



PERAC HITS THE ROAD

2024 BOARD ADMINISTRATOR TRAINING

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Tuesday, November 19, 2024 — Danvers, MA

AGENDA

8:00 to 8:30	SIGN-IN AND REGISTRATION
8:30 to 8:45	Welcome Bill Keefe, PERAC Executive Director
8:45 to 9:30	Cash Books and Recent Updates Sarita Yee, PERAC Deputy Compliance Manager
9:30 to 10:15	Accounting Basics and the Audit Process in PROSPER Caryn Shea, PERAC Director of Audits Scott Henderson, PERAC Deputy Director of Audits
10:15 to 10:30	MORNING BREAK
10:30 to 11:15	How to Run a Meeting Patrick Charles, PERAC Assistant Deputy Director
11:15 to 12:00	Retirement Counseling Ken Hill, PERAC Deputy Executive Director
12:00 to 1:00	LUNCH
1:00 to 1:30	Calculation Basics John Boorack, PERAC Actuary
1:30 to 2:15	Disability Medical Panels and Transmittals in PROSPER Patrice Looby, PERAC Manager of Medical Services Ellen Furtado, PERAC Administrative Assistant
2:15 to 2:30	Certificates & Closing Remarks Bill Keefe, PERAC Executive Director