

PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

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MEMORANDUM

TO: All Retirement Boards

FROM: John W. Parsons, Esq., Executive Director

RE: Mandatory Retirement Board Member Training – 2nd Quarter 2023

DATE: March 28, 2023

Chapter 32 mandates retirement board members to complete training during each year of service on the retirement board. 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. We urge board members to utilize the full array of training choices in order to remain eligible to serve. All classes, webinars, seminars, and conferences listed will earn **three credits each**, unless otherwise noted.

Ways to receive your credits:

- Credits for attending *live* PERAC webinars and the MACRS Conference are automatically updated by PERAC staff approximately one week after the event.
 - All attendees must register through the links available on our website.
 - Board members seeking educational credits – it is important that you register with your full name and the email address we have on record so we can accurately update your account.
 - Board members must check in each day at MACRS to receive full credit.
- You must submit a completed Training Affidavit in PROSPER for all other trainings, including pre-recorded PERAC webinars and pre-approved webinar and conference attendance. Any session listed under sections I, II, and III are pre-approved.
- If a Certificate of Completion is offered for any training not directly provided by or sponsored by PERAC, you must submit the certificate through PROSPER to receive credit.
- Please note the full name of the recorded session you have viewed when submitting a Training Affidavit in PROSPER.
- Some sessions require pre-registration. Check individual sessions for closing dates.

The Commission appreciates all the retirement board members who are making a good faith effort to fulfill their duties and responsibilities. With the official end of the State of Emergency approaching on May 11, we look forward to connecting with you even more in the future.



I. Training Schedule Dates (pre-registration is required)

Date	Topic/Organization	Location / Registration Information
April 4	Open Meeting Law	Webinar
12:00 p.m.	AGO	tinyurl.com/040423-AGO
April 20	Boards and Commissions	Webinar
9:00 a.m.	MCPPO (\$29.00)	tinyurl.com/042023-MCPPO
April 25	Contract Administration	Webinar
10:30 a.m.	MCPPO (\$29.00)	tinyurl.com/042523-MCPPO
April 27	Understanding Leadership	Webinar
2:30 p.m.	MCPPO (\$29.00)	tinyurl.com/042723-MCPPO
April 28	Open Meeting Law	Webinar
12:00 p.m.	AGO	tinyurl.com/042823-AGO
May 8	Open Meeting Law	Webinar
7:00 p.m.	AGO	tinyurl.com/050823-AGO
May 9	Chief Procurement Officer	Webinar
10:30 a.m.	MCPPO (Free)	tinyurl.com/050923-MCPPO
May 17	Open Meeting Law	Webinar
1:00 p.m.	AGO	tinyurl.com/051723-AGO
May 20-24	NCPERS TEDS/NAF/ACE	Conference, New Orleans, LA
	Cost varies, see website for more info	ncpers.org (cost varies)
May 25	Veterans' Benefits	Webinar
	PERAC	tinyurl.com/052523-PERAC
June 4-7	MACRS Conference	Conference, Hyannis, MA
	Cost varies, see website for info	macrs.org (cost varies)
June 14	Procurement Fraud	Virtual Classroom (full-day class)
8:30 a.m.	MCPPO (\$200)	tinyurl.com/061423-MCPPO
June 19	NCPERS Chief Officers Summit	Conference, Denver, CO
	Cost varies, see website for info	ncpers.org/chief-officers-summit
June 20	Preventing Common Frauds and Scams	Webinar
10:00 a.m.	MCPPO (\$29.00)	tinyurl.com/062023-MCPPO

II. Recently Added or Recurring Pre-Approved Online Training (available on demand)

Organization	Topic	How to find webinar:
Office of the Inspector General	Inspector General Videos You must watch all three videos	mass.gov/service-details/inspector-general-educational-videos
Office of the Attorney General	Open Meeting Law Training You must watch all six videos	go.usa.gov/xpPx5
National Council on Teacher Retirement	New 2022 webinars added: <ul style="list-style-type: none"> • WEP Reform: An Update (2022) • W-4P/W-4R: An Update (2022) 	See our website for the link: mass.gov/service-details/perac-online-training
PERAC Updated 2022 Annual Statement handouts are available for download.	Cash Books & Annual Statement <ul style="list-style-type: none"> • Members can view the recording and receive 3 educational credits by completing a Training Affidavit in PROSPER. 	mass.gov/service-details/cash-books-annual-statement
Massachusetts Office of the State Comptroller	Cybersecurity for Retirement Boards PowerPoint Presentation Note: this presentation is available for download for use as a reference. <i>It is not available for credit.</i>	mass.gov/doc/cybersecurity-and-privacy-awareness-and-internal-controls-retirement-boards/download

Links to all of the above resources can be found on PERAC's Education page at mass.gov/perac-education.

III. New Conflict of Interest Online Training (three credits)

The State Ethics Commission recently launched a new online training system for the Conflict of Interest Law. Users must create a login to take the training and receive a certificate.

To create a login and take the training, go to:

mass.gov/how-to/complete-the-conflict-of-interest-law-education-requirements

If you want to take the training and your retirement system is not listed in the dropdown menu, please have your board contact the State Ethics Commission: ethicstraining@mass.gov. They will add organizations upon request.

A certificate of completion is still required to receive credit for this training and credits may only be awarded once every two years.

IV. MACRS June Conference (up to six credits)

The Massachusetts Association of Contributory Retirement Systems (MACRS) will open registration for their annual spring conference next month. As has been the case in the past, PERAC, in conjunction with MACRS, will be making educational opportunities available.

Conference dates: June 4 – 7 in Hyannis. The breakout will be as follows:

1. The Legal Panel Session during the main MACRS Conference (three credits)
2. Wednesday, June 7, 2023, PERAC sessions (three credits) will include:
 - a. Proposed updates to PERAC Regulations
 - b. Accounting for Retirement Systems

V. Other Opportunities to Obtain Educational Credit

The Commission is willing to approve other 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..."

Additionally, the Commission has approved education credit for participating in webinars. In 2022, we will again entertain requests for credit in relation to *relevant* webinars provided that such a request is made well in advance of the session.

Approval for credit must take place well in advance of the date of the event or webinar.

This will enable the Commission to analyze the program and provide a general notice to other retirement board members to maximize participation. Once approved, you must complete the Training Affidavit in PROSPER to ensure proper credit. Board members experiencing Extenuating Circumstances in meeting educational requirements should review [Memo 15 of 2019](#) and contact PERAC with any questions.

The following list of local and national organizations provide additional educational opportunities that may be relevant for retirement board members:

- American Society of Pension Professionals and Actuaries (ASPPA)
- City/Town Sponsored Conflict of Interest or Open Meeting Law Training
- Government Finance Officers Association (GFOA)
- International Foundation of Employee Benefit Plans (IFEBP)
- MA Association of School Committees Open Meeting Law Training
- MA Town Clerks Association Ethics Training
- National Association of State Retirement Administrators (NASRA)
- National Conference on Public Employee Retirement Systems (NCPERS)
- National Council on Teacher Retirement (NCTR)
- National Pension Education Association (NPEA)