



PSPRS Local Board Newsletter

The great aim of education is not knowledge but action.

~ Herbert Spencer

In This Issue:

Schedule of
Upcoming Local
Board Training
Seminars



Did you know?



Questions of
the Month



A Message
from the
PSPRS Benefits
Department



A Message From
The Front Desk



Staff Profile
Stacey Alcott



Staff Profile
Lilian Leung

UPCOMING LOCAL BOARD TRAINING SEMINARS

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

Newsletter News! Newsletter News! Newsletter News! Newsletter News!

DID YOU KNOW...?

- You can find every issue of the Newsletter on our website in the archives! www.psprs.com/Admin_Training/Newsletter_local_board_training.htm
- You will “meet” two staff members in every issue!
- You may discover all kinds of “new” information for your Active and Retired Members!

QUESTIONS OF THE MONTH...

- Have you and your board viewed the “Open Meeting Law” video on our website? www.psprs.com
- How often is your board meeting?
- Are you submitting your minutes to the Fund Manager within 45 days after your board meeting?

Don Mineer – Local Board Training Coordinator

A MESSAGE FROM THE PSPRS BENEFITS DEPARTMENT

If your Local Board is in need of data regarding your employer’s retirees, you may submit a Report Request to the Benefits Department. To obtain the Report Request Form, please contact Bonnie (bonnie@psprs.com) or Joann (joann.lowey@psprs.com). The form will be emailed to you until it is available on the website. The form must be submitted by email and will be processed from the Benefits Department to the IT Department. Please submit requests at least one week in advance of when you need the report.



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FORMS

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 Outdated forms will be sent back and may delay payments.

The Benefits Department was notified at the end of February of a date error on the Form 13 located in the CORP retirement spreadsheet and we also discovered a misspelled word on the same form. The Form 13 contained in both the PSPRS and CORP spreadsheets was updated due to these errors. The spreadsheets are now dated 3/2/09, but the forms inside the spreadsheets are still dated 9/08, the U3 is still 12/08 and the Form 13 is still 1/09. If you saved the spreadsheets on your drive, this would be a good time to re-save so that you don't come across the date glitch on the Form 13 or the misspelled word. Forms printed from the previous spreadsheets are still acceptable, but we recommend you use the updated spreadsheets. This did not affect individual forms located on the website.

A MESSAGE FROM THE FRONT DESK

Lately we have received quite a large number of calls for the Employer Contribution Rates which will change on July 1, the beginning of the new fiscal year. The Actuarial reports were emailed to each of your departments, to each email address you have provided. The PLAN actuarial reports are posted to the website, and the INDIVIDUAL reports are emailed to you. Just another great reason for keeping your contact information up-to-date. Thanks!

Please look for your Local Board Update, by mail, within the week. This information helps us maintain good contact, provides a record that your department is in compliance regarding your board's structure, and ensures that we will do our very best in keeping you informed in a timely and effective manner.

STAFF PROFILE – STACEY ALCOTT – INSURANCE SPECIALIST

Stacey Alcott joined our staff family in August 2005. Her transition to PSPRS was seamless due to five years of work experience with the Medical and Dental insurance departments at Arizona State Retirement System. Stacey's bubbling personality is infectious and lifts many a spirit in our office as well as over the telephone. Her compassion is another great asset as she works with the Cancer Insurance Program we administer for our Public Safety members. Stacey's endless energy makes us all stand in awe!



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STAFF PROFILE – LILIAN LEUNG – BENEFITS/INSURANCE DEPARTMENT

Lilian Leung has been a part of PSPRS since July 1996. She has had a variety of responsibilities from working in the Benefits Department for 6 years, Accounting for another 6 years, and returning to Benefits and Insurance in May of 2008. She feels that Insurance has been quite a challenge as there are so many choices, plans, and options offered to our members. Being born and raised in Hong Kong, Lilian received her teaching certificate and taught until she came to the United States in 1991. She shares that learning the American culture, language (slang) and driving (still no sense of direction) are her daily challenges! She truly enjoys working at PSPRS and it shows in her smile, the joy in her voice, and her dedication to our membership.