



**South Coast  
Air Quality Management District**  
21865 Copley Drive, Diamond Bar, CA 91765-4178

(909) 396-2000 • www.aqmd.gov

## **DEFERRED COMPENSATION PLAN COMMITTEE MEETING**

### **Committee Members**

Bayron Gilchrist  
Sujata Jain  
A. John Olvera  
Bill Richards

**June 9, 2020 ♦ 2:00 p.m.**

**Pursuant to Governor Newsom’s Executive Order N-29-20, (March 18, 2020), the Deferred Compensation Plan Committee meeting will only be conducted via video conference and by telephone. Please follow the instructions below to join the meeting remotely.**

### **ELECTRONIC PARTICIPATION INSTRUCTIONS SHOWN BELOW**

**Join Zoom Webinar Meeting – from PC or laptop**

**<https://scaqmd.zoom.us/j/93761235046>**

**Zoom Webinar ID: 937 6123 5046 (applies to all)**

### **Teleconference Dial In**

+1 669 900 6833

**One tap mobile**

+16699006833, 93761235046#

**Audience will be able to provide comment through telephone or Zoom connection.**

### **Phone controls for participants:**

The following commands can be used on your phone’s dial pad while in Zoom meeting:

- \*9 - Raise hand

**PUBLIC COMMENT WILL STILL BE TAKEN**

### **AGENDA**

**CALL TO ORDER**

**ACTION ITEMS – Items 1 through 5:**

1. **Approval of Prior Meeting Minutes** Committee  
*A copy of the meeting held on March 3, 2020 and April 9, 2020 will be distributed at the meeting for review and approval.*
  
2. **457 and 401(a) Plans Quarterly Investment Review: 1<sup>st</sup> Quarter 2020** Darren Stewart  
*The quarterly report will be reviewed at the meeting and any proposed changes to the Watch List will be discussed and voted on.* Senior Retirement Plan  
Consultant  
Benefit Financial  
Services Group  
Committee
  
3. **Default Investment Option**  
*The Committee will reaffirm the primary and secondary default investment options for the 457 and 401(a) Plans.*
  
4. **Approve Contract for Consultant Services** Committee  
*On March 6, 2020, an RFP was released to solicit proposals from qualified firms to represent and advise South Coast AQMD on the administration of its 457(b) Deferred Compensation program, and its 401(a) Defined Contribution program. This action is to approve South Coast AQMD entering into a 2-year contract with Benefit Financial Services Group for Deferred Compensation Plan consultant services.*
  
5. **SECURE Act Provision Adoption** Committee  
*The Committee will vote on adopting certain provisions available under the SECURE Act.*

**DISCUSSION ITEM – Items 6 through 8:**

6. **Employee Educational Meetings Update** Aksana Munoz  
*BFSG will provide an update on employee educational meetings conducted for Plan participants.*
  
7. **Quarterly Review – 457 and 401(a) Plans** Robert Gleason  
*The quarterly reports will be reviewed at the meeting*
  
8. **Expense Budget Account (“EBA”) Quarterly Activity Review** Robert Gleason  
*The Committee will review the quarterly activity in the Plan’s EBA.*

**OTHER MATTERS:**

9. **Public Comment**  
*Members of the public are afforded the opportunity to speak on any agenda item before or during the Committee’s consideration of the item. At a special meeting, no other business may be considered. (Govt. Code Section 54956(a)). Each speaker will be afforded three minutes to address the Committee. (Govt. Code Section 54954.3)*

**ADJOURNMENT**

## **Document Availability**

*All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee after the agenda is posted, are available prior to the meeting for public review at South Coast AQMD, Public Information Center, 21865 Copley Drive, Diamond Bar, CA 91765.*

## **Americans with Disabilities Act**

*The agenda and documents in the agenda packet will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Govt. Code Section 54954.2(a)). Disability-related accommodations will also be made available to allow participation in the Deferred Compensation Plan Committee meeting. Any accommodations must be requested as soon as practicable. Requests will be accommodated to the extent feasible. Please contact Mae Mendoza at (909) 396-3024 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to [mmendoza@aqmd.gov](mailto:mmendoza@aqmd.gov).*

## **INSTRUCTIONS FOR ELECTRONIC PARTICIPATION**

### **Instructions for Participating in a Virtual Meeting as an Attendee**

As an attendee, you will have the opportunity to virtually raise your hand and provide public comment.

Before joining the call, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.

**Please note:** During the meeting, all participants will be placed on Mute by the host. You will not be able to mute or unmute your lines manually.

After each agenda item, the Chairman will announce public comment.

Speakers will be limited to a total of three (3) minutes for the Consent Calendar and Board Calendar and three (3) minutes or **less** for other agenda items.

A countdown timer will be displayed on the screen for each public comment.

If interpretation is needed, more time will be allotted.

**Once you raise your hand to provide public comment, your name will be added to the speaker list. Your name will be called when it is your turn to comment. The host will then unmute your line.**

### **Directions for Video ZOOM on a DESKTOP/LAPTOP:**

- If you would like to make a public comment, please click on the **“Participants”** button on the bottom of the screen.
- A list of participants will appear on the right side of the screen. At the bottom of the list, please click on the grey **“Raise Hand”** button.
- This will signal to the host that you would like to provide a public comment and you will be added to the list.

### **Directions for Video Zoom on a SMARTPHONE:**

- If you would like to make a public comment, please click on the “**Participants**” button on the bottom of your screen.
- A new screen will pop up with the list of participants. Look for the “**Raise Hand**” button on the screen and click the button.
- This will signal to the host that you would like to provide a public comment and you will be added to the list.

**Directions for TELEPHONE line only:**

- If you would like to make public comment, please **dial \*9** on your keypad to signal that you would like to comment.