

County Employees Retirement System Personnel Committee – Regular Meeting January 14, 2025 at 2:00 PM ET (1:00 PM CT) Live Video Conference/Facebook Live

AGENDA

L.	Call to Order	JT Fulkerson
2.	Opening Statement	Eric Branco
3.	Roll Call	Sherry Rankin
1.	Public Comment	Sherry Rankin
5.	Approval of Minutes* January 9, 2024	JT Fulkerson
_	CERC CEO Deuferrance Plant	Laui Casau
5.	CERS CEO Performance Plan*	Lori Casey
7.	CERS Trustee Election Update	Kristen Coffey
3.	Trustee Education	Ed Owens
.	ADIOURN	IT Fulkerson

^{*}Committee Action May Be Taken

MINUTES OF MEETING
COUNTY EMPLOYEES RETIREMENT SYSTEM
BOARD OF TRUSTEES
SPECIAL CALLED PERSONNEL COMMITTEE
JANUARY 9, 2024, AT 2:00 P.M. ET (1:00 P.M. CT)
VIA LIVE VIDEO TELECONFERENCE

At the January 9, 2024 County Employees Retirement System' (CERS) Special Called Personnel Committee Meeting, the following Committee members were present: JT Fulkerson and George Cheatham. Staff members present were Michael Board, Victoria Hale, Michael Lamb, Lori Casey, Shaun Case, Katie Park, and Sherry Rankin. Others present included were CERS CEO Ed Owens, III, CERS Trustee Betty Pendergrass, and Eric Branco with Johnson Bowman Branco, LLP.

Mr. Fulkerson called the meeting to order.

Mr. Branco read the Opening Statement.

Ms. Rankin called the roll.

There being no *Public Comment* submitted, Mr. Fulkerson introduced agenda item *Approval of Minutes – June 6, 2023 (Video 00:14:39 to 00:14:56)*. Mr. Cheatham made a motion and was seconded by Mr. Fulkerson to approve the minutes as presented. The motion passed unanimously.

Mr. Fulkerson introduced agenda item **2024** CEO Performance Plan (Video 00:14:57 to 00:17:02). The Committee reviewed the 2024 CEO Performance Plan. Mr. Cheatham suggested additional topics to Mr. Owens for Trustee Education courses; the CERS Bylaws, CERS Investment Policy Statement (IPS), Open Records and Board Roles.

With those adjustments in mind, Mr. Cheatham made a motion to approve the 2024 CEO Performance Plan as presented and amended. Mr. Fulkerson seconded the motion and the motion passed unanimously.

Mr. Fulkerson introduced agenda item *Trustee Recruitment* (Video 00:17:03 to 00:18:48). The CERS Board of Trustees Election Policy was presented. Ms. Pendergrass advised that

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Nominations are due by July 31, 2024, for the next election in January of 2025. She stated that assistance to recruit candidates may be helpful. No action was required by the CERS Personnel Committee.

Mr. Fulkerson introduced agenda item *Trustee Education* (Video 00:18:48 to 00:22:47). Ms. Pendergrass stated that the topics outlined by Mr. Cheatham earlier in the meeting may be added to the Trustee Education course list. Ms. Pendergrass requested that the Committee Members brainstorm topics/speakers for the scheduled upcoming sessions (July 2024, October 2024, and January 2025).

Mr. Fulkerson introduced agenda item *Personnel Committee Strategic Plan (Video 00:22:48 to 00:28:33)*. Ms. Pendergrass requested that each CERS Committee develop a Strategic Plan. Each plan will be used to create a Strategic Plan for the CERS Board of Trustees, said Ms. Pendergrass. The Personnel Committee Strategic Plan Objectives were reviewed by the Committee.

KPPA Human Resources Director Ms. Lori Casey advised that the CERS Personnel Manual would need to be updated to coincide with the outlined Personnel Committee Strategic Plan Objectives. Ms. Pendergrass requested that Ms. Casey present the updated CERS Personnel Manual to the CERS Personnel Committee at the next scheduled meeting for review and approval.

Mr. Cheatham made a motion to approve the Personnel Committee Strategic Plan Objectives as presented and forward to the CERS Board of Trustees for adoption in the CERS Strategic Plan. The motion was seconded by Mr. Fulkerson and passed unanimously.

There being no further business, Mr. Fulkerson requested a motion to *adjourn* the meeting. A motion to adjourn was made by Mr. Cheatham and seconded by Mr. Fulkerson. The motion passed unanimously, and the meeting adjourned.

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CERTIFICATION

I do certify that I was present at this meeting, and I have	e recorded the above actions of the Trustees
on the various items considered by it at this meeting. Fu	orther, I certify that all requirements of KRS
61.805-61.850 were met in conjunction with this meet	ing.
	Recording Secretary
I, JT Fulkerson, the Chair of the County Employees Re	etirement System Personnel Committee, do
certify that the Minutes of Meeting held on January 9, 2	2024 were approved on June 11, 2024.
	Cl. Cd CERCR 1.C
	Chair of the CERS Personnel Committee
I have reviewed the Minutes of the January 9, 2024 (CERS Personnel Committee Meeting for
content, form, and legality.	
	Executive Director
	Office of Legal Services

2025 Performance Plan

Employee: Ed Owens

Core Competencies for Employees		Feedback
Customer Service	Honors the organization's commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service and information to external and internal customers	
Teamwork and Cooperates with others to accomplish common goals. Works with employees within and across his/her department to achieve shared goals. Treats others with dignity and respect and maintains a friendly demeanor. Values the contributions of others.		
Accountability	Accepts full responsibility for self and contribution as a team member. Displays a strong commitment to organizational success. Demonstrates a commitment to delivering on his/her duties and responsibilities. Requests and uses leave in accordance with policies and procedures. Notifies supervisor directly if an unscheduled absence is necessary. Arrives at and leaves workstation per approved schedule. Observes rules concerning work schedules, breaks, and lunch periods.	

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Core Competencies for Employees		Feedback
Adaptability	Demonstrates ability to adjust readily to different conditions. Adjusts to change and different ways of doing things quickly and positively. Does not shy away from addressing setbacks or concerns. Deals effectively with a variety of people and situations. Appropriately modifies thinking or approach as the situation changes.	
Communication	Respectfully listens to others to gain a full understanding of issues. Presents information in a clear and concise manner, orally and in writing, to ensure others understand his/her ideas. Appropriately adapts his/her message, style, and tone to accommodate a variety of audiences.	
Professional Development	Demonstrates a commitment to professional development by proactively seeking opportunities to develop new capabilities, skills, and knowledge. Acquires the skills needed to continually enhance his/her contribution to the organization and to his/her respective profession.	

Leadership Competencies for Supervisors		Feedback
Team Leadership	Effectively manages and guides group efforts. Tracks team progress, adequately anticipates issues, and adjusts as needed to achieve team goals. Provides appropriate feedback concerning group and individual performance, including areas for improvement.	
Change Management	Identifies, plans, implements, and supports changes that are aligned with the organization's vision and values. Develops innovative approaches to address problems. Leads continuous improvement in programs and processes. Leads effective and smooth change initiatives. Is a visible role model for others.	
Talent Management Clearly establishes and communicates expectations and accountabilities. Monitors and evaluates performance. Completes required performance evaluation system trainings, meetings, and documentation. Provides effective feedback and coaching. Identifies development needs and helps employees achieve optimal performance and gain valuable skills that will translate into strong performance.		

Feedback

Performance Management Evaluation Rating Scale

Rating	Definition
Exceptional Performance	Employee consistently exceeds all performance expectations. Performance
	represents an extraordinary level of achievement and commitment. Employee
	demonstrates role model behavior.
Distinguished Performance	Employee often exceeds most performance expectations. Goals and tasks are
	accomplished above the required standards. Employee demonstrates a desire and
	ability to excel.
Valued Performance	Employee exceeds some performance expectations. Employee is well regarded by
	peers and stakeholders.
Satisfactory Performance	Employee meets performance expectations. Employee is a consistent contributor
	to the success of the organization.
Needs Improvement Performance	Employee inconsistently achieves expected performance and does not meet some
	performance expectations. Employee needs to improve performance of job tasks
	or competencies.
Unacceptable Performance	Employee rarely achieves expected performance and does not meet all or most of
	the performance expectations. Employee needs to improve performance
	significantly of job tasks or competencies.



Kentucky Public Pensions Authority

Division of Internal Audit



To: County Employees Retirement System Personnel Committee

From: Kristen N. Coffey, CICA

KPPA Chief Auditor

Date: January 14, 2025

Subject: Update on CERS 2025 Election

The term for the current elected CERS trustees expires on March 31, 2025.

Steps completed as of January 14, 2025

- 1. July 31, 2024 Nine individuals submitted applications to be placed on the CERS Trustee ballot.
- 2. August 15, 2024 Information meeting held with individuals who submitted an application.
- 3. September 9, 2024 CERS Board voted to place all candidates who submitted an application on the official ballot.
- 4. September 19, 2024 Background checks received on CERS Trustee candidates.
- 5. October 10, 2024 CERS Trustee candidates invited to CERS Board meeting to give a presentation pertaining to why they would like to serve on the CERS Board of Trustees.
 - Note: At this time, one candidate chose to pull his name from the ballot.
- 6. November 18, 2024 Attorney General provided an opinion on the constitutional compatibility of CERS Trustee candidates. All candidates were deemed to be constitutionally compatible.
- 7. December 4, 2024 Candidate pictures and biographies were provided to vendor to be used in ballot preparation.
- 8. December 20, 2024 First member file was provided to vendor. This file included all eligible voters as of November 30, 2024.
- 9. December 23, 2024 KPPA staff approved the paper ballot.
- 10. January 7, 2025 KPPA staff approved electronic ballot.
- 11. January 13, 2025 Second member file provided to vendor. This file only included changes to eligible CERS members/voters that occurred during December 2024.

Remaining items to be completed

- 1. January 21, 2025 Ballots will be provided to members. The administrative regulation and CERS Election Policy indicates that ballots will be provided on January 20. However, the regulation specifies that if that date falls on a weekend or holiday, then ballots can be provided the next business day. Martin Luther King Jr. Day is January 20, 2025.
- 2. March 1, 2025 Election closes.
- 3. March 15, 2025 Vendor will provide results of the election.
- 4. April 1, 2025 Term begins for new members; individuals are typically sworn in at the first CERS Board meeting that takes place after April 1.

CERS Trustee Education Hours Summary 2024-2025 Hours Needed **Current Hours** Due Date Name Merl Hackbart 3/31/2025 6.5 5.5 3/31/2025 George Cheatham 8.5 3.5 3/31/2025 William O'Mara 7.5 4.5 Jerry Wayne Powell 7 5 3/31/2025 3/31/2025 **Betty Pendergrass** 15.5 -3.5

16

7.5

5

0

Patricia P. Carver

J. Michael Foster

Martin Milkman

J.T. Fulkerson

3/31/2025

7/1/2025

7/1/2025

7/1/2025

-4

4.5

7

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COUNTY EMPLOYEES RETIREMENT SYSTEM BOARD OF TRUSTEES TRUSTEES EDUCATION PROGRAM

Adopted: September 29, 2021

I. Introduction

- Adoption of Board Trustees Education Program. Pursuant to the provisions of Kentucky Revised Statute (KRS) 78.782 and 105 Kentucky Administrative Regulation (KAR) 1:440, the Board of Trustees (Board) of the County Employees Retirement System (System) is required to establish a formal Trustees Education Program (Program) for all Trustees of the Board.
- 2. <u>Background</u>. KRS 78.782(17) provides the basic statutory requirements for the Program.
- 3. <u>Statement of Purpose of Board Trustees Education Program</u>. The purposes of this document are to outline the Program and to establish a procedure for ensuring compliance with the state, federal, and common law. In the event that any portion of this document conflicts with state, federal, or common law, the law shall prevail.

II. Definitions

The following definitions and terms used in this Policy shall be applicable whenever used herein:

- 1. "Approved Education Activity" is a Trustee Education Activity that has been approved for credit hours of training by the Board Chair or the Chief Executive Officer or designee.
- 2. "Trustee Education Activity" is any educational activity, program, or training which provides instruction in one or more of the following areas:
 - A. Benefits:
 - B. Benefits administration;
 - C. Investment concepts;
 - D. Investment policies;
 - E. Current composition and administration of retirement systems investments;
 - F. State or federal statutes, regulations, case law, and/or other applicable authority governing CERS or fiduciaries;
 - G. Bylaws of the Board; and/or
 - H. Actuarial and financial concepts pertaining to the retirement systems.

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- 3. "Chief Executive Officer" or "CEO" is the Chief Executive Officer of the System or his or her designee.
- 4. "Credit hour" is sixty (60) minutes of actual time spent on Approved Education Activities, which may be accrued in increments of not less than fifteen (15) minutes.
- 5. "Education Year" is the twelve (12) months commencing on a Trustee's date of appointment and on the anniversary of that date thereafter.
- 6. "Trustee" is a member of the Board.

III. Board Approved Education Activities

The Board hereby adopts the following as Approved Education Activities:

- Presentations by the CERS CEO, CERS General Counsel, Investment Consultants and/or staff
 of the Kentucky Public Pensions Authority (KPPA) or firms or persons retained to provide
 training on:
 - A. Benefits and benefits administration;
 - B. Investment concepts, policies, and current composition and administration of system investments;
 - C. Laws, bylaws, and administrative regulations pertaining to the system and to fiduciaries;
 - D. Actuarial and financial concepts pertaining to the system; and
 - E. Fiduciary responsibilities.
- Attendance at meetings (e.g., Board, Committee) where there is a presentation on a topic identified as a Trustee Education Activity and where the meeting agenda states that the presentation is an Approved Education Activity; or
- 3. The Trustee makes a presentation of material that is approved as a Trustee Education Activity and the participants are receiving continuing education or professional association credit; or
- 4. The Trustee watches an approved Education Activity Video of previously recorded CERS Education Activity where the original attendees received Education Credit. This activity will be performed in consultation with the CERS CEO.
- 5. Workshops and conferences¹ presented by the following:
 - A. The National Association of State Retirement Administrators (NASRA),
 - B. The National Association of Public Pension Attorneys (NAPPA),
 - C. The National Conference on Public Employee Retirement Systems (NCPERS), and
 - D. The Institutional Limited Partners Association (ILPA).

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¹ For in-person workshops and conference, no more than four (4) Trustees may attend to ensure that no quorum of the Board is present.

E. Other associations that provide continuing education for a Trustee's professional certification, such as CPA, CFA, CGFM, CFE, or LLB among others.

IV. Chief Executive Officer (or Designee) Approved Education Activities

- A Trustee Education Activity not delineated as a Board Approved Education Activity must be submitted for approval by the CERS CEO or the designee on a Trustee Education Activity Approval Request form thirty (30) days before the educational activity is to be held; however, the CEO may make exceptions on a case-by-case basis.
- The Trustee Education Activity Approval Request form must be submitted with appropriate
 documentation, such as a sample agenda, course outline, or materials describing the content
 of the Trustee Education Activity. The CERS CEO may request additional supporting materials
 on a case-by-case basis.
- 3. The Board will not pay for the educational activity unless it is approved.
- 4. Types of education activities that may be submitted for approval by the CEO:
 - A. Review of educational material related to public pensions and/or investments;
 - B. Workshops and conferences presented by other state retirement systems;
 - C. Workshops and conferences presented by non-profit organizations other than those noted in Section III, Number Three (3);
 - D. Workshops and conference presented by trade groups, vendors, potential vendors, and other for-profit entities (however, before any such educational opportunities are approved, the program must be reviewed by the CERS General Counsel for compliance with the Executive Branch Code of Ethics under KRS Chapter 11A and the Executive Branch Procurement Code under KRS Chapter 45A);
 - E. Educational Material reviewed by the Trustee outside of a workshop or conference program and not provided by Kentucky Public Pensions Authority staff.
- 5. The CERS CEO shall review each Trustee Education Activity Approval Request and shall notify the Trustee of whether the Trustee Education Activity is approved for credit hours. An approval in any given year shall not bind the CERS CEO to approve a Trustee Education Activity in any future year.

V. New Trustee Orientation Program

- 1. After a new Trustee (New Trustee) is sworn in as a member of the Board, the New Trustee shall be required to complete the New Trustee Orientation Program during his or her first Education Year.
- 2. The New Trustee Orientation Program shall consist of no less than eight (8) credit hours of Approved Education Activities.

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- The Chief Executive Officer shall be responsible for working with KPPA staff to make the New Trustee Orientation Program available for New Trustees, and may designate other Approved Education Activities for fulfilling the requirements of the New Trustee Orientation Program.
- 4. The New Trustee Orientation Program shall include training in each of the categories listed under "Trustee Education Activity" in Section II. The New Trustee Orientation Program shall emphasize legal and fiduciary responsibilities of Trustees, including, but not limited to, presentations on these topics by independent third party experts. New Trustees shall also be informed about the operations of CERS and KPPA through presentations by any of the following: the CERS CEO, CERS General Counsel, the KPPA Executive Director, the KPPA Chief Investment Officer, the KPPA Executive Director of the Office of Departions, the KPPA Executive Director of the Office of Legal Services, the Senior Health Advisor, the Internal Audit Director, the Information Security Officer, and other qualified staff members designated by the CERS CEO.
- 5. If a New Trustee fails to complete the New Trustee Orientation Program within one (1) year following the date the New Trustee is sworn in, the System shall withhold payment of all per diems and travel expenses due to the New Trustee (or which subsequently may come due) until such time as the New Trustee completes the New Trustee Orientation Program.
- 6. Each New Trustee attending an Approved Education Activity for the New Trustee Orientation Program shall certify to the CERS CEO on an Approved Education Activity Certification of Completion form that the New Trustee attended the Approved Education Activity and the total number of hours earned.
- 7. An Approved Education Activity Certification of Completion form for the New Trustee Orientation Program must be received by the CERS CEO no later than sixty (60) days after completion of the Approved Education Activity. An Approved Education Activity Certification of Completion form received more than sixty (60) days after the required deadline will not be approved.
- 8. The CERS CEO or designee shall maintain a record of all Approved Education Activities attended and/or performed by each New Trustee. Within the following quarter after the date that the New Trustee is sworn in as a member of the Board, the CERS CEO shall report in writing to each New Trustee whether the New Trustee has complied with the requirements of the New Trustee Orientation Program. The CERS CEO shall report to the Board every quarter the status of Trustee Education. The report shall include the number of credit hours earned and any remaining credit hours that need to be earned to fulfill the requirements of the New Trustee Orientation Program and/or the annual Education Activity requirement.

VI. Annual Required Training

 For every Education Year, Trustees shall complete a minimum of twelve (12) credit hours of Approved Education Activities. The eight (8) credit hours of New Trustee Orientation Program for New Trustees shall be applied toward the annual twelve (12) credit hour requirement. Accordingly, New Trustees shall be required to complete an additional four (4)

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credit hours in addition to the New Trustee Orientation Program in order to meet their annual required training requirements.

- 2. The CERS CEO shall make available Approved Education Activities and may approve other Trustee Education Activities for fulfilling the annual training requirements.
- 3. Each Trustee attending an Approved Education Activity shall certify to the CERS CEO on an Approved Education Activity Certification of Completion form that the Trustee attended the Approved Education Activity and the total number of hours earned.
- 4. An Approved Education Activity Certification of Completion form must be received by the CERS CEO no later than sixty (60) days after completion of the Approved Education Activity.
- 5. If a Trustee fails to complete the annual required training the System shall withhold payment of all per diems and travel expenses due to the Trustee (or which subsequently may come due) until such time as the Trustee completes the annual required training.
- 6. The CERS CEO shall maintain a record of all Approved Education Activities attended by each Trustee. At the end of each Trustee's Education Year, the CERS CEO shall report in writing to each Trustee the number of credit hours earned by the Trustee during the Education Year.

VII. Certification

We, the Chair of the Board of Trustees of the County Employees Retirement System, and the Chief Executive Officer of the County Employees Retirement System, do hereby certify that this Trustee Education Policy was made effective by the Board of Trustees of the County Employees Retirement System on the 29th day of September, 2021.

Chair of the Board of Trustees	09/29/2021	
Chair of the Board of Trustees	Date	
County Employees Retirement System		
Ed Owens AAA	09/29/2021	
Chief Executive Officer	Date	
County Employees Retirement System		

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COUNTY EMPLOYEES RETIREMENT SYSTEM BOARD EDUCATION PROGRAM

Pursuant to KRS 78.782(17) after a new Board Member is sworn into office, he/she is required to complete a total of eight (8) credit hours of Education Activities. As part of this Orientation Program, a KPPA Executive is to provide an initial overview of the County Employees Retirement System (CERS) and the Kentucky Public Pensions Authority (KPPA), worth two (2) credit hours towards the first year's Education Activities.

After completing the Initial Orientation Program, each Board member is required to complete a minimum of twelve (12) credit hours of Education Activities.

Education activities are earned by attending regular, annual, and special called Board and Committee Meetings. Additional onsite Education Activities and online trainings administered by CERS will be automatically tracked. Board Members wishing to receive credit for Education Activities *not* provided by the CERS CEO will need to submit a copy of their training completion certificate detailing the education activity event title, date, time, instructor, and vendor to: Ashley Gabbard, Staff Assistant, via *email*: ashley.gabbard@kyret.kyky.gov, *fax*: (502) 696-8644, or *mail*: KPPA, 1260 Louisville Rd, Frankfort, KY 40601. For Questions regarding the Trustee Education Program, please contact Ashley Gabbard, Staff Assistant, at (502) 696-8565.

Educational training received by the Board member to comply with accreditation or continuing education requirements for external certifications may receive credit toward the twelve (12) credit hours of Educational Activities needed on an annual basis.

Education Activities provide instruction in the following areas:

- Retirement benefits; Benefits administration
- Investment concepts; Investment policies
- Administration of retirement systems investments
- Kentucky Statutes governing County Employees Retirement System (CERS)
- Administrative regulations governing CERS
- By-laws of the Board
- Case law, statutes, administrative regulations, or other application authority regarding being a fiduciary
- Actuarial and financial concepts of retirement systems
- Executive Branch Ethics
- HIPAA
- Information Security

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<u>Pursuant to KRS 78.782(17)</u>, an Education Activity *not* provided by the CERS CEO qualifies for approval, if the CEO or the Board determines that the activity conforms to the following standards:

- The activity is an organized program of learning (including a course of study, workshop, symposium or lecture).
- The activity has as its primary objective to increase the participants' knowledge regarding one of the Education Activity subjects listed above.
- The activity must be offered by a sponsor having substantial, recent experience in offering education and training on one of the subjects listed as an Education Activity above.

COUNTY EMPLOYEES RETIREMENT SYSTEMS

Board Education Program Initial Orientation Acknowledgement Form

Below is a checklist of Education Activities discussed during the initial New Member Orientation.

{ } a. Retirement Benefits;	
b. Benefits Administration;	
{ } c. Investment Concepts;	
{ } d. Investment Policies;	
{ } e. Administration of Retirement Systems Investm	nents;
{ } f. Statutes governing County Employees Retirem	ent System (CERS);
{ } g. Administrative Regulations governing CERS,	
{ } h. By-laws of the Board;	
{ } i. Case Law, Statutes, Administrative Regulations	s, or other application authority
regarding Fiduciary responsibilities;	
{ } j. Actuarial and Financial Concepts of the CERS	System.
I acknowledge that I have received a copy of the CERS I adopted on September 29, 2021. I understand that I am I the contents. I also acknowledge that the CERS CEO has written information in each of the categories listed in Ch	responsible for becoming familiar with s provided me with verbal and (or)
Board Member Signature	Date
*************	**********
Initials of KPPA Executive conducting the orientation:	Date
Copy given to new Board Member: Yes	No

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Check off each item covered:



COUNTY EMPLOYEES RETIREMENT SYSTEM EXTERNAL TRAINING VERIFICATION FORM

Instructions: Pursuant to KRS 78.782(17), the County Employees Retirement System (CERS) Trustees Education Program allows for education activities not provided by the CERS CEO to be considered for approval, if the activity conforms to the standards outlined in Chapters 1 and 2.

Education Activities provide instruction in the following areas: retirement benefits; benefits administration; investment concepts; investment policies; administration of retirement systems investments; statutes and administrative regulations governing CERS; bylaws of the Board; case law, statutes, administrative regulations, or other application authority regarding being a fiduciary; and actuarial and financial concepts of retirement systems.

Trustee Attestation:

 $\ \square$ I hereby attest that I attended the external meeting described below and that it complies with the requirements of Chapters 1 and 2 of the County Employees Retirement System Trustees Education Program.

List the name of the meeting(s) attended, sponsor, date(s) and time(s), and specific education activity area of training and/or the material(s) reviewed and the area of training for which you are claiming credit: Approved by: CERS CEO Date:	1 hereby attest that I reviewed educational m	laterial related to pensions and investments.
List the name of the meeting(s) attended, sponsor, date(s) and time(s), and specific education activity area of training and/or the material(s) reviewed and the area of training for which you are claiming credit: Approved by: CERS CEO Date:	Trustee name (print):	
Approved by: Date:	Signature:	Date:
CERS CEO		
Approved by: Date: CERS CEO Number of credit hours approved:		
CERS CEO		
Number of credit hours approved:	Approved by:CERS CEO	Date:
	Number of credit hours approved:	

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Ashley Gabbard, Staff Assistant Email: ashley.gabbard@kyret.ky.gov Fax: 502-696-8801