



PERAC HITS THE ROAD

2025 BOARD ADMINISTRATOR TRAINING

# PERAC BOARD ADMINISTRATOR TRAINING

Wednesday, March 26, 2025 — Norwood, MA

## AGENDA

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