


MEMORANDUM

TO: All Retirement Boards

FROM: Joseph I. Martin, Deputy Executive Director of Policy 

RE: Mandatory Retirement Board Member Training – 3rd Quarter 2019

DATE: July 11, 2019

As you know, Chapter 32 mandates that retirement board members complete training during each year of service on the retirement board. Please note that this requirement has two elements, 18 credits over the course of the member's term and at least 3 credits in each year of the term. Failure to meet either of these statutory standards will prohibit the member from serving beyond the conclusion of the term for which the training requirement was not met.

As we enter the eighth year of this program, several retirement board members have become ineligible for service on retirement boards due to failure to fulfill the education mandate. We urge board members to utilize the full array of training choices, including on-line opportunities to avoid any problems in this area.

Upcoming events and locations:

Date	Topic	Location	Registration Info
July 16, 2019	Know Your Responsibilities	Springfield, MA	Office of the Inspector General
July 18, 2019	Open Meeting Law	Webinar	Office of the Attorney General
July 25, 2019	Conflict of Interest	State Ethics Commission	Call 617-371-9500
August 15, 2019	Administrator's Training	Double Tree Hilton, Danvers, MA	PROSPER
August 28, 2019	Audit Process Revisions, Common Audit Findings and Accounting Filings with PERAC	Webinar	PROSPER
September 12, 2019	PERAC Emerging Issues Forum	Holy Cross College	Reservations will be made via Eventbrite



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September 25, 2019	Audit Process Revisions, Common Audit Findings and Accounting Filings with PERAC	PERAC Offices	PROSPER
September 26, 2019	Conflict of Interest	State Ethics Commission	Call 617-371-9500

Available On Demand Webinars

Topic:	Offered by:
Conflict of Interest Law	State Ethics Commission
How to be an Effective Public Board and Commission Member	Office of the Inspector General
Open Meeting Law	Office of the Attorney General
Setting the Discount Rate	National Council on Teacher Retirement (NCTR)
Fraud Prevention Webinar Series	National Crime Prevention Council (NCPC)
Ethical Decision Making for Pension Plan Trustees	CFA Institute

Make sure to complete the training affidavit in PROSPER to receive credit for any of the above webinars you participate in. (Registration information available on following pages)

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.

The Commission will grant credits for the following:

1. National Conference on Public Employee Retirement Systems (NCPERS) - (TEDS) – 3 Credits;

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2. NCPERS (PATS) – 3 Credits;
3. National Council on Teacher Retirement (NCTR) Trustee Workshop – 3 Credits;
4. NCTR Annual Conference – 3 Credits;
5. International Foundation of Employee Benefit Plans (IFB) New Trustee Institute/Advanced Trustees Institute - 3 Credits;
6. PRIM Investors' Conference – 3 Credits;
7. Ethics Training MA Town Clerks Association – 3 Credits;
8. Open Meeting Law – MA Association of School Committees – 3 Credits;
9. City/Town Sponsored Conflict of Interest Training – 3 Credits;
10. City/Town Sponsored Open Meeting Law Training – 3 Credits;
11. National Pension Education Association – 3 Credits;
12. National Conference on Public Employee Retirement Systems (NCPERS) Legislative Conference (DC) – 3 Credits;
13. National Association of State Retirement Administrators (NASRA) – 3 Credits;
14. Government Finance Officers Association (GFOA) – 3 Credits;
15. American Society of Pension Professionals and Actuaries (ASPPA) Annual Conference – 3 Credits;
16. NCTR Webinar – Setting the Discount Rate – A Balancing Act – 3 Credits;
17. Office of the Inspector General – On-Line How to be an Effective Public Board and Commission Member – 3 Credits;
18. CFA Institute – Ethical Decision Making for Pension Plan Trustees – 3 Credits; and,
19. National Crime Prevention Council – “Taking Action: An Advocate’s Guide to Assisting Victims of Financial Fraud”; “Investment Fraud Prevention Strategies”; “The Psychology of a Scam”; “Targeting Investment Fraud”; and “Understanding Financial Fraud Victimology, Risk Factors, and Psychological Impact” – 3 Credits

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:

State Ethics Commission Seminars (Three Credits):

The Commission will grant three (3) credits 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 Completion issued to the retirement board member by the State Ethics Commission.

The State Ethics Commission will be conducting educational seminars throughout 2019 at its offices in Boston at One Ashburton Place, Room 619. Present offerings include:

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Thursday, July 25, 2019 at 10:00 a.m.
Thursday, September 26, 2019 at 10:00 a.m.

Space is limited. To attend a seminar at the Commission office, please call 617-371-9500 or email David.Giannotti@mass.gov. You may also register to participate remotely in a webinar.

Make sure to print out the Completion Certificate and submit it to PERAC through PROSPER.
**Office of the Inspector General (OIG)– MA Certified Public Purchasing Official (MCPPO)
Program - Boards & Commissions: Know Your Responsibilities (Three Credits)**

Tuesday, July 16, 2019 (9:00 a.m. to 12:00 p.m.) Pioneer Valley Planning Commission, 60 Congress Street, Springfield, MA

Wednesday, August 7, 2019 (6:00 p.m. to 9:00 p.m.) – Littleton Police Department, 50 Great Road, Littleton, MA

Get registration information on the OIG website: <https://www.mass.gov/how-to/register-for-an-mcpo-class>

Although some MCPPO classes do charge tuition, there is no fee for this particular class.

Make sure to complete the training affidavit in PROSPER to receive credit.

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

Thursday, July 18, 2019 (9:30 a.m. to 11:00 a.m.)

If you would like to attend training, please register with the Attorney General's Office by emailing OMLTraining@state.ma.us or by calling 617-963-2925. Please provide the following information:

- Your first and last name
- Your phone number
- Your email address
- Your town of residence
- The public body or organization you represent, if applicable
- Which training you wish to attend

Make sure to complete the training affidavit in PROSPER to receive credit.

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July, August and September Educational Events

The list below contains the educational offerings to be presented in the third quarter of 2019. It is suggested that retirement board members pre-register, however, “walk-ins” are always welcome.

PERAC Emerging Issues Forum (Three Credits)

On Thursday, September 12, 2019, PERAC’s Fifteenth Annual Emerging Issues Forum will take place at the College of the Holy Cross in Worcester. Three educational credits will be awarded to retirement board members who attend. Individuals who wish to attend the Forum must register in advance. Registration materials and a detailed agenda will be e-mailed to retirement board members and administrators and other interested parties in mid-July. Questions about the Forum should be directed to Tom O’Donnell, PERAC Compliance Officer at 617-666-4446, ext. 922 (Reservations will be made through Eventbrite). PERAC’s website has provided a link to register.

Audit Process Revisions, Common Audit Findings and Accounting Filings with PERAC (Three Credits)

Wednesday, September 25, 2019 at 10:00 a.m. at the PERAC Offices, 5 Middlesex Ave., Somerville, MA (Please make reservations through the PROSPER System)

PERAC WEBINARS AND ON-LINE TRAINING

PERAC webinars will be available on PERAC’s website shortly after the training date for your on-line viewing.

Make sure to complete the training affidavit in PROSPER to receive credit.

Audit Process Revisions, Common Audit Findings and Accounting Filings with PERAC (Three Credits)

Wednesday, August 28, 2019 at 10:00 a.m. PERAC will offer a session on Cash Book Mysteries via webinar. Please register through PROSPER. You will receive a link to join the webinar along with instructions prior to the webinar date.

Be sure to enter your name when prompted at the start of the webinar to receive credit.

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Non – PERAC WEBINARS AND 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 “Online Conflict of Interest Law Training.” Following transfer to that page scroll down and click the link to “Complete the Online Training Program for Employees of Cities and Towns.”

Please be advised that retirement board members must take this course once every two years in accordance with the provisions of G.L. c. 268A, Section 28.

Make sure to print out the Certificate of Completion and submit it to PERAC through PROSPER.

Office of the Inspector General – On-Line How to be an Effective Public Board and Commission Member (Three Credits)

To access go to www.mass.gov/orgs/office-of-the-inspector-general - Click on Search this Organization and type: “How to be an Effective Public Board and Commission Member”.

Make sure to complete the training affidavit in PROSPER to receive credit.

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

To access go to www.mass.gov/service-details/open-meeting-law-training-videos . The Training consists of six videos addressing the Open Meeting Law. All six videos must be reviewed to receive credit. The presentation lasts about one hour.

Make sure to complete the training affidavit in PROSPER to receive credit.

NCTR Webinar – Setting the Discount Rate – A Balancing Act (Three Credits)

Access at www.nctr.org/government-relations/federal-webinar/ and enter the password: nctrinsight.

Make sure to complete the training affidavit in PROSPER to receive credit.

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National Crime Prevention Council – “Taking Action: An Advocate’s Guide to Assisting Victims of Financial Fraud”; “Investment Fraud Prevention Strategies”; “The Psychology of a Scam”; “Targeting Investment Fraud”; “Understanding Financial Fraud Victimology, Risk Factors, and Psychological Impact” (Three Credits)

The National Crime Prevention Council has initiated a Webinar Series focused on Investment Fraud Prevention. Please access the presentations from the PERAC website, under On-Line Training. In order to complete the program and receive credits the retirement board member must review each presentation.

Make sure to complete the training affidavit in PROSPER to receive credit.

CFA Institute –Ethical Decision Making for Pension Plan Trustees (Three Credits)

The CFA Institute initiated a Webinar focused on Ethical Decision Making for Pension Plan Trustees. Please access the presentations from the PERAC website, under On-Line Training.

Make sure to complete the training affidavit in PROSPER to receive credit.

PARTICIPATION CONFIRMATION (ON-LINE OR WEBINARS)

Please note, in order to receive educational credit retirement board members can confirm participation in the webinar offerings by completing and submitting an affidavit through the PROSPER system. In the event a certificate of completion is issued by an organization, board members must submit a copy of that certificate through the PROSPER system.

OTHER WEBINARS

The Commission has approved education credit for participating in Webinars. In 2019, 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 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.