

Joint Labor-Management Benefits Committee (JLMBC) COMMITTEE REPORT 24-13

Date: March 7, 2024

To: JLMBC

From: Staff

Subject: **2024 International Foundation of Employee Benefit Plans (IFEBP) Annual Conference**

JLMBC MEMBERS:

Management

Dana Brown, Chairperson
Tony Royster, First Prov. Chairperson
Matthew Rudnick
Matthew Szabo
Holly Wolcott

Employee Organizations

Jenita Igwealor, Vice-Chairperson
Marleen Fonseca, Second Prov. Chairperson
Chad Boggio
Esteban Lizardo
Lisa Palombi

RECOMMENDATION

That the JLMBC approve the necessary funding from the Employee Benefits Trust Fund for any interested JLMBC members and staff to attend the November 2024 IFEBP conference either virtually or in-person in San Diego, California.

DISCUSSION

The IFEBP is a nonprofit organization focused on providing educational resources for public sector employee benefit plan administrators, trustees, attorneys, and others involved with the overall management and administration of employee benefits programs. The IFEBP organizes an annual conference providing training focused on current trends and best practices on benefits plan design and administration, health and welfare, regulations and compliance, federal legislative developments, workplace wellness, as well as basic education on benefit plan fundamentals. The conference provides an opportunity for attendees to learn from subject matter experts as well as collaborate with peers.

This year's IFEBP conference will be held in San Diego, California from Sunday, November 10 to Wednesday, November 13, 2024. The conference is being held as an in-person annual conference with a virtual attendance option. All conference sessions will be available in-person, but only the key sessions will be concurrently available virtually. The cost of registration to attend virtually is the same as attending in-person. All content presented online will allow virtual attendees to view each session live or via recorded sessions that will be available for 30 days after the event. The full conference schedule is not yet available but is expected to be made available in downloadable PDF format in mid-summer and will be posted online at <https://www.ifebp.org/education/usannual/Pages/annual-employee-benefits-conference-2401.aspx>

Although business travel by City employees has resumed and is currently permissible under the City's Travel Policy, any future travel restrictions set forth by the Mayor, Los Angeles County Department of Public Health (LACDPH), and/or Centers for Disease Control (CDC) will be followed and may affect in-person conference attendance. Should a future travel restriction unexpectedly affect the 2024 IFEBP conference, members attending the conference in-person may be able to transfer their registration costs, subject to the policies of the IFEBP.

Conference Costs - The full-price conference fee is \$1,795 for registration by September 30, 2024 or \$2,095 for registration after this date. A hotel deposit is required at the time of the conference registration in order to secure a conference-sponsored hotel, but no later than September 23, 2024. Hotel reservations will be confirmed by IFEBP and will be secured on a first-come, first served basis. An early registration reduces the conference fee by \$300, assists in securing hotel accommodations at a conference sponsored facility, and ensures the best rate for hotel reservations.

Following is a summary of estimated per-attendee costs to attend the main conference:

Expense Item	Estimated Costs per Attendee – Main Conference Only Sunday, 11/10/24 – Wednesday, 11/13/24 (4 days, 3 nights)
Main Conference Registration (for either In-person or virtual attendance)	\$1,795/person
Hotel Deposit Registration	\$500/person
Travel – Roundtrip Train	\$162/person
Parking Fees (If applicable/pre-approved)	\$20
Hotel – per night (\$194 + 7.75% city/ state tax)	\$208.55/night x 3 nights = \$625.65/person
Miscellaneous (food, taxes, etc. \$59.25 to \$79/day per diem)	\$55.50/day x 2 days and \$55.50/day x 2 days = \$222/person
Total Estimated Cost per Attendee	\$2,824.65

Hotel Reservations – Attendees should not make their own hotel reservations. Hotel accommodations must be reserved by IFEBP to receive a conference rate. Therefore, staff will work directly with IFEBP in making hotel reservations. IFEBP hotel reservations are made on a first-come, first-served basis and any hotel preference may not be available. The estimated cost per night shown above is an average of all conference rate rooms, which currently vary between \$249 and \$352 per night during the conference dates. Attendees will be required to pay the hotel directly for their remaining hotel balance, minus the pre-paid hotel deposit, and apply for reimbursement with staff.

Transportation – IFEBP conference attendees must make their own travel arrangements to San Diego. The City will reimburse travel to San Diego made by train (e.g., Amtrak) or bus (e.g., Greyhound). Travel by private car will require pre-approval and may be subject to additional requirements if the attendee intends to claim private car travel expenses for reimbursement.

The City of Los Angeles Travel Program will be transitioning to a new, contracted travel agency, CI Azumano, as of February 26, 2024. Since this year's conference is local with travel ability via train or bus, this will not affect travel to the conference.

Conference Attendance – Any JLMBC member wishing to attend the 2024 IFEBP conference in person in San Diego or virtually online must **notify staff no later than Thursday, March 28, 2024**. This would provide sufficient timing for registration and payment processing to meet the discounted early bird conference registration deadline and for City to secure approvals and transmit registrations to IFEBP at an earlier timeframe than has been past practice..

Personnel Expense Statement – Pursuant to the City’s Travel Policy, attendees must generally pay for the expenses related to their attendance and outlined above, and must apply for reimbursement after the conference concludes. Attendees are required to save receipts and provide proof of expense through filing of a Personnel Expense Statement. Staff will communicate directly with each conference attendee on the requirements of the Personnel Expense Statement both before and after the conference.

Questions - All matters regarding attendance at this year’s annual IFEBP conference will be coordinated by Robyann Jumaoas of the Personnel Department, Employee Benefits Division.

Conclusion - Staff recommends that the JLMBC approve the necessary funding from the Employee Benefits Trust Fund for any interested JLMBC members and staff to attend the November 2024 IFEBP conference in San Diego, California.

Submitted by: _____
Robyann Jumaoas
Management Analyst

Approved by: _____
Paul Makowski
Chief Benefits Analyst