



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

**AUDIT 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.*

**Thursday, June 19, 2014**  
**10:30 a.m.**

<b>LOCATION</b>	<b>COMMITTEE MEMBERS</b>	
<b>ACERA</b> <b>C.G. "BUD" QUIST BOARD ROOM</b> <b>475 14<sup>TH</sup> STREET, 10<sup>TH</sup> FLOOR</b> <b>OAKLAND, CALIFORNIA 94612-1900</b> <b>MAIN LINE: 510.628.3000</b> <b>FAX: 510.268.9574</b>	<b>DONALD WHITE, CHAIR</b>	<b>TREASURER</b>
	<b>ELIZABETH ROGERS, VICE CHAIR</b>	<b>ELECTED GENERAL</b>
	<b>OPHELIA BASGAL</b>	<b>APPOINTED</b>
	<b>KEITH CARSON</b>	<b>APPOINTED</b>
	<b>GEORGE WOOD</b>	<b>ELECTED GENERAL</b>

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](http://www.acera.org).

*Note regarding public comments:* Public comments are limited to four (4) minutes per person in total.

*Note regarding accommodations:* The Board of Retirement will provide reasonable accommodations for persons with special needs of accessibility who plan to attend Board meetings. Please contact ACERA at (510) 628-3000 to arrange for accommodation.

*Note regarding Public Records:* All writings that are distributed to a majority of members of the ACERA Board of Retirement 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 ACERA at (510) 628-3000 to request to inspect documents. Documents will be made available at ACERA, 475 14<sup>th</sup> Street, Oakland, California.

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Call to Order: 10:30 am

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

1. **Discussion and possible motion to receive and file the Observations and Recommendations** from Williams, Adley & Company LLP for the year ended December 31, 2006 and the comments from Staff.

- Margo Allen

### **Recommendation:**

Staff recommends that the Audit Committee recommend to the Board of Retirement that the Board accept and file the Observations and Recommendations from Williams, Adley & Company LLP for the year ended December 31, 2013.

2. **Discussion and Possible Motion recommending approval of the Employer Audit of First Five of Alameda.**

- Harsh Jadhav

### **Recommendation:**

Staff recommends that the Audit Committee recommend to the Board of Retirement that the Board approve the audit objective, scope and proposed audit plan for the employer audit of First Five of Alameda.

3. **Discussion and Possible Motion recommending approval of the Employer Audit of Livermore Area Recreation and Park District**

- Harsh Jadhav

### **Recommendation:**

Staff recommends that the Audit Committee recommend to the Board of Retirement that the Board approve the audit objective, scope and proposed audit plan for the employer audit of Livermore Area Recreation and Park District.

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

### **External Audit**

1. **Presentation of the Auditor's 2013 Observations and Recommendations** – Williams, Adley & Company LLP will present their Observations and Recommendations for the year ended December 31, 2013.

- Robert Griffin, Managing Partner

- Audrey Elbert, Audit Partner

Williams, Adley & Company-CA, LLP

### **Internal Audit**

1. **Discussion of the Proposed ACERA Policy for Audit of Employer and Employee Compensation and Retirement Information**

Staff will discuss the core elements of the proposed policy. Any trustee feedback will be incorporated into the final policy, which will be presented at the next Audit Committee in

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October for approval. If approved at that time, staff will recommend that the Audit Committee recommend to the Board to adopt the Policy, as revised.

- Harsh Jadhav

## **2. Progress Report on Internal Audit Work Plan**

Update on the progress of the Internal Audit work plan

- Harsh Jadhav

## **Trustee/Public Input**

### **Future Discussion Items**

#### *Internal Audit*

- Progress Report on Internal Audit Work Plan
- Review completed audits
- New Internal Audit Initiatives

### **Establishment of Next Meeting Date**

October 8, 2014 at 1:00 pm