

# PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., *Chair*

JOHN W. PARSONS, ESQ., *Executive Director*

Auditor DIANA DIZOGLIO | KATHLEEN M. FALLON | KATE FITZPATRICK | JAMES J. GUIDO | RICHARD MACKINNON, JR. | JENNIFER F. SULLIVAN, ESQ.

## MEMORANDUM

TO: All Retirement Boards

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

RE: Mandatory Retirement Board Member Training – 1<sup>st</sup> Quarter 2024

DATE: December 20, 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 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.
- 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 through V 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. We look forward to seeing you all in the new year!



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

<b>Date</b>	<b>Topic/Organization</b>	<b>Location / Registration Information</b>
<b>January 8</b>	<b>Open Meeting Law</b>	Webinar
10:00 a.m.	AGO	<a href="https://mass.gov/info-details/open-meeting-law-trainings">mass.gov/info-details/open-meeting-law-trainings</a>
<b>January 18</b>	<b>Contract Administration</b>	Webinar
10:00 a.m.	PERAC/OIG	<a href="https://tinyurl.com/PER-011824">tinyurl.com/PER-011824</a>
<b>January 21-22</b>	<b>NCPERS Communications Summit</b>	Washington, D.C.
	NCPERS	<a href="https://ncpers.org/pension-communications-summit">ncpers.org/pension-communications-summit</a>
<b>January 22-24</b>	<b>NCPERS Legislative Conference</b>	Washington, D.C.
	NCPERS	<a href="https://ncpers.org/legislative-conference">ncpers.org/legislative-conference</a>
<b>January 23</b>	<b>Open Meeting Law</b>	Webinar
4:00 p.m.	AGO	<a href="https://mass.gov/info-details/open-meeting-law-trainings">mass.gov/info-details/open-meeting-law-trainings</a>
<b>February 7</b>	<b>Open Meeting Law</b>	Webinar
12:30 p.m.	AGO	<a href="https://mass.gov/info-details/open-meeting-law-trainings">mass.gov/info-details/open-meeting-law-trainings</a>
<b>February 9</b>	<b>Boards and Commissions</b>	Webinar
9:00 a.m.	OIG Academy	<a href="https://tinyurl.com/OIG-0209">tinyurl.com/OIG-0209</a>
<b>February 15</b>	<b>Preparing the Annual Statement</b>	Webinar
10:00 a.m.	PERAC	<a href="https://tinyurl.com/PER-021524">tinyurl.com/PER-021524</a>
<b>February 24-26</b>	<b>NASRA Winter Meeting</b>	Conference, Washington, D.C.
	NASRA	<a href="https://nasra.org/meetings">nasra.org/meetings</a>
<b>February 27</b>	<b>Open Meeting Law</b>	Webinar
6:30 p.m.	AGO	<a href="https://tinyurl.com/AGO-022724">tinyurl.com/AGO-022724</a>
<b>March 6</b>	<b>Fraud Awareness</b>	Webinar
10:00 a.m.	OIG Academy	<a href="https://tinyurl.com/OIG-030624">tinyurl.com/OIG-030624</a>
<b>March 21</b>	<b>New Administrator Training</b>	On site training, Norwood, MA
8:00 a.m.	PERAC	<a href="#">Register through PROSPER</a>

## II. New Administrator Training

Our 2023 series for new board administrators continues into 2024 in Norwood, Massachusetts. This all-day training is designed for newer administrators and board staff with less than five years of experience; however, board members are welcome. Should board members choose to attend, they will earn three educational credits.

### **Training information:**

Four Points by Sheraton Norwood  
1125 Boston Providence Turnpike, Norwood, MA 02062  
March 21, 2024, 8:00 a.m. to 3:00 p.m.

Register through PROSPER. If an individual wishing to attend does not have access to PROSPER, please contact Rose Morrison at [rose.a.morrison@mass.gov](mailto:rose.a.morrison@mass.gov). Breakfast and lunch will be served. Please advise our staff if you need reasonable accommodations at least two weeks before the training date.

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

The State Ethics Commission no longer offers live webinars for the Conflict of Interest Law training. With their new online training system, users must create a login to take the training and receive a certificate:

- Go to [mass.gov/how-to/complete-the-conflict-of-interest-law-education-requirements](https://mass.gov/how-to/complete-the-conflict-of-interest-law-education-requirements)
- If your retirement system is not listed in the dropdown menu, please have your board contact the State Ethics Commission at [ethicstraining@mass.gov](mailto: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. 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 <b>You must watch all three videos</b>	<a href="https://mass.gov/service-details/inspector-general-educational-videos">mass.gov/service-details/inspector-general-educational-videos</a>
Office of the Attorney General	Open Meeting Law Training <b>You must watch all six videos</b>	<a href="https://mass.gov/service-details/open-meeting-law-training-videos">mass.gov/service-details/open-meeting-law-training-videos</a>
National Institute on Retirement Security (3 credits each)	<ul style="list-style-type: none"> <li>• The Risks and Opportunities of Investing in Emerging Markets</li> <li>• Cybersecurity Governance for Pension Funds in the Age of AI</li> <li>• Social Security   What's Next and New Research</li> <li>• Measuring Pension Health</li> </ul>	<a href="https://mass.gov/service-details/perac-online-training">mass.gov/service-details/perac-online-training</a>
PERAC	Recent Cases of Interest 2023	<a href="https://mass.gov/service-details/perac-videos-webinars">mass.gov/service-details/perac-videos-webinars</a>
Massachusetts Office of the State Comptroller	Cybersecurity for Retirement Boards PowerPoint Presentation  Note: this presentation is provided for reference only. <i>It is not available for credit.</i>	<a href="https://mass.gov/doc/cybersecurity-and-privacy-awareness-and-internal-controls-retirement-boards/download">mass.gov/doc/cybersecurity-and-privacy-awareness-and-internal-controls-retirement-boards/download</a>

Unless otherwise noted, board members can view the listed recorded webinars and receive three educational credits by completing a Training Affidavit in PROSPER.

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

## 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 2023, 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
- MA Office of the Inspector General (OIG)
- National Association of State Retirement Administrators (NASRA)
- National Conference on Public Employee Retirement Systems (NCPERS)
- National Council on Teacher Retirement (NCTR)
- National Institute on Retirement Security (NIRS)
- National Pension Education Association (NPEA)