
From: Office State Actuary, WA
Sent: Friday, November 4, 2022 5:20 PM
To: Laurie Weidner
Cc: Mary Lindsey [WA]; Conway, Sen. Steve; Smith, Matt; Gutierrez, Aaron
Subject: OSA Response Letter on SCPP Procedures
Attachments: RPEC.WEA-R.Letter.on.SCPP.Procedures.pdf

Please find the attached response to your letter about OSA procedures from October 28, 2022.

If you have any remaining questions, or if we can further clarify any of the points in the letter please let us know. We'd also be happy to set up a conference call with you if it would be helpful.

Office of the State Actuary
P.O. Box 40914
Olympia, Washington 98504-0914
<http://leg.wa.gov/OSA>
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"Supporting financial security for generations."

This e-mail, related attachments, and any response may be subject to public disclosure under state law (Chapter 42.56 RCW).



Office of the State Actuary

“Supporting financial security for generations.”

November 4, 2022

TO: Laurie Weidner, APR, M.A.
Executive Director
Retired Public Employees Council of
Washington
906 Columbia St SW, Suite 501
Olympia, Washington 98501

Mary Lindsey
President
Washington Education Association-Retired
32032 Weyerhaeuser Way South
Federal Way, Washington 98001-9687

FROM: The Office of the State Actuary
P.O. Box 40916
Olympia, Washington 98501-40916

SUBJECT: RPEC WEA-R LETTER ON SCPP PROCEDURES

Thank you for contacting the Office of the State Actuary (OSA) and sharing your perspective on procedures related to the recent Select Committee on Pension Policy (SCPP) meetings. We are continuously looking for ways to better serve the Committee, the public, and stakeholders. This letter is in response to your requests of OSA.

We are working with our legislative partner agencies to ensure consistency with legislative committee processes/rules and to assist with the transition to hybrid¹ meetings starting with the November meeting. With this transition, there will be additional changes for everyone engaging in future SCPP meetings, so we greatly appreciate your patience and understanding as we learn right alongside you.

Please let us know if you have any remaining questions, or if we can further clarify any of the points. We'd be happy to set up a conference call with you if it would be helpful.

We also spoke to the Chair recently, and he said he plans to invite both Retired Public Employees Council (RPEC) of Washington and Washington Education Association-Retired (WEA-R) to speak to any remaining issues at the November 15 Executive Committee meeting.

1. You requested OSA prepare and *“provide RPEC and WEA-R with a one-to-two page easy to follow Word document or PDF that clearly outlines how to register*

¹*Hybrid committee meetings refers to meetings that provide a space for the public to attend in-person while also allowing individuals to attend and participate virtually, such that the meeting format complies with the Open Public Meetings Act.*



for verbal testimony (and the procedure during the meeting), how to register PRO position on an agenda item, how to submit written testimony (and the deadline to do so), and how to attend the meeting.”

The following information is largely taken from the [SCPP website](#) with a few edits for clarity. We will also be revising our website in the next few days to make things as clear and easy as possible.

Written Testimony

Written testimony may be submitted in the form of committee correspondence following the directions on the [SCPP website](#). For ease, what is shared on our website can be summarized as follows:

- ❖ Individuals or organizations who wish to provide input to the Committee are encouraged to do so in writing. OSA receives both letter and email correspondence which are posted to the [Correspondence page of the SCPP website](#) weekly.
- ❖ All correspondence received becomes a part of the meeting materials.
 - Any correspondence received up to one week before an SCPP meeting becomes part of that meeting’s materials. Correspondence received later than that may become part of the following month’s materials.
 - For example, the November meeting is on the 15th. Any correspondence received before November 8 becomes a part of the November 15 meeting’s materials. Correspondence received after November 8 may be included in the December meeting materials.
 - At times OSA receives a high volume of correspondence which may take longer to process and post online due to increased processing times. The opposite is also true – during times of low volume, correspondence received after the cutoff may be included.
- ❖ Correspondence or written testimony may be submitted by email to state.actuary@leg.wa.gov or by mail to P.O. Box 40914, Olympia, WA 98504-0914.

Verbal Testimony

For those who wish to offer verbal testimony, the [Committee Sign In \(CSI\) webpage](#) is maintained by the Legislature (not OSA) and contains instructions for signing up, as well as important caveats like the fact that there is no guarantee that all who want to participate may be able to do so.

Please note that the CSI starts accepting sign ups ten days before the meeting, and stops accepting new sign ups one hour before the meeting is scheduled to begin



so you'll want to encourage your members to sign in early and not wait until that morning. This is an automated system and not something OSA controls.

Staff defers to the Chair as to when and for how long to take verbal testimony. Most often, public comment is allowed during the "Public Comment" agenda item, or just prior to the Committee taking a vote on an official action (such as recommending a bill draft). At times, the Chair may allow public comment to occur following other agenda items.

Staff will continue to defer to the Chair and the Committee's direction on the procedure for providing verbal testimony, which means the process may continue to change in the future. For example, we will continue to defer to the Chair as to whether or not we will invite participants to use the "raise hand" function in Zoom. Please note, however, that if an individual has pre-registered to provide verbal testimony using the CSI, there is no need to use the "raise hand" function in Zoom.

Attending In Person

As a result of the Governor rescinding the Emergency Proclamations, we will be transitioning to hybrid committee meetings for November and December. We have been advised by the Committee's Assistant Attorney General that this change is required to comply with the [Open Public Meetings Act](#).

We will attempt to make the process for appearing in person and appearing via Zoom as similar as reasonably possible, but staff is still undergoing training for this new process and may need to adjust accordingly.

2. You requested OSA *"provide the document [as outlined above] to Mary Lindsey and me via email by November 3, so that we can provide it to our members..."*

As noted, staff is currently being trained on how to facilitate hybrid meetings. That includes the incorporation of new technology and/or using it in new ways, such as using the CSI both remotely and in person. However, we are also currently refining the instructions on our website to make them as simple as possible.

That said, the information shared above, along with corresponding website updates in the days leading up to the November 15 meeting, may be helpful resources as you determine the best ways to communicate and coordinate with your members.

3. You requested OSA *"report at the beginning of the November 15th meeting, the number of individuals who have registered to provide verbal testimony on the Plan 1 COLA agenda item. Cite the number of those who have signed in with a PRO position. This is public information that should be shared with Committee members and all those in attendance."*

Prior to each SCPP meeting, staff provides the Chair and Vice Chair with the count of individuals who have signed up via CSI. It is the Chair's discretion whether to share this information during Committee meetings and with the public.



In addition to the specific responses above, here are some general tips and notes of interest you may find helpful for upcoming SCPP meetings.

- ❖ If attendees **do not wish** to provide verbal testimony, the best way to watch the meeting is on [TVW](#). There is no password or special link required. Not only can you watch the meetings live on their website, but the meetings are archived, and anyone may watch or re-watch at any time. You may also watch them on TV, though you'll have to check your local listings to find the TVW channel and see when the meeting airs.
 - There are several ways to find the SCPP meetings on the TVW website. The easiest is to click the magnifying glass on the upper left, enter "Select Committee on Pension Policy", and then click "search".
 - Or, you can click this link that will automatically enter that information for you:
<https://tvw.org/?s=select+committee+pension+policy>
- ❖ The CSI system will allow those who wish to speak at the meeting to sign in up to an hour before the start of the meeting. Virtual attendees will receive an auto-generated email from Zoom with a unique link and passcode to the meeting through the CSI system. At the risk of being repetitive, we feel it's worth noting again that the CSI is an automated system that **stops accepting sign ups one hour before** the meeting is scheduled to begin.
- ❖ November and December's meetings are planned to be hybrid committee meetings held on the Capitol Campus for the public in-person audience to watch and participate in **House Hearing Room A, in the John L. O'Brien Building**. We're doing our best to anticipate all potential issues and plan accordingly. Anyone concerned about experiencing technical difficulties when attending a meeting virtually is welcome to come to the hearing room. If your organizations anticipate significant in-person attendance, we'd appreciate a heads-up so we can arrange for an overflow room.
- ❖ In order to help ease and manage the flow of testimony on the meeting day, we understand the Chair anticipates prioritizing testimony as follows:
 - CSI sign-ups first (virtual or in-person testimony).
 - In-person testimony for those that signed up using a paper sign-up sheet in the hearing room.
 - Those that use "raise hand" feature if requested by the chair.
- ❖ As noted above, time constraints may not allow all that wish to testify to provide their testimony. However, anyone is welcome to contact the Committee in writing at any time, and those letters/emails are considered testimony.



cc: Senator Steve Conway, Chair
Select Committee on Pension Policy
Clair Olivers,
President, Retired Public Employees Council of Washington
Lisa A. Won, ASA, FCA, MAAA
Deputy State Actuary
Michael T. Harbour, ASA, MAAA
Actuary
Melinda Aslakson,
Policy Analyst

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