

LASERS Benefits Louisiana.

Louisiana State Employees'
Retirement System



Board Book

NOTICE AND AGENDA
Management Committee Meeting
Abell Board Room of the Lod Cook Alumni Center
3838 W. Lakeshore Drive
Baton Rouge, Louisiana
January 23, 2019
9:00 a.m.

Please silence your cell phone before meeting begins.

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT (allowed upon request before action items)

IV. REGULAR BUSINESS

1. Approval of the Minutes of the December 13, 2018, Management Committee Meeting
(Action Item)
Shannon Templet, Management Committee Chair
2. **Executive Session** – Review of the January 2019 Disability Retirement Report **(Action Item)**
Maris LeBlanc, Deputy Director and Chief Operating Officer
3. Executive Counsel's Report
Tina Grant, Executive Counsel
4. Distribution of Conflict of Interest Affirmation and Personal Financial Disclosure Reports
Maris LeBlanc, Deputy Director and Chief Operating Officer
5. Chief Administrative Officer's Comments
 - a. Monthly Operating Budget Report
 - b. Monthly Pension Administrative Report
 - c. Quarterly Travel/Training Report*Trey Boudreaux, Chief Administrative Officer*
6. Deputy Director and Chief Operating Officer's Comments
Maris LeBlanc, Deputy Director and Chief Operating Officer
7. Executive Director's Comments
Cindy Rougeou, Executive Director

V. NEW BUSINESS

1. Strategic Plan Update
Amanda Celestine, Executive Management Officer
2. Actuarial Science **(Education)**
Shelley Johnson, Foster & Foster
3. Community Property, Divorce & Bad Decisions II **(Laws, Rules, & Regulations Education)**
Tina Grant, Executive Counsel
Steve Stark, General Counsel
Trey Roche, Statewide Program Manager & Special Counsel

VI. OTHER BUSINESS

VII. ADJOURNMENT

NOTE: If special accommodations are needed, please contact this office prior to the meeting.

**Louisiana State Employees' Retirement System
Management Committee Meeting
December 13, 2018**

The Management Committee of the Louisiana State Employees' Retirement System met on Thursday, December 13, 2018 in the fourth floor conference room of the Retirement Systems Building located at 8401 United Plaza Boulevard, Baton Rouge, Louisiana.

Ms. Shannon Templet, Chair, called the meeting to order at 1:58 p.m. Roll was called by Ms. Abby Partin, recording secretary.

Members Present: Mr. Thomas Bickham, Ms. Virginia Burton, *Ms. Beverly Hodges, Judge William Kleinpeter, Mr. Rick McGimsey (designee of the Commissioner of Administration), **Representative Kevin Pearson, Ms. Lori Pierce, Ms. Amy Mathews (designee of the Treasurer), Ms. Barbara McManus, Ms. Shannon Templet, Ms. Lorry Trotter

Members Absent: Ms. Janice Lansing, Senator Barrow Peacock

Staff Present: Ms. Cindy Rougeou, Executive Director; Mr. Trey Boudreaux, Chief Administrative Officer; Ms. Tina Grant, Executive Counsel; Mr. Bobby Beale, Chief Investment Officer; Ms. Tricia Gibbons, Retirement Benefits Administrator; Ms. Tonja Normand, Public Information Director; Mr. Dan Bowden, IT Director; Mr. Carlos Jones, Retirement Benefits Supervisor; Ms. Beth Gordon, Executive Staff Officer and Ms. Abby Partin, recording secretary

Also Present: Shelly Johnson, Foster & Foster

A quorum was announced present and the meeting opened for business.

Public Comment

Ms. Cindy Rougeou announced that Ms. Maris LeBlanc was absent due to a family member's funeral.

Regular Business

Ms. Templet called for approval of the November 15, 2018, Management Committee minutes. **Mr. Bickham moved, seconded by Judge Kleinpeter, to approve the minutes. With no objection or discussion, the motion carried.**

In the Executive Counsel's report, Ms. Grant stated there were no new items to report.

New Business

Ms. Rougeou stated (on behalf of Mr. Carlos Jones) there were no disability denials this month. Ms. Rougeou reviewed the appointment of alternate physicians to the State Medical Disability Board. **Ms. McManus moved, seconded by Ms. Burton, to recommend the Board approve the list of physicians submitted as alternate physicians to the State Medical Disability Board. With no objection or discussion, the motion carried.**

Mr. Boudreaux reviewed the Chief Administrative Officer's comments.

Mr. Boudreaux reviewed the Deputy Director & Chief Operating Officer's comments on behalf of Ms. LeBlanc.

*Ms. Hodges entered the meeting at 2:04 p.m.

Ms. Rougeou reviewed the Executive Director's comments.

**Representative Pearson entered the meeting at 2:06 p.m.

Ms. Rougeou informed the committee there were no disability denials this month. **Judge Kleinpeter moved, seconded by Ms. McManus, to recommend the Board approve the December 2018 Disability Retirement Report. With no objection or discussion, the motion carried.**

Ms. Rougeou introduced Carlos Jones, the new Retirement Benefits Supervisor.

Ms. McManus moved, seconded by Judge Kleinpeter, to go into Executive Session for the purpose of reviewing the Board Self-Evaluation. With no objection or discussion, the motion carried.

Judge Kleinpeter moved, seconded by Mr. Bickham, to return to regular session. With no objection or discussion, the motion carried.

Other Business

There was no additional business to discuss.

Adjournment

With no other business to discuss, the meeting adjourned at 2:19 p.m.

January 2019 Management Committee Meeting Chief Administrative Officer's Comments

Fiscal Division

- DROP interest at the rate of 7.02% totaling \$30.6 million was posted to 3,264 DROP/IBO accounts on January 9th.
- Fiscal continues preparing for year-end tax reporting for members, retirees, employees, and vendors. This involves working with IT on implementing and testing any changes in processing Forms 1095-C, 1099R, 1099 Misc, and W2. All forms will be distributed by the end of January
- In December we processed 2,050 checks. The increase in checks was a result of required minimum distributions issued in December.

Information Technology Division

- The Optimus Project Phase 3 is continuing as expected on-time and within budget.
- Work on the LASERS Web Self-Service "My LASERS" Project continues.
- Development of Online Electronic forms for enhanced LASERS Web Self-Service is continuing.
- There were no notable or unusual Data Security incidents for December 2018.
- IT annual processes such as Drop Interest, 1099's and W2's are actively being worked.
- IT has hired a suitable candidate for the IT Applications Programmer Analyst position open for some time.
- Due to one retirement and one resignation, IT will soon be recruiting for two other positions.
- Improved overall Data Security by implementing multi-factor authentication to the Virtual Private Network (VPN).
- Renewed legacy data backup/disaster recovery contract with Sungard Disaster Recovery Services.
- Finalizing plans for a 2019 Microsoft Exchange/Archiving Infrastructure Upgrade Project. (Technical Project)
- Planning underway for a 2019 BizTalk Software Upgrade Project. (Technical Project)
- The IT Service Desk reports an on-time delivery of IT services of 97.76% of SLA for 2018.
- The December Cybersecurity Newsletter entitled "Online Shopping Can Be Safe" was recently distributed to the entire LASERS staff.
- For December 2018, the most active age demographic accessing the LASERS website was a younger 35-44 age group.
- The top three name searches on the LASERS website for December were "Drop", "Calculator" and "Contribution Rates".



8401 United Plaza Blvd. • Baton Rouge, LA 70809

LOUISIANA STATE EMPLOYEES'
RETIREMENT SYSTEM

Mail: P.O. Box 44213 • Baton Rouge, LA 70804-4213

Phone: (toll-free) 1.800.256.3000 • (local) 225.922.0600

Fiscal Division

OPERATING BUDGET REPORT

December 31, 2018

(Unaudited)

| Category | 2017-2018 Actual | 2018-2019 Budget | Monthly Expenses | 2018-2019 YTD Actual | Remaining Balance | 2018-19 % of Budget | 2017-18 % of Actual |
|-----------------------|----------------------|----------------------|---------------------|-------------------------|----------------------|---------------------------|---------------------------|
| Personnel | \$ 14,325,192 | \$ 15,477,700 | \$ 1,713,376 | \$ 7,370,627 | \$ 8,107,073 | 48% | 47% |
| Travel Expenses | 145,567 | 182,500 | 5,933 | 113,730 | 68,770 | 62% | 46% |
| Operating Services | 2,683,499 | 3,098,100 | 48,925 | 1,973,963 | 1,124,137 | 64% | 59% |
| Professional Services | 753,264 | 754,000 | 16,850 | 170,595 | 583,405 | 23% | 32% |
| Acquisitions | 219,754 | 203,000 | - | 41,647 | 161,353 | 21% | 28% |
| TOTAL | 18,127,276 | 19,715,300 | 1,785,084 | 9,670,562 | 10,044,738 | 49% | 48% |
| Investment Fees | 32,210,782 | 33,500,000 | 2,777,425 | 16,986,814 | 16,513,186 | 51% | 47% |
| GRAND TOTAL | \$ 50,338,058 | \$ 53,215,300 | \$ 4,562,509 | \$ 26,657,376 | \$ 26,557,924 | 50% | 47% |

CAPITAL OUTLAY BUDGET REPORT

December 31, 2018

(Unaudited)

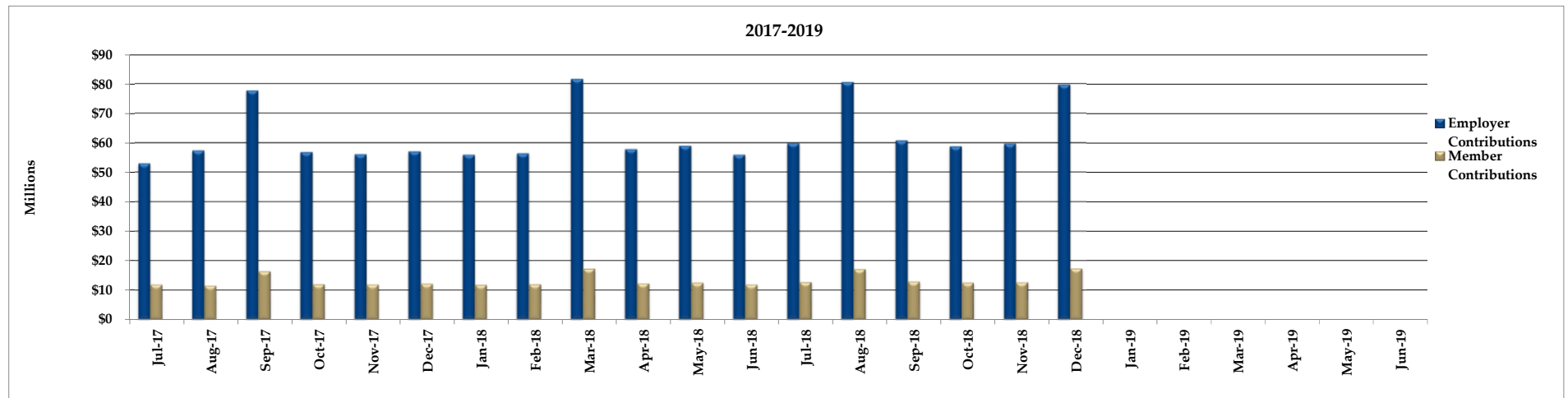
| Category | Total Project Budget | 2014-2018 LTD Actual | 2018-2019 YTD Actual | Total Project Expenses | Remaining Balance | % of Budget Used |
|-----------------------|-------------------------|-------------------------|-------------------------|---------------------------|----------------------|------------------------|
| Operating Services | \$ 81,440 | \$ - | \$ 1,435 | \$ 1,435 | \$ 80,005 | 2% |
| Professional Services | 4,736,368 | 3,299,004 | \$ 297,840 | 3,596,844 | 1,139,524 | 76% |
| Acquisitions | 725,281 | 658,196 | 12,494 | 670,690 | 54,591 | 92% |
| GRAND TOTAL | \$ 5,543,089 | \$ 3,957,200 | \$ 311,769 | \$ 4,268,969 | \$ 1,274,120 | 77% |

| FY 18-19 Beginning Budget | \$129,000 |
|--------------------------------------|------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Current Balance: | \$129,000 |

Pension Contributions
Fiscal Years 2017-2018 and 2018-2019 thru December 31, 2018

| FYE 2017-2018 | | | | | FYE 2018-2019 | | | | |
|---------------|---------|------------------------|----------------------|--------------|---------------|----------|------------------------|----------------------|--------------|
| Month | Members | Employer Contributions | Member Contributions | Total | Month | Members | Employer Contributions | Member Contributions | Total |
| Jul-17 | 39,272 | \$52,850,938 | \$11,752,131 | \$64,603,069 | Jul-18 | 38,838 | \$59,697,518 | \$12,584,945 | \$72,282,463 |
| Aug-17 | 38,479 | \$57,190,147 | \$11,426,825 | \$68,616,972 | Aug-18 | 38,777 | \$80,467,128 | \$16,937,413 | \$97,404,541 |
| Sep-17 | 38,946 | \$77,622,720 | \$16,238,239 | \$93,860,959 | Sep-18 | 39,358 | \$60,612,431 | \$12,804,449 | \$73,416,880 |
| Oct-17 | 38,655 | \$56,672,372 | \$11,901,937 | \$68,574,309 | Oct-18 | 39,691 | \$58,649,070 | \$12,403,095 | \$71,052,165 |
| Nov-17 | 38,734 | \$55,978,245 | \$11,770,098 | \$67,748,343 | Nov-18 | 39,176 | \$59,545,792 | \$12,522,208 | \$72,068,000 |
| Dec-17 | 39,090 | \$56,941,004 | \$12,027,748 | \$68,968,752 | Dec-18 | 39,176 * | \$79,571,111 | \$17,207,852 | \$96,778,963 |
| Jan-18 | 39,012 | \$55,806,337 | \$11,681,222 | \$67,487,559 | Jan-19 | | | | |
| Feb-18 | 39,046 | \$56,199,349 | \$11,885,584 | \$68,084,933 | Feb-19 | | | | |
| Mar-18 | 38,946 | \$81,539,128 | \$17,150,186 | \$98,689,314 | Mar-19 | | | | |
| Apr-18 | 38,946 | \$57,675,276 | \$12,179,597 | \$69,854,873 | Apr-19 | | | | |
| May-18 | 38,779 | \$58,853,339 | \$12,404,061 | \$71,257,400 | May-19 | | | | |
| Jun-18 | 39,293 | \$55,744,687 | \$11,772,080 | \$67,516,767 | Jun-19 | | | | |

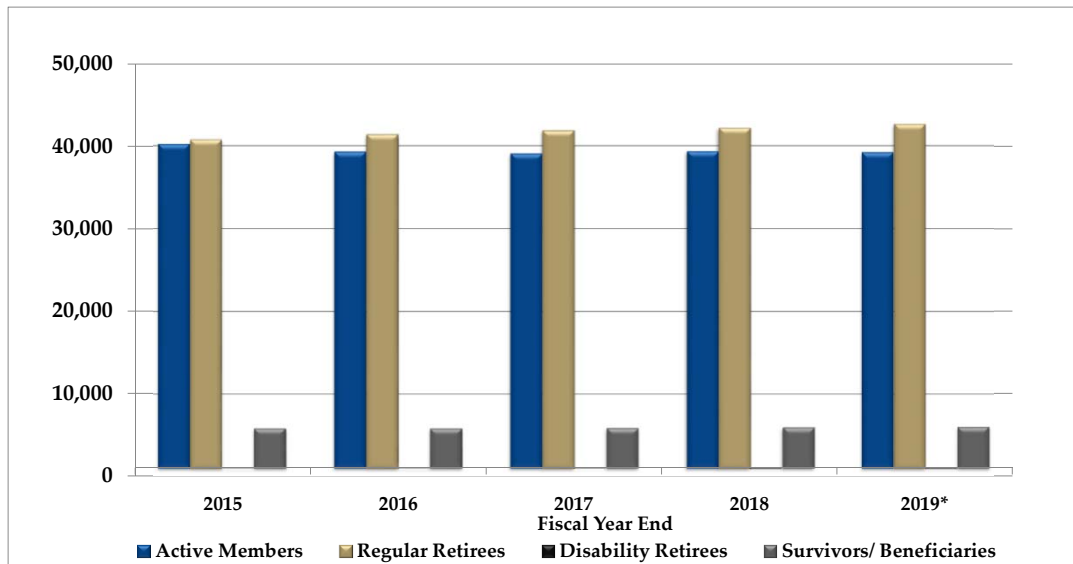
NOTE: Contributions based on estimates (December 2018 based on November 2018).



LASERS Membership
For Five Years as of December 31, 2018

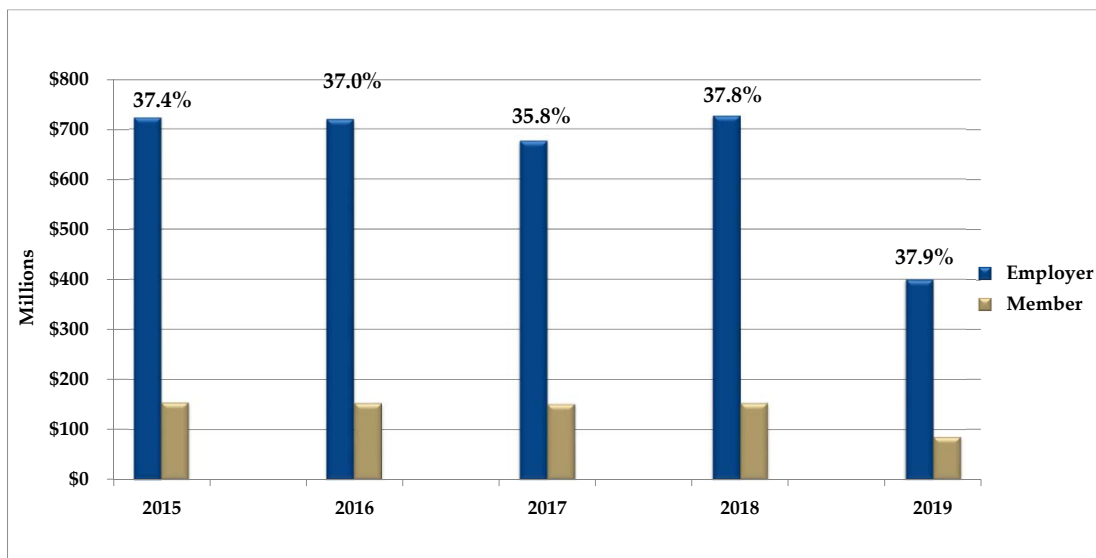
| Fiscal Year | Active Members | Regular Retirees | Disability Retirees | Survivors/ Beneficiaries | Total Members** |
|-------------|----------------|------------------|---------------------|--------------------------|-----------------|
| 2015 | 40,194 | 40,755 | 1,054 | 5,834 | 87,837 |
| 2016 | 39,284 | 41,356 | 1,043 | 5,802 | 87,485 |
| 2017 | 39,055 | 41,818 | 989 | 5,872 | 87,734 |
| 2018 | 39,293 | 42,136 | 930 | 5,940 | 88,299 |
| 2019* | 39,176 | 42,612 | 936 | 6,004 | 88,728 |

Note: *Counts for FY2018 - FY2019 are an approx. not based on actuarial data. **Total Members does not include DROP, Terminated Vested/Non-Vested



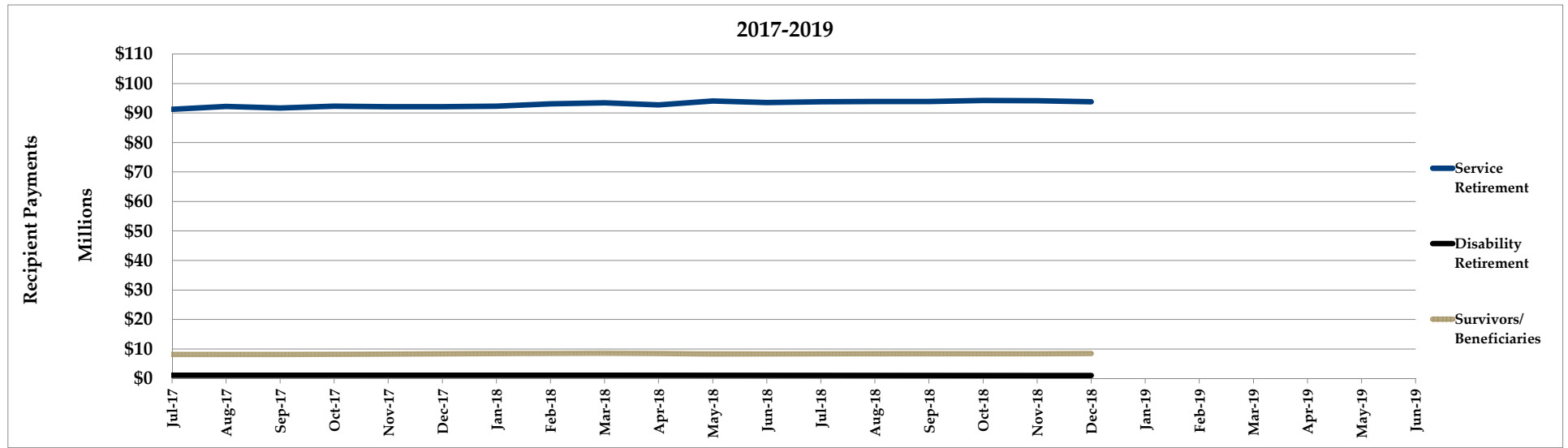
Pension Contributions
For Five Years as of December 31, 2018

| | 2015 | 2016 | 2017 | 2018 | 2019 |
|----------|---------------|---------------|---------------|---------------|---------------|
| Employer | \$722,137,361 | \$718,606,512 | \$675,583,750 | \$725,802,871 | \$398,543,050 |
| Member | \$153,281,097 | \$152,233,771 | \$149,931,242 | \$152,189,709 | \$84,459,962 |
| Total | \$875,418,458 | \$870,840,283 | \$825,514,992 | \$877,992,580 | \$483,003,012 |



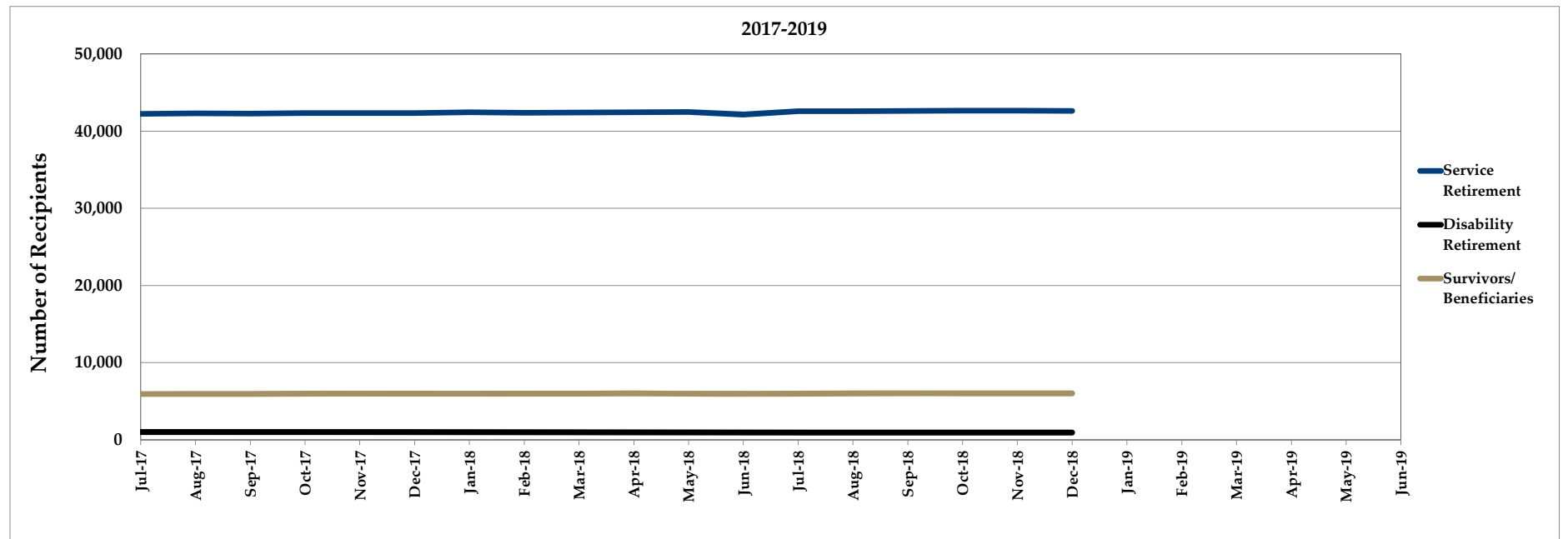
Service/Disability/Survivor/Beneficiary Payments
Fiscal Years 2017-2018 and 2018-2019 thru December 31, 2018

| FYE 2017-2018 | | | | | FYE 2018-2019 | | | | |
|---------------|--------------------|-----------------------|-------------------------|---------------|---------------|--------------------|-----------------------|-------------------------|---------------|
| Month | Service Retirement | Disability Retirement | Survivors/Beneficiaries | Total | Month | Service Retirement | Disability Retirement | Survivors/Beneficiaries | Total |
| Jul-17 | \$91,279,555 | \$1,099,162 | \$8,097,997 | \$100,476,714 | Jul-18 | \$93,817,919 | \$1,047,654 | \$8,368,838 | \$103,234,411 |
| Aug-17 | \$92,191,387 | \$1,105,153 | \$8,138,594 | \$101,435,134 | Aug-18 | \$93,856,315 | \$1,036,266 | \$8,383,105 | \$103,275,686 |
| Sep-17 | \$91,653,386 | \$1,111,394 | \$8,087,224 | \$100,852,004 | Sep-18 | \$93,868,347 | \$1,026,732 | \$8,380,266 | \$103,275,345 |
| Oct-17 | \$92,307,564 | \$1,089,647 | \$8,207,002 | \$101,604,213 | Oct-18 | \$94,238,338 | \$1,031,994 | \$8,408,210 | \$103,678,542 |
| Nov-17 | \$92,169,967 | \$1,076,356 | \$8,205,960 | \$101,452,283 | Nov-18 | \$94,150,057 | \$1,029,211 | \$8,370,250 | \$103,549,518 |
| Dec-17 | \$92,163,290 | \$1,062,002 | \$8,420,028 | \$101,645,320 | Dec-18 | \$93,831,806 | \$1,018,525 | \$8,520,606 | \$103,370,937 |
| Jan-18 | \$92,346,953 | \$1,057,364 | \$8,492,514 | \$101,896,831 | Jan-19 | | | | |
| Feb-18 | \$93,083,148 | \$1,065,107 | \$8,475,843 | \$102,624,098 | Feb-19 | | | | |
| Mar-18 | \$93,475,062 | \$1,060,694 | \$8,537,737 | \$103,073,493 | Mar-19 | | | | |
| Apr-18 | \$92,755,409 | \$1,068,470 | \$8,502,715 | \$102,326,594 | Apr-19 | | | | |
| May-18 | \$94,065,370 | \$1,076,036 | \$8,340,012 | \$103,481,418 | May-19 | | | | |
| Jun-18 | \$93,550,687 | \$1,026,686 | \$8,314,847 | \$102,892,220 | Jun-19 | | | | |



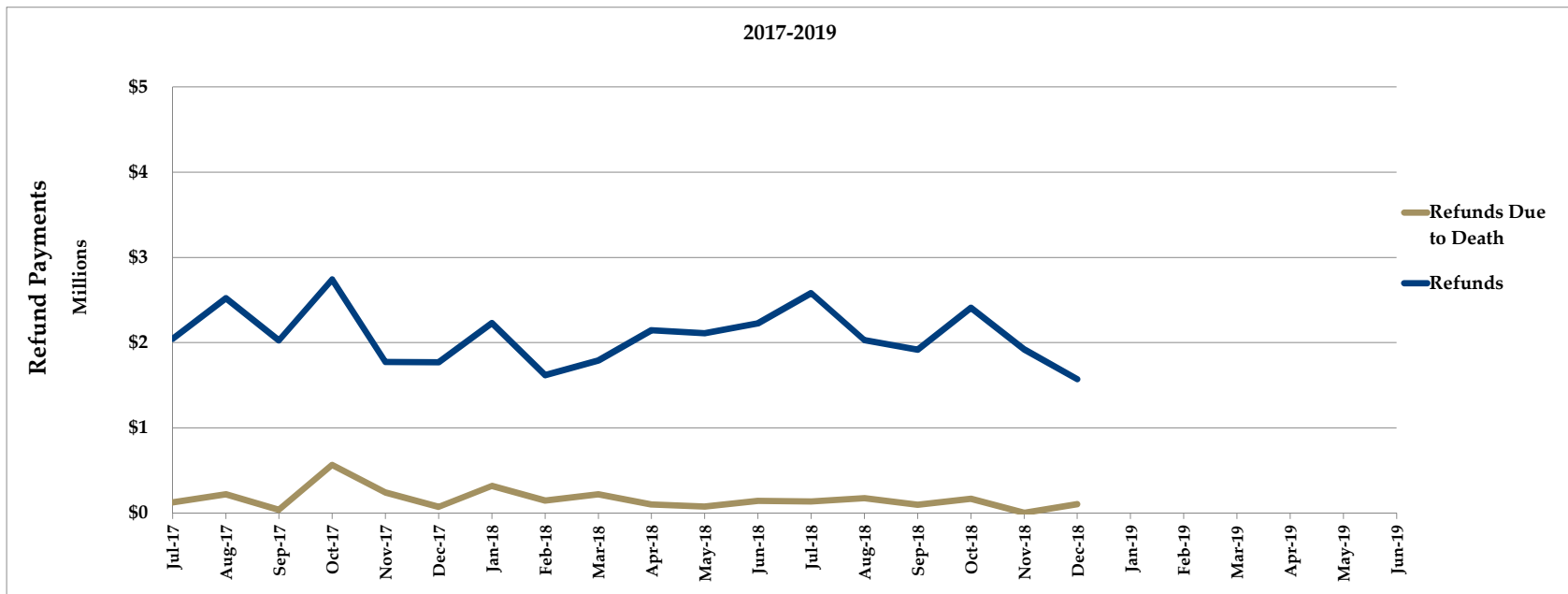
Service/Disability/Survivor/Beneficiary Recipients
Fiscal Years 2017-2018 and 2018-2019 thru December 31, 2018

| FYE 2017-2018 | | | | | FYE 2018-2019 | | | | |
|---------------|--------------------|-----------------------|-------------------------|--------|---------------|--------------------|-----------------------|-------------------------|--------|
| Month | Service Retirement | Disability Retirement | Survivors/Beneficiaries | Total | Month | Service Retirement | Disability Retirement | Survivors/Beneficiaries | Total |
| Jul-17 | 42,220 | 996 | 5,924 | 49,140 | Jul-18 | 42,586 | 941 | 5,985 | 49,512 |
| Aug-17 | 42,309 | 993 | 5,930 | 49,232 | Aug-18 | 42,585 | 943 | 5,995 | 49,523 |
| Sep-17 | 42,256 | 992 | 5,927 | 49,175 | Sep-18 | 42,609 | 935 | 5,997 | 49,541 |
| Oct-17 | 42,343 | 984 | 5,958 | 49,285 | Oct-18 | 42,642 | 941 | 6,013 | 49,596 |
| Nov-17 | 42,338 | 980 | 5,960 | 49,278 | Nov-18 | 42,640 | 937 | 6,001 | 49,578 |
| Dec-17 | 42,316 | 982 | 5,952 | 49,250 | Dec-18 | 42,612 | 936 | 6,004 | 49,552 |
| Jan-18 | 42,419 | 972 | 5,958 | 49,349 | Jan-19 | | | | |
| Feb-18 | 42,368 | 972 | 5,958 | 49,298 | Feb-19 | | | | |
| Mar-18 | 42,412 | 971 | 5,957 | 49,340 | Mar-19 | | | | |
| Apr-18 | 42,432 | 964 | 5,991 | 49,387 | Apr-19 | | | | |
| May-18 | 42,487 | 963 | 5,974 | 49,424 | May-19 | | | | |
| Jun-18 | 42,136 | 930 | 5,940 | 49,006 | Jun-19 | | | | |



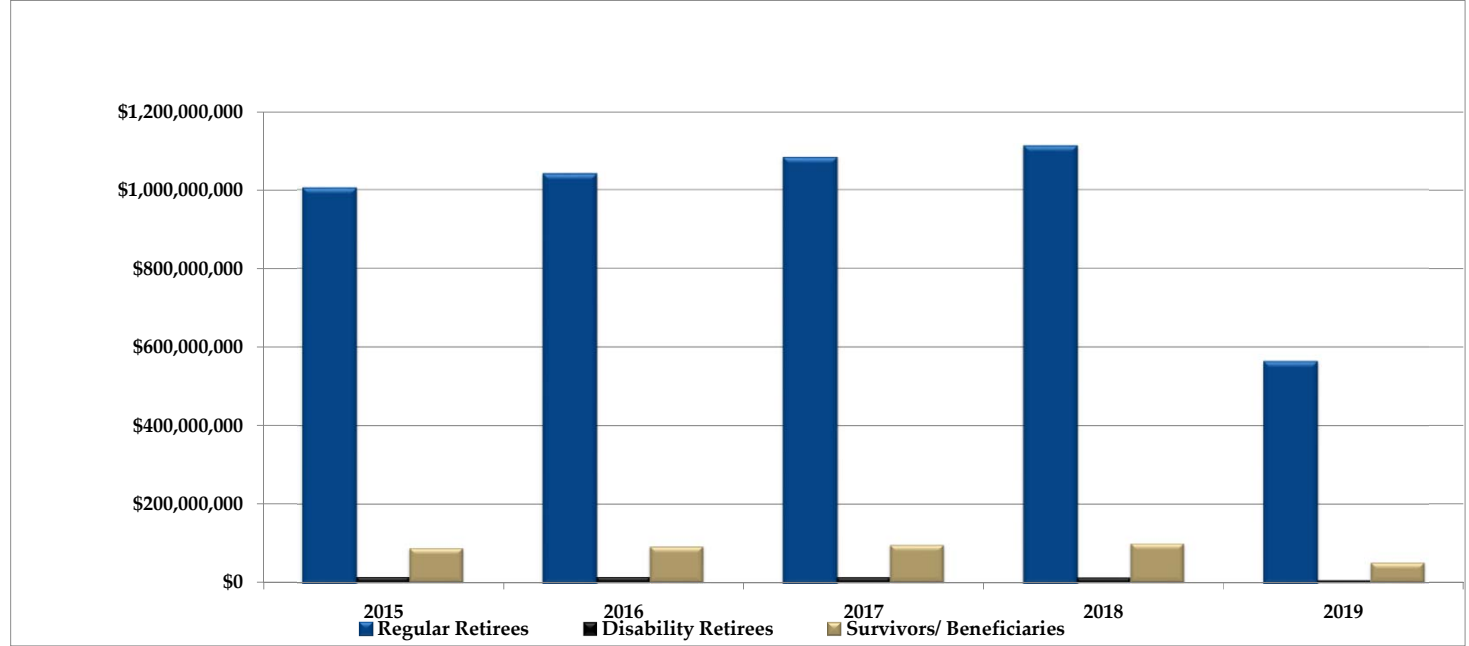
Refund Payments
Fiscal Years 2017-2018 and 2018-2019 thru December 31, 2018

| FYE 2017-2018 | | | | FYE 2018-2019 | | | |
|----------------|-------------|-----------|-------------|----------------|-------------|-----------|-------------|
| Refunds Due to | | | | Refunds Due to | | | |
| Month | Refunds | Death | Total | Month | Refunds | Death | Total |
| Jul-17 | \$2,043,984 | \$125,498 | \$2,169,482 | Jul-18 | \$2,581,102 | \$137,294 | \$2,718,396 |
| Aug-17 | \$2,522,497 | \$220,322 | \$2,742,819 | Aug-18 | \$2,031,015 | \$176,107 | \$2,207,122 |
| Sep-17 | \$2,026,246 | \$37,901 | \$2,064,147 | Sep-18 | \$1,916,834 | \$98,733 | \$2,015,567 |
| Oct-17 | \$2,741,399 | \$565,739 | \$3,307,138 | Oct-18 | \$2,409,001 | \$169,761 | \$2,578,762 |
| Nov-17 | \$1,773,712 | \$242,881 | \$2,016,593 | Nov-18 | \$1,920,568 | \$3,330 | \$1,923,898 |
| Dec-17 | \$1,769,280 | \$74,981 | \$1,844,261 | Dec-18 | \$1,570,374 | \$106,023 | \$1,676,397 |
| Jan-18 | \$2,228,790 | \$319,348 | \$2,548,138 | Jan-19 | | | |
| Feb-18 | \$1,618,624 | \$146,936 | \$1,765,560 | Feb-19 | | | |
| Mar-18 | \$1,790,284 | \$222,413 | \$2,012,697 | Mar-19 | | | |
| Apr-18 | \$2,146,241 | \$101,018 | \$2,247,259 | Apr-19 | | | |
| May-18 | \$2,111,088 | \$78,387 | \$2,189,475 | May-19 | | | |
| Jun-18 | \$2,226,468 | \$143,184 | \$2,369,652 | Jun-19 | | | |



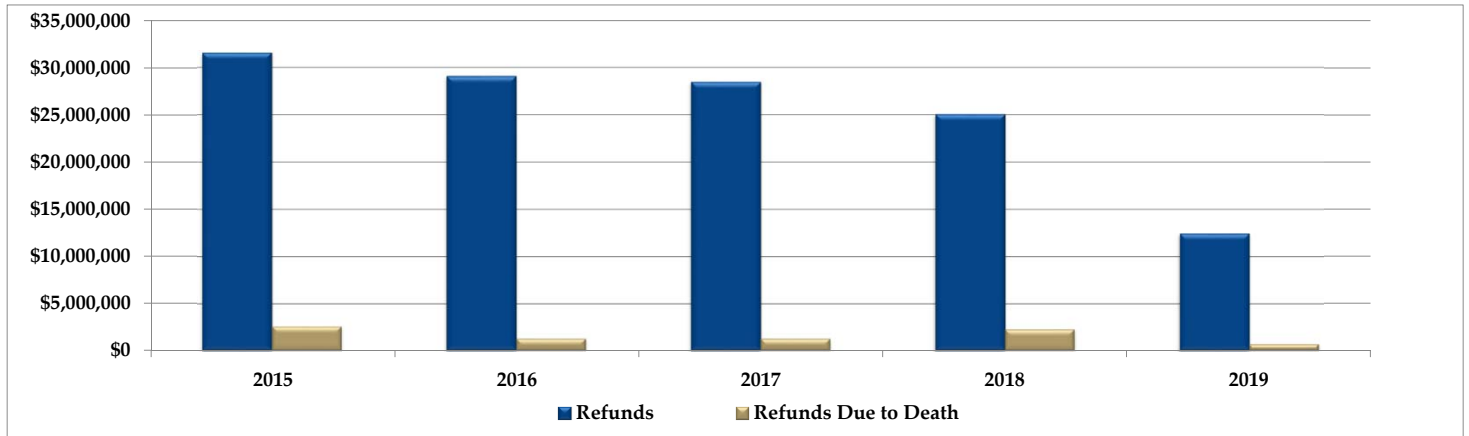
Benefit Payments for 5 years
For Five Years as of December 31, 2018

| Fiscal Year | Regular Retirees | Disability Retirees | Survivors/ Beneficiaries | Total Payments |
|-------------|------------------|---------------------|-----------------------------|-----------------|
| 2015 | \$1,004,232,296 | \$14,537,716 | \$87,434,136 | \$1,106,204,148 |
| 2016 | \$1,040,584,180 | \$14,578,820 | \$91,330,722 | \$1,146,493,722 |
| 2017 | \$1,082,137,367 | \$13,651,348 | \$95,582,244 | \$1,191,370,959 |
| 2018 | \$1,111,041,778 | \$12,898,071 | \$99,820,473 | \$1,223,760,322 |
| 2019 | \$563,762,782 | \$6,190,382 | \$50,431,275 | \$620,384,439 |



Refund Payments for 5 years
For Five Years as of December 31, 2018

| Fiscal Year | Refunds | Refunds Due to Death | Total Payments |
|-------------|--------------|-------------------------|----------------|
| 2015 | \$31,533,896 | \$2,548,005 | \$34,081,901 |
| 2016 | \$29,026,584 | \$1,270,829 | \$30,297,413 |
| 2017 | \$28,443,202 | \$1,266,083 | \$29,709,285 |
| 2018 | \$25,031,640 | \$2,245,581 | \$27,277,221 |
| 2019 | \$12,428,893 | \$691,248 | \$13,120,141 |





**DROP and ORP Report
As of December 31, 2018**

| DROP | Current Month Count | Balance | Quarter Ending 9/30/2018 Count | Balance | Quarter Ending 6/30/2018 Count | Balance |
|--|--------------------------------|------------------------|---|------------------------|---|------------------------|
| Traditional (At LASERS) | | | | | | |
| Accruing HARP | 5 | \$467,182 | 5 | \$415,241 | 5 | \$363,300 |
| Working After DROP | 116 | \$21,962,956 | 119 | \$22,414,603 | 127 | \$23,679,786 |
| Retired After DROP | 2,859 | \$341,153,313 | 2,907 | \$353,422,857 | 2,939 | \$357,573,131 |
| Retired-IBO | 164 | \$19,663,520 | 166 | \$20,208,818 | 168 | \$20,137,056 |
| Total Traditional | 3,144 | \$383,246,973 | 3,197 | \$396,461,520 | 3,239 | \$401,753,274 |
| Self-Directed | | | | | | |
| Accruing (At LASERS) | 1,332 | \$65,285,539 | 1,370 | \$66,230,176 | 1,378 | \$67,019,089 |
| Working After DROP, Retired & IBO (Empower) | 7,305 | \$569,397,314 | 7,257 | \$570,915,399 | 7,237 | \$566,504,170 |
| Total Self-Directed | 8,637 | \$634,682,853 | 8,627 | \$637,145,575 | 8,615 | \$633,523,259 |
| TOTALS | 11,781 | \$1,017,929,826 | 11,824 | \$1,033,607,095 | 11,854 | \$1,035,276,533 |
| ORP | | | | | | |
| Working & Inactive (Empower) | 48 | \$5,068,297 | 49 | \$5,556,323 | 49 | \$5,415,009 |



Board of Trustees
Benefit Payees Added During Period
12/1/2018 - 12/31/2018

Regular

| | |
|----------------------------|----------|
| Under Age 55 at Retirement | 20 |
| Age 55-59 at Retirement | 14 |
| Age 60+ at Retirement | 63 |
| Total | 97 |
| Minimum Benefit | \$198 |
| Maximum Benefit | \$12,659 |
| Minimum Age | 41 |
| Maximum Age | 78 |
| Minimum Years Service | 5 |
| Maximum Years Service | 40 |
| Average Age | 59 |
| Average Service | 22 |
| Average Gross Benefit | \$2,396 |

Disability

| | |
|-----------------------|-----|
| Total | 0 |
| Minimum Benefit | \$0 |
| Maximum Benefit | \$0 |
| Minimum Age | 0 |
| Maximum Age | 0 |
| Minimum Years Service | 0 |
| Maximum Years Service | 0 |
| Average Age | 0 |
| Average Service | 0 |
| Average Gross Benefit | \$0 |

Survivor

| | |
|-----------------------|---------|
| Total | 1 |
| Minimum Benefit | \$2,427 |
| Maximum Benefit | \$2,427 |
| Minimum Age | 50 |
| Maximum Age | 50 |
| Minimum Years Service | 22 |
| Maximum Years Service | 22 |
| Average Age | 50 |
| Average Service | 22 |
| Average Gross Benefit | \$2,427 |

Beneficiary

| | |
|-----------------------|---------|
| Total | 23 |
| Minimum Benefit | \$235 |
| Maximum Benefit | \$5,961 |
| Minimum Age | 43 |
| Maximum Age | 68 |
| Minimum Years Service | 10 |
| Maximum Years Service | 43 |
| Average Age | 60 |
| Average Service | 24 |
| Average Gross Benefit | \$1,344 |

Drop Accruals

| | |
|-----------------------|---------|
| Total | 35 |
| Average Age | 57 |
| Average Service | 22 |
| Average Gross Benefit | \$2,748 |

Quarterly Travel Report
For Twelve Months Ending
December 31, 2018

| <u>Dates</u> | <u>Travel Description</u> | <u>Location</u> | <u>Attendees</u> |
|--------------------------|---------------------------|-----------------|--|
| Board of Trustees | | | |
| 09/16 - 09/19/2018 | LAPERS | New Orleans, LA | Beverly Hodges, William Kleinpeter Barbara McManus |
| 09/16 - 09/18/2018 | LAPERS | New Orleans, LA | Barbara Goodson, Janice Lansing Lorry Trotter |
| 09/15 - 09/18/2018 | LAPERS | New Orleans, LA | Virginia Burton, Shannon Templet |
| 09/11 - 09/13/2018 | RSEA | Marksville, LA | Barbara McManus |
| 08/03 - 08/11/2018 | NASRA | San Diego, CA | Rick McGimsey |
| 08/03 - 08/09/2018 | NASRA | San Diego, CA | Lori Pierce |
| 08/03 - 08/08/2018 | NASRA | San Diego, CA | Virginia Burton, Beverly Hodges William Kleinpeter, Janice Lansing Barbara McManus, Shannon Templet Lorry Trotter |
| 08/02 - 08/08/2018 | NASRA | San Diego, CA | Thomas Bickham |
| 02/07 - 02/09/2018 | LATEC | New Orleans, LA | Virginia Burton |

Quarterly Travel Report
For Twelve Months Ending
December 31, 2018

| Dates | Travel Description | Location | Attendees |
|---------------------|---|------------------|--|
| LASERS Staff | | | |
| 12/02 - 12/07/2018 | Gartner Infrastructure and Cloud | Las Vegas, NV | Greg Byrd |
| 11/15 - 11/18/2018 | Due Diligence Gamut & Apollo | New York, NY | Laney Sanders |
| 11/07 - 11/11/2018 | Due Diligence Golden Tree | New York, NY | Bobby Beale |
| 11/04 - 11/11/2018 | APPFA | Philadelphia, PA | Brennan McNamee |
| 11/04 - 11/10/2018 | APPFA | Philadelphia, PA | Nicole Xue |
| 11/04 - 11/08/2018 | PRISM Board of Directors Meeting | Indianapolis, IN | Dan Bowden |
| 10/21 - 10/24/2018 | Public Pension Financial Forum | Savannah, GA | Artie Fillastre |
| 10/20 - 10/24/2018 | Public Pension Financial Forum | Savannah, GA | Casey Jackson |
| 10/19 - 10/24/2018 | NPEA | Tuscon, AZ | Wendy Demouy |
| 10/16 - 10/17/2018 | Due Diligence Warburg Pincus & Baring Asia Managers | New York, NY | Reeves Pearce, Laney Sanders |
| 10/15 - 10/19/2018 | Due Diligence Blackstone | New York, NY | Darren Fournerat |
| 10/07 - 10/10/2018 | NASIO | Grand Rapids, GA | Laney Sanders |
| 10/03 - 10/08/2018 | Due Diligence Apollo and Stone Harbor | New York, NY | Bobby Beale |
| 09/26 - 09/27/2018 | Due Diligence Bernhard Capital Partners | New Orleans, LA | Darren Fournerat |
| 09/16 - 09/19/2018 | Public Pension Fund ERM Peer Group Forum | Tallahassee, FL | Trey Roche |
| 09/16 - 09/19/2018 | LAPERS | New Orleans, LA | Bobby Beale, Darren Fournerat |
| 09/16/2018 | LAPERS | New Orleans, LA | Mark Diaz |
| 09/15 - 09/18/2018 | LAPERS | New Orleans, LA | Amanda Celestine, Tina Grant Maris LeBlanc, Cindy Rougeou |
| 09/12/2018 | RSEA | Marksville, LA | Maris LeBlanc |
| 09/11 - 09/12/2018 | RSEA | Marksville, LA | Wendy Demouy |
| 09/06 - 09/15/2018 | Boulder Digital Arts Training | Boulder, CO | Mark Diaz |
| 08/04 - 08/09/2018 | NASRA | San Diego, CA | Bobby Beale |



**Louisiana State Employees'
Retirement System**

Quarterly Travel Report

For Twelve Months Ending
December 31, 2018

| Dates | Travel Description | Location | Attendees |
|--------------------|---|-------------------------|---------------------------------|
| 08/03 - 08/08/2018 | NASRA | San Diego, CA | Trey Boudreaux, Tina Grant |
| 08/01 - 08/03/2018 | Due Diligence FRT/Meketa | San Diego, CA | Bobby Beale |
| 07/14 - 07/20/2018 | Due Diligence Blackstone/Gramercy/Zais/Entrust/Prisma | New York City, NY | Darren Fournerat |
| 07/05 - 07/10/2018 | ILPA | Chicago, IL | Laney Sanders |
| 06/16 - 06/21/2018 | SHRM | Chicago, IL | Sheila Metoyer |
| 05/08 - 05/10/2018 | Due Diligence Apollo/AEA | New York City, NY | Laney Sanders |
| 05/06 - 05/09/2018 | APPFA | Austin, TX | Ryan Babin, Reece Babin |
| 05/01 - 05/04/2018 | Due Diligence Rice Hall James | Newport Beach, CA | Darren Fournerat, Reeves Pearce |
| | | San Diego, CA | |
| 04/29 - 05/04/2018 | Milken Conference/Due Diligence Rice Hall James | Newport Beach, CA | Bobby Beale |
| | | San Diego, CA | |
| 04/23 - 04/26/2018 | Government Social Media Conference | Denver, CO | Mallory Sharp |
| 04/22 - 04/26/2018 | PRISM Conference | San Diego, CA | Dan Bowden |
| 04/15 - 04/20/2018 | AQR Circle | New York City, NY | Darren Fournerat, Reeves Pearce |
| | | Newark, NJ, Chicago, IL | |
| 04/15 - 04/18/2018 | AQR Circle | Greenwich, CT | Bobby Beale |
| 04/11 - 04/13/2018 | Due Diligence Vista | Austin, TX | Laney Sanders |
| 03/20 - 03/22/2018 | RSEA | Covington, LA | Maris LeBlanc |
| | | Metairie, LA | |
| | | Thibodeaux, LA | |
| 03/18 - 03/24/2018 | iDesign Training | San Jose, CA | Charles Hooker |
| 03/14 - 03/15/2018 | Due Diligence ArcLight | Boston, MA | Laney Sanders |
| 03/12 - 03/15/2018 | RSEA | Lake Charles, LA | Carlos Jones |
| | | Lafayette, LA | |
| 03/12 - 03/13/2018 | RSEA | Lake Charles, LA | Maris LeBlanc, Cindy Rougeou |

Quarterly Travel Report
For Twelve Months Ending
December 31, 2018

| Dates | Travel Description | Location | Attendees |
|--------------------|-----------------------------|--|---|
| 03/05 - 03/08/2018 | RSEA | Alexandria, LA Monroe, LA Shreveport, LA | Trey Boudreaux, Janet Harris Cindy Rougeou |
| 02/27 - 03/04/2018 | Due Diligence EnTrustPermal | New York, NY | Bobby Beale, Darren Fournerat |
| 02/24 - 02/27/2018 | NASRA Winter Conference | Washington, D.C. | Maris LeBlanc, Cindy Rougeou |
| 02/07 - 02/09/2018 | LATEC | New Orleans, LA | Bobby Beale, Darren Fournerat |
| 01/21 - 01/23/2018 | Due Diligence NEPC | Phoenix, AZ | Darren Fournerat |
| 01/08 - 01/13/2018 | SANS Conference | New Orleans, LA | Charles McBride |

January 2019 Management Committee Meeting Deputy Director & Chief Operating Officer's Comments

Deputy Director

- I will be attending the NASRA Winter Meeting and the annual meeting of the Coalition to Preserve Retirement Security (CPRS) in Washington, D.C., February 23-25.

Public Information Division

- Our new publication, A Solid Foundation for the Future, is available on our website.
- The Purchases of Military Service video will be re-recorded with the suggested changes from the November Board meeting.
- The Board of Trustees Election Nomination Packets are being prepared. Board nominations open March 1.
- The Winter issue of The Beam is scheduled for mid-February release.
- Staff is preparing packet information and press materials for the upcoming RSEA Tour.
- Video recordings of the Trustee Workshop sessions will be made available on our website as soon as possible.
- Current PID Stats:

| | |
|--------------------------------------|--------|
| Website pageviews: | 44,609 |
| Website users: | 12,103 |
| Facebook followers: | 1,858 |
| Twitter followers: | 611 |
| YouTube subscribers: | 451 |
| MINT Email subscribers: | 4,861 |
| Paperless Beam subscribers: | 4,469 |
| Member Connection Email subscribers: | 57,605 |

Member Services Division

- The North Louisiana Retirement Readiness Fair attracted 84 LASERS members on December 6 at the Louisiana State Exhibit Museum in Shreveport. Attendees were impressed with both the facility and the partners attending. Partners included the Social Security Administration, EMPOWER, Office of Group Benefits, RSEA, Shreve Memorial Library, Caddo Council on Aging, DINA Dental and Vision, and Starmount Dental and Vision. Feedback from members included comments of appreciation for travelling to North Louisiana, as well as partners thanking LASERS for allowing them to share their services to a wider audience. Following the success of the two Retirement Readiness Fairs in 2018, preparations are underway for fairs in 2019.
- Recent comments from members:
 - *"I wish everybody could be as helpful as Jamie [Henry] was with me."*
 - *"Keep up the good work you all do for state workers! Bravo!!"*

January 2019 Management Committee Meeting Executive Director's Comments

PRRSAC

- The Public Retirement Systems' Actuarial Committee met on January 9th, and approved the LASERS valuation as adopted by our Board and presented by our actuary, Shelley Johnson. The approval included DROP interest of 7.02%.
- Fiscal has posted the DROP interest to eligible accounts.

Boards and Commissions Report

- The annual Boards and Commissions Report was completed in December via the Division of Administration reporting portal.
- In this report, we provide information such as:
 - Governing statutes, rules and regulations.
 - Board member names, per diems and travel expense reimbursements.
 - Employee salaries.
 - Board meeting schedule and minutes.
 - Budget information including funding sources, budgeted and actual expenditures.

NOTICE AND AGENDA
Investment Committee Meeting
Wednesday, January 23, 2019
Immediately following the Management Committee
and
Thursday, January 24, 2019
9:00 a.m.

The Investment Committee will meet on Wednesday, January 23, 2019, in the Abell Board Room of the Lod Cook Alumni Center, 3838 W. Lakeshore Drive, Baton Rouge, Louisiana

Please silence your cell phone before meeting begins

I. CALL TO ORDER

Thomas Bickham, Chair

II. ROLL CALL

III. PUBLIC COMMENT

IV. REGULAR BUSINESS

1. Approval of the minutes of the December 13, 2018, meeting of the Investment Committee **(Action Item)**

Thomas Bickham, Chair

V. NEW BUSINESS

1. Investment Education – Themes, European Venture Capital & Trade Finance

Darren Fournierat, CFA, CAIA – Assistant Chief Investment Officer

Tim Bruce, CFA – NEPC LLC

The Investment Committee will reconvene on Thursday, January 24, 2019, at 9:00 a.m., in the Abell Board Room of the Lod Cook Alumni Center, 3838 W. Lakeshore Drive, Baton Rouge, Louisiana

Please silence your cell phone before meeting begins

I. CALL TO ORDER

Thomas Bickham, Chair

II. ROLL CALL

III. PUBLIC COMMENT

IV. NEW BUSINESS (continued)

1. Monthly Performance Review
Bobby Beale, CFA, CAIA – Chief Investment Officer
Rhett Humphreys, CFA – Partner, NEPC LLC
2. Investment Education – Bernhard Capital Partners
Jeff Jenkins – Partner
Mark Spender – Managing Director
Zachary Freeman - Analyst
3. Investment Education – AQR Capital Management
Clifford Asness, Ph.D. – Managing and Founding Principal
Aaron Kelley, CFA – Vice President
Richard Lipman - Associate
4. Investment Education – Blackstone
Gideon Berger – Senior Managing Director & Co-Chief Investment Officer
Robert McGann – Associate, Investor Relations and Business Development
5. Investment Education – Bridgewater
Alan Bowser – Senior Client Advisor
Jeff Gardner – Senior Portfolio Strategist

VI. OTHER BUSINESS

VII. ADJOURNMENT

There are no managers on the blackout list

NOTE: If special accommodations are needed please contact this office prior to meeting.

**Louisiana State Employees' Retirement System
Investment Committee Meeting
December 13, 2018**

The Investment Committee of the Louisiana State Employees' Retirement System met on Thursday, December 13, 2018 in the fourth floor Board Room of the Retirement Systems Building located at 8401 United Plaza Boulevard, Baton Rouge, Louisiana. Mr. Thomas Bickham, Chair, called the meeting to order at 1:00 p.m. Roll was called by Ms. Jennifer Adams, recording secretary.

ROLL CALL

Members Present: Mr. Thomas Bickham, Ms. Virginia Burton, Judge William Kleinpeter, Ms. Amy Mathews (Designee of the Treasurer), Mr. Rick McGimsey (Designee of the Commissioner), Ms. Barbara McManus, Representative Kevin Pearson, Ms. Lori Pierce, Ms. Shannon Templet and Ms. Lorry Trotter.

Members Absent: Ms. Beverly Hodges, Ms. Janice Lansing and Senator Barrow Peacock

Staff Present: Ms. Cindy Y. Rougeou, Executive Director; Mr. Trey Boudreaux, Chief Administrative Officer; Mr. Bobby Beale, Chief Investment Officer; Ms. Tina Vicari Grant, Executive Counsel; Ms. Beth Gordon, Executive Staff Officer; Investment Staff: Mr. Darren Fournier, Ms. Celeste Funderburk, Mr. Reeves Pearce, Ms. Alisa Lacombe, Ms. Jennifer Adams and Mr. Sam Chastian.

The Chair called for public comment. Hearing none, the Chair called for the next agenda item.

REGULAR BUSINESS

The committee considered the minutes of the October 25, 2018 Investment Committee meeting. **Ms. Templet moved, seconded by Judge Kleinpeter, to approve the minutes of the October 25, 2018, Investment Committee meeting. With no objection or discussion, the motion carried.**

NEW BUSINESS

Monthly Performance Review

Mr. Beale presented the final October return, which was -5.3%. Due to the early meeting date, November performance was not yet final, but he stated the preliminary return as 1.0%. He stated that once November numbers were final, a flash report would be emailed to the Committee members. He also stated that, so far, the December return was approximately -1.7%.

Cost Effectiveness

Mr. Reeves Pearce presented the Investment Cost Effectiveness report as required by the Board Charter.

Division Annual Report

Mr. Beale presented the 2018 Investment Division Annual Report, for the Fiscal Year 2017-2018. He congratulated Ms. Celeste Funderburk and Ms. Alisa Lacombe for doing an excellent job preparing the report.

OTHER BUSINESS

With no other business brought before the committee the meeting adjourned at 1:55 p.m.

JANUARY 23 & 24

Trustee Workshop
Monthly/YE 2018 Performance Review
Trustee Education
Actuarial Science
Laws, Rules and Regulations
Investment
Management Committee/Regular Board Meeting

FEBRUARY 21

4th Quarter 2018 Performance Review

MARCH 21

Monthly Performance Review

APRIL 25 (*Legislative Session convenes 4/8*)

Monthly Performance Review
Emerging Markets Portfolio Reviews:

MAY 16

1st Quarter 2019 Performance Review
[Optional Retirement Plan/Self-Directed DROP Review](#)

JUNE 27 (*Legislative Session adjourns 6/6*)

Monthly Performance Review
[Custodian Review](#)
[Consultant Review](#)

JULY 25

Fiscal Year End Performance Review
[Asset Allocation Review](#)
Emerging Markets Contract Discussion

AUGUST 22

2nd Quarter 2019 Performance Review
Fixed Income Portfolio Reviews:

SEPTEMBER 26

Monthly Performance Review
Fixed Income Contract Discussion

OCTOBER 24

Monthly Performance Review
Internal Funds Portfolio Review
Annual Trading Report
Annual Proxy Report

NOVEMBER 21

3rd Quarter 2019 Performance Review

DECEMBER 12

Monthly Performance Review
Investment Division Annual Report

OBJECTIVES

SHORT TERM (< 12 months)

Annual Trustee workshop
Contract reviews: City of London, LSV – Emerging Markets, Westwood, Loomis, Sayles & Co., Orleans Capital
Asset Allocation Review
Self-Directed Plan/Optional Retirement Plan Review
Custodian Review
Consultant Review
Internal Funds Review
Trading Review
Investment Division Annual Report
Update Private Markets Strategic Plan quarterly

LONG TERM (>12 months)

- Continue evaluation of alternative and traditional asset classes to improve the risk/return profile of the plan

Contracts Expiring in 2019:

| | |
|------------------------|---------------------------------------|
| City of London | 08/31/2019 (portfolio review 04/2019) |
| LSV – Emerging Markets | 08/31/2019 (portfolio review 04/2019) |
| Westwood | 10/05/2019 (portfolio review 04/2019) |
| Loomis, Sayles & Co. | 12/31/2019 (portfolio review 08/2019) |
| Orleans Capital | 12/31/2019 (portfolio review 08/2019) |

NOTICE AND AGENDA
Board Meeting
Abell Board Room of the Lod Cook Alumni Center
3838 W. Lakeshore Drive
Baton Rouge, Louisiana
January 24, 2019
Immediately following the Investment Committee

Please silence your cell phone before meeting.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC COMMENT** (allowed upon request before action items)
- IV. SPECIAL ITEM OF BUSINESS**
 1. Election of the Chair of the Board **(Action Item)**
Note: the new Chair will assume the chair at this point
 2. Election of the Vice Chair of the Board **(Action Item)**
- V. REGULAR BUSINESS**
 1. Approval of the December 13, 2018 Board Meeting Minutes **(Action Item)**
_____, Chair of the Board
 2. Report and Recommendations of the Investment Committee **(Action Item)**
Thomas Bickham, Investment Committee Chair
 3. Report and Recommendations of the Management Committee **(Action Item)**
Shannon Templet, Committee Chair
 4. Acknowledgement of Receipt of Administrative Errors Report/Documentation
Tina Grant, Executive Counsel (Action Item)
- VI. NEW BUSINESS**
- VII. OTHER BUSINESS**
- VIII. ADJOURNMENT**

Note: If special accommodations are needed, please contact this office prior to the meeting.

**Louisiana State Employees' Retirement System
Regular Board Meeting
December 13, 2018**

The Board of Trustees of the Louisiana State Employees' Retirement System met on Thursday, December 13, 2018 in the fourth floor Board Room of the Retirement Systems Building located at 8401 United Plaza Boulevard, Baton Rouge, Louisiana. Ms. Beverly Hodges, Board Chair, called the meeting to order at 2:24 p.m. Roll was called by Ms. Abby Partin, recording secretary.

Members Present: Mr. Thomas Bickham, Ms. Virginia Burton, Ms. Beverly Hodges, Judge William Kleinpeter, Mr. Rick McGimsey (designee of the Commissioner of Administration), Representative Kevin Pearson, Ms. Lori Pierce, Ms. Amy Mathews (designee of the Treasurer), Ms. Barbara McManus, Ms. Shannon Templet, Ms. Lorry Trotter

Members Absent: Ms. Janice Lansing, Senator Barrow Peacock

Staff Present: Ms. Cindy Rougeou, Executive Director; Mr. Trey Boudreaux, Chief Administrative Officer; Ms. Tina Grant, Executive Counsel; Mr. Bobby Beale, Chief Investment Officer; Ms. Tricia Gibbons, Retirement Benefits Administrator; Ms. Tonja Normand, Public Information Director; Mr. Dan Bowden, IT Director; Greg Byrd, IT Tech Support Manager; Steve Phipps, IT Tech Support Supervisor; Artie Fillastre, Accountant Administrator; Amanda Celestine, Executive Management Officer; Ryan Babin, Audit Director; Grace Knox, Computer Graphics Designer; Beth Gordon, Executive Staff Officer; and Ms. Abby Partin, recording secretary

Also Present: Shelley Johnson, Foster & Foster

A quorum was announced present and the meeting opened for business.

Public Comment

Ms. Hodges called for public comment. No public comments were made.

Regular Business

Ms. Hodges called for approval of the November 15, 2018, Board Meeting minutes. **Mr. Bickham moved, seconded by Ms. McManus, to approve the minutes. With no objection or discussion, the motion carried.**

Ms. Burton reported that the Audit Committee met on Thursday, December 13, 2018, and had the following item to report:

Ms. Burton moved, seconded by Mr. Bickham, to accept the Employer Pension Audit Report (GASB 68) for FYE 2018, as presented. With no objection or discussion, the motion carried.

Mr. Bickham reported that the Investment Committee met on Thursday, December 13, 2018, and there were no items to report.

Ms. Templet reported that the Management Committee met on Thursday, December 13, 2018, and had the following items to report:

Ms. Templet moved, seconded by Mr. Bickham, to approve the list of physicians submitted as alternate physicians to the State Medical Disability Board. With no objection or discussion, the motion carried.

Ms. Templet moved, seconded by Mr. Bickham, to approve the December 2018 retirement disability report. With no objection or discussion, the motion carried.

Ms. Grant reported that there was one administrative error this month on the administrative errors report. She further stated that the report and supporting documentation could be found in the board book. **Ms. McManus moved, seconded by Ms. Trotter, to acknowledge receipt of the administrative errors report and documentation. With no objection or discussion, the motion carried.**

New Business

Mr. Boudreaux reviewed the process for election of Board Chair and Vice Chair and selection of Committee Chairs. Committee preference forms were distributed in the Committee Room.

Ms. Hodges called for nominations of the Board Chair for 2019. **Judge Kleinpeter moved, seconded by Mr. Bickham, to nominate Shannon Templet as the Board Chair for 2019. With no objection or discussion, the motion carried.** No other nominations were submitted.

Ms. Hodges called for nominations of the Board Vice-Chair for 2019. **Judge Kleinpeter moved, seconded by Ms. Mathews, to nominate Thomas Bickham as the Board Vice-Chair for 2019. With no objection or discussion, the motion carried.** No other nominations were submitted.

Ms. Rougeou presented Ms. Hodges with a plaque for her service as Board Chair for 2018. Ms. Hodges thanked the board, vice chair, committee chairs, and LASERS staff for their work and dedication.

Ms. Rougeou introduced Beth Gordon as a new employee to LASERS.


Ms. Rougeou introduced Steve Phipps as the LASERS Employee of the Quarter.

Other Business

Ms. Hodges thanked Ms. Partin for her service to LASERS and to the board and presented her with a card for her retirement.

Adjournment

With no other business to discuss the meeting adjourned at 2:36 p.m.

A handwritten signature in black ink, appearing to read 'C. Rougeou', with a horizontal line underneath.

Cindy Rougeou, Executive Director

Administrative Error Report

January 24, 2019

| | |
|----------------------------------|---|
| Member's Name: | Troy J Sayer Jr |
| Agency: | LA Military Department |
| Reason for Administrative Error: | Incorrect Termination Date Changed from 10/25/2018 to 12/24/2018 |

| | |
|----------------------------------|--|
| Member's Name: | William Sickinger |
| Agency: | BD of Commissioners Port of New Orleans |
| Reason for Administrative Error: | Incorrect Termination Date/Retirement Selection Changed from 10/31/2018 to 11/2/2018 Changed from Regular Retirement with IBO to Regular Retirement |

| | |
|----------------------------------|---|
| Member's Name: | John Vaughan |
| Agency: | Workforce Support and Training |
| Reason for Administrative Error: | Application for DROP Submitted Late Allowed Member to Enter DROP on 12/15/2018 |

| | |
|----------------------------------|--|
| Member's Name: | Jerry Parkman |
| Agency: | LA Tech University |
| Reason for Administrative Error: | Incorrect Termination Date Changed from 8/18/2018 to 8/8/2018 |

| | |
|----------------------------------|---|
| Member's Name | Lynn C Daigle |
| Agency: | LDH – South Central LA Human Services Authority |
| Reason for Administrative Error: | Incorrect Leave Option Selected Changed from Lump Sum Payment to Convert |

| | |
|----------------------------------|--|
| Member's Name | Winton Carlin |
| Agency: | Louisiana State University |
| Reason for Administrative Error: | Incorrect Retirement Option Selection Changed from Maximum to Option 4B |



Louisiana State Employees'
Retirement System

Date: January 7, 2019

To: Cindy Rougeou
Maris LeBlanc
Tina V. Grant

From: Tricia Gibbons

Subject: Administrative Error – Incorrect Termination Date

Member Information:

Name: Troy J Sayer Jr

SSN: xxx-xx-4695

This request for administrative error is for an employee with the LA Military Department (00036). We received Form 9-02A, Certification at End of Employment After DROP on 10/23/2018 listing an incorrect termination date of 10/25/2018.

The agency has requested that the member be allowed to retire using a termination date of 12/24/2018 and a retirement date of 12/25/2018 since this was due to agency error.

I recommend that this request be approved.

Recommendation of Executive Counsel


Tina V. Grant

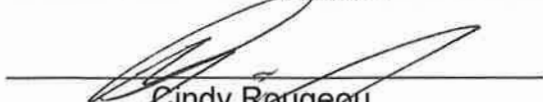
☒ Agree ☐ Disagree
1-9-19
date

Recommendation of Deputy Director


Maris LeBlanc

☒ Agree ☐ Disagree
1/10/2019
date

Recommendation of Executive Director


Cindy Rougeou

☒ Agree ☐ Disagree
1/10/19
date

LASERS Benefits Louisiana.



STATE OF LOUISIANA

MILITARY DEPARTMENT

JACKSON BARRACKS
6400 ST. CLAUDE AVE
NEW ORLEANS, LOUISIANA 70117

ROBIN BELL EDWARDS
GOVERNOR

GLENN H. CURTIS
MAJOR GENERAL
THE ARMY NATIONAL GUARD

LANG-LMD-HR

11/07/2018

MEMORANDUM FOR LASERS

SUBJECT: Administrative Error Request – Sayer, Troy

1. Employee, Sayer, Troy put in his retirement package 10/23/2018 the wrong termination date was put on the application by the Employee Assistance Officer. The correct date should be 12/24/2018. Please change his retirement date to reflect.
2. Any further information needed, please contact the undersigned at (225)319-4981.

ANDERSON.CHAD.J
OSEPH.111963374
1

Digitally signed by
ANDERSON CHAD JOSEPH 1119633741
DN: c=US, o=U.S. Government, ou=DoD,
ou=PMI, ou=USA,
cn=ANDERSON.CHAD JOSEPH.1119633741
Date: 2018.11.07 14:57:57 -0600

Chad J. Anderson, SGM (Ret)
Deputy, Human Resources & Risk Management
Louisiana Military Department

to Equal Opportunity Employee

LASERS

Louisiana State Employees'
Retirement System

Date: January 7, 2019

To: Cindy Rougeou
Maris LeBlanc
Tina V. Grant

From: Tricia Gibbons

Subject: Administrative Error – Incorrect Termination Date and Retirement Selection

Member Information:

Name: William Sickinger

SSN: xxx-xx-4957

This request for administrative error is for an employee with the BD of Commissioners Port of New Orleans (00530). We received an Application for Retirement with IBO on 10/30/2018 listing an incorrect termination date of 10/31/2018.

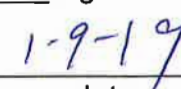
The agency has requested that the member be allowed to retire under Regular Retirement (without IBO) using a termination date of 11/2/2018 and a retirement date of 11/3/2018 since this was due to agency error.

I recommend that this request be approved.

Recommendation of Executive Counsel


Tina V. Grant

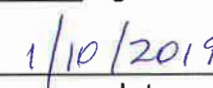
☒ Agree ☐ Disagree


date

Recommendation of Deputy Director


Maris LeBlanc

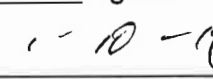
☒ Agree ☐ Disagree


date

Recommendation of Executive Director


Cindy Rougeou

☒ Agree ☐ Disagree


date

LASERS Benefits Louisiana.



January 4, 2019

To: Member Services -- Lasers

We made an administrative error on Mr. William W. Sickinger termination date. Please allow Mr. Sickinger retirement date to be effective 11/03/2018 and change his retirement option from IBO to Regular Retirement.

Sincerely,

Willie Mae Womack

Willie Mae Womack
Agency Liaison





Louisiana State Employees'
Retirement System

Date: January 9, 2019

To: Cindy Rougeou
Maris LeBlanc
Tina V. Grant

From: Tricia Gibbons

Subject: Administrative Error – Application for DROP Submitted Late

Member Information:

Name: John Vaughan

SSN: xxx-xx-8209

This request for administrative error is for an employee with Workforce Support and Training (00540). We received a DROP Application on 1/3/2019 listing a DROP start date of 12/15/2018. The agency states they received the application on 6/27/2018 but failed to process it timely.

The agency requests that the member be allowed to enter DROP using a start date of 12/15/2018 since this was due to agency error.

I recommend that this request be approved.

Recommendation of Executive Counsel


Tina V. Grant

☒ Agree ☐ Disagree
1-9-19
date

Recommendation of Deputy Director


Maris LeBlanc

☒ Agree ☐ Disagree
1/10/2019
date

Recommendation of Executive Director


Cindy Rougeou

☒ Agree ☐ Disagree
1-10-19
date

LASERS Benefits Louisiana.



1001 North 23rd Street
Post Office Box 94094
Baton Rouge, LA 70804-9094

(O) 225-342-3001
(F) 225-342-2051
www.laworks.net

John Bel Edwards, Governor
Ava DeJoie, Secretary

Office of Management and Finance
Human Resources

January 3, 2019

LASERS
P.O. Box 44213
Baton Rouge, LA 70804-4213

RE: John Vaughan, Application for Deferred Retirement Option Plan

To Whom It May Concern,

On June 27, 2018, John Vaughan completed and submitted an application for Deferred Retirement Option Plan to our Human Resources office with a DROP Start Date of 12/15/2018. However, I overlooked the application and did not process it timely.

Please accept this letter as an administrative error and consider allowing Mr. Vaughn to enter DROP effective 12/15/2018. I have attached a copy of the application and supporting documentation.

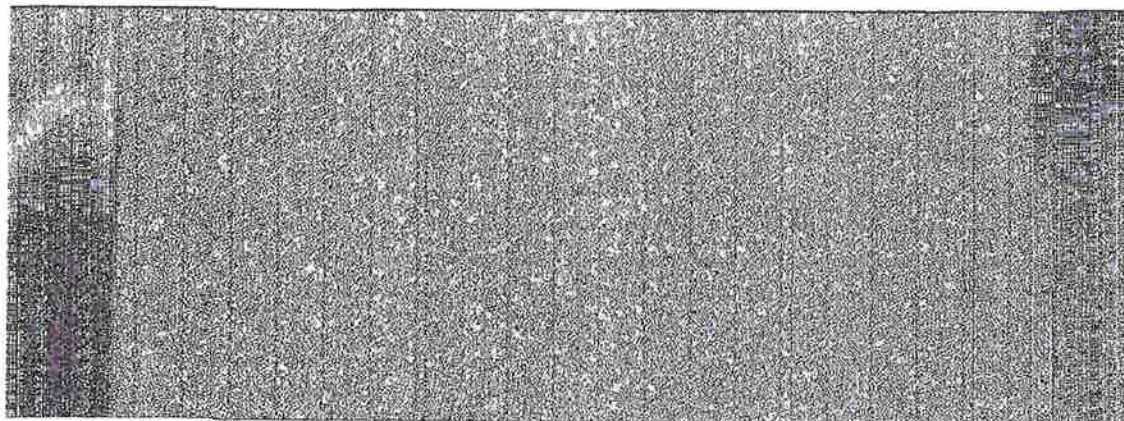
Please either call me at (225) 342-3264 or email me at RBroussard3@lwc.la.gov if I can provide additional information.

Sincerely,

Ron Broussard
Human Resources Manager A

enclosures

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Louisiana State Employees'
Retirement System

Date: January 9, 2019

To: Cindy Rougeou
Maris LeBlanc
Tina V. Grant

From: Tricia Gibbons

Subject: Administrative Error – Incorrect Termination Date

Member Information:

Name: Jerry Parkman

SSN: xxx-xx-0126

This request for administrative error is for an employee with the LA Tech University (00085). We received an application for retirement on 5/2/2018 listing an incorrect termination date of 8/18/2018.

The agency has requested that the member be allowed to retire using a termination date of 8/8/2018 and a retirement date of 8/9/2018 since this was due to agency error.

I recommend that this request be approved.

Recommendation of Executive Counsel

☒ Agree ☐ Disagree
1-9-19
date

Recommendation of Deputy Director

☒ Agree ☐ Disagree
1/10/2019
date

Recommendation of Executive Director

☐ Agree ☐ Disagree
1-10-19
date

LASERS Benefits Louisiana.



LOUISIANA TECH UNIVERSITY

OFFICE OF HUMAN RESOURCES

TO: LASERS

FROM: Alicia Foster, Human Resources Coordinator

DATE: November 1, 2018

SUBJECT: Retirement Date Correction for Jerry Wayne Parkman

Jerry Parkman (xxx-xx-0126) retired on 8/8/18. However, the date of termination on his retirement application was 8/18/18. This was my administrative error. I wrote the incorrect date of termination. I reviewed all of his other documents, and this is the only document with the incorrect date. His termination form, direct deposit form, and certification of leave form all have the correct date of 8/8/18. This was brought to my attention on November 1, 2018 when the Retirement Benefits Analyst caught the mistake; she noticed that the retirement date of 8/18/18 on his retirement application did not match the 8/8/18 date on his Leave form. I take full responsibility for this administrative error, and will make every effort to not let this happen again. I am requesting that Jerry Parkman's retirement date (last date of employment) be changed from 8/18/18 to 8/8/18. Please let me know if I can provide any further assistance. Thank you for your attention to this matter.

Sincerely,

Alicia Foster
Human Resources Coordinator
Louisiana Tech University

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

1000 BOULEVARD • HOUSTON, TEXAS 77002 • TEL: (281) 257-2000 • FAX: (281) 257-2002
WWW.LTUNIVERSITY.EDU



Louisiana State Employees'
Retirement System

Date: January 9, 2019

To: Cindy Rougeou
Maris LeBlanc
Tina V. Grant

From: Tricia Gibbons

Subject: Administrative Error – Incorrect Leave Option Selected

Member Information:

Name: Lynn C Daigle SSN: xxx-xx-5236

This request for administrative error is for an employee with LDH – South Central LA Human Services Authority (00917). We received an application for retirement on 8/9/2018 requesting a lump sum payment of leave. On 11/30/2018, we received an administrative error letter from the agency indicating an error was made.

The agency has requested that the member be allowed to change his leave option from lump sum payment to convert leave since this was due to agency error.

I recommend that this request be approved.

Recommendation of Executive Counsel


Tina V. Grant


☒ Agree ☐ Disagree
1-9-19
date

Recommendation of Deputy Director


Maris LeBlanc

☒ Agree ☐ Disagree
1/10/2019
date

Recommendation of Executive Director


Cindy Rougeou

☒ Agree ☐ Disagree
1-10-19
date

LASERS Benefits Louisiana.



TO: LASERS Member Services

FROM: Melicia Levron, SPHR *ML*
HR Director, SCLHSA

DATE: November 28, 2018

RE: Administrative Error Request

On November 26, 2018, SCLHSA HR staff was notified by retiree Lynn Daigle (last 4 SSN: 5236) that he had received a large lump sum of money into his bank account from LASERS and that this credit was in error. Upon reviewing Mr. Daigle's documentation, it was discovered that although he had indicated to HR staff that he wanted to convert his unused leave to retirement credit, the LASERS Form 06-01 Application was completed incorrectly. This error should have been caught by SCLHSA staff, however we have had several staff changes/retirements during the time of his document processing and the staff member who actually received and certified the document was not aware of Mr. Daigle's true intentions for his unused leave. We are requesting that LASERS reverse the lump sum deposit and convert Mr. Daigle's unused leave to retirement credit due to an agency administrative error. If you have any questions, please contact me at 985-857-3743.

Human Resource Division
521 Legion Ave, Houma, Louisiana 70364
Phone #: 985/876-8876 - Fax #: 985/876-8897
"An Equal Opportunity Employer"

LASERS

Louisiana State Employees'
Retirement System

Date: January 9, 2019

To: Cindy Rougeou
Maris LeBlanc
Tina V. Grant

From: Tricia Gibbons

Subject: Administrative Error – Retirement Option

Member Information:

Name: Winton Carlin SSN: xxx-xx-6500

This request for administrative error is for an employee with Louisiana State University (00520). The incorrect retirement option was selected on *Form 09-01: Application for Deferred Retirement Option Plan*. Agency states member was never informed that selecting the maximum option would not leave a benefit to his spouse.

The agency has requested that the member be allowed to change his retirement option from Maximum to Option 4B since this was due to agency error.

I recommend that this request be approved.

Recommendation of Executive Counsel


Tina V. Grant

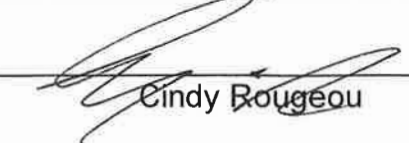
☒ Agree ☐ Disagree
1-9-19
date

Recommendation of Deputy Director


Maris LeBlanc

☒ Agree ☐ Disagree
1/10/2019
date

Recommendation of Executive Director


Cindy Rougeou

☒ Agree ☐ Disagree
1/10/19
date

LASERS Benefits Louisiana.



Finance & Administrative Services
Human Resource Management

November 15, 2018

Louisiana State Employees' Retirement System
P.O. Box 44213
Baton Rouge, LA 70804

Re: Administrative Error Letter-- Winton Carlin

This letter is being submitted to your attention on behalf of Winton Carlin SSN 6500. Mr. Carlin originally applied for DROP with an effective date of 10/31/2018 and elected the Maximum Plan option. He states that he was never informed that this option would not leave a benefit to his wife. He later submitted another DROP application electing Option 4B but did not turn that form in until 11/1/2018, which was the day after the original effective date chosen. Please consider allowing the member to change his retirement plan option to 4B with a DROP Start Date of 10/31/2018.

Please contact me at (225) 578-1880 should you have any questions. Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Todd Langlois", with a stylized flourish at the end.

Todd Langlois
Benefits Service Center