

Brian Sandoval  
Governor

Vacant  
Program Coordinator



**Nevada Public Employees'  
Deferred Compensation Program**

**COMMITTEE**  
Scott Sisco, Chair  
NDOC  
Carlos Romo, Vice Chair  
Retired  
Brian L. Davie  
LCB  
Karen Oliver  
GCB  
Steve C. Woodbury  
GOED

Shane Chesney  
Senior Deputy Attorney General

**NOTICE OF PUBLIC MEETING**

**NEVADA PUBLIC EMPLOYEES'  
DEFERRED COMPENSATION COMMITTEE**

Wednesday, December 18, 2013  
12:00 pm

*Note: Some members of the Committee may attend the meeting and other persons may attend the meeting and provide testimony through a simultaneous videoconference conducted at the following locations:*

Legislative Building  
401 South Carson Street  
Room 2135  
Carson City, Nevada 89701

Grant Sawyer State Office Building  
555 East Washington Avenue  
Room 4412E  
Las Vegas, Nevada 89101

*If you cannot attend the meeting, you can listen or view it live over the Internet. The address for the Nevada Legislative website is <http://leg.state.nv.us>. Click on the "Calendar of Meetings" on the upper right side of page.*

**Below is an agenda of all items to be considered. All items which are potential action items are noted as such. Items on the agenda may be taken out of order, combined for consideration, or removed from the agenda at any time at the discretion of the Committee.**

**AGENDA**

1. Call to Order/Roll Call
2. Public Comment. *Comments from the public are invited at this time prior to the commencement of possible action items. The Committee reserves the right to limit the amount of time that will be allowed for each individual to speak and may place reasonable restrictions on the manner of public comment. The Committee is precluded from acting on items raised during Public Comment that are not on the agenda. Public comment pursuant to this item should be limited to items listed on the agenda.*
3. For Possible Action – Accept request for change to retirement date for former Program Coordinator from December 13, 2013 to the first week of January 2014.

4. For Possible Action – Interview of candidates for NDC Program Coordinator position and possible job offer.
5. For Possible Action – Discussion and possible approval of participant survey for development of Recordkeeper RFP.

Comments/Updates

6. Committee Members
7. Staff Updates
8. Public Comment. *The Committee reserves the right to limit the amount of time that will be allowed for each individual to speak. The Committee is precluded from acting on items raised during Public Comment that are not on the agenda. Public comment pursuant to this item may be on any topic, principally those related to the Nevada Deferred Compensation Program.*
9. Adjournment

Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the Committee may refuse to consider public comment. *See NRS 233B.126.*

Notice of this meeting was posted at the following locations in Carson City, Nevada:

Nevada State Library and Archives, 100 Stewart Street  
Blasdel Building, 209 E. Musser Street  
Capitol Building, 101 N. Carson Street  
Legislative Building, 401 S. Carson Street

Notice of this meeting was posted at the following locations in Las Vegas, Nevada:

Grant Sawyer State Office Building, 555 E. Washington Avenue  
Fax to Capitol Police – (702) 486-2012

Notice of this meeting was posted on the following website:

<http://defcomp.nv.gov/>

We are pleased to make reasonable accommodations for members of the public who are disabled and would like to attend the meeting. If special arrangements for the meeting are required, please notify the Deferred Compensation office at 100 North Stewart Street, Suite 210, Carson City, Nevada, least one working day before the meeting or call (775) 684-3397 or you can fax your request to (775) 684-3399.

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**DEFERRED COMPENSATION PROGRAM COORDINATOR**

Salary Range 45,560.16 to 67,692.96 (employer/employee paid retirement plan)

This position is in the unclassified service and is appointed  
by, and serves at the pleasure of the Committee

The Division of Human Resource Management is seeking qualified applicants for the position of Program Coordinator, Nevada Public Employees' Deferred Compensation Program. This position is full-time and serves at the pleasure of the five Governors' appointed Nevada Public Employees' Deferred Compensation Committee Members. The incumbent in this position provides operations management, direction, and daily oversight for the state's Deferred Compensation Program. The position supervises a part-time, contract clerical position that supports the Plan activities. The Plan is a voluntary, supplemental 457 retirement savings program with two providers and current assets exceeding \$ 575 million.

The following are the primary duties of the position:

**Operations Management**

The position is responsible for managing the Plan and maintaining accurate records in compliance with federal and state regulations. The position is responsible for employer relations, budget creation and monitoring, client's services, participant education and training, monitoring of Plan requirement, and more. Employer relations include working with the various pay centers and the contracted Service Providers to resolve any issues participants may raise related to signing up or making changes to pre-tax funds to be taken from their pay to be deposited with the Service Providers.

Budget creation includes providing draft budget request based on actual base expenditures along with any recommended enhancement decision units to the Committee for review and ultimate approval. Upon Committee approval the Deferred Compensation Program Coordinator then works with the Administration Division of the Department of Administration to input the Committee approved budget request into NEBS. Budget monitoring includes monitoring actual and projected expenditures to insure compliance with the Legislatively approved budget throughout the biennium- and immediately notifying the Committee of any changes needed, and/or concerns regarding the status of the budget.

The position serves as the primary point of contact for program participants who have issues or concerns between their respective payroll centers, and/or their selected Service Provider. The incumbent develops and maintains a close working relationship with those entities to ensure that issues are brought to conclusion at the lowest and earliest possible level. The position monitors and ensures that Service Providers, Contractors, and Employer Pay Centers comply with all requirements of the approved operating plan. When necessary, the position makes recommendations to the Committee for changes to the Plan.

**Committee Business Management**

The position is responsible for drafting board agendas, distributing those agendas to Committee Members to solicit input, posting of the final agenda in accordance with Open Meeting Law requirements, scheduling appropriate clerical staff necessary to take minutes at the meeting, and making arrangements for appropriate meeting space and necessary presentational equipment. The position provides timely Committee Member packages to the Committee, and meets with Committee Members when necessary or when requested to provide background information on the agenda items. The position conducts necessary research to provide full and complete information to the Committee related to agenda items.

The position provides draft recommended policy changes and/or additions as identified through the normal operations of the program.

The position provides notice to contractors, Service Providers, and other relevant and/or interested parties of the date and time of the meeting, including coordinating the appearance of speakers necessary to properly present each item on the agenda. The position presents agenda items to the Committee during the meeting and provides response to the Committee Members when questioned about the individual items on the agenda.

The position follows through on any decisions or actions taken by the Committee, supervises clerical staff in the completion of the minutes of the meetings, and brings back to the committee any concerns or problems with carrying out those actions.

#### **Contractual Relationships Management/Oversight**

The position monitors all contracts and agreements to ensure new agreements are in place prior to expiration of the current agreements. The position, at the direction of the Committee, drafts RFP's and contracts for Investment Consultants, Financial and Compliance Auditors, and works with the Investment Consultant and the State Purchasing Division to create necessary RFP's and contracts for Service Provider(s).

The position monitors all contracted service providers (Investment Consultant, Service Providers, and Financial and/or Compliance Auditors), to ensure compliance with the approved Plan, compliance with State and Federal regulations and compliance with their respective contracts or agreements. The incumbent develops and maintains close working relationships to ensure client concerns and/or other operating problems are resolved as expeditiously as possible.

This position serves as the primary contact with the investment consultants in securing evaluations and recommendations for investment offerings and ultimately coordinating the presentation of those recommendations to the Committee for modification to the offerings of the Plan.

#### **Participant Education and Training**

The position creates and presents educational and training opportunities for participants and prospective participants of the Program to effectively communicate the benefits of participation in the Deferred Compensation Plan. Such education includes regular newsletters, general trainings, and extensive workshops when major changes are made to the Plan. The position works with the Service Providers to include their respective news articles in the newsletter, and their offerings in group trainings.

**Qualifications:** Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics, or related field and two years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures or administration of policies and procedures for a program or functional area; OR one year of experience as a Management Analyst I in Nevada State Service; OR an equivalent combination of education and experience on a year-for-year basis.

The position requires general knowledge of research methods and analysis techniques, and may include a working knowledge of state government processes and procedures. The position requires excellent human relations skills, and the ability to establish and maintain effective working relationships and diverse constituencies in both the public and private sectors. This position requires superior verbal and written communication skills, with demonstrated ability to prepare and present complex and technical information to the Committee, Plan participants, Executive Branch representatives, the Legislature, and the public. The position requires the ability to negotiate effectively and deal creatively with issues and problems. The position requires demonstrated project management skills, including the ability to facilitate complaint investigations and conflict resolution.

**Location:** The position is located in Northern Nevada in the State's capital. Carson City has a population of approximately 52,000 and is in close proximity to Reno and Lake Tahoe. With a semi-desert climate, Carson City enjoys over 266 days of sunshine a year.

**Salary and Benefits:** The salary range for this position is \$45,560.16 to \$ 67,692.96 per year. An offer will be made by the Committee based on relative experience that the successful candidate brings to the position. Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement system; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave.

The most qualified applicants will be contacted by Committee staff to schedule an interview. The Committee falls under the requirements of the Nevada Open Meeting Law, and as such, the interviews will take place during a special or regularly scheduled Committee Meeting.

**The following additional questions are part of this Recruitment:**

- 1) Describe experience you have coordinating the provision of services to clients or participants in which the organization you worked for was using an outside service provider.
- 2) Describe experience you have in the management of a government budget to include: a) financial planning; b) budget preparation; c) monitoring of expenditures; and d) justification of budget.
- 3) Describe experience you have in writing Requests for Proposals, negotiating contracts, writing contracts, and processing contracts through the respective approval processes.
- 4) Describe experience you have in professional public speaking and providing legislative, board or community testimony.
- 5) Describe experience you have, including the number of years, in managing a program, and/or managing/supervising multiple and complex program areas.
- 6) Describe experience you have in collection and analysis of data for quality assurance and program improvement purposes.
- 7) Describe experience you have with resolving conflicts between participants and vendors in the following areas: 1) conducting investigations, 2) formal written response, 3) representing agency/business at resolution meeting and/or hearing.
- 8) Describe experience you have, including number of years, working in an environment in which you had a very limited (or distance) supervision, and in which you had full responsibility for productivity, and ultimate results.

**Application Requirements:** Interested applicants can email or mail their letter of introduction, a current resume, and an updated applicant profile. This profile can be found at <https://nvapps.state.nv.us/NEATS/Recruiting/ViewJobsHome.aep> and a list of five (5) professional references no later than November 21, 2013 to:

Beverly Ghan  
Division of Human Resource Management  
Email address: [bghan@admin.nv.gov](mailto:bghan@admin.nv.gov)  
Phone number: 775-684-0126  
209 E. Musser Street Room 101  
Carson City, Nevada 89701-4204



The Nevada Public Employees' Deferred Compensation Program ("Program") is encouraging you to participate in the survey below. We are interested in your opinion with the goal of enhancing the program for current and prospective participants. Please take a few moments to answer the following questions; it should take no longer than five minutes. THANK YOU FOR YOUR PARTICIPATION!

**PARTICIPATION INFORMATION**

**QUESTION ONE**

Do you currently participate in the Deferred Compensation Program?      Yes\_\_ No\_\_

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**PROGRAM BASICS AND SERVICES**

***\*PLEASE READ THE INFORMATIONAL STATEMENT THAT HIGHLIGHTS THE PROS AND CONS OF THE OPTIONAL ANSWERS BEFORE ANSWERING THE QUESTION\****

The Committee that oversees and administers the Program will in the future consider reducing the number of record-keepers, formerly "providers" (currently ING and MassMutual), from two or more to one. As the investment industry has evolved over the years, it is the current situation and going forward that the primary services that record-keepers provide are to: (1) maintain records on participant accounts and issue statements; (2) maintain a participant website; (3) provide customer service to participants.

These services, along with nominal others not listed, are done by the record-keeper for a fee to the Program. The following are the pros and cons of having one vs. two or more record-keepers:

**Pro:**

- 1. A single record-keeper will likely result in lower fees because it pools all participants together allowing the single record-keeper to offer a lower price to the Program because it will have more accounts to service. Two or more record-keepers typically increase the price to the Program as the different record-keepers will require higher fees due to servicing fewer accounts.**
- 2. A single record-keeper will allow participants access to all investment choices under one account rather than a participant having to open numerous accounts with separate record-keepers in order to have access to all of the high quality investment choices offered by the Program.**
- 3. A single record-keeper will likely be able to offer participants a higher interest rate on its general or stable value account, because it can offer that investment to a greater number of participants and pool all assets in that fund to obtain more favorable guarantee rates .**

**Con:**

**1. A single record-keeper may not offer a statement format and design, a website, or a customer service experience that individual participants prefer. Thus, having one or more providers will allow individual participants a choice of statement formats and designs, websites, or customer service experiences.**

**QUESTION TWO**

**Would you prefer one or more than one record-keeper?      One \_\_\_\_ Two or more \_\_\_\_**

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A popular investment choice is an account which, in our current interest rate environment, earns a fairly stable but moderate to low interest rate. This type of account is popular however, because it offers protection of principal without regard to wild swings in the stock or bond markets. The principal in this type of account enjoys a very good, though not absolute, protection. Two variations of this type of account can be offered to participants. The first, called a General Account, typically offers a fixed interest rate but offers protection of principal based on the solvency of the company holding the General Account. It should be noted that the Committee in conjunction with its investment consultant monitors the financial strength and credit ratings of the company holding the General Account. The second type of account, called a Stable Value Account, offers a variable rate of interest, which could drop to zero, but offers a slightly higher protection of principal because solvency of the company holding this account will not impact the account's balance or value

The following are the pros and cons of a General Account vs. Stable Value Account:

**Pro:**

**1. A General Account typically offers a fixed interest rate that is known in advance prior to your investment selection versus a Stable Value Account which offers a variable interest rate that can change daily.**

**Con:**

**2. The principal in a General Account is typically subject to the solvency of the Record Keeper, a risk that does not apply for a Stable Value Account.**

**QUESTION THREE**

**Would you prefer a General Account or Stable Value Account?      General \_\_\_\_ Stable Value \_\_\_\_**

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The IRS Code allows 457b plans such as this Program to offer a loan provision similar to those available to participants in 401k plans. Such a loan could be made to a participant up to a maximum of half the account value but no more than \$50,000. Repayment of the loan would be at a low interest rate. Interest collected would be credited to the participant. Repayment must be completed within five years. Should the participant default on the loan it would be considered a distribution from the participant's account with associated tax consequences. Loan distributions are taken out proportionally across the participant's account balance. Any fees associated with the administration of the loan provision would be borne solely by those participants in the loan program and not by participants not involved in the loan program i.e., those participants who have no outstanding loans.

The following are the pros and cons of a Loan Provision vs. No Loan Provision:

**Pro:**

- 1. A loan provision would allow a participant an alternative means of low interest financing by accessing funds from their deferred compensation, 457b account by borrowing from him/herself and upon repayment interest would be credited back to the participant's account.**
- 2. Interest rates are typically low being calculated as prime plus 1 percent for all types of loans.**
- 3. Having a Loan Provision could reduce the amount of "emergency distributions" from the Program, i.e., those made for medical, foreclosure, and eviction.**

**Con:**

- 1. Having a Loan Provision may hinder the process of saving for some individual participants which in turn may reduce their retirement goal of a secure retirement.**

**QUESTION FOUR**

Would you like the Program to offer a Loan Provision?      Yes\_\_\_\_ No\_\_\_\_

**PLEASE COMPLETE YOUR SURVEY BY January 15, 2014**