



**ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION  
BOARD OF RETIREMENT  
MINUTES**

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**Thursday, January 18, 2024**

Chair Jaime Godfrey called the meeting to order at 2:00 p.m.

Trustees Present: Ophelia Basgal  
Keith Carson  
Ross Clippinger  
Tarrell Gamble  
Jaime Godfrey  
Henry Levy  
Elizabeth Rogers  
Kellie Simon  
George Wood (*Arrived After Roll Call*)  
Cynthia Baron (*Alternate*)  
Kevin Bryant (*Alternate*)

Staff Present: Victoria Arruda, Human Resource Officer (via Zoom)  
Carlos Barrios, Assistant Chief Executive Officer-Benefits  
Angela Bradford, Executive Secretary  
Sandra Dueñas-Cuevas, Benefits Manager  
Erica Haywood, Fiscal Services Officer  
Jessica Huffman, Benefits Manager  
Harsh Jadhav, Chief of Internal Audit  
Vijay Jagar, Retirement Chief Technology Officer, ACERA  
Lisa Johnson, Assistant Chief Executive Officer-Operations  
David Nelsen, Chief Executive Officer  
Jeff Rieger, Chief Counsel  
Betty Tse, Chief Investment Officer

**PUBLIC INPUT**

None.

Board Chair Jaime Godfrey opened the meeting by expressing his appreciation to the Board and Staff for their support regarding his service as the 2022-2023 Board Chair.

Trustee Elizabeth Rogers explained that historically elected and appointed members alternate each year to serve as the Board Chair. Chief Counsel Jeff Rieger explained that ACERA follows an election process under which one or more Trustees may be nominated, and then the Board votes on each nominee in order of nomination until a nominee receives a majority, at which time that nominee is elected Chair and there is no further voting.

Board Chair Jaime Godfrey called for nominations regarding the election of the Board Chair for 2024.

**24-01**

Elizabeth Rogers nominated Ophelia Basgal (second by Keith Carson) to serve as the 2024 Board Chair. There were no further nominations.

**Ophelia Basgal was elected as Chair of the Board of Retirement by a vote of 9 yes (*Basgal, Bryant, Carson, Clippinger, Gamble, Godfrey, Levy, Rogers, Simon*), 0 no, and 0 abstentions. *Trustee Wood was not present for the motion.***

Newly elected Board Chair Ophelia Basgal took over and led the remainder of the Board meeting by first expressing her appreciation to former Board Chair Godfrey for his leadership as the 2022-2023 Board Chair.

Board Chair Ophelia Basgal called for nominations regarding the election of the Board First-Vice-Chair for 2024.

**24-02**

Elizabeth Rogers nominated Kellie Simon (second by Jaime Godfrey) to serve as the 2024 Board First-Vice Chair. There were no further nominations.

**Kellie Simon was elected as First-Vice Chair of the Board of Retirement by a vote of 9 yes (*Basgal, Bryant, Carson, Clippinger, Gamble, Godfrey, Levy, Rogers, Simon*), 0 no, and 0 abstentions. *Trustee Wood was not present for the motion.***

Board Chair Ophelia Basgal called for nominations regarding the election of the Board Second-Vice-Chair for 2024.

**24-03**

Elizabeth Rogers nominated Tarrell Gamble (second by Henry Levy) to serve as the 2024 Board Second-Vice Chair. There were no further nominations.

**Tarrell Gamble was elected as Second Vice-Chair of the Board of Retirement by a vote of 9 yes (*Basgal, Bryant, Carson, Clippinger, Gamble, Godfrey, Levy, Rogers, Simon*), 0 no, and 0 abstentions. *Trustee Wood was not present for the motion.***

Chief Executive Officer Dave Nelsen explained that he will forward a spreadsheet of the various Committees to the Trustees to solicit their interest in the Committees they would like to serve on. Chair Basgal will determine the leadership roles for each Committee, with the exception of the Committees comprised of the full Board.

**CONSENT CALENDAR  
REPORTS AND ACTION ITEMS**

**REPORT ON SERVICE RETIREMENTS**

*Appendix A*

**LIST OF DEFERRED RETIREMENTS**

*Appendix B*

**LIST OF DECEASED MEMBERS**

*Appendix C*

**APPROVE REQUEST(S) FOR UP TO 130 BI-WEEKLY PAYMENTS TO  
RE-DEPOSIT CONTRIBUTIONS AND GAIN CREDIT**

*Appendix D*

**APPROVE UNCONTESTED STAFF RECOMMENDATIONS ON  
DISABILITY RETIREMENTS AND DEATH BENEFITS**

*Appendix E*

**APPROVE UNCONTESTED HEARING OFFICER RECOMMENDATIONS FOR  
DISABILITY RETIREMENTS AND DEATH BENEFITS**

*None*

**APPROVE MINUTES of BOARD and COMMITTEE MEETINGS**

*December 21, 2023 Minutes of the Regular Board Meeting*

*December 21, 2023 Actuarial Committee Minutes*

**MISCELLANEOUS**

- *Report of Resignation of Investment Officer Thomas Taylor, pursuant to a Settlement Agreement. The settlement terms were authorized in Closed Session at the December 21, 2023 Board meeting (Item 12B) by a unanimous vote of the voting Trustees present: Gamble, Rogers, Carson, Bryant, Wood, Basgal, Godfrey, Levy, Simon. The Settlement Agreement was executed on December 22, 2023.*

**24-04**

**It was moved by Henry Levy and seconded by Elizabeth Rogers that the Board adopt the Consent Calendar. The motion carried 9 yes (*Basgal, Bryant, Carson, Clippinger, Gamble, Godfrey, Levy, Rogers, Simon*), 0 no, and 0 abstentions. *Trustee Wood was not present for the motion.***

**REGULAR CALENDAR**  
**REPORTS AND ACTION ITEMS**

**DISABILITY, DEATH AND OTHER BENEFIT CLAIMS**

None.

**COMMITTEE REPORTS, RECOMMENDATIONS AND MOTIONS**

*This month's Committee reports were presented in the following order:*

***Operations:***

Trustee Kellie Simon reported that the Operations Committee met earlier today and that the Committee reviewed and discussed Staff's proposed revisions to the *Discharge of Overpayments Policy*.

**24-05**

**It was moved by Kellie Simon and seconded by Elizabeth Rogers that the Board adopt revisions to the *Discharge of Overpayments Policy*, as recommended by the Operations Committee. The motion carried 9 yes (*Basgal, Bryant, Carson, Clippinger, Gamble, Godfrey, Levy, Rogers, Simon*), 0 no, and 0 abstentions. *Trustee Wood was not present for the motion.***

Trustee Simon further reported that the Operations Committee reviewed and discussed Staff's proposed revisions to the *Board Education Policy*.

**24-06**

**It was moved by Kellie Simon and seconded by Elizabeth Rogers that the Board adopt revisions to the *Board Education Policy*, as recommended by the Operations Committee. The motion carried 9 yes (*Basgal, Wood, Carson, Clippinger, Gamble, Godfrey, Levy, Rogers, Simon*), 0 no, and 0 abstentions.**

Trustee Simon further reported that the Operations Committee reviewed and discussed Staff's proposed revisions to the *Felony Forfeiture Policy*.

**24-07**

**It was moved by Kellie Simon and seconded by Ross Clippinger that the Board adopt revisions to the *Felony Forfeiture Policy*, as recommended by the Operations Committee. The motion carried 9 yes (*Basgal, Carson, Clippinger, Gamble, Godfrey, Levy, Rogers, Simon, Wood*), 0 no, and 0 abstentions.**

Trustee Simon further reported that the Operations Committee reviewed and discussed Staff's proposed revisions to the *Board Travel Policy*. Mr. Rieger and Trustee Clippinger provided clarification about the discussion that took place at today's Operations Committee meeting regarding increasing the reimbursement rate for Trustees' Business Meals by 50%.

**24-08**

**It was moved by Kellie Simon and seconded by Jaime Godfrey that the Board adopt revisions to the *Board Travel Policy*, as recommended by the Operations Committee, and (1) increase the daily meal allowance to \$150 (including tip, fees and taxes) during business-related travel, and (2) implement a 50% increase (including tip, fees and taxes) for Business Meals (Breakfast, Lunch and Dinner) during business-related meetings while not travelling. The motion carried 9 yes (*Basgal, Carson, Clippinger, Gamble, Godfrey, Levy, Rogers, Simon, Wood*), 0 no, and 0 abstentions.**

Minutes of the meeting will be presented to the Board for adoption on the Consent Calendar at the February 15, 2024 Board meeting.

**NEW BUSINESS:**

***Update on 2023 Business Plan Items***

Business Plan Item No. 11, New Member Enrollment: Communications Manager Mike Fara presented information on ACERA's revised New Member Onboarding and Communications Plan and Timeline, which will be used to assist new employees with enhancing their understanding of ACERA's benefits in a phased manner. Mr. Fara reported the following: **1)** Before new employees begin employment, they will receive a *New Hire Flyer* that contains a welcome message and the link to the *New At ACERA* Webpage; **2)** After new members start work, their employers will show them an animated Explainer Video ("Getting Started With Your Retirement Benefits"), along with an accompanying Flyer, that explains ACERA's key pension concepts; **3)** After ACERA receives the new employee data, transmittals, etc. from the employers, ACERA Staff will mail the new members a *Welcome Letter* that contains pertinent information and instructions on next steps. The *Welcome Letter* also includes a *Welcome Form* which will be used to obtain essential member information including nomination of beneficiaries, how to establish reciprocity, purchasing service credit, etc. Mr. Fara further reported that Staff met with and reviewed the revisions to the Plan/Timeline with the Participating Employers on January 16, 2024 and stated that the meeting went very well. Staff responded to Trustees' questions and Trustees made suggestions to Staff which will be taken back to the Project Team for inclusion in the Plan/Timeline. It was noted that the targeted launch for the new *Welcome Form* and all associated communications, excluding the animated Explainer Video, is set for late January or early February and the target completion date for the animated Explainer Video is set to launch in the first quarter of 2024. Mr. Fara stated that he also sends recurring educational emails to all ACERA members. For detailed information regarding the Plan/Timeline, please see Mr. Fara's January 18, 2024 memo entitled *New Member Onboarding and Communications Plan*.

Mr. Nelsen provided an update on the following Business Plan Items: **1)** No. 4, Review of ACERA’s Workforce Excellence (WFE) Processes and Tools is complete, OnBase was selected for the next phase; **2)** No. 7, BoardEffect® Software implementation was completed and adopted by the Board in November 2023 and is currently being used for Committee/Board meeting management; **3)** No. 8, Staff suggested Microsoft SharePoint for ACERA’s Intranet Solution for Internal Document Management. Staff will provide an update in March 2024; and **4)** Item No. 9, The Board adopted Expensify for its Board travel expense reimbursement submission process. The target completion time for Trustee training is early 1<sup>st</sup> quarter 2024.

Mr. Nelsen reported that Business Plan Item No. 10, the Product Analysis for Great Plains Upgrade or Similar Accounting Software, is on hold because Great Plains is not upgrading its software; therefore, becoming obsolete. Staff will begin the re-engineering process to its accounting systems over the 2024 year and plans to obtain and implement a new accounting software in 2025 after the implementation of the Pension Administration System. Staff will provide an update in March 2024.

### **Proposed 2024 Investment Committee Workplan – Draft**

Chief Investment Officer Betty Tse introduced Sam Austin of NEPC, ACERA’s new General Investment Consultant. Ms. Tse reported that the proposed Investment Committee Workplan includes input from NEPC and Callan, ACERA’s Real Estate Consultant. Ms. Tse provided an overview of the proposed Investment Committee meeting (ICM) Workplan action and information items for the year 2024. Ms. Tse requested that the Trustees contact her or Mr. Austin if they have any additional educational items they would like included in the Workplan. Mr. Austin provided a brief overview of NEPC and its plans for ACERA. Ms. Tse and Mr. Austin responded to Trustees’ questions. Ms. Tse reported that Verus has confirmed that the Semiannual Performance Reports for Private Assets has been rescheduled from June to July 2024 portion of the proposed Workplan.

### **David Nelsen, Chief Executive Officer’s Report**

Mr. Nelsen presented his January 18, 2024 written CEO Report which provided an update on: **1)** Committee and Board Action Items; **2)** Other Items: **a)** Business Planning; **b)** Staff Transitions; **c)** Conference/Training and **3)** Key Performance Indicators.

Mr. Nelsen reported that the SACRS Legislative Committee is proposing revisions to the *Brown Act* which would allow Trustees more leeway to participate at Committee and Board meetings virtually.

Mr. Nelsen announced that former ACERA employee Ish Piña retired last week after 34 years of service with the County/ACERA. Mr. Nelsen referred to Mr. Piña as “The Face of ACERA” because Mr. Piña was very knowledgeable regarding ACERA’s Benefits and that he always assisted ACERA’s Stakeholders and the public in a very professional and friendly manner. The Board and Staff also expressed their appreciation for Mr. Piña’s dedication and attention to ACERA’s Stakeholders/public and stated Mr. Piña will be truly missed. It was noted that Mr. Piña plans on attending the upcoming REAC Luncheon where Trustees/Staff can personally wish Mr. Piña well. Staff is currently recruiting for Mr. Piña’s position.

**CONFERENCE/ORAL REPORTS**

None.

**ANNOUNCEMENTS**

None.

**BOARD INPUT**

None.

**CLOSED SESSION**

The Board adjourned into Closed Session to discuss the following:

Existing litigation pursuant to paragraph (1) of subdivision (d) of Section 54956.9:  
*Ventura County Employees' Retirement Association v. Criminal Justice Attorneys Association of Ventura County*, Cal. Court of Appeal Second Appellate District Case No. B325277 (consider whether to request publication of unpublished decision).

The Board reconvened into Open Session and the following Trustees returned:  
***Baron, Basgal, Bryant, Carson, Clippinger, Godfrey, Levy, Rogers, Simon, Wood***

Mr. Rieger reported that the Board discussed whether or not it should file a Brief in support of publishing the decision in the *Ventura County Employees' Retirement Association v. Criminal Justice Attorneys Association of Ventura County* matter. After discussion, the following motion passed in Closed Session:

**24-09**

**Motion that the Board not file a Brief in support of publishing the decision in the *Ventura County Employees' Retirement Association v. Criminal Justice Attorneys Association of Ventura County* matter. The motion carried 7 yes (*Basgal, Carson, Clippinger, Godfrey, Rogers, Simon, Wood*), 1 no (*Levy*), and 0 abstentions. *Trustee Gamble was not present for the motion.***

To view the January 18, 2024 Board meeting in its entirety, click on the link below:  
<https://youtu.be/KvUvkkMkklQ>.

**ADJOURNMENT**

The meeting was adjourned at approximately 3:11 p.m.

Respectfully Submitted,



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David Nelsen  
Chief Executive Officer

02/15/24

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Date Adopted

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**APPENDIX A  
REPORT ON SERVICE RETIREMENTS**

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ALLEN, Shanale  
Effective: 11/16/2023  
Social Services Agency

ALVARADO, Rebecca  
Effective: 10/20/2023  
Non-Member

ALVAREZ, Madelyn  
Effective: 11/17/2023  
Non-Member

BOELK, April  
Effective: 11/1/2023  
Superior Court

BROWN, Kevin  
Effective: 10/12/2023  
LARPD

BUENAVISTA, Judy  
Effective: 10/20/2023  
Alameda Health System

BURNS, Gena  
Effective: 10/4/2023  
Alameda Health System

ESTRADA, Kim  
Effective: 11/12/2023  
Health Care Services Agency

HARTLEY, Veronica  
Effective: 10/26/2023  
Sheriff's Office

JACKSON, Alisa  
Effective: 10/28/2023  
Probation

JACKSON, Elaine  
Effective: 10/28/2023  
Social Services Agency

JOHNSTON, Gina  
Effective: 10/28/2023  
Child Support Services

KUMAR, Sarojini  
Effective: 11/1/2023  
Alameda Health System

LAU, Albert  
Effective: 10/28/2023  
Social Services Agency

NETHERTON, Michael  
Effective: 10/30/2023  
Sheriff's Office

RANGEL, Deana  
Effective: 11/1/2023  
Superior Court

RICKER, Scott  
Effective: 10/27/2023  
Sheriff's Office

SAMPSON, Ja'Ney  
Effective: 10/28/2023  
Probation

TEDESCO PILLITTERI, Amy  
Effective: 10/31/2023  
Health Care Services Agency

TENNISON, Christopher  
Effective: 10/29/2023  
Alameda Health System

VIEIRA, Michelle  
Effective: 10/11/2023  
Health Care Services Agency

WILLIAMS, Darrel  
Effective: 10/14/2023  
Sheriff's Office



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**APPENDIX B  
LIST OF DEFERRED RETIREMENTS**

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AMARAL, Jennifer A.  
General Services Agency  
Effective Date: 12/8/2023

DECKER, Breeanna J.  
Board of Supervisors  
Effective: 11/24/2023

ANDERSON, Brandy C.  
General Services Agency  
Effective: 12/1/2023

DEL VALLE, Grace N.  
Alameda Health System  
Effective: 10/13/2023

ARAIZA, Viviana Y.  
Alameda Health System  
Effective: 12/1/2023

FRANKLIN, Shante R.  
Alameda Health System  
Effective: 11/21/2023

AYLER, Kendra D.  
Alameda Health System  
Effective: 10/27/2023

GREEN, Clifton  
Alameda Health System  
Effective: 11/21/2023

BATTLE, Ebony F.  
Social Services Agency  
Effective: 10/27/2023

GUAL, Wilfred N.  
Public Defender  
Effective: 11/27/2023

BRASST, Christine M.  
Alameda Health System  
Effective: 11/30/2023

HAMILTON, Amy E.  
Alameda Health System  
Effective: 12/1/2023

BUNDY, Kenneth M.  
Health Care Services Agency  
Effective: 10/27/2023

HARP, Dillan B.  
Probation  
Effective: 11/12/2023

CARLISLE, Lisa F.  
Health Care Services Agency  
Effective: 11/10/2023

HARPER, Rosemarie C.  
Sheriff's Office  
Effective: 11/14/2023

CHERDBOONMUANG, Christine  
Social Services Agency  
Effective: 11/16/2023

JOHNSON, Latrice R.  
Social Services Agency  
Effective: 11/17/2023

CUASITO, Christine Maria C.  
Health Care Services Agency  
Effective: 11/7/2023

JULIAN, Babette V.  
Social Services Agency  
Effective: 11/10/2023

DE GUZMAN, Jesus R.  
Probation  
Effective: 10/23/2023

LAU, Judy  
Alameda Health System  
Effective: 11/1/2023

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**APPENDIX B  
LIST OF DEFERRED RETIREMENTS**

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LEON, Kevin S.  
Sheriff's Office  
Effective: 11/25/2023

SAEFONG, Mey  
Superior Court  
Effective Date: 12/1/2023

LUI, Tracie  
District Attorney  
Effective: 11/24/2023

SANTOS, Angelica A.  
Health Care Services Agency  
Effective: 11/3/2023

LUU, Cherry  
Health Care Services Agency  
Effective: 11/30/2023

SIDHU, Harmesh L.  
Alameda Health System  
Effective: 11/27/2023

MENDONCA, Desiree A.  
Alameda Health System  
Effective: 11/20/2023

SOBOL, Megan A.  
Alameda Health System  
Effective: 11/27/2023

MILLWARD, Cort W.  
Child Support Services  
Effective: 11/24/2023

TORRES, Andrea  
Superior Court  
Effective: 11/15/2023

MURPHY, Amy M.  
Social Services Agency  
Effective: 11/10/2023

TRUJILLO, Nayely  
Alameda Health System  
Effective: 11/25/2023

OLIVERA SANCHEZ, Jose Manuel  
Alameda Health System  
Effective: 9/17/2023

WADE, Janisha N.  
Alameda Health System  
Effective: 10/27/2023

OWENS, William M.  
Alameda Health System  
Effective: 11/2/2023

WILLIAMSON, Amanda M.  
Alameda Health System  
Effective: 10/30/2023

PEAV, Russell H.  
Health Care Services Agency  
Effective: 11/22/2023

WILSON, Jennifer A  
Alameda Health System  
Effective: 10/27/2023

PETERS, Aaron R.  
Alameda Health System  
Effective: 12/4/2023

WILSON, Kaila N.  
Alameda Health System  
Effective: 10/19/2023

ROBERTSON, Quinisha M.  
General Services Agency  
Effective: 11/24/2023

WINDLEY, Kristin R.  
Probation  
Effective: 10/24/2023

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**APPENDIX C  
LIST OF DECEASED MEMBERS**

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ASERCION, Cecilia  
Behavioral Health Care Services  
11/22/2023

MALLILLIN, Lydia  
Assessor  
11/19/2023

BACALTOS, Racquel  
General Services Agency  
12/21/2023

MILLER, Laverne  
Public Works Agency  
11/21/2023

BARNES, Carol  
Library  
11/16/2023

MORRISON, Margaret  
Behavioral Health Care Services  
12/3/2023

BOND, Doryce  
Assessor  
11/25/2023

PETERS, Rose  
Human Resource Services  
12/2/2023

BROWN, Patricia  
Public Health  
11/24/2023

RODRIGUEZ, Raymond  
Social Services Agency  
12/11/2023

BURNS, Naomi  
Human Resource Services  
11/11/2023

SANTOS, Maria  
Non-Mbr Survivor of Juan M. Cruz  
12/10/2023

CARPENTER, Christopher  
District Attorney  
12/16/2023

SELF, Fred D.  
Social Services Agency  
12/13/2023

DONALDSON, Dorene  
Alameda Health System  
11/24/2023

SILVA, Ernest  
Public Works Agency  
12/2/2023

FORD, Sadie  
Probation  
11/25/2023

SPRINGER, Josephine  
Probation  
11/30/2023

GEER, Diane  
Probation  
11/30/2023

THOMAS, Joni  
Alameda Health System  
12/20/2023

JACKSON, Genora  
Social Services Agency  
11/13/2023

TOUSON, Jessea  
General Services Agency  
12/13/2023

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**APPENDIX C  
LIST OF DECEASED MEMBERS**

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TOWNES, Betty  
General Services Agency  
11/16/2023

WOLFE, Christopher  
Non-Mbr Survivor of Deborah Marie Wolfe  
12/11/2023

VELEZ, Manuel  
Social Services Agency  
12/12/2023

YISRAEL, Caleb  
Probation  
11/28/2023

ZHANG, John  
Public Health  
12/22/2023

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**APPENDIX D  
REQUEST FOR 130 BI-WEEKLY PAYMENTS TO  
RE-DEPOSIT CONTRIBUTIONS AND GAIN CREDIT**

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MARSHALL, Ellen  
Government Code § 31641.5 Part Time & Days Prior

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**APPENDIX E  
APPROVE UNCONTESTED STAFF RECOMMENDATIONS ON  
DISABILITY RETIREMENTS AND DEATH BENEFITS**

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**Name:** Amaral, Dale  
**Type of Claim:** Service-Connected

Staff's Recommendation:

Adopt the findings and conclusions and approve and adopt the recommendation contained in the Medical Advisor's report, including but not limited to, granting Mr. Amaral's application for a service-connected disability, and waiving annual medical examinations and questionnaires.

**Name:** Biyibi, Kemi  
**Type of Claim:** Non-Service Connected

Staff's Recommendation:

Adopt the findings and conclusions and approve and adopt the recommendation contained in the Medical Advisor's report, including but not limited to, granting Ms. Biyibi's application for a non-service connected disability, and requiring annual medical examinations and questionnaires at this time.