

## MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Compliance Training on PERAC's New System, PROSPER

DATE: February 23, 2017

We are pleased to announce training sessions for the first component of the new system PROSPER. As you are aware, PERAC is comprised of many units. This first training in PROSPER will focus on the Compliance Unit's application.

This initial training will provide for an overview of system functions, navigating through self-service functionality, and covering in depth steps in the Compliance database of PROSPER. Compliance is the first in a series of applications that will be offered throughout the year as we launch different components of the system. All board members and administrators are encouraged to attend. Support staff who work in Compliance and/or Investments should attend as well. To best meet your needs, we have scheduled separate sessions for administrators/staff and board members. Board members who complete the training will receive three educational credits.

To register for any of the dates listed on the following page, please email us at [registration@per.state.ma.us](mailto:registration@per.state.ma.us) or go to our website, [www.mass.gov/perac](http://www.mass.gov/perac) to register online. We have limited seating at some locations, so we may need to add additional sessions. If you have any questions, please call us at 617-666-4446.

Please look for additional communication in preparation for setting up security and user IDs for board members, administrators and staff.

We thank you for your cooperation as we embark on a new system that will allow for a more efficient business process for all of us.



MEMORANDUM - Page Two

TO: All Retirement Boards

RE: PROSPER Training

DATE: February 23, 2017

**Prosper Training Dates and Locations:**

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Description</b>
March 14, 2017	PERAC's Somerville Office  5 Middlesex Avenue, Somerville, MA	9:00 a.m. – 12:00 noon	Administrators
		1:00 p.m. – 2:30 p.m.	Board Members, Session 1
		3:00 p.m. – 4:30 p.m.	Board Members, Session 2
March 16, 2017	PERAC's Somerville Office  5 Middlesex Avenue Somerville, MA	8:30 – 10:00 a.m.	Board Members, Session 1
		10:30 a.m. – 12:00 noon	Board Members, Session 2
		1:00 p.m. – 4:00 p.m.	Administrators
March 21, 2017	Middlesex County Retirement Board  25 Linnell Circle, Billerica, MA 01865	8:30 a.m. – 10:00 a.m.	Board Members, Session 1
		10:30 a.m. – 12:00 noon	Board Members, Session 2
		1:00 p.m. – 4:00 p.m.	Administrators
March 23, 2017	Springfield Retirement Board  70 Tapley Street, Springfield, MA	8:30 a.m. – 11:30 a.m.	Administrators
		12:30 p.m. – 1:30 p.m.	Board Members, Session 1
		2:00 p.m. – 3:30 p.m.	Board Members, Session 2
March 28, 2017	PERAC's Somerville Office  5 Middlesex Avenue Somerville, MA	9:00 a.m. – 12:00 noon	Administrators
		1:00 p.m. – 2:30 p.m.	Board Members, Session 1
		3:00 p.m. – 4:30 p.m.	Board Members, Session 2
March 29, 2017	Plymouth County Retirement Board  10 Cordage Park Circle, Suite 234 Plymouth, MA	8:30 a.m. – 11:30 a.m.	Administrators
		12:30 p.m. – 1:30 p.m.	Board Members, Session 1
		2:00 p.m. – 3:30 p.m.	Board Members, Session 2
March 30, 2017	PERAC's Somerville Office  5 Middlesex Avenue Somerville, MA	9:00 a.m. – 12:00 noon	Administrators
		1:00 p.m. – 2:30 p.m.	Board Members, Session 1
		3:00 p.m. – 4:30 p.m.	Board Members, Session 2