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February 15, 2018

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
1350 Pennsylvania Avenue, NW
Washington, DC 20004

Dear Chairman Mendelson:

In preparation for the District of Columbia Retirement Board's (DCRB) upcoming performance oversight hearing, DCRB has prepared the attached responses to the questions submitted by your office. We look forward to testifying at the hearing and answering any questions you may have regarding DCRB's performance.

If you have any further questions regarding the attached information, please contact Joan Passerino at (202) 343-3200.

Sincerely,

Sheila Morgan-Johnson
Executive Director
District of Columbia Retirement Board

Enclosure

DCRB Responses to Performance Hearing Questions, Round 1

Janice Adams • Jeffrey Barnette • Lyle M. Blanchard • Joseph M Bress • Mary A. Collins • Gary W. Hankins
Darrick O. Ross • Nathan A. Saunders • Edward C. Smith • Thomas N. Tippett • Michael J. Warren • Lenda P. Washington

Joseph W. Clark
Chairman

Sheila Morgan-Johnson
Executive Director

District of Columbia Retirement Board (DCRB) Response to Performance Oversight Hearing Questions

Please submit both a hard copy and an electronic copy of your responses to the questions below no later than close of business Thursday, February 15, 2018. *Please avoid the use of attachments unless specifically requested.* If you need to discuss any of the questions, please contact Evan Cash, Committee and Legislative Director, at (202) 724-7002.

1. Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel, if applicable. Also include the effective date on the chart.

Please see Attachment #1 for the current organizational chart.

2. Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 31, 2018. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.

Please see Attachment #2 for the Schedule A.

3. Please list all employees detailed to or from your agency, if anytime this fiscal year (up to the date of your answer). For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date the detail began, and the employee's projected date of return.

There are no employees detailed to or from DCRB.

4. (a) For fiscal year 2017, please list each employee whose salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay.

FY 2017

Last Name	First Name	Title	Salary	Bonus
Stanchfield	Eric	Executive Director (Until 3/17/17)	\$ 222,094	0
Morgan-Johnson	Sheila	Interim Executive Director/Chief Investment Officer	249,969	22,000
Sampson	Erie	General Counsel	239,100	\$ 20,000
Dewar	Peter	Chief Technology Officer	211,846	10,000
Bond	Johnetta	Chief Benefits Officer	208,216	10,000
Shelborne	Anthony	Chief Financial Officer	200,655	10,000
Passerino	Joan	Director, Stakeholder Communication and Outreach	195,171	10,000
King	Leslie	Senior Counsel	184,816	5,000
Copelin	Lillian	Benefits Systems Manager	176,904	0
Hernandez	Daniel	Director, Special Benefits Pro	174,557	0
Sahm	Patrick	Sr. Investment Strategist	159,863	5,000
Valentine	Vernon	Director, Human Resources	143,457	3,000
Frimpong	Ferdinand	Database & Cyber Security Group Manager	142,800	5,000
Kazmi	Tahir	IT Operations Manager	140,400	3,000
Todd	Jason	IT Program Manager	136,500	5,000
Burnett	Michaela	Applications Development Manager	134,522	3,000
Middleton	Karl	Procurement Manager	132,000	0
Treadwell	Sylvia	Retirement Services Manager	131,040	0
Poku	Adu	Security Administrator	125,198	4,000

- (b) For fiscal year 2018, please list each employee whose salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

Last Name	Name	Position Title	Salary	Bonus*
Morgan-Johnson	Sheila	Executive Director	\$ 249,969	0
Sampson	Erie	General Counsel	239,100	0
Dewar	Peter	Chief Technology Officer	211,846	0
Bond	Johnetta	Chief Benefits Officer	208,216	0
Shelborne	Anthony	Chief Financial Officer	200,655	0
Passerino	Joan	Director, Stakeholder Communication and Outreach	195,171	0
King	Leslie	Senior Counsel	184,816	0
Copelin	Lillian	Benefits Systems Manager	176,904	0
Hernandez	Daniel	Director, Special Benefits Projects	174,557	0
Sahm	Patrick	Senior Investment Strategist	159,863	0
Valentine	Vernon	Director, Human Resources	143,457	0

Frimpong	Ferdinand	Database and Cyber Security Group	142,800	0
Kazmi	Tahir	IT Operations Manager	140,400	0
Burnett	Michaela	Applications Development Manager	134,522	0
Middleton	Karl	Procurement Manager	132,000	0
Treadwell	Sylvia	Retirement Services Manager	131,040	0
Poku	Adu	Security Administrator	125,198	0

*No employee bonuses have been awarded for FY 2017, year-to-date.

- Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2017. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

The following employees received overtime pay in FY 2017:

Last Name	First Name	Position Title	Salary	Overtime
Morgan	Dennis	Records Management Specialist	\$ 53,006	\$ 1,039
Graham-Keith	Sharon	Retirement Analyst	71,985	883
Brown	Shalanda	Lead Member Services Representative	53,006	726
Carver	Sean	Member Services Representative	45,375	698
Thomas	Lovely S.	Retirement Analyst	80,600	394
McSears	Denice	Office Coordinator	50,483	120
Harris	Johniece	Administrative Specialist	66,826	96

- For fiscal years 2017 and 2018 (through January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

The following employees received bonuses in FY 2017 based on their performance during FY 2016:

Last Name	First Name	Amount	Reason
Baker	Justin	\$3,000	FY16 Performance
Bond	Johnetta	\$10,000	FY16 Performance
Burnett	Michaela	\$3,000	FY16 Performance
Carson	Rabinai	\$1,500	FY16 Performance
Chandler	Valerie	\$3,000	FY16 Performance
Dewar	Peter	\$10,000	FY16 Performance
Frimpong	Ferdinand	\$5,000	FY16 Performance
Gebremeskel	Wukyanos	\$4,000	FY16 Performance
Harris	Johniece	\$2,500	FY16 Performance
Jones	Florence	\$1,500	FY16 Performance
Kazmi	Tahir	\$3,000	FY16 Performance
King	Leslie	\$5,000	FY16 Performance
Morgan	Ricardo	\$2,000	FY16 Performance
Morgan-Johnson	Sheila	\$22,000	FY16 Performance
Nichols	Ortencia	\$4,000	FY16 Performance

O'Neal	Rhonda	\$2,000	FY16 Performance
Passerino	Joan	\$10,000	FY16 Performance
Podesta	Sebastian	\$3,000	FY16 Performance
Poku	Adu	\$4,000	FY16 Performance
Reaves	Deborah	\$10,000	FY16 Performance
Rivers	Bonnie	\$1,500	FY16 Performance
Sahm	Patrick	\$5,000	FY16 Performance
Sampson	Erie	\$20,000	FY16 Performance
Shelborne	Anthony	\$10,000	FY16 Performance
Todd	Jason	\$5,000	FY16 Performance
Valentine	Vernon	\$3,000	FY16 Performance
Weedon	Kiana	\$2,500	FY16 Performance

No employee bonuses have been awarded in FY 2018, year-to-date.

7. For fiscal years 2017 and 2018 (through January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

In fiscal year 2017, one employee (former Executive Director, Eric Stanchfield), separated from DCRB with 24 weeks of separation pay, with a before-tax payout amount of \$89,134.62. No other employees separated from the agency with separation pay in fiscal year 2017 and 2018 year to date.

8. For fiscal years 2017 and 2018 (through January 31), please state the total number of employees receiving worker 's compensation payments.

DCRB did not have any employees receiving worker's compensation payments during this period.

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2017 and 2018 (to date). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31, 2018).

No employees were placed on administrative leave during this period.

10. For fiscal years 2017 and 2018 (through January 31), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

DCRB neither received nor sent any intra-District transfers.

11. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2017 and 2018 (through January 31). Include a "bottom line" that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

DCRB did not reprogram any funds.

- Please list, in chronological order, every reprogramming *within* your agency during fiscal year 2018 to date. Include known, anticipated intraagency reprogrammings. For each, give the date, amount, and rationale.

DCRB did not have any intra-agency reprogrammings.

- For fiscal years 2017 and 2018 (through January 31), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. For (4) and (5) provide specific data for fiscal years 2016, 2017, and 2018 (as of January 31) and give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

DCRB does not have any special purpose revenue funds.

- Please provide a table showing your agency Council-approved original budget, revised budget (after reprogrammings, etc.), for fiscal years 2016, 2017, and the first quarter of 2018. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017.

Please find the table and explanations for variances below (Dollars in thousands):

Dept/Program Activity				\$ Variance			YTD - Bud-Act* \$ Variance					
	Approved FY 2016	Actual FY 2016	Bud-Act* FY 2016	Approved FY 2017	Actual FY 2017	Bud-Act* FY 2017	Approved FY 2018	Actual FY 2018	as of Jan 31 FY 2018	as of Jan 31 FY 2018	Bud-Act* FY 2018	
3000 DCRB AGENCY MANAGEMENT												
3001 EXECUTIVE	1,504	1,074	430	1,611	1,196	415	2,004	536	667	1,468	131	
3002 INVESTMENTS	13,010	14,155	(1,145)	13,240	16,293	(3,053)	13,734	1,731	4,573	12,003	2,842	
3003 TRUSTEES	466	423	43	594	469	125	558	180	186	378	6	
3004 LEGAL	1,215	1,044	171	1,572	1,315	257	1,615	230	538	1,385	308	
3005 BENEFITS	2,674	2,732	(58)	2,952	2,771	181	3,522	744	1,173	2,778	429	
3006 OPERATIONS / FINANCE	3,740	3,342	398	3,721	3,444	277	4,302	1,231	1,433	3,071	202	
3007 INFORMATION TECHNOLOGY	6,263	5,998	265	6,724	5,819	905	8,305	1,002	2,766	7,303	1,764	
3008 PROJECTS	3,430	3,050	380	8,682	2,546	6,136	7,604	307	2,532	7,297	2,225	
TOTAL	32,302	31,818	484	39,096	33,853	5,243	41,644	5,961	13,867	35,683	7,906	

*Includes encumbered funds for requisitions currently in place. The encumbered amounts that are not spent will be de-obligated at the end of the fiscal year.

EXECUTIVE: FY 2016 and 2017 -- Most savings are in the area of professional services (\$310k), as the result of anticipated activities in DCRB's strategic planning that did not occur. The realized savings helped offset the investment management fee expenses.

INVESTMENTS: FY 2016 and 2017 -- Investment management fees fluctuate annually, based on assets under management and investment performance. Management fees alone

totaled \$14.3 million, which were \$3.6 million higher than budgeted in FY 2017.

TRUSTEES: FY 2017 -- Savings from Insurance and Risk Premiums were lower than budgeted. There were other savings in the Other Services and Charges object class.

LEGAL: FY 2017 – Most savings are in the area of professional services not incurred for the Retirement Modernization Program. The savings in this department helped offset the investment management fee expenses.

BENEFITS: FY 2017-- Personal Services savings were mainly due to vacancies filled later in the fiscal year.

OPERATIONS/FINANCE: FY 2016 and 2017 -- Personal Services costs were lower due to vacancies. The realized savings helped offset the investment management fee expenses.

INFORMATION TECHNOLOGY: FY 2017 -- Professional services (consulting expertise services) were not incurred due to activities related to the Retirement Modernization Program, which did not occur in FY 2017. The realized savings helped offset the investment management fee expenses.

PROJECTS: FY 2017 -- The large balance in the professional fees budget in Projects is primarily for the Retirement Modernization Program. It includes the Pension Information Management System (PIMS) and other associated costs. The PIMS RFP was not released as expected, therefore, implementation did not occur as planned.

15. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2017 and 2018 (through January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

Please find the list of MOUs below:

MOU	Purpose	Date Entered	Termination Date
<u>Fiscal Year 2017:</u>			
Office of the Chief Technology Officer (OCTO)			
OCTO Retirement Modernization Program	Electronic PeopleSoft data feeds	10/1/2016	9/30/2017
OCTO Web Maintenance	DCRB.gov web services	10/1/2016	9/30/2017
OCTO Pinsafe & VPN Services	VPN access for essential staff	10/1/2016	9/30/2017
OCTO Data Circuit	WAN connectivity	10/1/2016	9/30/2017
OCTO WebEx	Voice, desktop and video conferencing	10/1/2016	9/30/2017
OCTO SSL Certificate	Secure certificates for websites	10/1/2016	9/30/2017
U.S. Department of the Treasury	Reimbursement to DCRB for administrative services related to Plan members receiving federal benefit payments	10/1/2016	9/30/2017
U.S. Department of the Treasury	Interconnection security agreement	10/1/2016	9/30/2017

Fiscal Year 2018:

Office of the Chief Technology Officer (OCTO):			
OCTO Web Maintenance	DCRB.gov web services	10/1/2017	9/30/2018
OCTO Pinsafe & VPN Services	VPN access for essential staff	10/1/2017	9/30/2018
OCTO Data Circuit	WAN connectivity	10/1/2017	9/30/2018
OCTO WebEx	Voice, desktop and video conferencing	10/1/2017	9/30/2018
OCTO SSL Certificate	Secure certificates for web sites	10/1/2017	9/30/2018
U.S. Department of the Treasury	Reimbursement to DCRB for administrative services related to Plan members receiving federal funds	10/1/2017	9/30/2018
U.S. Department of the Treasury	Interconnection security agreement	10/1/2017	9/30/2018

- 16 D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the "Form B" for all District agencies (See D.C. Code § 47- 318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2016 and 2017.

DCRB did not submit budget enhancement requests during this period.

17. Please list all currently open capital projects for your agency as of the date of your response, including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also indicate which projects are experiencing delays which require additional funding.

DCRB does not currently have any capital projects.

18. Please list all pending lawsuits that name your agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices. The Committee is not asking for your judgment as to the city's liability; rather, we are asking about the extent of the claim. For those claims identified, please include an explanation about the issues for each case.

DCRB does not currently have any lawsuits pending that name DCRB as a party.

19. (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2017 or 2018 (to date).

The following investigations, studies and audits were completed:

Name:	Purpose:	Completed:
Actuarial Valuation as of October 1, 2017, for Fiscal Year 2019 Employer Contribution	To fulfill the requirements of DC Code § 1-907.02(a) and (c), 1-907.03 (a), and 1-907.04.	12/2017
Government of the District of Columbia Office of the Inspector General FY 2017 Procurement Practices Risk Assessment	To perform risk assessment of the District of Columbia’s procurement practices to meet a statutory mandate.	7/2017
Audited Financial Statements for Fiscal Year 2017	To determine the effectiveness of existing internal financial controls, payroll and personnel position controls.	01/2018

In addition to the reports listed above, in fiscal year 2017 (September 2017), DCRB participated in a District-wide audit in support of the Office of the Chief Financial Officer’s (OCFO) 2017 Comprehensive Annual Financial Report (CAFR). The audit, conducted by SB & Company, included a cross-section of randomly selected agencies. DCRB’s audit included a review of a sample personnel record, to ensure accuracy and completeness. The review concluded that DCRB’s audited record was accurate and complete.

(b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

In fiscal year 2018 (January 2018), DCRB was notified by DCHR that DCRB had been selected to participate in an audit sponsored by the Office of the Chief Financial Officer (OCFO). The audit will be conducted by FS Taylor and Associates, a third-party vendor contracted by OCFO. The audit will look at selected populations’ participation in both the District’s 401(a) Defined Contribution Plan and 457 Deferred Contribution Plan, to ensure proper placement of employees and correctness of deductions from bi-weekly paychecks.

20. How many grievances have been filed by employees or labor unions against agency management? Please list them by year for fiscal years 2016, 2017, and 2018 (through January 31). Give a brief description of each grievance, and the outcome as of January 31, 2018. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

There were no grievances filed by employees or labor unions against the management of DCRB during this period and no grievances are pending in a judicial forum.

21. (a) Please describe the agency’s procedure for investigating allegations of sexual harassment or misconduct committed by or against its employees.

DCRB’s process for investigating allegations of sexual harassment or misconduct follows the processes outlined in the District’s training “EEO Laws and Sexual Harassment” (delivered by DCHR to DCRB managers and staff in 2016 and 2017). Staff are trained to report allegations of sexual harassment to a supervisor, DCRB/HR, or DCRB’s EEO Officer. Staff also have been made aware that employees have the right to report allegations of sexual harassment directly to the EEOC. Upon receiving an allegation, DCRB/HR (or the EEOC Officer) will listen confidentially to the facts of the allegation. If warranted, confidential interviews may be conducted with the involved parties, with findings presented to senior management, to achieve an appropriate resolution and agency response.

(b) List and describe each allegation received by the agency in FY 17 and FY 18, to date, and the resolution of each as of the date of your answer.

For fiscal years 2017 and 2018 (to date), DCRB received no allegations of sexual harassment or misconduct.

22 In table format, please list the following for fiscal years 2017 and 2018 (through January 31, 2018) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

DCRB has two SmartPay (credit) cards issued in the name of the agency. The Executive Director and the Chief Financial Officer (CFO) are authorized to approve and use DCRB’s SmartPay credit cards for small acquisitions not exceeding \$5,000. After the small acquisitions have been authorized in writing by the Executive Director and CFO, the individuals listed below obtain all required documentation and may use the DCRB SmartPay credit cards. A summary of expenses for DCRB’s SmartPay (credit) cards is below:

Employee Name /Title	2017	2018
Procurement Card		
Nina Bridgers/Administrative Assistant	\$ 0	\$ 0
Robin White/Executive Assistant	48	0
Peter Dewar/Chief Technology Officer	13,121	5,022
Johniece Harris/Administrative Specialist *	65,551	4,419
Florence Jones/Investment Assistant	2,710	0
Denice McSears/Office Coordinator	3,018	3,012
Bonnie Rivers/Financial Specialist	1,944	9,296
Yolanda Smith/Contract Specialist	0	0
Procurement Card Total	\$ 86,393	\$ 21,749

Travel Card		
Nina Bridgers/Administrative Assistant	\$ 0	\$ 0
Robin White/Executive Assistant	1,423	785
Johniece Harris/Administrative Specialist *	30,350	2,436
Florence Jones/Investment Assistant	27,863	2,404
Bonnie Rivers/Financial Specialist	934	0

Travel Card Total

\$ 60,571	\$ 5,625
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Total for Both Cards

\$ 146,964	\$ 27,375
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* Ms. Harris is DCRB’s travel coordinator.

- 23. Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2017 and 2018 (to date). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

Please see Attachment #3 regarding DCRB’s contracts over \$10,000.

- 24. (a) Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

The agency does not issue mobile phones. DCRB manages our data costs by engaging in enterprise contracts with two carriers, which give the Agency access to discounted government pricing negotiated by the District. The services contracted for provide unlimited data plans for each device, limiting unexpected costs.

(b) In table format, please provide the following information for fiscal years 2017 and 2018 (to date), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than one page in length, you may provide it as an attachment.

Please see Attachment #4 regarding DCRB’s mobile devices and their usage. DCRB does not have any cellular phones.

- 25. (a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2017 and 2018 (to date), please list any vehicle the agency owns, leases, or has assigned to it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).

DCRB does not own nor lease any vehicles.

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2016, 2017, and 2018 (to date). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the justification for using such vehicle; (4) the name and title/position of the driver involved; and (5) whether there was a finding of fault and, if so, who was determined tube at fault.

Not applicable.

- 26. D.C. Law requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to your agency for a settlement or judgment pursuant to D.C. Code § 2-402.

DCRB has no claim or judgment subject to an agency charge-back.

27. (a) D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law?

(b) Please explain all exceptions, if any, and provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to have the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffer or take-home status.

DCRB is in compliance with D.C. Code §§ 50-203 and 50-204.

28. In table format, please provide the following information for fiscal years 2017 and 2018 (through January 31, 2018) regarding your agency's authorization of employee travel: **(1) individuals (by name and title/position) authorized to travel outside the region;** (2) total expense for each trip (per person, per trip, etc.); and (3) justification for the travel (per person and trip).

Please see Attachment #5 regarding DCRB’s authorization of employee travel outside the region.

29. Please provide and itemize, as of January 31, 2018, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.

As of January 31, 2018, DCRB had no WAE or term personnel.

The following is a list of contract personnel performing services for DCRB:

Name	Position/Title	Length of Term	Start Date or Current Term	Term Expiration
Desta, Yared	Deskside Support Technician (Level II)	5 Years	9/2/2013	6/17/2019
Jackson, Mark	Deskside Support Technician (Level II)	5 Years	6/18/2014	6/17/2019
Stark, Steven	MDM Solutions Architect	3 Years	5/18/2016	5/7/2019
Traore, Augustin	Senior Network Engineer	5 Years	8/7/2013	8/6/2018
Woods, Kimberly	Investment Compliance Risk Consultant	2 Years	6/14/2016	6/13/2018

30. What efforts has your agency made in the past year to increase transparency? Explain.

DCRB’s Board conducts open meetings on a regular basis. We also post board minutes, several reports (i.e., audit, CAFR, actuarial valuation and investment results) to our website. During fiscal year 2017, we reviewed our website, updated existing policies, and posted additional policies to the website.

31. What efforts will your agency be making to increase transparency? Explain.

During 2018, DCRB will complete the development of a self-service application to our website that will allow retirees to review their personal information related to their benefit payments, tax withholdings, 1099-Rs, and other such data. Once this application is completed, we will begin work on an enhancement that will allow retirees to make changes to their information, such as address, tax withholdings, and direct deposits.

32. Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Explain.

DCRB has adequate resources to properly implement legislative requirements.

33. Please identify any statutory or regulatory impediments to your agency's operations.

Thank you for scheduling the hearing on Bill 22-468, Teachers', Police, and Firefighters Retirement Benefits Technical Amendment Act of 2017. This bill will clarify several provisions that DCRB considers as technical amendments to the Plans related to domestic partnerships, 401(a) transfers to the Fire Fighters' Retirement Fund and identify the date that IRS compensation limits apply to members.

34. Did your agency receive any FOIA requests in fiscal year 2017? If yes, did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment.

On December 5, 2017, DCRB filed the attached report of FOIA disclosure activities with the Secretary of the District of Columbia. Please see Attachment #6.

35. For purposes CBE agency compliance purposes (sic), what is your agency's current adjusted expendable budget; how much has been spent with SBEs; and what percent of your agency's expendable budget was spent with SBEs? Further, where SBEs were not available, how much has been spent with CBEs, and what percent of CBE spending, relative to your current expendable budget? How many CBE waivers (including dollar amount) did the agency submit? What efforts has the agency taken to reduce the number of CBE waivers submitted? What is the CBE spending goal for your agency per the DSLBD SBE Opportunities Guide (Green Book)? Give this answer for fiscal years 2016, 2017 and 2018 (through January 31).

QUESTION:	ANSWER:
For CBE agency compliance purposes, what is your agency's current adjusted expendable budget?	For FY 2018: \$ 3,631,965
How much has been spent with SBE's?	\$ 281,102
What percent of your agency's expendable budget was spent with SBEs?	15.5%
Further, where SBEs were not available, how much has been spent with CBEs?	Not applicable.

What percent of spending, relative to your current expendable budget?	Not applicable.
How many CBE Waivers (including dollar amount) did the agency submit?	Not applicable.
What efforts has the agency taken to reduce the number of CBE waivers submitted?	Not applicable.

What is the CBE spending goal for your agency per the DSLDB SBE Opportunities Guide (Green book)?	Annual Goal (Adjusted)	Annual Spend	% Spend
FY 2016	\$ 955,804	\$ 2,324,457	243.2%
FY 2017	\$1,213,723	\$1,365,661	112.5%
FY 2018 (through January 31)	\$1,815,983	\$ 281,102	15.5%

36. Please provide, as an attachment, a copy of your agency's current annual performance plan as submitted to the Office of the City Administrator.

DCRB, as an independent agency, does not submit an annual performance plan to the Office of the City Administrator.

37. (a) What are your agency's key performance indicators and what has been your agency's performance (per these KPIs) in fiscal year (or calendar year) 2016, 2017, and 2018 (through the first quarter).

DCRB, as an independent agency, does not submit key performance indicators to the Office of the City Administrator.

- (b) What KPIs have been dropped (or changed) since 2015? List each specifically and explain why it was dropped or changed.

DCRB, as an independent agency, does not submit key performance indicators to the Office of the City Administrator.

38. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2017 and 2018.

DCRB's top five priorities for fiscal years 2017 and 2018, as well as explanations as to how the Agency expects to achieve or work toward them are as follows:

1. Prudently invest Fund assets to provide long-term sustainable risk-adjusted returns.

DCRB's ongoing responsibility is to prudently manage the Fund assets, with the goal of earning a return that meets or exceeds our actuarial investment return assumption. The Fund earned a gross return of 13% for FY 2017. Because the Fund has a long-term investment horizon, the Board has established an actuarial return target of 6.5% to sustain the Fund's health over the long term.

In building a solid foundation for achieving long-term, sustainable risk-adjusted returns, the Board routinely reviews investment manager performance against benchmark returns and rebalances the portfolio to maintain compliance with asset allocation targets and ranges.

During FY 2018, we will conduct a projection study that will serve as a planning tool to guide investment decisions and assist in estimating our liquidity needs in the near term. Also, we will continue to ensure our investment managers and service providers are performing in line with expectations and within their guidelines.

2. Safeguard the integrity of the Fund.

The Board's independent actuary conducts an actuarial valuation each year. In addition, DCRB's financial statements are audited annually. DCRB will strive to obtain clean audit opinions and report our financial activities according to required governmental accounting standards. As business continuity is critical to our agency, DCRB has continued projects focused on updating our disaster-recovery and continuity-of-operations plans. In addition, during FY 2017, we achieved compliance with the Federal Information Security Management Act for information systems operations. We also have implemented additional security measures to mitigate the risk of data loss and maintain the confidentiality of personally identifiable information. Beyond these efforts, we conduct annual training on privacy and cybersecurity practices. During FY 2018 and beyond, DCRB will continue to follow professional standards and best practices in the information technology area for security, project management, and service delivery.

3. Expand and improve benefits administration capabilities to ensure that benefits are paid to our members accurately and timely.

DCRB's Retirement Modernization Program continues our intention to improve benefits administration by enhancing the quality of data used to calculate benefits and upgrading information technology, including the acquisition of a Pension Information Management System (PIMS) that will be managed by DCRB. Projects completed through FY 2017 were focused on collaborating with other District agencies to transform the current processes from a mostly paper-based operation to one that utilizes current technology, including a PIMS. The PIMS will electronically manage all District pension-related information in one place. That system will be configured to allow DCRB to provide a full range of retirement services for Plan members, including the ability to administer member benefits.

During FY 2017, DCRB completed a benchmarking project to determine how our benefits administration operations compared to best practices and to nine other public pension systems of our size. Overall, we compared favorably to peer performance averages. The one area where we are significantly behind our peers is our lack of a self-service website portal where members can review and update their information related to address, direct deposit, and tax withholding.

Based on the benchmarking survey feedback and member requests, we are developing a self-service portal and are in the process of making it available to our retirees. This change will improve our communications and benefits administration capabilities and will further serve to reduce the amount of calls and paper forms we receive.

Also, during FY 2017, DCRB issued its first benefit statements to all active firefighters. They were well received. In FY 2018, DCRB will issue benefit statements to firefighters, police officers, and teachers. In fact, beginning this calendar year, these statements will be issued to all active Plan members annually.

4. Foster member and stakeholder trust through enhanced communications and collaborative outreach.

DCRB publishes a quarterly newsletter for its members. The spring and fall newsletters provide members of both Plans with financial information on the health of the Fund and articles related to general benefits administration matters (e.g., cost-of-living adjustments, open enrollments, and the like). During the winter, a newsletter specifically for police officers and firefighters, and in the summer, one for teachers, contain information aimed explicitly toward the provisions of their respective Plans, as well as particular issues of importance to each of the groups.

We are also preparing a 2017 update of the Plans' Summary Plan Descriptions. Paper copies of these booklets will be mailed to retirees and, for the first time, we will be distributing electronic copies (with paper copy availability) for active members. In addition, a Benefits Community of Interest (comprised of District agencies that are involved in the pension process), which was spearheaded by DCRB at the beginning of FY 2016, continues to meet periodically to discuss subjects and issues of mutual concern and interest. We expect that this group will be particularly important as DCRB begins the process of implementing the PIMS.

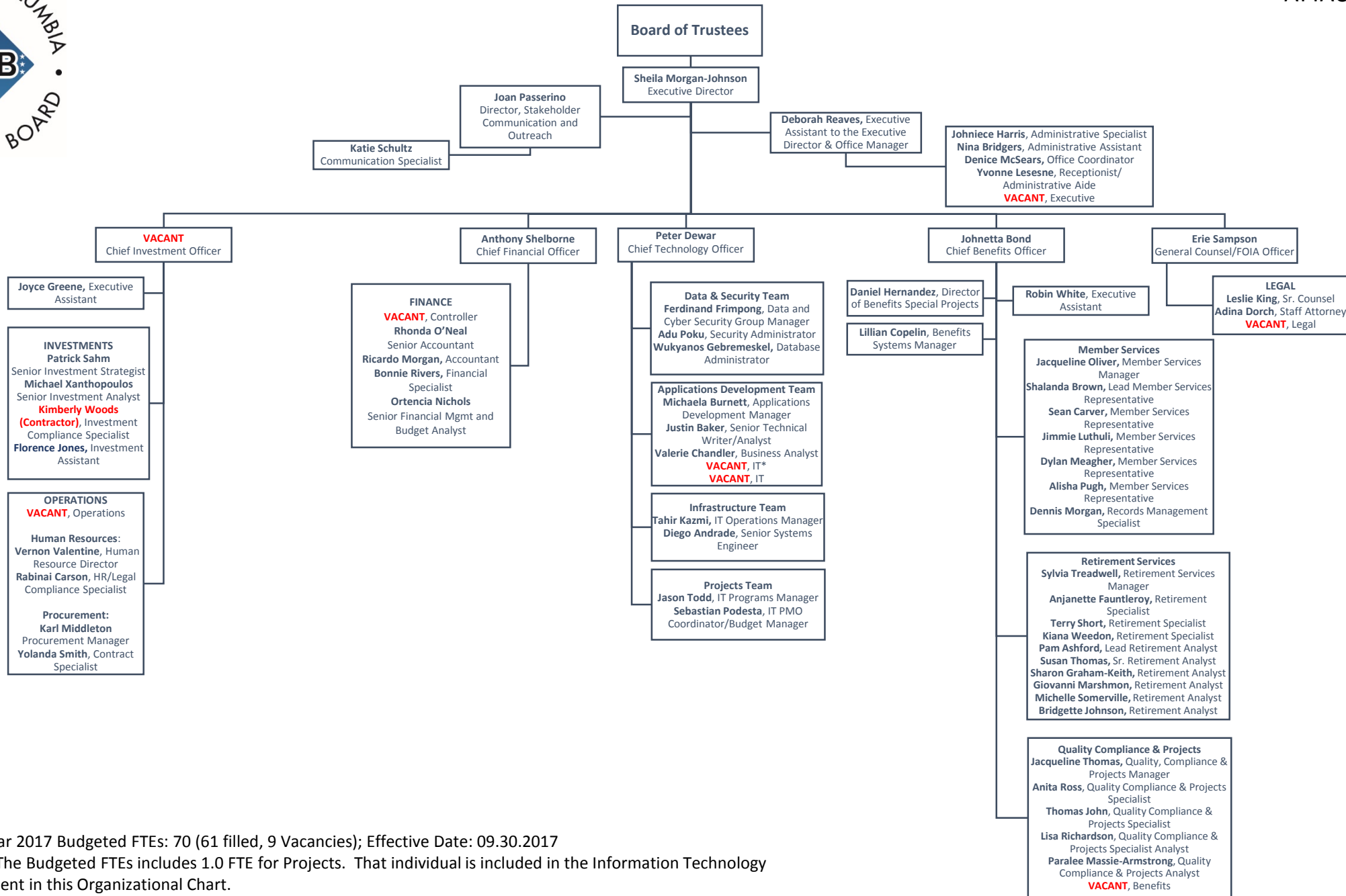
Finally, DCRB continues to collaborate with DCPS, DCHR, FEMS and MPD to offer retirement workshops for retiring Plan members. We worked with DCPS on workshops for teachers in October 2017 and in February 2018. In 2017, we also participated in workshops for new MPD recruits and for FEMS members and are planning additional workshops and presentations during FY 2018.

5. Refine DCRB's organizational structure to meet agency responsibilities and needs.

During late spring 2018, DCRB will update its five-year Strategic Plan to determine whether any changes are needed in our goals and objectives, to identify any obstacles and/or opportunities, and to make any needed changes to our organizational structure. The Strategic Plan will reflect important changes since the 2012 was adopted, including the impending acquisition of a PIMS, an \$8 billion plus Fund asset base, and the District's Replacement Plans having a greater number of retirees than the frozen Federal Plans.



District of Columbia Retirement Board



Fiscal Year 2017 Budgeted FTEs: 70 (61 filled, 9 Vacancies); Effective Date: 09.30.2017

*NOTE: The Budgeted FTEs includes 1.0 FTE for Projects. That individual is included in the Information Technology Department in this Organizational Chart.

ATTACHMENT 2 (Q2)	Schedule A					
Department	Position Title	Last Name	First Name	Salary	Fringe	Total
Benefits	Chief Benefits Officer	Bond	Johnetta	\$ 208,216	\$ 52,054	\$ 260,270
Benefits	Executive Assistant	White	Robin	67,524	16,881	84,405
Benefits	Benefits Systems Manager	Copelin	Lillian	176,904	44,226	221,130
Benefits	Lead Member Services Represent	Brown	Shalanda	53,006	13,252	66,258
Benefits	Analyst, Quality Compliance & Projects	Jordan Ricardson	Lisa	81,400	20,350	101,750
Benefits	Analyst, Quality Compliance & Projects	Massie-Armstrong	Paralee	88,400	22,100	110,500
Benefits	Manager, Quality Compliance & Projects	Thomas	Jacqueline	112,476	28,119	140,595
Benefits	Member Services Manager	Oliver	Jacqueline	84,365	21,091	105,456
Benefits	Member Services Representative	Pugh	Alisha	49,000	12,250	61,250
Benefits	Retirement Analyst	Somerville	Michelle	65,575	16,394	81,969
Benefits	Retirement Specialist	Fauntleroy	Anjanette	64,609	16,152	80,761
Benefits	Specialist, Quality Compliance & Projects	Ross	Anita	89,395	22,349	111,744
Benefits	Lead Retirement Analyst	Ashford	Pamela	85,215	21,304	106,519
Benefits	Records Management Specialist	Morgan	Dennis	53,006	13,252	66,258
Benefits	Retirement Specialist	Short	Terry	69,255	17,314	86,569
Benefits	Retirement Analyst	Graham-Keith	Sharon	71,985	17,996	89,981
Benefits	Member Services Representative	Luthuli	Jimmie	47,400	11,850	59,250
Benefits	Retirement Specialist	Weedon	Kiana	56,062	14,016	70,078
Benefits	Senior Retirement Analyst	Thomas	Lovely	80,600	20,150	100,750
Benefits	Retirement Services Manager	Treadwell	Sylvia	131,040	32,760	163,800
Benefits	Retirement Analyst	Marshmon	Giovanni	69,000	17,250	86,250
Benefits	Member Services Representative	Carver	Sean	45,375	11,344	56,719
Benefits	Director, Special Benefits Projects	Hernandez	Daniel	174,557	43,639	218,196
Benefits	Member Services Representative	Meagher	Dylan	45,375	11,344	56,719
Benefits	Specialist, Quality Compliance & Projects	John	Thomas	87,732	21,933	109,665
Benefits	Retirement Analyst	Johnson	Bridgette	70,000	17,500	87,500
Benefits	Vacant					
Benefits	Vacant					
Benefits	Vacant					
Benefits	Vacant					
Executive	Executive Director	Morgan-Johnson	Sheila	217,364	43,473	260,837
Executive	Executive Assistant/Office Manager	Reaves	Deborah	109,697	21,939	131,636
Executive	Director, Stakeholder Communication and Outreach	Passerino	Joan	195,171	39,034	234,205
Executive	Administrative Specialist	Harris	Johniece	66,826	13,365	80,191
Executive	Administrative Assistant	Bridgers	Nina	46,340	9,268	55,608
Executive	Administrative Coordinator	McSears	Denice	50,483	10,097	60,580

ATTACHMENT 2 (Q2)	Schedule A					
Department	Position Title	Last Name	First Name	Salary	Fringe	Total
Executive	Receptionist/Admin Aide	Lesesne	Yvonne	\$ 43,264	\$ 8,653	\$ 51,917
Executive	Communication Specialist	Schultz	Katie	80,080	16,016	96,096
Executive	Vacant					
Finance	Chief Financial Officer	Shelborne	Anthony	200,655	40,131	240,786
Finance	Senior Accountant	O'Neal	Rhonda	118,496	23,699	142,195
Finance	Financial Specialist	Rivers	Bonnie	74,256	14,851	89,107
Finance	Accountant	Morgan	Ricardo	76,635	15,327	91,962
Finance	Senior Financial Management and Budget Analyst	Nichols	Ortencia	105,000	21,000	126,000
Finance	Vacant					
Information Technology	Chief Technology Officer	Dewar	Peter	211,846	42,369	254,215
Information Technology	Business Analyst	Chandler	Valerie	91,000	18,200	109,200
Information Technology	IT Operations Manager	Kazmi	Tahir	140,400	28,080	168,480
Information Technology	Senior Systems Engineer	Andrade	Diego	115,000	23,000	138,000
Information Technology	IT PMO Coordinator/Budget Manager	Podesta	Sebastian	114,400	22,880	137,280
Information Technology	Sr. Technical Writer/Analyst	Baker	Justin	113,568	22,714	136,282
Information Technology	Applications Development Manager	Burnett	Michaela	134,522	26,904	161,426
Information Technology	Database and Cyber Security Group Manager	Frimpong	Ferdinand	142,800	28,560	171,360
Information Technology	Database Administrator	Gebremeskel	Wukyanos	103,164	20,633	123,797
Information Technology	Security Administrator	Poku	Adu	125,198	25,040	150,238
Information Technology	Vacant					
Information Technology	Vacant					
Information Technology	Vacant					
Investments	Sr. Investment Strategist	Sahm	Patrick	159,863	31,973	191,836
Investments	Executive Assistant	Greene	Joyce	65,485	13,097	78,582
Investments	Investment Assistant	Jones	Florence	79,293	15,859	95,152
Investments	Senior Investment Analyst	Xanthopoulos	Michael	111,000	22,200	133,200
Investments	Vacant					
Investments	Vacant					
Legal	General Counsel	Sampson	Erie	217,364	43,473	260,837
Legal	Senior Counsel	King	Leslie	184,816	36,963	221,779
Legal	Staff Attorney	Dorch	Adina	113,400	22,680	136,080
Legal	Vacant					

ATTACHMENT 2 (Q2)	Schedule A					
Department	Position Title	Last Name	First Name	Salary	Fringe	Total
Operations/HR	Director, Human Resources	Valentine	Vernon	\$ 143,457	\$ 28,691	\$ 172,148
Operations/HR	HR/Legal Compliance Specialist	Carson	Rabinai	94,480	18,896	113,376
Operations/Procurement	Procurement Manager	Middleton	Karl	132,000	26,400	158,400
Operations/Procurement	Contract Specialist	Smith	Yolanda	82,992	16,598	99,590
Operations	Vacant					

ATTACHMENT 3 (Q23)

FY 2017 PROCUREMENT FOR GOODS OR SERVICES OVER \$10,000		
Vendor Name	Description	Amount
Adil Naghmi	IT Professional Services	\$ 31,200.00
Advent Software Inc.	Software Licenses, Maintenance & Support	\$ 33,886.35
American Arbitration Assoc.	Election Administration Services	\$ 88,479.35
Analytica LLC	Software Licenses, Maintenance & Support	\$ 98,055.15
ASI Government, Inc.	Acquisition Consulting Services	\$ 121,500.00
Avitecture, Inc.	IT Professional Services	\$ 34,455.36
Bloomberg Fianace, LP	Software Licenses, Maintenance & Support	\$ 25,080.00
Business Development Associates, LLC	IT Professional Services	\$ 33,196.83
Capitol Document Solutions, LLC	Office Supplies & Services	\$ 41,548.00
Cavanaugh MacDonald Consulting	Financial Professional Services	\$ 138,164.20
Cellco Partnership	Communication Services	\$ 27,667.00
CEM Benchmarking Inc.	Investments Professional Services	\$ 50,000.00
Clayton Gordon	IT Professional Services	\$ 20,800.00
Clifton Larson Allen, LLP	Financial Professional Services	\$ 152,200.00
Dakota Consulting, Incorporated	IT Professional Services	\$ 40,307.84
Dell Marketing LP	Computer Equipment	\$ 69,995.92
Dell Marketing LP	VMWARE Annual Subscription / Support	\$ 13,984.00
Diligent Corporation	Board Portal Subscription	\$ 31,575.00
DLT Solutions, LLC	Oracle Database Support	\$ 56,092.11
DLT Solutions, LLC	Red Hat Linux Enterprise Licenses Renewal	\$ 98,460.00
DLT Solutions, LLC	SolarWinds Maintenance Renewal & Additional Licenses	\$ 24,281.24
DLT Solutions, LLC	NetBackup Maintenance Renewal & Additional Licenses	\$ 29,213.20
Dylan Meagher	Benefits Professional Services	\$ 15,600.00
Ectam, LLC	IT Professional Services	\$ 421,200.00
Equinix, Inc.	IT Professional Services	\$ 171,655.29
Evestment Alliance, LLC	Investment Data Access Subscription	\$ 22,932.00
Fahmida Chowdhury	IT Professional Services	\$ 18,720.00
FireEye, Inc.	Cybersecurity Incident Response Services - Vulnerability Assessment	\$ 149,951.73
Groom Law Group	Legal Professional Services	\$ 80,000.00
Harris, Mackessy & Brennan, Inc. dba HMB, Inc.	Fujitsu Scanners, Maintenance &Support Services	\$ 21,098.42
HBP, Inc.	Printing Services	\$ 18,569.00

ATTACHMENT 3 (Q23)

FY 2017 PROCUREMENT FOR GOODS OR SERVICES OVER \$10,000		
Vendor Name	Description	Amount
Incapsulate, LLC	Business Intelligence Reporting Software (Tableau)	\$ 81,752.00
Insightful Pension Consulting Group, LLC	Investment Consulting Services	\$ 289,318.40
Institutional Shareholder Services, Inc.	Investments Software Subscription	\$ 14,500.00
Interpark Holdings LLC dba Interpark LLC	Parking	\$ 27,000.00
Iron Mountain	Offsite File Storage	\$ 31,260.00
Kastle Systems LLC	Access Control System for DCRB Offices	\$ 14,099.36
KMC Inc.	IT Professional Services	\$ 402,519.70
Kofax, Inc.	Kofax Annual Maintenance	\$ 18,752.11
Linea Solutions, Inc.	IT Professional Services	\$ 505,476.17
Mango Global Holdings, Inc. dba SanDirect	SanDirect EMC 30 TB Storage and support	\$ 47,747.00
Mark Jackson	IT Professional Services	\$ 188,854.90
Meketa Investment Group	Investment Consulting Services	\$ 620,000.00
Metropolitan Life Insurance Company	MetLife -- Short-Term & Long-Term Disability	\$ 50,561.74
Microsoft Corporation	Microsoft Licences -- Office 365 & Advanced Threat Protection	\$ 23,760.00
Midtown Personnel, Inc. dba The Midtown Group	Temporary Staffing Support	\$ 33,885.09
Mobomo, LLC	SharePoint Development Services	\$ 571,332.46
Mobomo, LLC	Mobile Application Development Services	\$ 379,246.73
Morgan, Lewis & Bockius, LLP	Legal Professional Services	\$ 527,182.17
Networking for Future, Inc.	Cisco Switches/Routes/IDS-Supplies & Maintenance	\$ 117,221.21
Networking for Future, Inc.	Second Wireless/App Response/SourceFire Config Prof Services	\$ 30,925.00
Networking for Future, Inc.	VMWARE products renewal	\$ 62,967.01
Networking for Future, Inc.	SPLUNK Licenses	\$ 13,320.00
Newlin LLC	Financial Professional Services	\$ 39,071.25
PRM Consulting, Inc.	HR Professional Services	\$ 61,275.00
Project Made Easy, Inc.	Project Server Development Services	\$ 16,800.00
RSM US LLP	Financial Professional Services	\$ 65,442.25
SHI International Corp	Symantec SSL Certificates Annual Renewal	\$ 13,040.00
SHI International Corp	FileNet-IBM Support Renewal	\$ 92,047.20

ATTACHMENT 3 (Q23)

FY 2017 PROCUREMENT FOR GOODS OR SERVICES OVER \$10,000		
Vendor Name	Description	Amount
SHI International Corp	Symantec DLP License Renewal	\$ 11,864.00
Softech & Associates, Inc.	Kofax Enhancement, Maintenance & Support	\$ 109,000.00
Softech & Associates, Inc.	FileNet Enhancement, Maintenance & Support	\$ 105,000.00
Software Information Resource Corp	MDM, DQ, and ESB Ops & Maintenance	\$ 355,343.50
Software Information Resource Corp	Oracle Database Admin Professional Services	\$ 580,556.70
STAPLES	Office Supplies	\$ 28,600.00
Steven T. Van Rees, Sr	Acquisition Consulting Services	\$ 36,037.50
Syed-Mohd Nasib Hafeez	IT Professional Services	\$ 17,680.00
Taborda Solutions, Inc.	Oracle Database Products Support Renewals	\$ 87,886.05
The Newberry Group, Inc.	Websense Security Gateway Annual Subscription, Supplies & Add licenses	\$ 11,993.00
TW Telecom Holdings, Inc.	IT Professional Services	\$ 79,233.83
US Postal Service	Postage	\$ 70,530.00
Vonage Business Networks, Inc.	Telephone Services	\$ 76,336.00
Washington Metro Area Transit Authority	WMATA Transit Fringe Benefit	\$ 90,181.85
Willshire Associates Inc.	Investments Software Subscription	\$ 36,000.00
XO Holdings dba XO Communications, LLC	IT Professional Services	\$ 34,300.00
Yared Tesfaye Desta	Deskside Support Services	\$ 194,866.40
Zeno Consulting Group, LLC	Investments Consulting Services	\$ 43,750.00
ZixCorp Systems, Inc.	ZixGateway Corporate License	\$ 16,575.00

ATTACHMENT 3 (Q23)

FY 2018 PROCUREMENT FOR GOODS OR SERVICES OVER \$10,000		
Vendor Name	Description	Amount
Advent Software Inc.	Software Licenses, Maintenance & Support	\$ 33,886.35
ASI Government, Inc.	Acquisition Consulting Services	\$ 123,322.50
Capitol Document Solutions, LLC	Office Supplies & Services	\$ 41,548.00
Carahsoft Technology Corporation	Kofax Scanning Licenses & Annual Maintenance	\$ 45,175.56
Cavanaugh MacDonald Consulting	Financial Professional Services	\$ 176,000.00
Cellco Partnership	Communication Services	\$ 21,551.88
Clifton Larson Allen, LLP	Financial Professional Services	\$ 52,000.00
Convergence Technology Consulting, LLC	Sonic Wall Firewall Solution	\$ 47,000.00
Copper River Information Technology, LLC	Remote Access VPN & Multifactor Authentication Solution	\$ 34,841.30
Dell Marketing LP	Microsoft Licenses (Office 365 E3 & E1, Project Pro & Visio)	\$ 46,151.43
EC America, Inc.	Secret Server Password Management/Password Reset -- Annual Support Renewal	\$ 31,825.12
Function5 Technology Group, LTD	Cisco Switches/Routes-Supplies & Maintenance	\$ 22,080.00
Groom Law Group	Legal Professional Services	\$ 80,000.00
Harris, Mackessy & Brennan, Inc. dba HMB, Inc.	Fujitsu Scanners, Maintenance & Support Services	\$ 33,010.11
Insightful Pension Consulting Group, LLC	Investment Consulting Services	\$ 223,604.30
Interpark Holdings LLC dba Interpark LLC	Parking	\$ 21,000.00
Kastle Systems LLC	Access Control System for DCRB Offices	\$ 14,434.83
Linea Solutions, Inc.	IT Professional Services	\$ 456,458.00
Meketa Investment Group	Investment Consulting Services	\$ 620,000.00
Metropolitan Life Insurance Company	MetLife -- Short-Term & Long-Term Disability	\$ 38,500.00
Mobomo, LLC	Mobile Application Development Services	\$ 106,620.40
Mobomo, LLC	SharePoint Development Services	\$ 354,087.72
Morgan, Lewis & Bockius, LLP	Legal Professional Services	\$ 450,000.00
Networking for Future, Inc.	Second Wireless/App Response/SourceFire Config Prof Services	\$ 11,002.50
PRM Consulting, Inc.	HR Professional Services	\$ 61,275.00
Softech & Associates, Inc.	Kofax Enhancement, Maintenance & Support	\$ 106,999.97

ATTACHMENT 3 (Q23)

FY 2018 PROCUREMENT FOR GOODS OR SERVICES OVER \$10,000		
Vendor Name	Description	Amount
Softech & Associates, Inc.	FileNet Enhancement, Maintenance & Support	\$ 102,999.97
Software Information Resource Corp	Symantec Products Renewal	\$ 50,606.11
Software Information Resource Corp	Oracle DB Admin Prof. Services	\$ 205,390.00
Staples Business Advantage	Office Supplies	\$ 27,200.00
Taborda Solutions, Inc.	EMC Storage System Support Renewal	\$ 25,976.10
TW Telecom Holdings, Inc.	IT Professional Services	\$ 75,036.00
US Postal Service	Postage	\$ 16,500.00
Vonage Business Networks, Inc.	Telephone Services	\$ 72,238.00
Washington Metro Area Transit Authority	WMATA Transit Fringe Benefit	\$ 112,604.00
Willshire Associates Inc.	Investments Software Subscription	\$ 36,000.00
XO Holdings dba XO Communications, LLC	IT Professional Services	\$ 50,400.00
Zeno Consulting Group, LLC	Investments Consulting Services	\$ 26,250.00

ATTACHMENT 4 (Q24)

Mobile Devices

Name	Position Title	FY 2017	FY 2018 (as of 01/31/2018)	Justification
Program				
Benefits				Key Business Program
Jacqueline Oliver	Member Services Manager	\$480	\$240	
Jacqueline Thomas	Quality, Compliance and Projects Manager	\$480	\$240	
Johnetta Bond	Chief Benefits Officer	\$480	\$240	
Daniel Hernandez	Director of Policy, Program Development and Evaluation	\$480	\$240	
Lillian Copelin	Benefits Systems Manager	\$480	\$240	
Subtotal:		\$2,400	\$1,200	
Executive				Key Business Program
Sheila Morgan-Johnson	Executive Director	\$480	\$240	
Joan Passerino	Director, Stakeholder Communication and Outreach	\$480	\$240	
Katie Schultz	Communication Specialist	\$480	\$240	
Deborah Reaves	Executive Assistant to the ED & Office Manager	\$480	\$240	
Subtotal:		\$1,920	\$960	
Finance				Key Business Program
Ortencia Nichols	Senior Financial Management & Budget Analyst	\$480	\$240	
Ricardo Morgan	Accountant	\$480	\$240	
Rhonda O'neal	Senior Accountant	\$480	\$240	
Anthony Shelborne	Chief Financial Officer	\$480	\$240	
Subtotal:		\$1,920	\$960	
HR				Key Business Program
Vernon Valentine	Human Resources Director	\$480	\$240	
Rabinai Carson	HR/Legal Compliance Specialist	\$480	\$240	
Subtotal:		\$960	\$480	
Investment				Key Business Program
Kimberly Woods	Investment Compliance & Risk Management	\$480	\$240	
Patrick Sahm	Senior Investment Strategist	\$480	\$240	
Florence Jones	Investment Assistant	\$480	\$240	
Michael Xanthopoulos	Senior Investment Analyst	\$480	\$240	
Subtotal:		\$1,920	\$960	
Information Technology				Key Business Program
Yared Desta	Support Analyst II	\$480	\$240	
Mark Jackson	Support Analyst II	\$480	\$240	
Justin Baker	Sr. Technical Writer	\$480	\$240	
Augustin Traore	Sr. Network Administrator	\$480	\$240	
Wukyanos Gebremeskel	Database Administrator	\$480	\$240	
Adu Poku	Cyber Security Administrator	\$480	\$240	
Michaela Burnett	Applications Development Group Manager	\$480	\$240	
Valerie Chandler	Business Analyst	\$480	\$240	
Tahir Kazmi	IT Operations Group Manager	\$480	\$240	
Sebastian Podesta	Project Coordinator/Budget Manager	\$480	\$240	
Peter Dewar	Chief Technology Officer	\$480	\$240	
Jason Todd	IT Program Group Manager	\$480	\$180	
Ferdinand Frimpong	Data & Security Group Manager	\$480	\$240	
Michaela Burnett	Applications Development Group Manager	\$480	\$240	
Applications Development Group	Application Development Testing	\$480	\$240	
Subtotal:		\$7,200	\$3,540	
Legal				Key Business Program
Adina Dorch	Staff Attorney	\$480	\$240	
Leslie King	Senior Counsel	\$480	\$240	
Erie Sampson	General Counsel/Ethics Officer	\$480	\$240	
Subtotal:		\$1,440	\$720	
Trustees				Key Business Program
Lenda Washington	Trustee	\$480	\$240	
Jan Adams	Trustee	\$480	\$240	
Nathan Saunders	Trustee	\$480	\$240	
Darrick Ross	Trustee	\$480	\$240	
Mary Collins	Trustee	\$480	\$240	
Joseph Clark	Trustee	\$480	\$240	

Michael Warren	Trustee	\$480	\$240
Lyle Blanchard	Trustee	\$480	\$240
Gary Hankins	Trustee	\$480	\$240
Joseph Bress	Trustee	\$480	\$240
Edward Smith	Trustee	\$480	\$240
Subtotal:		\$5,280	\$2,640

Programs

Benefits Dept. Visitors Registration	No voice or broadband data plan
Frontdesk Visitors Registration	No voice or broadband data plan
Board Room AV Controller	No voice or broadband data plan
Anacostia Room AV Controller	No voice or broadband data plan

Unassigned

Unassigned (iPad Mini for temporary assignments)		\$480	\$240 International Travel
Unassigned		\$480	\$240
Unassigned	No voice or broadband data plan		
Unassigned	No voice or broadband data plan		
Unassigned	No voice or broadband data plan		
Unassigned	No voice or broadband data plan		
Unassigned	No voice or broadband data plan		
Unassigned	No voice or broadband data plan		
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Unassigned	No voice or broadband data plan		
Unassigned	No voice or broadband data plan		
Unassigned	No voice or broadband data plan		
Unassigned	No voice or broadband data plan		
Unassigned	No voice or broadband data plan		

Total		\$24,000	\$11,940
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ATTACHMENT 5 (Q28)

Travel for Staff FY 2017

Last Name	First Name	Position Title	Event	Justification	Location	Fiscal Year 2017
Adu	Poku	Security Administrator	RSA Cyber Security Conference 2017	Training & Educational Development	San Francisco, CA	\$ 3,381.59
Andrade	Diego	Senior Systems Engineer	Dell VNX Unified Storage Management	Training	Franklin, MA	\$ 6,456.38
Bond	Johnetta	Chief Benefits Officer	National Pension Education 36th Annual Conference (NPEA)	Training	Nashville, TN	\$ 1,550.25
			National Pension Education 37th Annual Conference (NPEA)	Training	Nashville, TN	\$ 1,778.83
Burnett	Michaela	Applications Development Manager	Gartner Symposium Itxpo 2016	Education and training	Orlando, FL	\$ 5,634.00
			PRISM Conference 2017	Education and training	Nashville, TN	\$ 2,072.19
Dewar	Peter	Chief Technology Officer	Gartner Symposium/Itexpo 2016	Education and training	Orlando, FL	\$ 1,721.20
			Gartner NA CIO Leadership Forum 2017	Education and training	Hollywood, FL	\$ 1,572.57
Dorch	Adina	Staff Attorney	NAPPA Legal Education Conference 2017	Education	Monterey, CA	\$ 2,369.54
Frimpong	Ferdinand	Database Manager	Gartner Symposium/Itexpo 2016	Education and training	Orlando, FL	\$ 1,635.40
			RSA Cyber Security Conference 2017	Education and training	San Francisco, CA	\$ 3,671.90
Kazmi	Tahir	IT Operations Group Manager	Gartner IT Operations Strategies & Solutions Summit	Education and training	Orlando, FL	\$ 3,775.23
King	Leslie	Senior Counsel	NAPPA Winter Seminar 2017	Education	Tempe, AZ	\$ 2,048.07
			NAPPA Legal Education Conference 2017	Education	Monterey, CA	\$ 2,551.54
Morgan-Johnson	Sheila	Executive Director	Spectrum Equity Annual Meeting 2016	Annual limited partners (LP) meeting	San Francisco, CA	\$ 770.26
			Bridgewater and Women's Alternative Investment Summit	Due diligence meeting and Forum	Bridgeport, CT and New York, NY	\$ 584.00
			Meketa's Operational Process Due Diligence	Due diligence meeting	Boston, MA	\$ 128.00
			Resource Capital Funds, River Equity, and Colorado PERA	Due diligence meetings	Denver, CO	\$ 722.43
			AnaCap, Orion Europe RE, HIG Bayside, Aermont, CVC, ILPA European Forum and Chequers	Due diligence meetings, Educational forum	London, UK; Paris, FR	\$ 3,420.00
			Rockwood Capital Annual Investor Conference 2017	Annual LP meeting	Santa Monica, CA	\$ 1,553.40
			Carlyle Europe Real Estate Partners III LP Meeting 2017, G Square, Astrig, Epiris, and Warick Capital, and Pantheon Annual Meeting 2017	Due diligence meetings and annual LP meeting	London, UK	\$ 2,009.96
			Z Capital, Waterton, and GEM Realty Annual Meeting	Due diligence meetings, LP meeting	Chicago, IL	\$ 554.47
			ONEX Group, ICV Partners, Petrichor Healthcare Capital Partners, Tiger Infrastructure Partners and Centerbridge Real Estate	Due diligence meetings, LP meeting	New York, NY	\$ 430.22
O'Neal	Rhonda	Senior Accountant	Great Plains (GPUP) Summit 2016	Financial system training	Tampa, FL	\$ 2,148.36
Passerino	Joan	Director, Stakeholder Communication & Outreach	IFEBP Benefit Communication and Technology Institute	Education and training	Boston, MA	\$ 2,323.50
			94th NCTR Annual Conference	Education and training	Providence, RI	\$ 2,302.44
Sahm	Patrick	Sr Investment Strategist	Shore Capital Partners and Channing Capital Annual Meeting 2016	Due diligence meeting and annual client meeting	Chicago, IL	\$ 250.00
			Spectrum Equity Annual Meeting 2016	Annual LP meeting	San Francisco, CA	\$ 770.26
			CVC Partners, Bridgewater	Due diligence meeting, LP meeting	Bridgeport, CT and New York	\$ 832.16
			Resource Capital Funds, River Equity, and Colorado PERA	Due diligence meetings	Denver, CO	\$ 722.43

			AnaCap, Orion Europe RE, HIG Bayside, Aermont, CVC, ILPA European Forum and Chequers	Due diligence meetings and Educational forum	London, UK; Paris, FR	\$	3,420.00
			Wheelock's Annual Meeting and Copper Rock International Small Cap	LP meeting, due diligence meeting	Boston, MA	\$	128.40
			Quantum Energy Partners and Lime Rock Partners	Annual LP meeting	Houston, TX	\$	899.40
			Odyssey Annual Partnership Meeting	Annual LP meeting	New York, NY	\$	110.40
			Institutional Limited Partners Association Conference (ILPA)	Education and training	Boston, MA	\$	629.40
			Carlyle Europe Real Estate Partners III LP Meeting 2017, Also meet with G Square, Astrig, Epiris, and Warick Capital, and Pantheon Annual Meeting 2017	Due diligence meetings and annual LP meeting	London, UK	\$	1,790.36
			Z Capital, Waterton, and GEM Realty Annual Meeting	Due diligence meetings, LP meeting	Chicago, IL	\$	554.47
			ONEX Group, ICV Partners, Petrichor Healthcare Capital Partners, Tiger Infrastructure Partners and Centerbridge Real Estate	Due diligence meetings, LP meeting	New York, NY	\$	430.22
Sampson	Erie	General Counsel/FOIA Officer					
			NAPPA Winter Seminar 2017	Training & Educational Development	Tempe, AZ	\$	2,195.04
			Northern Trust Executive Summit	Training & Educational Development	New York, NY	\$	448.48
Schultz	Katie	Communications Specialist					
			Ohio Public Employee Retirement System Highlight	Training & Educational Development	Columbus, OH	\$	1,696.60
Shelborne	Anthony	Chief Financial Officer					
			Northern Trust Executive Summit	Training & Educational Development	New York, NY	\$	625.84
Todd	Jason	Business Intelligence Analyst					
			PRISM Conference 2017	Training & Educational Development	Nashville, TN	\$	1,962.00
Xanthopoulos	Michael	Senior Investment Analyst					
			Encap Investments Annual Meeting 2016	Annual LP meeting	Phoenix, AZ	\$	686.20
			Level Equity's Meeting of Investors, Altaris Capital Partners, and One Rock Capital Partners	Due diligence meetings and LP meeting	New York, NY	\$	195.00
			Spectrum Equity Annual Meeting 2016	Annual LP meeting	San Francisco, CA	\$	770.26
			Shore Capital Partners and Channing Capital Annual Meeting 2016	Due diligence meeting and annual client meeting	Chicago, IL	\$	250.20
			Lime Rock Limited Partners Meeting and Centerbridge Annual Meeting 2016	Annual LP meetings	New York, NY	\$	110.40
			Carlyle Realty Partners VIII Session 2017	Annual LP meeting	New York, NY	\$	110.40
			Level Equity's Meeting of Investors, Altaris Capital Partners, and One Rock Capital Partners	Due diligence meeting and LP meeting	New York, NY	\$	195.00
			Quantum Energy Partners and Lime Rock Partners	Annual LP meetings	Houston, TX	\$	842.40
			New Enterprise Associates Annual Meeting & Limited Partners 2017	Annual LP meeting	McLean, VA	\$	-
			Encap Flatrock Midstream Fund IV	Due diligence meeting	San Antonio, TX	\$	368.50
			Spectrum Equity Fund VIII	Due diligence meeting	Boston, MA	\$	128.40

ATTACHMENT 5 (Q28)

Travel for Staff FY 2018

Last Name	First Name	Position Title	Event	Justification	Location	Fiscal Year 2018
Morgan-Johnson	Sheila	Executive Director	Tiger Infrastructure Partners and One Rock Capital Partners Annual Investor Meeting	Due diligence meeting, LP meeting	New York, NY	\$ 124.40
Sahm	Patrick	Senior Investment Strategist	Encap Investments LP Investor Conference 2017	Annual LP meeting	Dallas, TX	\$ 1,010.18
			Advent International Annual LP	Annual LP meeting	Boston, MA	\$ 148.40
			Bernhard Capital Partners II	Due diligence meeting	Baton Rouge, LA	\$ 436.75
Xanthopoulos	Michael	Senior Investment Analyst	Resources Annual Limited Partners Meeting 2017	Annual LP meeting	Houston, TX	\$ 901.40
			Bernhard Capital Partners II	Due diligence meeting	Baton Rouge, LA	\$ 436.75

Agency Name

Annual Freedom of Information Act Report for Fiscal Year 2017
October 1, 2016 through September 30, 2017

FOIA Officer Reporting _____

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period
2. Number of FOIA requests pending on October 1, 2016.....
3. Number of FOIA requests pending on September 30, 2017.....
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2017

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.....
6. Number of requests granted, in part, denied, in part.....
7. Number of requests denied, in whole.....
8. Number of requests withdrawn.....
9. Number of requests referred or forwarded to other public bodies.....
10. Other disposition

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

11. Exemption 1 - D.C. Official Code § 2-534(a)(1).....
12. Exemption 2 - D.C. Official Code § 2-534(a)(2).....
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
 - Subcategory (A).....
 - Subcategory (B).....
 - Subcategory (C)
 - Subcategory (D)
 - Subcategory (E)
 - Subcategory (F)
14. Exemption 4 - D.C. Official Code § 2-534(a)(4)
15. Exemption 5 - D.C. Official Code § 2-534(a)(5).....

- 16. Exemption 6 - D.C. Official Code § 2-534(a)(6)
 - Subcategory (A).....
 - Subcategory (B).....
- 17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....
- 18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....
- 19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....
- 20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....
- 21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....
- 22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

- 23. Number of FOIA requests processed within 15 days.....
- 24. Number of FOIA requests processed between 16 and 25 days.....
- 25. Number of FOIA requests processed in 26 days or more.....
- 26. Median number of days to process FOIA Requests.....

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

- 27. Number of staff hours devoted to processing FOIA requests.....
- 28. Total dollar amount expended by public body for processing FOIA requests.....

FEEES FOR PROCESSING FOIA REQUESTS

- 29. Total amount of fees collected by public body.....

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

- 30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].”