



**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, July 7, 2010  
9:00 a.m.**

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

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 14<sup>th</sup> Street, Oakland, California.

# **OPERATIONS COMMITTEE/BOARD MEETING**

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**Call to Order:** 9:00 a.m.

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

There are no action items for discussion.

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

### **1. Service Provider Contract Review**

- Introduction to the Service Provider contract review
- Service Provider contracts entered into and paid for during calendar year 2010 with an estimated annual cost over \$50,000
- Pending Service Provider contracts with an estimated annual cost between \$50,000 and \$100,000
- Pending Service Provider contracts with an estimated annual cost over \$100,000

- Catherine Walker

### **2. 2010 Board of Retirement Election**

Report on the 2010 Board of Retirement election and schedule

- Catherine Walker

### **3. 2010 Board Retreat**

Discussion of the 2010 Board Retreat

- Catherine Walker

### **4. Distribution of Agendas, Minutes and Other Information**

Discussion of the distribution of agendas, minutes and other information

- Catherine Walker

### **5. Monthly Financial Statement**

Financial update for the period ending May 31, 2010

- Catherine Walker for JP Singh

### **6. Total Operating Expenses – Budget vs Actual as of May 31, 2010**

Report on the status of ACERA's budget as of May 31, 2010

- Catherine Walker for JP Singh

### **7. Enterprise Document Management System Project (EDMS)**

Update on the Enterprise Data Management Systems Project

- Latrena Walker

# ***OPERATIONS COMMITTEE/BOARD MEETING***

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**8. Human Resources Staffing Report**  
Quarterly report on position vacancies

- Victoria Arruda

**Trustee/Public Input**

**Future Discussion Items**

- Internet Usage Survey Results
- Website Redesign Project
- Business Continuity Plan Update

**Establishment of Next Meeting Date**

August 4, 2010 at 9:00 a.m.