10:00 a.m.
2. May 22, 2014 at 10:00 a.m.
3. June 26, 2014 at 10:00 a.m.

Seating at these sessions is limited. Please contact **617-371-9500** to enroll.
Attending these sessions by webinar is now an option.

Non-PERAC; Non-MACRS Events

PERAC will award credit for attendance at the following educational events sponsored by entities other than the Commission and MACRS:

1. NCPERS (TEDS) (Four Hours Credit)

In 2012, in conjunction with MACRS, the Commission finalized a plan for accreditation for retirement board members to attend and receive four (4) hours of credit for the Trustee Educational Seminar (TEDS) of National Conference on Public Employee Retirement Systems (NCPERS). The same protocol will be in place with respect to the TEDS held in conjunction with the 2014 NCPERS Conference. Should a board member wish to attend these sessions, you will be asked for picture identification, and you will be required to sign in at the beginning of these sessions, and sign out at the completion. In order to receive credit an attendee must forward a copy of the certificate provided to attendees to PERAC.

2. NCPERS (PATS) (Four Hours Credit)

In the past PERAC has awarded four (4) hours educational credit to retirement board members participating in the NCPERS Program for Advance Trustee Studies (PATS) at Harvard Law School in Cambridge, MA. In the event the program is offered in 2014 we would expect to award similar credits.

3. NCTR Trustee Workshop (Four Hours Credit)

In the past PERAC has awarded four (4) hours educational credit to retirement board members participating in The National Council on Teacher Retirement (NCTR) Trustee Workshop. In the event the program is offered in 2014 we would expect to award similar credits.

4. International Foundation of Employee Benefit Plans (IFB) New Trustees Institute/Advanced Trustees Institute (Four Hours Credit)

Four hours of educational credit will be awarded to retirement board members who attend the 2014 IFB New Trustees Institute or Advanced trustees Institute.

April, May and June Educational Events

Actuarial Basics, Introduction to Disability, Calculations (Three Credits)

This program is designed as an introduction to these topics for new Board members.

1. Thursday, April 24, 2014 at 10:00 a.m. at the PERAC Office, 5 Middlesex Avenue, 3rd Floor, Somerville, MA (Please e-mail Rose Cipriani at RCipriani@per.state.ma.us to make reservations).
2. Wednesday, April 30, 2014 at 10:00 a.m. at the Birch Street Fire Station, 21 Birch Street, Milford, MA. (Please e-mail Rose Cipriani at RCipriani@per.state.ma.us to make reservations).
3. Tuesday, May 6, 2014 at 10:00 a.m. at the Taunton Public Library, 12 Pleasant Street, Taunton, MA. (Please e-mail Rose Cipriani at RCipriani@per.state.ma.us to make reservations).
4. Thursday, May 15, 2014 at 10:00 a.m. at the PERAC Office, 5 Middlesex Avenue, 3rd Floor, Somerville, MA (Please e-mail Rose Cipriani at RCipriani@per.state.ma.us to make reservations).
5. Wednesday, May 21, 2014 at 10:00 a.m. at the Springfield Retirement Board, 70 Tapley Street, Springfield, MA (Please e-mail Rose Cipriani at RCipriani@per.state.ma.us to make reservations).

Directions to training locations can be found on PERAC's website at www.mass.gov/perac/training

MACRS 2014 Annual Meeting and Conference (SIX CREDITS)

As has been the case in the past, PERAC, in conjunction with MACRS, will be making educational opportunities available at the June MACRS Conference (June 1-4) in Hyannis. The breakout will be as follows:

1. Board members attending the three one hour sessions during the main MACRS Conference designated as receiving credit will be awarded one credit for each session – **Three Credits**
2. On Wednesday June 4, 2014 PERAC will conduct three sessions. Board members will receive one educational credit for each presentation attended – **Three Credits**

ON-LINE TRAINING

State Ethics Commission On-Line Conflict of Interest Law Training (Three Credits)

In order to access the program retirement board members should go to the Ethics Commission Web Page at www.mass.gov/ethics/ and then click on the link “Conflict of Interest On line Training Programs”. Following transfer to that page scroll down and click the link to “Municipal Employee Online Training Program”.

Office of the Inspector General – Bidding Basics (Three Credits)

The Office of the Inspector General (OIG) has developed an introductory on-line course that covers the legal requirements for the procurement of contracts by local government bodies for supplies and services under MGL c. 30B. Although that statute does not apply to “a contract for retirement board services” recently enacted law sets forth similar requirements for retirement boards to follow when seeking certain services. In addition, retirement board members, under their fiduciary duty to act as a prudent expert would act, should employ best practices in this area. Bidding Basics takes two to three hours to complete. It has been designed to be completed through PACE, the Commonwealth’s Web-based Learning Management System, or at your standalone computer using a Compact Disc (CD).

PACE should be accessible to any entity with an Internet connection. Upon registering with the Office of the Inspector General, you will be issued a PACE Login ID and Password so that you may access PACE for free. For further information about Bidding Basics, access <http://www.mass.gov/ig/mcppo/seminars-and-courses/bidding-basics.html>. In the right-hand column of that page you may access a link to the Bidding Basics FAQs and a link to the Bidding Basics Online Registration Form, or you may obtain the form directly by selecting <http://www.mass.gov/ig/publications/forms/bb-online-regform.doc>

Office of the Attorney General – Open Meeting Law (Three Credits)

The Office of the Attorney General (AG) offers an on line web training seminar on the Open Meeting Law. That program is accessible at <http://www.youtube.com/user/MassAttorneyGeneral>. It can also be accessed through the AG’s Web Page by clicking on “Government Resources” and then clicking on “Open Meeting Law” and on that page clicking on “Web Training”.

Retirement board members can confirm participation in the offerings by the Inspector General, Ethics Commission and Attorney General by filing an affidavit with the Commission. **After completing the course** fill out the Affidavit available at http://www.mass.gov/perac/training/Training_Affidavit.pdf and fax or mail to PERAC, attention Tom O’Donnell.

Other Webinars

The Commission has approved education credit for participating in Webinars. In 2014, we will entertain requests for credit in relation to relevant Webinars, again, provided that such a request is made well in advance of the session.

Thank You

The Commission would be remiss if we did not also thank all the rank and file members of the retirement boards who, in spite of other pressing duties, are making a good faith effort to fulfill their duties and responsibilities.