

Employer Advisory Committee Meeting Minutes-  
May 15, 2008

**DRS Staff Members Present:**

George Pickett, Chairperson  
Jeff Wickman, Senior Assistant Director, Policy  
Brian Berghoff, Employer Support Services Manager  
Yvonne Haukom, Secretary Supervisor  
Amanda Persell, Administrative Assistant  
Lanette Barton, Audit Supervisor  
Kareen Morlan, Accounts Receivable  
Monette Jenney, Trust Accounting Manager  
Zan Johnston, TRS Plan Administrator  
Kathy Wilson, SIT Project Manager  
Jennifer Freeze, Death & Disability Supervisor  
Jeff Dixon-Ross, Member Education & Outreach Representative

**Employer Members Present:**

Patty Orchard, DOP  
Candy Hoelsing, DSHS  
Shawnte Papac, DSHS  
Sharon Brown, King County  
Pamm Scott, Bellevue Community College  
Gail Davila, City of Bellevue  
Lynn Guyton, Puyallup SD

**Employer Members Present via Conference Call:**

Chandra Wintson, Port of Seattle  
Claudia Kay, Port of Seattle  
Nancy Pooler, Port of Seattle  
Juryang Griffith, Port of Seattle

**Welcome and Announcements**

Chairman Pickett welcomed everyone to the meeting and thanked everyone for attending. DRS Personnel updates were conveyed. Marcie Frost, Senior Assistant Director of Operations was offered a position with Washington State Employees Credit Union as Vice President. Cathy Cale is the interim Senior Assistant Director of Operations, Michelle Hardesty is the interim Assistant Director of Retirement Services Division, and DRS is in the process of making a decision as to whom to appoint as the interim LEOFF Plan Administrator.

### **Death & Disability**

Chairman Pickett introduced Jennifer Freeze D&D Supervisor to discuss the \$150K death benefit process. If you would like a copy of the presentation, please email Yvonne Haukom at [yvonneh@drs.wa.gov](mailto:yvonneh@drs.wa.gov).

### **Early Reduction Factor**

Chairman Pickett introduced Kathy Wilson, Strategic Initiative Project Manager to discuss the Early Reduction Factor (ERF). Information regarding ERF can be found on the DRS web site [www.drs.wa.gov](http://www.drs.wa.gov) or by clicking the links below:

<http://www.drs.wa.gov/Member/Publications/TRS/trsReturnToWork.htm>

<http://www.drs.wa.gov/Member/Publications/p23returntowork.htm>

<http://www.drs.wa.gov/Member/Publications/p23earlyretirement.htm>

### **VEBA**

Chairman Pickett introduced Brian Berghoff who informed the members an e-mail will be going out to employers regarding the June 2002 legislative summary regarding VEBA plans, what's reportable and what's not reportable.

### **Rate Changes**

Brian Berghoff handed out the contribution rate changes which become effective July 1, 2008. Supplemental rate changes will be available in the coming weeks and an email will be sent to employers for clarification. You can find the contribution rates information on the State Actuary's website at: [http://osa.leg.wa.gov/Actuarial\\_Services/Funding/contr\\_rate\\_warning.htm](http://osa.leg.wa.gov/Actuarial_Services/Funding/contr_rate_warning.htm).

### **Legislative Activity**

Chairman Pickett introduced Jeff Wickman, Assistant Director of Policy to brief the members on the six bills passed through the 2008 legislative session. They are: HB 3024, HB3019, HB2652, HB2887, HB 6657, and HB 6573. They can be viewed on our website at <http://www.drs.wa.gov/Legislative/2008/>.

### **Member Education & Outreach**

Chairman Pickett introduced Jeff Dixon-Ross Education and Outreach Representative. The Member Education and Outreach (MEO) unit provides seminars regarding Deferred Compensation Program (DCP) and for employees within five years of retirement. The MEO will have 500 presentations for 2008 with 11,000 participants. DCP has 50 new employers with 3000 members plus new enrollees. Presentations are tailored to the employer's specific needs and last from half an hour to an hour and a half. They also provide retirement seminars that cover DRS retirement plans, VEBA, HCA, and SSI at the seminars. You can find Retirement Planning Seminar dates at [www.drs.wa.gov/member/retirementplanning/workshops.htm](http://www.drs.wa.gov/member/retirementplanning/workshops.htm) or e-mail [register@drs.wa.gov](mailto:register@drs.wa.gov).

### **Open Discussion**

Chairman Pickett opened up the meeting for discussion regarding eliminating social security numbers (last four) all together on DRS correspondence that is directly sent to employees from DRS. Pamm Scott suggested there should be some type of specific identifier relating to the employee.

Chairman Pickett wants the committee members to know DRS is committed to providing answers and resources to them and/or their employees of any questions or issue they have. Please feel free to ask questions or inform DRS of issues they are having. We're here to help!

DRS is working on a updating the online self-audit program. This should be posted to the DRS web site under "quick clicks" in the very near future. There is a four question questionnaire on the self-audit web site. Lanette Barton, Audit Supervisor, would love to hear feedback once the site is up and running.

Annual statements continue to be an on-going issue. Employers would like DRS to mail employee annual statements directly to the employee's home address. Chairman Pickett let the committee know that DRS is committed to finding a solution for this issue. At this point, DRS will continue to mail employee annual statements to each employer for distribution. DRS received their budget development instructions from Office of Financial Management (OFM) and the instructions urge restricting new programs, therefore; the budget may not allow additional funds to facilitate the cost of this item. But, DRS will continue to keep this item on the table for discussion in the future.

**Next Meeting**

The next EAC meeting is scheduled for August 21<sup>st</sup>, 2008 from 9:30 a.m. to 12:00 p.m. Chairman Pickett proposed an off-site meeting. Gail Davila of City of Bellevue offered to host the meeting if the Port of Seattle wasn't interested. DRS will communicate with the committee once a location has been determined.

**Questions?**

If you have any questions, please contact Brian Berghoff at 360-664-7165, 1-800-547-6657 ext. 47165 or by e-mail [brianb@drs.wa.gov](mailto:brianb@drs.wa.gov).