
NEBRASKA MUNICIPAL CLERKS NEWSLETTER

November 2008



Message from the President

*By Beth Deck, Clerk, Norfolk
NMCA President*

Happy Thanksgiving Day wishes to each of you and your families! It seems that society today has almost all but forgotten about Thanksgiving Day in the wake of trying to increase profits from the Christmas Holiday Season and/or get the best bargains!

Do any of you remember when: Christmas items came out in the store the day after Thanksgiving and Christmas lights were put up the first week in December?

Don't get me wrong, my favorite holiday is Christmas, but I also feel Thanksgiving Day should be remembered for just that – being thankful for all that we have – health, family, food, living in a free country and, of course, being a municipal clerk? (Well, that one may be contested a time or two, right?) My family has a tradi-

tion of going to church together and then gathering at my brother and sister-in-law's farm at Pierce with everyone contributing food for the traditional Thanksgiving Day feast on Thursday. Then on Friday we all head back there for a leisurely day of watching football, visiting, hunting, playing Scrabble or pool and, of course, **EATING! I challenge each of you** to send a short article for printing in the Clerks Newsletter telling us some of your family traditions!

Now for some information from Roberts Rules of Order (RONR):

What is a vote? Before we deal with abstaining from voting, it is useful to define a vote. RONR defines a vote as: "a formal expression of the will or opinion, or preference of an assembly in regard to a matter submitted to it." That means a decision will be made. Voting requires an individual to make a decision for or against an issue.



Therefore, **to abstain from voting means not to vote at all.**

Right to Abstain. Do individuals have the right to abstain? RONR states, "although it is the duty of every member who has an opinion on a question to express it by a vote, he can abstain, since he cannot be compelled to vote." Compelling someone to vote would be undemocratic.

What does abstaining really mean? Some people think that by abstaining they did not vote but that is not exactly accurate. By withholding an opinion, a member automatically casts

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Message from the President

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weight to the prevailing side since most organizations determine the outcome of a decision by a **majority of those present and voting**. As a result, by not voting, the majority required is reduced or lowered by the number of abstentions. **If an organizations' voting rules, however, require a majority**

of those present, abstentions then become a no vote.
Happy Holidays!

Beth Deck
bdeck@ci.norfolk.ne.us
402- 844-2012

"The family is the nucleus of civilization." Will and Ariel Durant

Help!! Send information for Clerk's History Books

Please send your news (pictures, publications, news articles) of any and all events (local, state, region, and international).

Label **all** items with name(s), event(s), and date(s) to be added to the Clerk History Books.

Send to Clerk's History Chairman:

Jennifer Niemier
City of Papillion
122 East 3rd Street
Papillion, NE 68046
fax (402)339-0670
email jniemier@papillion.org.

Reminder

Applications for the 2009 Nebraska Certified Public Manager (CPM) Program are due **Dec. 8, 2008!**

If you have any questions, please contact Jessica McVay at 402-216-9432 or

jessicakmcvay@gmail.com.
Check out the new Nebraska Certified Public Manager Program at <http://www.unomaha.edu/cpm/index.php>. See the application form on this web site.

NMCA 2008-2009 Officers

President Beth Deck

Clerk
127 North 1st Street
Norfolk, 68701-4199
402-844-2000
bdeck@ci.norfolk.ne.us

1st Vice-President Barbara Whitley

Clerk/Treasurer
PO Box 409
Geneva, 68361-0409
402-759-3109
bwhitley@cityofgeneva.org

2nd Vice-President Diane Fries

Clerk/Treasurer
619 15th Avenue
Franklin, 68939-1597
308-425-6295
cityhall@gtmc.net

Secretary/Treasurer

Vanee Holtmeier
Clerk/Treasurer
PO Box 145
McCool Junction, 68401-0145
402-724-2525
mccoolclerk@galaxycable.net

Past President Jerry Wilcox

Clerk/Treasurer
PO Box 86
Crete, 68333-0086
888-826-4313
jwilcox@crete-ne.gov



The Sack Lunches

I put my carry-on in the luggage compartment and sat down in my assigned seat. It was going to be a long flight. “I’m glad I have a good book to read. Perhaps, I will get a short nap,” I thought.

Just before takeoff, a line of soldiers came down the aisle and filled all the vacant seats, totally surrounding me. I decided to start a conversation. “Where are you headed?” I asked the soldier seated nearest to me.

“Chicago – to Great Lakes Base. We’ll be there for two weeks for special training, and then we’re being deployed to Iraq”

After flying for about an hour, an announcement was made that sack lunches were available for \$5. It would be several hours before we reached Chicago, and I quickly decided a lunch would help pass the time.

Reaching for wallet

As I reached for my wallet, I overheard soldier ask his buddy if he planned to buy lunch. “No, that seems like a lot of money for just a sack lunch. Probably wouldn’t be worth five bucks. I’ll wait till we get to Chicago.”

His friend agreed.

I looked around at the other soldiers. None were buying lunch. I walked to the back of the plane and handed the flight attendant a \$50 bill. “Take a lunch to all those soldiers.” She grabbed my arms and squeezed tightly. Her eyes wet with tears, she thanked me. “My son was a soldier in Iraq; it’s almost like you are doing it for him.”

Picking up 10 sacks, she headed up the aisle to where the soldiers were seated. She stopped at my seat and asked, “Which do you like best - beef or chicken?”

“Chicken,” I replied, wondering why she asked.



She turned and went to the front of plane, returning a minute later with a dinner plate from first class. “This is your thanks.”

After we finished eating, I went again to the back of the plane, heading for the rest room. A man stopped me. ‘I saw what you did. I want to be part of it. Here, take this.’ He handed me \$25 dollars.

Flight Captain

Soon after I returned to my seat, I saw the Flight Captain coming down the aisle, looking at the aisle numbers as he walked, I hoped he was not looking for me, but noticed he was looking at the numbers only on my side of the plane. When he got to my row he stopped, smiled, held out his hand, and said, “I want to shake your hand.”

Quickly unfastening my seatbelt, I stood and took the Captain’s hand. With a booming voice he said, “I was a soldier and I was a military

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The Sack Lunches

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pilot. Once, someone bought me a lunch. It was an act of kindness I never forgot.” I was embarrassed when applause was heard from all of the passengers.

Later I walked to the front of the plane so I could stretch my legs. A man who was seated about six rows in front of me reached out his hand, wanting to shake mine. He left another \$25 dollars in my palm.

Chicago

When we landed in Chicago I gathered my belongings and started to deplane. Waiting just inside the airplane door was a man who stopped me, put something in my shirt pocket, turned, and walked away without saying a word. Another \$25 dollars!

Upon entering the terminal, I saw the soldiers gathering for their trip to the base. I walked over to them and handed them \$75 dollars. “It will take you some time to reach the base. It will be about time for a sandwich. God Bless You.”

Ten young men left that flight feeling the love and respect of their fellow travelers. As I walked briskly to my car, I whispered a prayer for their safe return. These soldiers were giving their all for our country. I could only give them a couple of meals.

It seemed so little...

A veteran is someone who, at one point in his life, wrote a blank check made payable to ‘The United States of America’ for an amount of ‘up to and including my life.’

That is Honor, and there are way too many people in this country who no longer understand it.’

– Submitted by Jo Leyland, Imperial

FTC announces delay in enforcement of Red Flags rules until May 1

The Federal Trade Commission (FTC) recently announced that it was delaying enforcement of the so-called “red flags” rules until May 1, 2009. The rules, which apply to municipal utilities, require creditor utilities to establish a program designed to detect, prevent and mitigate the threat of identity theft. Last year, the FTC finalized its rules and regulations for the Identity Theft Red Flags program and the original deadline to comply with these rules and regulations was scheduled for Nov. 1, 2008.

This will give municipal utilities more time to establish their own Red Flags program tailored to the specific needs of each utility. Information provided to municipal utilities employees by the Nebraska Municipal Power Pool and the League of Nebraska Municipalities will help you design a program that complies with FTC rules. If you have questions about compliance with the FTC Red Flags rules, please contact Lash Chaffin, Utilities Section Director, or Gary Krumland, Legal Counsel to the League of Nebraska Municipalities at 402-476-2829, or Chris Dibbern, NMPP General Counsel at 402-474-4759.

**Mark your calendars
for the League’s Midwinter
Conference in Lincoln,
Feb. 23-24, 2009**



Nebraska Municipal Clerks' Association

OUTSTANDING CLERK AWARD

NOMINATION FORM

****PLEASE TYPE OR PRINT****

Deadline for nominations is Wednesday, Dec. 31, 2008.

Please note: Nominees shall have served as municipal clerk for a minimum of 3 years.

_____ 1st Class City or larger _____ 2nd Class City _____ Village

I hereby nominate the following City/Village Clerk for the Nebraska Municipal Clerks Institute "Outstanding Clerk Award":

Name of Clerk Nominated _____

Clerk's Mailing Address _____

Clerk's E-mail Address _____

Date _____ Signature _____

Title _____

Mailing Address _____

City/Village _____

Zip Code _____

Telephone _____

A questionnaire will be mailed to your nominee for outstanding clerk.

PLEASE RETURN THIS NOMINATION FORM TO:

Kimberly Volk, Chairperson
NE Municipal Clerks Awards Committee
PO Box 1266
Fremont, NE 68026-1266



McCoy talks about life as a municipal clerk

*Submitted by Loretta McCoy,
Village of McGrew*

When I applied for the Clerk position, I had absolutely no idea what I was doing when I responded to their advertisement in a nearby newspaper! My experience has been in many areas of clerical/office-related work. Secretary-bookkeeper, office manager, administrative assistant and some volunteer positions with my church. The interview went great, or so I had thought, but the Board of Trustees decided to appoint their temporary Clerk to this position. Six

months later, I received a call to inquire if I might still be interested. During this six-month period of time there were several major events in my life and I was relieved that I had not had the responsibilities associated with being a “Municipal Clerk.”

My first day on the job, a female board member gave me a quick tour of the small community and introduced me to several residents. (I reside about 15 miles north of McGrew and knew only two of the families here.) My orientation training consisted of basically handing



me the office keys, showing me the accounts receivable three-ring binder, the drawer with the deposit slips/checkbooks and where to collect the mail. The previous Clerk had resigned with no notice and the office was vacated for a couple of weeks before the board even realized they had no Clerk. I was working part-time for a small rural school and regularly transcribed the minutes from their meetings, so I wasn't too worried about that part of this new job. The one and only female board member was not employed, so she was generally available to try to answer any questions I had. She often walked over to my office to check on my progress. It took me a couple of months, but I was becoming familiar with their system.

To help me learn more about the community and the projects and goals they might be work-

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Newsletter Committee encourages submissions

Thanksgiving is one of my favorite holidays. At this time of the year, I felt it was appropriate to remember how fortunate I am to have a job considering there are so many people who have recently lost theirs. The Newsletter Committee would like to encourage each of you to submit an article of interest. Perhaps you have useful information about a specific issue such as how

your community is abating nuisances or how your community applied for and received funds for some kind of renovation project. We will also be contacting the area Clerks Associations to ask for information from your area meetings.

*Submissions can be sent via e-mail to: lynnm@lonm.org
Have a Happy Thanksgiving!
Loretta McCoy, McGrew Clerk*



McCoy talks about life as a municipal clerk

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ing toward, I read several years' worth of meeting minutes. As I read, I realized that although this was a *small community*, there were some *large personalities* living here! One day as I was reading, I found myself laughing out loud! During one of the monthly meetings someone barged into the room and interrupted the proceedings. This person tossed a dead dog's body onto the table before the board members and abruptly asked, "What are you going to do about this?" There were several incidents during the course of about five years, but this was the most outrageous to me. When the female board member arrived for our "chit-chat," I shared how utterly surprised I was to read about

this person and the dead dog. I told her how funny I thought it was that anyone would really do such a thing and that the clerk had recorded every detail! As I laughed, she paused slightly and with a grave look on her face said, "I'm ashamed to say this, but that was me." The board member went on to explain. "I was not on the board at that particular time and *I put the dog in a box first!*" Talk about putting my foot in my mouth; you can imagine how embarrassed I was! At that moment, I realized that "Municipal Clerk" meant much more than any written job description could include. Sometimes the issues can become heated debates. Sometimes the problems take a long time to resolve. Sometimes

there is more than one answer to a particular question. Many times the issues become very personal to those who are involved in the outcome.

After almost eight years as the McGrew Clerk, I have become attached to the people here. They are like an extended family with all the quirks and dysfunction of every other family. I laugh as well as cry because they have touched my heart. The *large personalities* are what make McGrew unique. There are no longer any of the "original" board members sitting at the table. They have all moved away and one is now deceased. I have been stretched (sometimes to my limits) by the opportunities to show respect for every individual no matter how different they may be from one another. I am fortunate to have a job that offers so much variety and still maintains some routine. I must be professional and yet approachable. I must be interested and yet neutral in my opinions. In a community as small as McGrew, the word "trust" means more than just taking proper care of the taxpayer's money. It also means to "care" about the people and to serve them to the best of all my abilities. This job is definitely *never* boring!

Time is running out!



Just a reminder!

The Scholarship application deadline for the 2009 Clerks Institute/Academy is Dec. 31, 2008! Scholarship applications are available online at <http://clerkinstitute.unomaha.edu/>



International Institute of Municipal Clerks
Professionalism in Local Government

EDUCATION UPDATE

At their Annual Meeting in Atlanta, the IIMC Board of Directors spent the first portion of their meeting discussing IIMC's education philosophy, purposes, policies and the need to involve all members of the IIMC "family" in discussions and changes affecting education.

As part of the discussion, directors shared the perspective of the role of membership and leadership regarding education; that education must be attainable and flexible; that it must be meaningful and measureable; and that education is a vehicle that empowers Clerks.

The Board is also cognizant of on-going concerns with the education program guidelines and unanimously voted to immediately implement the following items:

- Reduce the MMC annual point candidacy requirements from 12 to 6;
- Eliminate the bachelor degree requirement for MMC certification; and
- Extend the "grace period" to complete CMC and MMC certification programs through 2009.

Education discussions will be on-going and will include a membership survey in upcoming months.

The Board's actions are a concrete signal to members that IIMC's existing CMC and MMC programs will continually be evaluated and researched, keeping the members' education endeavors as its first priority.



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



To: All Municipal Clerks and Deputy Clerks
From: Vanee Holtmeier, NMCA Secretary

The Nebraska Municipal Clerks' Association Membership Dues Statement for Oct. 1, 2008 to Sept. 30, 2009 is due now. Please fill out the form on the next page and send it with your check to the League of Nebraska Municipalities. Remember the check needs to be made out to the Nebraska Municipal Clerks' Association (NMCA).

The NMCA voted not to send out the membership cards, unless you need one. Please indicate that you will need a card on the statement and we will do our best to get you one.

If you have any questions, please contact me at 402-759-3109 or bwhitley@cityofgeneva.org.

Thank you,

Vanee Holtmeier
NMCA Secretary



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
League of Nebraska Municipalities



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
MEMBERSHIP DUES STATEMENT
2008-2009

NAME: _____

TITLE: _____

MAILING ADDRESS: _____

MUNICIPALITY: _____

E-MAIL ADDRESS: _____

Population of Municipality:

Under 300 \$10.00 _____

301-800 \$15.00 _____

801-5,000 \$25.00 _____

Over 5,000 \$35.00 _____

Years of Service as Municipal Clerk: _____

Are you a Certified Municipal Clerk (CMC)? Yes _____ No _____

Are you an IIMC Academy Member?
(after 3 years of school) Yes _____ No _____

Are you in the Master Municipal Clerk Program? Yes _____ No _____

PLEASE include the MONTH and DAY of your birthday: _____
(to be listed in the Clerks Newsletter)

Please make copies if needed.

PLEASE RETURN THIS COMPLETED FORM WITH YOUR PAYMENT TO:
NEBRASKA MUNICIPAL CLERKS' ASSOCIATION

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L STREET

LINCOLN, NE 68508

MAKE CHECKS PAYABLE TO: NEBRASKA MUNICIPAL CLERKS' ASSOCIATION



Scholarship Application



The Nebraska Municipal Clerks' Association (NMCA) Scholarship is available to "All Nebraska municipal clerks and/or deputy clerks attending Institute/Academy training, who are members of the Nebraska Municipal Clerks' Association." The NMCA Scholarship Application is now available. **Applications are also available online** at: <http://clerkinstitute.unomaha.edu/>

Please remember to **complete the application in its entirety** including the following information:

- Email address
- Name of Area Clerks Association
- Number of times your municipality received a NMCA scholarship in the past five years
- Financial aid your community received from the NMCA in the past five years
- A short narrative (which IS MANDATORY) and must be included with the application.

The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance and must be specific.

The application deadline is Dec. 31, 2008, and awards will be made prior to Jan. 31, 2009. If you have any questions, please let me know.

Barb Whitley, MCM
NMCA First Vice President
City of Geneva



**NEBRASKA MUNICIPAL CLERKS' ASSOCIATION
2008 CLERKS INSTITUTE & ACADEMY
SCHOLARSHIP APPLICATION**

(Available online at: <http://clerkinstitute.unomaha.edu/>)

NAME: _____ TITLE: _____

ADDRESS: _____ MUNICIPALITY: _____

STATE: _____ ZIP _____ TELEPHONE: _____

EMAIL: _____

Name of Area Clerks Association: _____

Population (last census) _____ How long have you been a municipal clerk? _____

This is my ___ first ___ second ___ third year of attendance at the Nebraska Municipal Clerks Institute.

I ___ did ___ did not receive a scholarship to attend the first year.

I ___ did ___ did not receive a scholarship to attend the second year.

Number of times your municipality received a NMCA scholarship in the past five years? _____

Please note how much financial aid your community has received for the Clerks Institute in the past five (5) years from the Nebraska Municipal Clerks Association: \$ _____

NARRATIVE

A short narrative IS MANDATORY and must be included with your application. The narrative must state the reason(s) for your need and/or your municipality's need for financial assistance from the Nebraska Municipal Clerks Association scholarship fund (PLEASE BE SPECIFIC).

PLEASE RETURN THIS COMPLETED FORM BY DEC. 31, 2008 TO:

**CITY OF GENEVA
ATTN: BARBARA WHITLEY
NMCA SCHOLARSHIP APPLICATION
PO BOX 409
GENEVA, NE 68361-0409
bwhitley@cityofgeneva.org**



How to register for newsletter e-mail list

Here is how you sign up to have your name placed on the newsletter e-mail list. Through this list, you will be notified of when the latest *Nebraska Municipal Clerks Newsletter* is available to view online.

- 1) **Go to the League's website at <http://lonm.org>.** Click on the Sections and Committees tab that appears on the right hand side of the main page. On the Sections and Committees page, immediately under the heading "Sections and Committees," there is a paragraph, which begins with the words "Attention Municipal Clerks."
- 2) **Click on the underlined phrase "Sign-Up,"** which will link you to a Newsletters Alert Sign-Up Form. Fill out the requested information and create a username and password of your choosing. Click on the box with the words "Sign-Up" in it. Your name and e-mail address is automatically added to the list. When a new newsletter is available, a notice will be sent to you.
- 3) **Later, if you want to remove your name and e-mail address** from this list or change your e-mail address, you follow the above directions, but click on the "Sign-In" link. There you can login with your existing information and make the necessary changes.
- 4) **To access the list of newsletters,** you can go to the Sections and Committees page and click on the underlined phrase "click here" in the paragraph above the list of NMCA officers. The list of Clerks Newsletters will be at the bottom of the page filed by date and title.

January Birthdays

Catherine John	Beaver City	1/2	Jane Holmolka	Clatonia	1/20
Cynthia Heilbrun	Sidney	1/3	Sally Snowe	Wynot	1/20
Misty Garcia	Dannebrog	1/3	Carmen Jacobs	Creighton	1/21
Jennifer Bassett	Fairfield	1/4	Gary Swartz	Malmö	1/22
Vicki Pecena	Spencer	1/4	Betty McGuire	Wayne	1/22
Deb Schaefer	Seward	1/9	Kathy Morgan	Rosalie	1/23
Kim Finecy	Doniphan	1/10	Colleen Lawry	Gretna	1/24
Carolyn Neal	Reynolds	1/10	Kristi Purintun	Overton	1/24
Carol Richards	Silver Creek	1/10	Kim McConville	McCook	1/25
Kendra Kinne	Cambridge	1/11	Amy Kochar	Meadow Grove	1/25
Sandy Bargmann	Duncan	1/13	Linda Mustion	Hershey	1/26
Karlee Hofer	Page	1/13	Gail Zoerb	Mason City	1/26
Kellie Crowell	Ravenna	1/13	Nancy Glesinger	Spalding	1/26
Rhonda Ray	Tekamah	1/13	John Mollison	Boys Town	1/27
Kimberly Scarbough ..	Bartlett	1/14	Susan Strong	Eustis	1/27
Jeanine Webb	Homer	1/15	Beverly Felber	Coleridge	1/28
Elsie Lund	Newcastle	1/15	Elizabeth Deck	Norfolk	1/28
Jessica Turbiville	Obert	1/16	Nanette King	Maxwell	1/29
Launette Kotik	Winslow	1/16	June Moline	Mead	1/29
Deloyce Harris	Panama	1/18	Lyndi Fitzgerald	Loup City	1/31



Municipal Legal Calendar

(All statute citations to Revised Statutes of Nebraska)

JANUARY 2009

CITIES OF THE FIRST CLASS

Each month	Clerk publishes ordinances passed within 15 days after passage. (16-405)
Within 10 working days from meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
First Regular Meeting	Mayor and Council appoint member of Park Board. (16-696)
Within 30 days from Council meeting	Clerk publishes official proceedings of meeting. (19-1102)
End of month	Clerk files monthly report. (16-317)
Within 20 days after end of month	Treasurer files monthly financial report. (16-318)
On or before January 31	Provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)
Each Quarter	Report from depository banks due. (16-714)
Reminder	Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01)
Reminder	One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2009. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)
Reminder	Annual report on each retirement plan is to be filed as of Dec. 31 with the Public Employees Retirement Board and the Retirement Committee of the Legislature. (16-1017, 16-1037, 19-3501)

CITIES OF THE SECOND CLASS

Each month	Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 working days from meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from Council meeting	Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
On or before January 31	Provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)
Reminder	Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01)
Reminder	One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2009. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)
Reminder	Annual report on each retirement plan is to be filed as of Dec. 31 with the Public Employees Retirement Board and the Retirement Committee of the Legislature. (19-3501)

VILLAGES

Each month	Clerk publishes ordinances passed within 15 days after passage (17-613)
Within 10 working days from meeting or before next meeting (whichever is sooner)	Clerk to have minutes available for public inspection. (84-1413)
Within 30 days from Trustees' meeting	Clerk publishes official proceedings of meeting. (19-1102)
Within 20 days after end of month	Treasurer files monthly financial report. (17-606)
On or before January 31	Provide county assessor each new lease or changed preexisting lease which went into effect during the previous year and a listing of previously reported leases that are still in effect. (77-202.11)
Reminder	Notice of automatic renewal of liquor and beer other than Class C licenses must be published between January 10 and January 30 of each year. (53-135.01)
Reminder	One and six year plans are due at the Nebraska Department of Roads, Board of Public Roads, Classification and Standards, March 1, 2009. Legal notice is required 10 days before the hearing. (39-2115 through 39-2119)
Reminder	Annual report on each retirement plan is to be filed as of Dec. 31 with the Public Employees Retirement Board and the Retirement Committee of the Legislature. (19-3501)