

**WEST VIRGINIA
SECRETARY OF STATE**

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #3

Do Not Mark In this Box

JUL 22 11 42 AM '99

OFFICE OF THE SECRETARY OF STATE
STATE OF WEST VIRGINIA

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE
AND
FILING WITH THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE**

AGENCY: West Virginia Consolidated Public Retirement Bd. TITLE NUMBER: 162

CITE AUTHORITY WV Code § 5-10D-1

AMENDMENT TO AN EXISTING RULE: YES ☒ NO ☐

IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 4

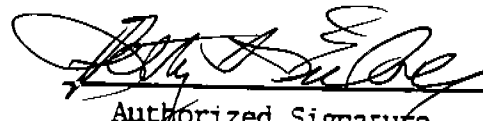
TITLE OF RULE BEING AMENDED: Teachers Defined Benefit Plan

Service Credit § 162-4-5.13

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE FOR THEIR REVIEW.


Authorized Signature

QUESTIONNAIRE

(Please include a copy of this form with each filing of your rule: Notice of Public Hearing or Comment Period; Proposed Rule, and if needed, Emergency and Modified Rule.)

DATE: July 22, 1999

TO: LEGISLATIVE RULE-MAKING REVIEW COMMITTEE

FROM: (Agency Name, Address & Phone No): WV Consolidated Public Retirement Board
Bldg. 5, Room 1000, Capitol Complex
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305
304-558-3570

LEGISLATIVE RULE TITLE: Series 4; Teachers Defined Benefit Plan "Service Credit" (162-4-5.13)

1. Authorizing statute(s) citation WV Code § 5-10D-1

2. a. Date filed in State Register with Notice of Hearing or Public Comment Period:

May 13, 1999

b. What other notice, including advertising, did you give of the hearing?

Written notice, along with a copy of the proposed rule and amendments was forwarded to the President of the West Virginia School Service Personnel Association, the President of the West Virginia Federation of Teachers, the Director of West Virginia Education Association for review and circulation to their interested members. Copies of the proposed amendments were also provided to the Honorable Delegate Evan Jenkins, Chairman of the Committee on Pensions and Retirements and to the Honorable Senator Robert H. Plymale.

c. Date of Public Hearing(s) or Public Comment Period ended: June 28, 1999

d. Attach list of persons who appeared at hearing, comments received, amendments, reasons for amendments.

Attached _____

No comments received X

e. Date you filed in State Register the agency approved proposed Legislative Rule following public hearing: (be exact)

f. **Name, title, address and phone/fax/e-mail numbers** of agency person(s) to receive all written correspondence regarding this rule: (Please type)

Betty S. Ireland, Executive Secretary
WV Consolidated Public Retirement Board
Bldg. 5, Room 1000, Capitol Complex
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305
304-558-3570 (telephone)
304-558-6337 (FAX)
bireland@wvretirement.com (E-mail)

g. **IF DIFFERENT FROM ITEM "f", please give Name, title, address and phone number(s)** of agency person(s) who wrote and/or has responsibility for the contents of this rule: (Please type)

3. If the statute under which you promulgated the submitted rules requires certain finding and determinations to be made as a condition precedent to their promulgation:

a. Give the date upon which you filed in the State Register a notice of the time and place of a hearing for the taking of evidence and a general description of the issues to be decided. (Not applicable).

b. Date of hearing or comment period:

-
- c. On what date did you file in the State Register the findings and determinations required together with the reasons thereof?

-
- d. Attach findings and determinations and reasons:

Attached

X:/questionnaire.series4.wpd

State of West Virginia
Consolidated Public Retirement Board

Capitol Complex, Building 5, Room 1000, Charleston, West Virginia 25305-0720

Telephone: 304-558-3570 or 800-654-4406 (within WV) Fax: 304-558-6337

**STATEMENT OF CIRCUMSTANCES REQUIRING
PROPOSAL AND PROMULGATION OF PROPOSED RULE §162-4-5.13**

The West Virginia Consolidated Public Retirement Board must, when a member of the Teachers Retirement System applies for retirement, determine the amount of additional retirement system service credit owing to the member as a result of accrued unused sick and annual leave, as provided for in W. Va. Code §5-16-13(e). The Board has determined that the calculation to be employed in the conversion of such leave to additional service credit should be based upon a formula which fairly takes into account the member's contractual status over the duration of his/her entire employment history, and which utilizes an averaged length of contractual terms under which the employee served during the entirety of his/her covered employment.

The Board has determined that previously employed methods of converting accrued sick and annual leave to additional service credit which utilized only the member's contractual status in his/her last year of employment (i.e. 10 month vs. 12 month term) resulted in potentially inappropriate and artificial manipulation of contractual terms by the member and/or the participating employer in the last year of employment for the purpose of enhancing the member's monthly retirement benefit. The proposed rule sets forth a formula which utilizes an averaged annual length of the member's actual contractual status over the entirety of such member's employment history and eliminates this potential for abuse.

State of West Virginia
Consolidated Public Retirement Board

Capitol Complex, Building 5, Room 1000, Charleston, West Virginia 25305-0720

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BRIEF SUMMARY OF PROPOSED AMENDMENT TO TITLE 162, SERIES 4

The West Virginia Consolidated Public Retirement Board ("Board") proposes an amendatory addition to WVCSR §162-4-5 pertaining to the granting and calculation of service credit in the West Virginia Teachers Retirement System. This proposed addition to the existing Series 4 rules, which the Board proposes to be incorporated as WVCSR §162-4-5.13, sets forth the calculation to be employed by the Board in converting a member's accrued and unused sick and annual leave at the time of retirement to additional retirement system service credit.

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title:	162-4-5.13 (Teachers Defined Benefit Plan Service Credit)
Type of Rule:	Legislative
Agency:	WV Consolidated Public Retirement Board
Address:	Building 5, Room 1000
	1900 Kanawha Boulevard East
	Charleston, West Virginia 25305-0720

1. Effect of Proposed Rule:

	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
ESTIMATED TOTAL COST	\$	\$ NIL	\$	\$	\$ NIL
PERSONAL SERVICES					
CURRENT EXPENSE					
REPAIR & ALTERATIONS					
EQUIPMENT					
OTHER					

2. Explanation of above estimates: The impact is negligible on ongoing plan costs. The significance of the change is to prevent abuse which would provide significant extra benefits to a very few participants and to make the application of the rules of the state code more uniform among different classes of members of the Teachers Retirement System.

3. Objectives of these rules: To set forth the calculation to be employed by the Board in converting a retiring members accrued and unused sick/annual leave to additional retirement system service credit.

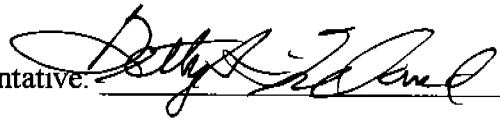
Rule Title: WVCSR § 162-4-5.13 (Teachers Defined Benefit Plan Service Credit)

4. Explanation of Overall Economic Impact of Proposed Rule:

- A. Economic Impact on State Government:
Refer to Item #2
- B. Economics Impact on Political Subdivision; Specific Industries; Specific groups of Citizens:
- C. Economic Impact on Citizens/Public at Large:

Date: 5/16/99

Signature of Agency Head or Authorized Representative: _____



**TITLE 162
LEGISLATIVE RULES
CONSOLIDATED PUBLIC RETIREMENT BOARD**

**SERIES 4
TEACHERS DEFINED BENEFIT PLAN**

JUL 22 11 42 AM '99
OFFICE OF THE CLERK
SECRETARY OF STATE

§162-4-1. General.

1.1. Scope. — These rules establish the eligibility for membership in the Teachers Defined Benefit Retirement System.

1.2. Authority. — W. Va. Code §18-7A.

1.3. Filing Date. — August 4, 1993.

1.4. Effective Date. — August 4, 1993.

were approved by the Teachers Retirement Board and contributions to the Teachers Retirement System were made in accordance therewith on or before July 1, 1980.

3.4. Option. — Actuarial method by which a member chooses to have his or her normal monthly benefit calculated and paid.

3.5. Monthly benefit. — The total monthly payment, including a member's money purchase annuity, received by a retiree based upon the option chosen.

§162-4-2. Rules.

2.1. This rule replaces any and all rules that have been adopted for the Teachers' Defined Benefit Plan and all past rules are hereby repealed.

3.6. Prior service. — Service performed before the date the member became eligible to make contributions.

§162-4-3. Definitions.

3.1. Money purchase annuity. — That portion of total monthly benefits from the member's contributions plus state matching plus interest, times the actuarial factor for attained age.

3.7. Schools. — All educational units supported by moneys appropriated by the West Virginia Legislature.

3.2. Disabled. — The inability to do substantially all the material acts necessary in the performance assigned duties, by reason of physical or mental impairment, in the usual or customary manner for a period of six (6) months beginning with the last day of service.

3.8. Substitute teacher. — Any teacher who is assigned (1) To fill the temporary absence of any teacher or the unexpired school term made vacant by the resignation, death, suspension or dismissal of any teacher, (2) to fill a teaching position of a regular teacher on leave of absence or (3) to perform instructional services of any teacher who is authorized by law to be absent from class with loss of pay, providing the absence is approved by the Board of Education in accordance with the law. The substitute shall be a duly certified teacher.

3.3. Earnable compensation. — Full compensation actually received by members for service as teachers whether or not a part of the compensation is received from other funds, federal or otherwise, than those provided by the state or its subdivisions. Allowances from employers for maintenance of members shall be considered a part of earnable compensation of such members whose allowances

§162-4-4. Membership Eligibility.

4.1. Membership eligibility in this system closed as of July 1, 1991.

4.2. Membership ceases:

4.2.1. Upon death of the member;

4.2.2. Upon retirement of the member;

4.2.3. Upon withdrawal by the member;

4.2.4. When the member's service amounts to less than five (5) years in any ten (10) consecutive year period; or

4.2.5. Upon transfer of assets to the West Virginia Teachers Defined Contribution Plan.

4.3. Beneficiary:

4.3.1. Each member may name a refund or surviving beneficiary;

4.3.2. Beneficiary may be changed by the member prior to retirement by filing a proper record with the Board;

4.3.3. Beneficiary changes after retirement are subject to the terms of the retirement option chosen

§162-4-5. Service Credit.

5.1. One year service credit.— A member of the system shall receive one year of service credit for each school term or fiscal year completed. The Board shall determine in each case what part of a year taught constitutes a year of credit.

5.1.1. Summer teaching shall not generate additional service credit when the time taught is included in the year of service credit already granted and the member's salary is subject to regular contributions and inclusion in the member's fiscal year salary.

5.2. Prior service credit. — The Board shall grant the member prior service as follows:

5.2.1. Teachers and professional employees as distinguished from nonteachers for service prior to July 1, 1941;

5.2.2. Nonteacher, former teachers for service prior to March 9, 1945;

5.2.3. Financial secretaries and county agents, agriculture extension at West Virginia University except secretaries and clerks, for service prior to March 9, 1945;

5.2.4. School nurses for services prior to June 30, 1945;

5.2.5. Non-teaching employees (except cooks) for service prior to July 1, 1947;

5.2.6. Employees of board of school finance for service prior to October 1, 1952, if formerly employed as a teacher in the public school system;

5.2.7. Department of Education, if classified as a present teacher, for service rendered prior to November 4, 1958;

5.2.8. Cooks shall receive prior service for service rendered prior to July 1, 1962, or according to the date on which the employer became responsible for the salary of the employee.

5.3. Non-teaching assignment. — Any member placed on a special assignment after November 1, 1978, (such as a sabbatical) by an employer is considered regularly employed for the purpose of this Rule. It is the duty of the employer to collect and remit to the Board the member's contributions to ensure proper credit for a non-teaching assignment.

5.4. Credit for leave time. — Any member shall be considered employed as long as the member remains on the payroll of any employer and contributes on salary earned. For purposes of determining service credit, the Board shall count annual or vacation leave or sick leave paid by the employer as service credit.

5.4.1. When computing service credit for annual or personal leave, the last day of service shall be verified as last day paid for leave. The

effective date of retirement is the first day of the following month.

5.5. Maximum yearly service credit. — Under no circumstances shall a member of the system receive more than one year of service credit for any one fiscal year even though he or she may have reciprocal service with both the Public Employees Retirement System and the Teachers Retirement System, which under the Rules and Regulations of both systems could conceivably entitle him or her to more than one year service credit.

5.6. Service credit. — Fractional part of year. — The Board shall give fractional credit for service as a teacher for a teacher who taught parts of school terms and who taught at least half-time throughout the term. Such fractional parts may be combined to form one year's credits and all fractions shall be included in the final statement of total credits.

5.6.1. The Board shall give teachers absent from teaching for more than one month in a school year a fractional credit for service that year; the numerator of the fraction shall be the number of months taught and the denominator shall be the number of months, minus one, that the school was open for pupil attendance.

5.7. When service verification records or other legal documents are not available and the Board has contributions credited to the account of a member for such service, the service may be proven by affidavits from two (2) persons with knowledge of the employment; official minutes; education directories or other records showing proof of employment.

5.8. Public employee service. — The Board shall grant prior service credit to a member for service in a position which would not be covered by the Public Employees Retirement System if the service was rendered prior to July 1, 1947, and the member never became a member of the Public Employees Retirement System.

5.8.1. In giving credit for service as a

public employee, the Board shall consider the service "non-teaching service" as defined in W. Va. Code §18-7A et seq.

5.8.2. A member must have completed more than three (3) years of contributory service before any service from another department or agency of West Virginia covered by the Public Employees Retirement System may be transferred to the Teachers Defined Benefit Retirement System.

5.8.3. Members transferring service from another department or agency to the West Virginia Teachers Defined Benefit System shall make payments for services performed between July 1, 1947, and the date the member became a contributing member of the Public Employees Retirement System.

5.8.4. When transferring Public Employees Retirement System service which was performed prior to the establishment of the Public Employees Retirement System and for which salaries are not available, the Consolidated Public Retirement Board shall charge contributions equal to the maximum contributions in effect at the time the services were performed.

5.9. Credit for military service. — The Board shall allow prior service credit for service in Armed Forces of the United States as follows:

5.9.1. A member will be considered to have been on active duty who was regularly enlisted in the Armed Forces of the United States during a period of national emergency, during which a Federal Selection Service Act was in effect and who was separated from the Armed Forces by an honorable discharge.

5.9.2. Twenty-eight (28) Days in the Armed Services is considered one month of service as a "teacher".

5.9.3. Not more than one year shall be credited for each year of service in the Armed Forces.

5.9.4. Members who are eligible for fractional credit for military service and for actual teaching within the same fiscal year shall receive credit in the following order of preference:

5.9.4.1. Credit for actual teaching;

5.9.4.2. Prior service credit for military service.

5.9.5. Military service cannot be duplicated by the Teachers Retirement System when it has been credited by an out-of-state Teachers Retirement System, the Public Employees Retirement System, the West Virginia Public Safety Retirement System or the West Virginia Judges Retirement System.

5.10. Out-of-state service credit. — The Board shall grant out-of-state service credit for service performed while in the employment of federal government, or a state or territory of the United States, or a governmental subdivision of such state or territory; Provided, That

5.10.1. The member pays to the system double the amount he or she contributed during the first full year of service performed in West Virginia following the out-of-state service to be purchased, plus interest at a rate to be determined by the Consolidated Public Retirement Board from the date of the first full year of membership to the date of payment times the number of years for which credit is granted.

5.10.2. Any service that is fully vested, eligible to be fully vested without further service or from which the member is currently receiving benefits is not subject to purchase.

5.11. Retroactive contributions by a surviving spouse. — The surviving spouse of a deceased member may elect, within one hundred twenty (120) days following the death of the member, to make retroactive contributions for services rendered under an agency now covered by the Teachers' Retirement System.

5.12. Individual payments. — Unless provided for by specific legislation or prohibited by law, payments, other than loans, due the system may be paid in the following manner:

5.12.1. For a member:

5.12.1.1. Payment in full

5.12.1.2. By borrowing from the individual's account

5.12.2. For a retiree:

5.12.2.1. Payment in full

5.12.2.2. Designation, by the Board, of an amount to be deducted from the monthly benefit to be applied to the debt until the debt is deleted,

5.12.2.3. At death, should a debt balance exist, the Board shall deduct the balance from the final payment, if any, due the beneficiary or estate.

5.13. Conversion of accrued unused sick and annual leave. — The Board shall permit conversion of accrued unused sick and annual leave only as follows:

5.13.1. Conversion privilege. — The Board shall permit a member, who is a participating employee under the West Virginia Public Employees Insurance Act at the time of retirement, to convert accrued unused sick and annual leave, standing to the credit of such member with the member's last employer, to service credit upon the basis permitted by § 5-16-13(e) of the West Virginia Code.

5.13.2. Calculation of conversion. — The conversion of accrued unused sick and annual leave shall be based on the average annual length of a member's actual contract status over the entirety of such member's employment history, shall treat such accrued unused sick and annual leave as having been accrued equally over the entirety of

such member's employment history, and shall be calculated as follows:

5.13.2.a. Multiply the number of days of actual accrued unused and annual leave by two;

5.13.2.b. Add the number of months in each contract period and divide the sum thereby obtained by the number of contract periods to obtain the average monthly length of each year of employment;

5.13.2.c. Multiply the result of the calculation obtained in part (b) by twenty to obtain the number of average days for each year of employment;

5.13.2.d. Subtract twenty from the result of the calculation obtained in part (c) to adjust for the provisions of § 18-7A-17 of the West Virginia Code; and

5.13.2.e. Divide the result of the calculation obtained in part (a) by the result of the calculation obtained in part (d), which quotient shall be the additional service credit in years to which a member shall be entitled as a result of such conversion.

§162-4-6. Monthly benefits.

6.1. Monthly benefit options. — Members who make contributions to retirement accounts, who qualify for benefits because of age or service, shall select one of the following options:

6.1.1. Option A. — Monthly benefits for the lifetime of the member. The member's death terminates this option.

6.1.2. Option B. — Monthly benefits for the lifetime of the member: And provided, That in the event of the member's death before the total benefits received equal the member's accumulated contributions at retirement, the plan shall pay a sum equal to the balance of the contributions to the beneficiary or the estate.

6.1.3. Option C. — Monthly benefits payable for the lifetime of the member; And provided, That should the member die prior to the

beneficiary, the monthly benefit would be continued in the same amount to the beneficiary for the lifetime of the beneficiary.

6.1.4. Option D. — Monthly benefits payable for the lifetime of the member: And provided, That should the member die prior to the beneficiary, the monthly benefit would be continued for half the amount to the beneficiary for the lifetime of the beneficiary.

6.1.5. Option E. — Monthly benefits payable for the lifetime of the member: And provided, That should the member die before having received a total of one hundred twenty (120) payments, the balance of payments shall continue to the member's named beneficiary, if living; otherwise, the plan shall pay the commuted value of the payments of the member's estate or plan contingent beneficiary.

6.2. Payment of monthly benefit. — The Board shall pay all monthly benefits in twelve (12) monthly payments, with fractions of a cent considered a cent.

6.2.1. When an application for retirement has been submitted by a member who has met all the eligibility requirements and who dies before the application is approved by the Consolidated Public Retirement Board, the Board shall process the application as though the applicant were still alive.

6.3. Option chosen final. — When the choice of an option has been made, that choice is final and cannot after that date be changed. A beneficiary cannot affect or change the option chosen by the member.

6.4. Change in monthly benefit. — A member (active or retired) may submit new information at any time for the Board's consideration. The Board shall change the monthly benefit in accordance with the approved data, the change being effective with the payment for the month within which the Board received the new data.

§162-4-7. Retirement.

7.1. Active membership ceases upon retirement and the status of a retired member may only be affected by an action of the Board.

7.1.1. The Board shall, if requested by the retiring member, make such withholdings from the monthly benefit as are necessary to provide for the continuance of the insurance program carried by the member with the West Virginia Public Employees Insurance Agency.

7.1.2. The Board shall, if requested by the retired member or beneficiary, make such withholdings from the monthly benefit as are necessary to pay federal withholding taxes.

7.1.3. The Board shall furnish, as required by state and federal law and regulations, those forms and reports related to the retirement annuity necessary for the retired member or beneficiary to comply with the laws and regulations.

7.2. Post retirement employment. — Any retirant who accepts employment, other than as a college teacher, for a relatively short period (no more than a one hundred (100) day contract) who is not considered in any way a permanent or regular employee is considered a temporary, part-time or substitute employee and shall continue to receive his or her normal monthly benefit during the temporary employment. Days may be consecutive. However, if the allowed number of days are exceeded, the retirant will lose retirement benefits for each month thereafter during which one more day is worked, for the balance of that fiscal year.

7.3. A college retirant teacher may teach on a non-contract basis less than seven (7) hours of college credits per semester without a loss of benefits. Teaching seven (7) hours or more would result in benefits being discontinued on the first day of the month within which employment begins and benefits shall be resumed on the first day of the month succeeding the month within which the employment ceases.

7.3.1. A member may not retire creating a vacancy and then be hired as a "substitute" in that vacancy or any other vacancy during the same fiscal year in which he or she is retiring without a loss of benefits from the first day of employment.

7.3.2. Any employer employing a retired member, on any but a day-to-day basis, must report that employment and conditions thereof to the Board within thirty (30) days of the employment.

7.3.3. Each day paid constitutes one day worked regardless of the number of hours or the amount of pay.

This Rule applies only to employers whose employees are participants in any pension or retirement operated directly or indirectly by the State of West Virginia.

§162-4-8. Termination and Withdrawal and Reentry.

8.1. Termination by death. — If the member was at least fifty (50) years of age and had twenty-five (25) years of service credit, the surviving spouse shall receive an annuity based on Option C. The spouse must be designated as the sole-primary beneficiary.

8.1.1. In the event the member does not qualify, the beneficiary shall receive the sum of accumulated contributions with refund interest (as established by W. Va. Code §18-7A-23) up to, but not including, the date of the member's last contribution plus the amount of accumulated contributions from the employers, accumulation fund.

8.2. Withdrawal prior to retirement. — The plan shall pay any member who terminates service, upon request, his or her accumulated contributions, less applicable supplemental fees plus interest up to, but not including, the date of his or her last contribution.

8.2.1. In the event a member with less than five (5) years of credited service terminates

service and does not request a refund under this section the plan the refund shall be made to the member at the end of one year; Provided, That the member has not made payments set forth in Subsections 5.8 and 5.10 of this Rule.

8.2.2. A member who has five (5) years of West Virginia service may elect to receive a retirement annuity at age sixty (60). The member must notify the Board in writing of the election. In the event no election is made, the plan will make a refund under Subdivision 8.1.1 of this Subsection.

State of West Virginia
Consolidated Public Retirement Board

Capitol Complex, Building 5, Room 1000, Charleston, West Virginia 25305-0720

Telephone: 304-558-3570 or 800-654-4406 (within WV) Fax: 304-558-6337

There were no public comments received to the proposed rule amendments.



Board Members

Governor Cecil H. Underwood
David L. Wyant, Chairman
Glen B. Gainer, III, Vice Chairman
Treasurer John D. Perdue
Cabinet Secretary Joseph F. Markus

Executive Secretary

Betty S. Ireland

State of West Virginia
Consolidated Public Retirement Board

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1900 Kanawha Boulevard, East
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FAX: 304-558-6337

Board Members

Beatrice H. "Bee" Gladwell
Carl A. Guthrie
Rodney A. Miller
Elizabeth Poundstone
Mary Lou Munoz
James P. Quarles
William B. McGinley
S. S. Satterfield
Janet F. Wilson

July 22, 1999

Administrative Law Division
WV Secretary of State
Building 1, Suite 157K
State Capitol Complex
Charleston, WV 25305-0771

Attention: Judy Cooper

Re: Agency Approval of Proposed Rule Amendments; Title 162, Series 4
(WV Consolidated Public Retirement Board)

Dear Ms. Cooper:

I am enclosing herewith the documents which I understand must be filed with the Secretary of State by the West Virginia Consolidated Public Retirement Board in conjunction with the Board's approval, following the close of public comment, of the proposed of amendments to the Title 162, Series 4 legislative rules.

I am also enclosing fifteen (15) copies of the document package for submission to the LRMRC which, I understand, will be routed to the Committee members by your office. I have also enclosed one additional copy of the entire package for certification of receipt by your office, and return to me at the above-address.

Thank you for your assistance and cooperation. Please let me know if you have any questions, or if there are any corrections which need to be made to the tendered documents.

Sincerely,

Susan B. Saxe
Attorney at Law

cc: Betty S. Ireland