



**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, February 1, 2017
9:30 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
	TARRELL GAMBLE, VICE CHAIR	APPOINTED
	ANNETTE CAIN-DARNES	APPOINTED
	LIZ KOPPENHAVER	ELECTED RETIREES
	GORGE WOOD	ELECTED GENERAL

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.

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 14th Street, Oakland, California.

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Call to Order: 9:30 a.m.

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

1. Discussion and possible motion for the discharge of benefits overpayments.

– Margo Allen

Recommendation

Staff recommends that the Operations Committee recommend to the Board of Retirement that the Board approve the Discharge of Benefits Overpayments.

2. Discussion and possible motion to recommend to the Board of Retirement a service provider for Medical Advisor and Claims Management Services for the review of disability applications.

– Kathy Foster

Recommendation

Staff recommends that the Operations Committee recommend to the Board of Retirement that the Board approve a contract for Medical Advisor and Disability Claims Management Services to the highest scoring proposal response as a result of the Request for Proposal process, and which will meet the business needs of the organization.

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

1. Operating Expenses

Report on the status of ACERA's budget as of December 31, 2016

– Margo Allen

2. Quarterly Financial Statements

Financial update for the period ending December 31, 2016

– Margo Allen

3. Quarterly Cash Forecast Report

Cash forecast report for the period ending December 31, 2016

– Margo Allen

4. Quarterly Board Member Conference Expense Report

Board Members' conference expenses for the period ending December 31, 2016

– Margo Allen

5. Quarterly Senior Manager Conference and Training Expense Report

Senior Managers' conference and training expenses for the period ending December 31, 2016

– Margo Allen

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6. Proposed 2017 Operations Committee Work Plan

Presentation of the proposed 2017 Operations Committee work plan

– Margo Allen

7. Human Resources Quarterly Staffing Report

Report on position vacancies for the period ending December 31, 2016

– Victoria Arruda

8. Call Center Report

Quarterly report on the Call Center

– Ismael Piña

9. 2016 Business Continuity Exercise Results

Report on the results of the business continuity exercise held in October 2016

– Kathy Foster

Future Discussion Items

- Error Correction Policy

Trustee/Public Input

Establishment of Next Meeting Date

March 1, 2017, at 9:30 a.m.