

**KENTUCKY RETIREMENT SYSTEMS  
BOARD OF TRUSTEES  
TRUSTEES EDUCATION PROGRAM**

Adopted November 20, 2008  
Amended: April 15, 2021

**I. Introduction**

1. Adoption of Board Trustees Education Program. Pursuant to the provisions of Kentucky Revised Statute (KRS) 61.645 and 105 Kentucky Administrative Regulation (KAR) 1:440, the Board of Trustees (Board) of the County Employees Retirement System (System) is required to establish a formal Trustees Education Program (Program) for all Trustees of the Board.
2. Background. KRS 61.645(18) provides the basic statutory requirements for the Program.
3. Statement of Purpose of Board Trustees Education Program. The purposes of this document are to outline the Program and to establish a procedure for ensuring compliance with the state, federal, and common law. In the event that any portion of this document conflicts with state, federal, or common law, the law shall prevail.

**II. Definitions**

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

1. "Approved Education Activity" is a Trustee Education Activity that has been approved for credit hours of training by the Chief Executive Officer (CEO), the Kentucky Public Pensions Authority Executive Director (Executive Director), or other designee by signing the Trustee Education Activity Certification of Completion form.
2. "Trustee Education Activity" is any educational activity, program, or training which provides instruction in one or more of the following areas:
  - A. Benefits;
  - B. Benefits administration;
  - C. Investment concepts;
  - D. Investment policies;
  - E. Current composition and administration of retirement systems investments;

- F. State or federal statutes, regulations, case law, and/or other applicable authority governing Kentucky Retirement Systems or fiduciaries;
  - G. Bylaws of the Board;
  - H. Actuarial and financial concepts pertaining to the retirement systems;
  - I. Governmental accounting and audit; and/or
  - J. Performance planning.
3. "Chief Executive Officer" or "CEO" is the Chief Executive Officer of the System or his or her designee.
  4. "Executive Director" is the Executive Director of the Kentucky Public Pensions Authority (KPPA) or his or her designee.
  5. "Credit hour" is sixty (60) minutes of actual time spent on Approved Education Activities, which may be accrued in increments of not less than fifteen (15) minutes.
  6. "Education Year" is the twelve (12) months commencing on a Trustee's date of appointment and on the anniversary of that date thereafter.
  7. "Trustee" is a member of the Board.

### **III. Board Approved Education Activities**

The Board hereby states that the following shall be approved by the CEO, Executive Director, or other designee as Approved Education Activities:

1. Presentations by the CEO, General Counsel, the KPPA Executive Director, and/or other KPPA staff on any of the areas included under "Trustee Education Activity."
2. Attendance at meetings (e.g., Board, Committee) where there is a presentation on a topic identified as a Trustee Education Activity and where the meeting agenda states that the presentation is an Approved Education Activity; or
3. Workshops and conferences<sup>1</sup> presented by the following:
  - A. The National Association of State Retirement Administrators (NASRA),
  - B. The National Association of Public Pension Attorneys (NAPPA),
  - C. The National Conference on Public Employee Retirement Systems (NCPERS),  
and
  - D. The Institutional Limited Partners Association (ILPA).

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

4. In order to receive credit hours for attending a Board Approved Education Activity, Trustees must submit a completed Trustee Education Activity Certification of Completion form as described below in Sections V and VI after participating in an Approved Education Activity.

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

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

## **V. New Trustee Orientation Program**

1. After a new Trustee (New Trustee) is sworn in as a member of the Board, the New Trustee shall be required to complete the New Trustee Orientation Program during his or her first Education Year.
2. The New Trustee Orientation Program shall consist of no less than eight (8) credit hours of Approved Education Activities.
3. The Chief Executive Officer shall be responsible for working with KPPA staff to make the New Trustee Orientation Program available for New Trustees, and may designate other Approved Education Activities for fulfilling the requirements of the New Trustee Orientation Program.
4. The New Trustee Orientation Program shall include training in each of the categories listed under "Trustee Education Activity" in Section II. The New Trustee Orientation Program shall emphasize legal and fiduciary responsibilities of Trustees, including, but not limited to, presentations on these topics by independent third party experts. New Trustees shall also be informed about the operations of System through presentations by any of the following: the CEO, the General Counsel, the KPPA Executive Director, the KPPA Chief Investment Officer, the KPPA Executive Director of the Office of Operations, the KPPA Executive Director of the Office of Benefits, the KPPA Executive Director of the Office of Legal Services, the KPPA Internal Audit Director, the KPPA Information Security Officer, and other qualified KPPA staff members designated by the CEO.
5. If a New Trustee fails to complete the New Trustee Orientation Program within one (1) year following the date the New Trustee is sworn in, in accordance with KRS 78.782(17)(a), the System shall withhold payment of all per diems and travel expenses due to the New Trustee (or which subsequently may come due) until such time as the New Trustee completes the New Trustee Orientation Program.
6. Each New Trustee attending an Approved Education Activity for the New Trustee Orientation Program shall certify to the CEO, Executive Director, or other designee on a Trustee Education Activity Certification of Completion form that the New Trustee attended the Trustee Education Activity, the total number of credit hours sought, and all other information required by the form.
7. A Trustee Education Activity Certification of Completion form for the New Trustee Orientation Program must be received by the CEO, Executive Director, or designee no later than twelve (12) calendar months following the New Trustee's date of appointment. A Trustee Education Activity Certification of Completion form received later than twelve (12) calendar months following the New Trustee's date of appointment will not be approved.

8. The CEO, Executive Director, or designee shall maintain a record of all Approved Education Activities attended and/or performed by each New Trustee. At the end of the New Trustee's first Education Year, the CEO, Executive Director, or other designee shall report in writing to the New Trustee whether the New Trustee has complied with the requirements of the New Trustee Orientation Program. The report shall include the number of credit hours earned and any remaining credit hours that need to be earned to fulfill the requirements of the New Trustee Orientation Program.

## **VI. Annual Required Training**

1. For every Education Year, Trustees shall complete a minimum of twelve (12) credit hours of Approved Education Activities. The eight (8) credit hours of New Trustee Orientation Program for New Trustees shall be applied toward the annual twelve (12) credit hour requirement for the New Trustee's first Education Year. Accordingly, New Trustees shall be required to complete four (4) credit hours in addition to the New Trustee Orientation Program in order to meet their annual required training requirements during their first Education Year.
2. The CEO, Executive Director, or other designee shall make available Approved Education Activities and may approve other Trustee Education Activities for fulfilling the annual training requirements.
3. Each Trustee attending an Approved Education Activity shall certify to the CEO, Executive Director, or other designee on a Trustee Education Activity Certification of Completion form that the Trustee attended the Trustee Education Activity, the total number of credit hours sought, and all other information required by the form.
4. A Trustee Education Activity Certification of Completion form for an Education Year must be received by the CEO, Executive Director, or other designee no later than the expiration of the Education Year for the Trustee. A Trustee Education Activity Certification of Completion form for an Education Year received later than the expiration of the Education Year for the Trustee will not be approved.
5. If a Trustee fails to complete the annual required training, in accordance with KRS 78.782(17)(b), the System shall withhold payment of all per diems and travel expenses due to the Trustee (or which subsequently may come due) until such time as the Trustee completes the annual required training.
6. The CEO, Executive Director, or other designee shall maintain a record of all Approved Education Activities attended and/or performed by each Trustee. At the end of each Trustee's Education Year, the CEO, Executive Director, or other


designee shall report in writing to the Trustee whether the Trustee has complied with the annual training requirements. The report shall include the number of credit hours earned and any remaining credit hours that need to be earned to fulfill the annual required training.

**VII. Trustee Education Activity and Continuing Education Requirements**

The CEO, Executive Director, or other designee may authorize an education activity that is a continuing education requirement for a Trustee's private accreditation not related to a Board function as an Approved Education Activity for which a Trustee may receive credit hours if the education activity provides instruction on one or more of the areas listed under "Trustee Education Activity." However, the Board shall not pay for any such training and the Trustee shall not receive any per diem or reimbursement under the Board's Per Diem and Reimbursement Policy for an Approved Education Activity for which the Trustee also receives continuing education credits unrelated to the Trustee's service on the Board.

**VIII. Certification**

We, the Chair of the Board of Trustees of the Kentucky Retirement Systems, and the Chief Executive Officer of the Kentucky Retirement Systems, do hereby certify that this Trustee Education Policy was made effective by the Board of Trustees of the Kentucky Retirement Systems on the 15<sup>th</sup> day of April, 2021.

  
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Chair of the Board of Trustees  
Kentucky Retirement Systems

5.14.21  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Officer  
Kentucky Retirement Systems

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Executive Director  
Kentucky Public Pensions Authority

5/20/2021  
\_\_\_\_\_  
Date