

## MEMORANDUM

TO: Retirement Board Members

FROM: Joseph E. Connarton, Executive Director

RE: Education Reminder

DATE: November 1, 2012

Chapter 176 of the Acts of 2011, An Act Providing for Pension Reform and Benefit Modernization, includes provisions mandating that retirement board members complete training during each year of service on the retirement board. During each member's term on the retirement board, the member must complete 18 hours of training.

Before December 31, 2012, pursuant to that law, PERAC will provide board members with a listing of the educational credits that, according to our records, each member has attained in 2012. In order for that data to be as accurate as possible, we ask that board members' who have completed a Public Education Seminar on the Conflict of Interest Law by the State Ethics Commission and who have not yet forwarded a certificate of completion to PERAC make that submission immediately. Similarly, those board members who have completed the on-line Bidding Basics course offered by the Office of Inspector General and who have yet to submit confirmation to PERAC should do so.

Thank you for your cooperation which will insure that the notification and review process set forth in statute proceeds smoothly.

