



**Alameda County Employees' Retirement Association
BOARD OF RETIREMENT**

**OPERATIONS COMMITTEE/BOARD MEETING
NOTICE and AGENDA**

ACERA MISSION:

To provide ACERA members and employers with flexible, cost-effective, participant-oriented benefits through prudent investment management and superior member services.

**Wednesday, January 5, 2011
9:00 a.m.**

LOCATION	COMMITTEE MEMBERS	
ACERA C.G. "BUD" QUIST BOARD ROOM 475 14TH STREET, 10TH FLOOR OAKLAND, CALIFORNIA 94612-1900 MAIN LINE: 510.628.3000 FAX: 510.268.9574	ELIZABETH ROGERS, CHAIR	ELECTED GENERAL
	DALE AMARAL, VICE CHAIR	ELECTED SAFETY
	OPHELIA BASGAL	APPOINTED
	KEITH CARSON	APPOINTED
	LIZ KOPPENHAVER	ELECTED RETIRED

Should a quorum of the Board attend this meeting, this meeting shall be deemed a joint meeting of the Board and Committee.

The order of agenda items is subject to change without notice. Board and committee agendas and minutes are available online at www.acera.org.

The Retirement Board will provide reasonable accommodations for persons with disabilities and other issues of accessibility who plan to attend Board meetings. Please contact ACERA at (510) 628-3000 to arrange for accommodation.

All writings that are distributed to a majority of members of the ACERA Board of Trustees in connection with a matter subject to discussion at an open meeting of the Board or one of its Committees are public records within the meaning of the California Public Records Act and are available for inspection upon request, unless the writings are privileged or otherwise exempt from disclosure under the provisions of the California Public Records Act. Please contact (510) 628-3000 to request to inspect documents. Documents will be made available at ACERA, 475 14th Street, Oakland, California.

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Call to Order: 9:00 a.m.

Action Items: Matters for Discussion and Possible Motion by the Committee

1. Discussion and possible motion regarding amendments to the Travel Policy

- Robert Gaumer

2. Discussion and possible motion regarding the adoption of the 2011 Operating Expense Budget, or alternatively, a possible motion regarding the approval of the Interim Budget for February 2011

- Catherine Walker

Information Items: These items are not presented for Committee action but consist of status updates and cyclical reports

1. Use of the allocation practice in establishing the Administrative Budget

Discussion on the allocation practice in establishing the Administrative Budget

- Robert Gaumer

2. Monthly Financial Statements

Financial update for the period ending November 30, 2010

- JP Singh

3. Total Operating Expenses – Budget vs Actual as of November 30, 2010

Report on the status of ACERA's budget as of November 30, 2010

- JP Singh

4. 2010 CAFR and PAFR

a) Reporting requirements for the 2010 annual financial report

b) Revised cost estimate comparison to produce the 2010 annual financial report

- JP Singh

- Michael Fara

5. 2011 Draft Operations Committee Work Plan

Presentation of the 2011 Draft Operations Committee Work Plan

- Catherine Walker

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6. Enterprise Document Management System (EDMS)

Update on the Enterprise Data Management Systems Project

- Latrena Walker

7. Human Resources Staffing Report

Quarterly report on position vacancies

- Victoria Arruda

Trustee/Public Input

Future Discussion Items

- Voluntary Elected Member Employer Reimbursement Policy
- RFP for Great Plains support

Establishment of Next Meeting Date

February 2, 2011 at 9:00 a.m.