



PSPRS Local Board Newsletter

In a time of drastic change it is the learners who inherit the future.

~ Eric Hoffer

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SCHEDULE OF UPCOMING LOCAL BOARD TRAINING

The all-day Corrections Officer Local Board conference for members, secretaries and staff for the state of Arizona will be held March 16, 2009. There will be no charge to the attendees. The location of this seminar will be at the PSPRS offices at 3010 E. Camelback, Suite 200 Phoenix, AZ. (Please park in the un-covered, un-marked parking area). We will start at 9 am and conclude at 4 pm. If you would like to sign up for the CORP Local Board conference in Phoenix, send an e-mail to don@psprs.com.

The northern region Local Board Conference for Public Safety Local Board members, secretaries and staff will be on June 12, 2009. There will be no charge to the attendees. The location for the class is at the Flagstaff City Hall in the Council Chambers, 211 W. Aspen, Flagstaff, AZ. We will start at 9 am and conclude at 4 pm. If you would like to sign up for the Public Safety Local Board conference in Flagstaff, send an e-mail to don@psprs.com.

We will NOT provide breakfast or lunch for either conference

Don Mineer – Local Board Training Coordinator

A MESSAGE FROM THE PSPRS BENEFITS DEPARTMENT

What Happens To Members' Contributions Once They Retire?

Members' contributions are moved from the Active accounting system to the member's retired account and the retirement system keeps track of that balance which is reported every month on the member's monthly check or direct deposit notice. The system also reports on how much benefits have been paid out for each retiree so they can see how much they contributed versus how much has been paid to them in pension benefits, including DROP.

What happens if a local board retires a member using a projected final contribution amount and that amount does not get paid exactly as projected to the retirement system?

The Benefits staff is responsible for completing contribution clean-up after a member retires and the contributions have been moved from Actives to the member's account. This normally takes place 1-2 months after a member has retired. The Benefits staff will contact local boards who have not paid in the final contribution amount that was projected or used in the retirement calculation and request that the contribution be paid immediately or the member's benefit will have to be recalculated subtracting the salary that did not get contributed on to the plan, which will lower the member's monthly benefit.



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What are some of the things that your local board can do to avoid over estimating and having to recalculate a benefit?

Talk to the member and ask how many days they plan on working for their last pay period and use base salary to estimate. If they are PSPRS members who are expecting overtime, you can estimate with base salary and then recalculate the benefit with the overtime before submitting by the 10th of the month to our office. You can ask the payroll office to work with you on making the retired members figures priority so that you can get them as soon as they are available to avoid calculating twice.

If there is an overpayment of contributions, the local board will be asked to adjust back the overpayment in the next available payroll. Overpayments are normally caused by lump sum payouts of vacation, sick, and comp time, which is not permitted by statute to count toward the pension calculation.

If there are additional contributions that are legitimate, the local board will be asked to recalculate the high three years of compensation (if the last 3 years were originally used) which may increase the member's monthly benefit.

FORMS

As a reminder, please use the forms dated 9/08 or later and spreadsheets dated 1/09 or later in the upper right corner, both located on our website at www.psprs.com (Revised or amended forms will reflect a date later than 9/2008). Outdated forms will be sent back.

IMPORTANT INFORMATION FOR PUBLIC SAFETY AND CORRECTIONS OFFICER LOCAL BOARD SECRETARIES

Each spring we begin the annual process of updating our Local Board directory. These updates are mailed to each secretary requesting that all of the board members, term dates, email, address, and contact information are correct and current. During the summer we review the boards and send a second request to those that have ignored us! In the fall we go through the process one last time and make a third request.

We would also appreciate if you would include the name, title, contact number and email for the liason who handles membership & beneficiary forms for your members.

Information should be emailed to the attention of Lori Boyle at lori.boyle@psprs.com



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Some reasons that up-to-date information is beneficial to you would include the following....

- All electronic contact from our office is directed to the email accounts of those YOU designate
- Actuarial reports (contribution rates for your employer group) are emailed to your board each fall (also to your finance department)
- Any legislative changes are sent by email and posted to our website
- The monthly newsletter is emailed to each email address in our data base
- Invitations are extended by email to upcoming training events
- Important information, such as the recent economic forecast, is easily shared by email

The statutes provide the guidelines for each board, the election and appointment of its membership, the term dates, the practices, and the specifics of the membership in relation to PSPRS for active and retired members.

As a final note, please help us with the following:

Kindly do not send in the Oath of Office (the board, term date, and the individual being replaced are not noted on these forms). The oath is best filed with the minutes of that meeting, retained by your secretary.

INFORMATION TECHNOLOGY/ WEB SITE UPDATE

We would like to thank everyone for the positive feedback we've received from the new "feature" additions to our Video Training Library. Updates and new material will be added often, so do check back regularly. These screen capture presentations walk you through, step by step, "How to Process a Normal Retirement", "How to Process a Disability Retirement", "How to Process a Survivor Benefit" and "How to Process a Guardian Benefit". These videos are designed for streaming or download and offer an easy method for busy board members and staff to keep current on our information and procedures.

Share with your board members the informational section and training offered by our office in text, powerpoint and video format, "Duties of the Local Board". Even if you are unable to attend one of our training sessions, you may print the materials and use them to train your board members at your convenience. We offer some great training throughout the state, locally in our office, by website, and CD.



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Find them on line at www.psprs.com

-Click on "local board training"

-Click on "local board training presentations"

Each link on the PSPRS website takes you to a user friendly display which will automatically prompt you to install the needed software elements. These videos are viewable through all major internet browsers including Internet Explorer, Firefox, and Safari. QuickTime player is required to view these videos. You may need to consult with your IT department before beginning the install process. Different streaming sizes are available to work with your internet speed. Information on obtaining a DVD copy will be included in the next newsletter.

Please visit our training page for more information.

http://www.psprs.com/Admin_Training/Video_local_board_training.htm

STAFF PROFILE - DON MINEER - LOCAL BOARD TRAINING COORDINATOR

Don has served the boards and its membership for over 11 years, and recently was appointed to the position of the Local Board Training Coordinator. This newly created position allows PSPRS the opportunity to teach, guide, and ensure that our CORP and Public Safety boards are educated and held accountable to the statutes that govern the plans. Don has worked in many areas in the office, from Director of Member Services, Benefits, Legislative Liaison, Investments, and currently serves as the Local Board Secretary to our Elected Officials. Don and his wife of 30 years have added 4 grandchildren to their lives, making the living ever so much more joyful and fun!

STAFF PROFILE – LORI BOYLE – FRONT DESK RECEPTIONIST

Lori will celebrate 16 years with Public Safety this spring! She is the voice and face that greets all callers and members whether they are on the phone or show up at the administrative office. Her knowledge from working in Active Member Services, processing retirements, and auditing insurance make her a valuable asset to the membership and boards. Lori's daughter is graduating from Columbia University this spring; she looks forward to the next phase of her life, which may include a son-in-law! The next time you phone in, and the cheery voice on the line answers, say hello to Lori.