

**How to Participate, Register a PRO position and/or
Testify at the November 15th Select Committee on
Pension Policy Meeting**

Full Committee Meeting: 10:00 a.m. – 12:30 p.m.

Executive Committee: 1:00 p.m. – 2:15 p.m.

<https://leg.wa.gov/JointCommittees/SCPP/Pages/default.aspx>

Note: The November 15th SCPP meeting will be a hybrid meeting, meaning that members may participate remotely via Zoom or in-person.

Access the full meeting agenda [here](#).

Access the Executive Committee meeting agenda [here](#).

How to register a PRO position

Click here to register a PRO position on the Plan1 permanent and ad hoc COLA agenda item.

- Under “Committee,” use the pull-down menu to choose “Select Committee on Pension Policy.”
- Under “Meetings,” choose 11/15/2022.
- The menu will provide three agenda items to be covered at the November 15th meeting. Choose “Plans 1 Ad hoc COLA Proposal”. Please note that this agenda item will include the permanent COLA proposal for Plan 1 retirees.
- You will then be given one of the following four choices:
 - “I would like to testify in person during the hearing.”
 - “I would like to testify remotely.”
 - “I would like my position noted in the legislative record.”
 - “I would like to submit written testimony.”
- Click “I would like my position to be noted in the legislative record.”
- You will then be prompted to state your position. Use the pull-down menu to select “PRO.”
- Provide your first and last names, email address, organization, city, state, zip code and phone number.
- Click the box to indicate that you are not a robot.
- Push “Submit Registration.”

If you have registered correctly, you will immediately receive an email from the Office of the State Actuary (OSA) confirming receipt of your registered position.

If you do not receive the confirmation email, contact the Office of the State Actuary at state.actuary@leg.wa.gov. You may also call OSA at (360) 786-6140.

How to register to attend the Full Committee Meeting (via Zoom)

[Click here](#) to register to attend the Full Committee meeting. There is no separate process for registering to attend the Executive Committee meeting.

- You will be prompted to provide your first and last names and email address.
- Complete all the prompts and push "Submit Registration."

Once you register, you will receive a confirmation email from the Office of the State Actuary (OSA) confirming your attendance and the log-in link.

If you do not receive a computer-generated confirmation email right away, reach out to OSA via email at state.actuary@leg.wa.gov. You may also call OSA at (360) 786-6140.

Once you register, please continue to monitor your email. If OSA staff change the log-in link for some reason, you will receive an updated link by email because you have pre-registered to attend.

Registering to attend does not register you to provide verbal testimony.

How to attend the meeting in-person

The meeting will take place in **House Hearing Room A in the John L. O'Brien Building**, 504 15th Ave SW, Olympia. Please arrive early so that you can obtain a seat. Seating is provided on a first come first served basis.

We have been told that those who attend in person and have not registered to give testimony may do so if time permits by raising their hands during the meeting. It will be at the Committee Chair's discretion if testimony will be allowed by those attending in person who have not preregistered online to provide in-person verbal testimony.

How to testify in person – House Hearing Room A, John L. O'Brien Building

If you plan to attend in person and provide verbal testimony, Chair Conway and the Office of the State Actuary (OSA) have requested that you register to do so via the website by 9 a.m. on November 15th. We have been told there might be a sign-up sheet at the entrance of the meeting room. This could be another way to provide verbal testimony. That said, it is best if you preregister through the website.

The meetings will be held in House Hearing Room A in the John L. O'Brien Building.

[Click here to register to provide verbal testimony in-person.](#)

- Under "Committee," use the pull-down menu to choose "Select Committee on Pension Policy."
- Under "Meetings", choose 11/15/2022.
- The menu will provide three agenda items to be covered at the November 15th meeting. Choose "Plans 1 Ad hoc COLA Proposal". Please note that this agenda item will include the permanent COLA proposal for Plan 1 retirees.
- You will then be given one of the following four choices:
 - "I would like to testify in person during the hearing."
 - "I would like to testify remotely."
 - "I would like my position noted in the legislative record."
 - "I would like to submit written testimony."
- Click "I would like to testify in person during the hearing."
- You will then be prompted to state your position. Use the pull-down menu to select "PRO."
- Provide your first and last names, email address, organization, city, state, zip code and phone number.
- Click the box to indicate that you are not a robot.
- Push "Submit Registration."

If you have registered correctly, you will immediately receive an email from the Office of the State Actuary confirming that you will testify in person.

When the meeting opens, the moderator will call upon all those who have registered to testify.

How to testify remotely

[Click here](#) to register to provide remote verbal testimony.

- Under “Committee,” use the pull-down menu to choose “Select Committee on Pension Policy.”
- Under “Meetings,” choose 11/15/2022.
- The menu will provide three agenda items to be covered at the November 15th meeting. Choose “Plans 1 Ad hoc COLA Proposal”. Please note that this agenda item will include the permanent COLA proposal for Plan 1 retirees.
- You will then be given one of the following four choices:
 - “I would like to testify in person during the hearing.”
 - “I would like to testify remotely.”
 - “I would like my position noted in the legislative record.”
 - “I would like to submit written testimony.”
- Click “I would like to testify remotely.”
- You will then be prompted to state your position. Use the pull-down menu to select “PRO.”
- Provide your first and last names, email address, organization, city, state, zip code and phone number.
- Click the box to indicate that you are not a robot.
- Push “Submit Registration.”

If you have registered correctly, you will immediately receive an email from the Office of the State Actuary (OSA) confirming your registration. In that email, you will receive a unique log-in link. That you will use to log-in to provide remote testimony.

If you do not receive a computer-generated confirmation email right away, reach out to OSA via email at **state.actuary@leg.wa.gov**. You may also call OSA at (360) 786-6140.

Please check the [Committee Schedules page](#) for updates on any committee meeting schedule changes. There is no guarantee that those who sign in will be allowed to speak or be able to speak at specific times. Please see [How to Testify in Committee](#) for more details.

Who will testify first

According to information we received from the Office of the State Actuary (OSA), Chair Steve Conway will first call upon those who have registered, through the website, to provide verbal testimony in-person or remote. Finally, time permitting, he will call upon anyone tuning in through Zoom meeting or in the hearing room who has their hand raised.

How to submit written testimony

Email your written testimony as a Word document or PDF to: **state.actuary@leg.wa.gov**

You may also mail your written testimony to:

P.O. Box 40914
Olympia, WA 98504-0914

Please note that if you would like your written testimony to be part of the public record and provided to all SCPP members (which is what we advise), you must use the above email or mailing address. Written testimony submitted up to 7 days in advance of the meeting will be provided to the SCPP members for the November 15th meeting. Testimony submitted after that will be provided to SCPP members at the December meeting. Correspondence received after November 7th will be included in the SCPP's December meeting agenda and packet.