



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

***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, April 18, 2019**  
**2:00 p.m.**

<b>LOCATION</b>	<b>BOARD OF RETIREMENT - 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>GEORGE WOOD</b>	<b>ELECTED GENERAL</b>
	<b>CHAIR</b>	
	<b>HENRY LEVY</b>	<b>TREASURER</b>
	<b>FIRST VICE-CHAIR</b>	
	<b>ELIZABETH ROGERS</b>	<b>ELECTED GENERAL</b>
	<b>SECOND VICE-CHAIR</b>	
	<b>DALE AMARAL</b>	<b>ELECTED SAFETY</b>
	<b>OPHELIA BASGAL</b>	<b>APPOINTED</b>
	<b>KEITH CARSON</b>	<b>APPOINTED</b>
	<b>TARRELL GAMBLE</b>	<b>APPOINTED</b>
	<b>JAIME GODFREY</b>	<b>APPOINTED</b>
	<b>LIZ KOPPENHAVER</b>	<b>ELECTED RETIRED</b>
	<b>NANCY REILLY</b>	<b>ALTERNATE RETIRED<sup>1</sup></b>
	<b>DARRYL L. WALKER</b>	<b>ALTERNATE SAFETY<sup>2</sup></b>

<sup>1</sup> Alternate Retired Member (Votes in the absence of the Elected Retired Member, or, if the Elected Retired Member is present, then votes if both Elected General members, or the Elected Safety Member and an Elected General member, are absent.

<sup>2</sup> Alternate Safety Member (Votes in the absence of (1) the Elected Safety, (2) either of the two Elected General Members, or (3) both the Retired and Alternate Retired members).

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

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).

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. PUBLIC COMMENT:**
- 4. CONSENT CALENDAR:**
  - A. APPLICATION FOR SERVICE RETIREMENT:**  
*Appendix A*
  - B. APPLICATION FOR RETIREMENT, DEFERRED:**  
*Appendix B*  
*Appendix B-1*
  - C. APPLICATION FOR DEFERRED TRANSFER:**  
*Appendix C*
  - D. LIST OF DECEASED MEMBERS:**  
*Appendix D*
  - E. REQUESTS FOR 130 BI-WEEKLY PAYMENTS TO RE-DEPOSIT CONTRIBUTIONS AND GAIN CREDIT:**  
*Appendix E*
  - F. APPLICATION FOR DISABILITY RETIREMENT – NON CONTESTED ITEMS:**  
*Appendix F*
  - G. APPLICATION FOR DISABILITY RETIREMENT – HEARING OFFICER RECOMMENDATIONS:**  
*Appendix G*
  - H. APPROVAL OF BOARD and COMMITTEE MINUTES:**  
*March 21, 2019 Minutes of the Regular Board Meeting*  
*April 3, 2019 Operations Committee Minutes*  
*April 3, 2019 Retirees Committee Minutes*  
*April 17, 2019 Investment Committee Minutes*
  - I. MISCELLENIOUS MATTERS:**  
*Quarterly Report on Member Underpayments and Overpayments*  
  
*Pay Code 42K for the County:*  
*Designate Pay Item 42K – Process Training Duties as compensation earnable for Tier 1, 2, and 3 legacy members, based on Government Code Section 31461; and pensionable compensation for Tier 4 PEPRA members, based on Government Code Section 7522.34.*

**-----End of Consent Calendar-----  
(MOTION)**

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

**5. DISABILITIES, RECOMMENDATIONS AND MOTIONS:**

*(Item(s) will be heard in Closed Executive Session)*

1. Spikes, Cecile Eligibility Services Technician III Alameda County  
Service: 20.85791 Years Social Service Agency  
Application for Service Connected Disability

**6. COMMITTEE REPORTS, RECOMMENDATIONS AND MOTIONS:**

**A. Operations:**

1. Summary of the April 3, 2019, Meeting.

**B. Retirees:**

1. Summary of the April 3, 2019, Meeting.

**C. Investment:**

1. Summary of the April 17, 2019, Meeting.

**D. Actuarial:**

1. Summary of the April 18, 2019, Meeting.

**E. Governance:**

1. Summary of the April 18, 2019, Meeting.
2. Motion that the Board update the *Electronic Tablet Policy* with or without revisions.
3. Motion that the Board update the *Board Communication Policy* with or without revisions.
4. Motion that the Board update the *Media Communication Policy* with or without revisions.

**F. Audit:**

1. Summary of the April 18, 2019, Meeting.
2. Motion that the Board extend William, Adley & Company's contract to perform audits for calendar years 2019 and 2020.

**7. NEW BUSINESS:**

**A.** Motion to direct the Chief Executive Officer (or his Designee) on how to vote on the following SACRS Business Items at the SACRS Spring Conference (Business Meeting):

1. 2019-2020 Board of Directors Elections; and
2. 2017-2018 Audit.

**B.** Chief Executive Officer's Report.

**8. CONFERENCE REPORTS/ORAL REPORTS:**

**9. ANNOUNCEMENTS:**

**10. BOARD INPUT:**

**11. CLOSED SESSION:**

**A** Existing Litigation pursuant to Government Code (GC) Section 54956.9(d)(1):

- Alameda Health System v. ACERA, Alameda County Superior Court, No. RG19006178 (Update).
- ACERA v. Reed, Alameda County Superior Court, No. RG18923790.

**B.** Personnel Matter pursuant to Government Code Section 54957 & 88 Ops. Cal. Atty. Gen. 16 – Application of Cecile Spikes for Disability Retirement – Alameda County Social Services Agency.

**12. REPORT ON ACTION TAKEN IN CLOSED SESSION:**

**13. ESTABLISHMENT OF NEXT MEETING:**

**Thursday, May 16, 2019 at 2:00 p.m.**

**14. ADJOURNMENT:**



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**APPENDIX A  
APPLICATION FOR SERVICE RETIREMENT**

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ACOSTA, Julita G.  
Social Services Agency  
Effective: 2/23/2019

DA SILVA, Miriam E.  
Child Support Services  
Effective: 2/23/2019

AQUINO, Rosalinda  
General Services Agency  
Effective: 2/23/2019

DATING, Pedro V.  
Superior Court  
Effective: 1/26/2019

AUSTIN, Alice M.  
Superior Court  
Effective: 2/9/2019

DITTA, Raj K.  
Social Services Agency  
Effective: 10/1/2018

BAGUS, Meriam G.  
Alameda Health System  
Effective: 12/29/2018

DROBNER, Sherry  
Library  
Effective: 3/2/2019

BAUZON, Luisa D.  
Social Services Agency  
Effective: 2/9/2019

DURYEA, Gary W.  
Assessor  
Effective: 1/11/2019

BERUMEN, Adelina O.  
Probation  
Effective: 12/29/2018

FITZGERALD, Louella K.  
Social Services Agency  
Effective: 2/23/2019

BRANAGH, Fiona A.  
Health Care Services Agency  
Effective: 2/15/2019

GARRETT, Donald A.  
Information Technology  
Effective: 2/23/2019

BRISTOW, Stacey E.  
Community Development Agency  
Effective: 12/31/2018

HANGER, Alan J.  
Public Works  
Effective: 12/28/2018

BROWN, Valerie M.  
Superior Court  
Effective: 1/14/2017

HANNY, Joanne B.  
Sheriff's Office  
Effective: 2/2/2019

BURKE, Susan J.  
Alameda Health System  
Effective: 2/2/2019

HARRIS, Darrell  
Alameda Health System  
Effective: 1/14/2019

CROSBY, John  
Alameda Health System  
Effective: 12/30/2017

HENRY, Andrea  
Probation  
Effective: 2/8/2019

CUISON, Corazon F.  
Alameda Health System  
Effective: 10/1/2018

JOLLIFF, Brent I.  
Sheriff's Office  
Effective: 10/21/2018

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**APPENDIX A  
APPLICATION FOR SERVICE RETIREMENT**

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JOSEPH, Brent L.  
Assessor  
Effective: 12//28/2018

PECK, Paula R.  
Alameda Health System  
Effective: 2/2/2019

LEE, Eileen H.  
Auditor Office  
Effective: 11/21/2018

PECKHAM, Jinni  
Social Services Agency  
Effective: 1/1/2019

LLARENA, Zenaida B.  
Superior Court  
Effective: 2/9/2019

PERAZA, Christine A.  
Social Services Agency  
Effective: 12/29/2018

LUANGRATH, Kongdeuan  
Social Services Agency  
Effective: 2/23/2019

PEREZ, Sherna S.  
Superior Court  
Effective: 2/20/2019

MAHER, Victoria G.  
Child Support Services  
Effective: 10/20/2018

PETERS, Steven R.  
Alameda Health System  
Effective: 9/22/2018

MAZER, Shelly J.  
Social Services Agency  
Effective: 2/9/2019

PETERSEN, Darryl E.  
Zone 7  
Effective: 2/23/2019

MCKELVEY, Douglas L.  
Fire Department  
Effective: 12/30/2018

REARDON, Roberto J.  
Health Care Services Agency  
Effective: 2/14/2019

MENA, Maria D.  
Alameda Health System  
Effective: 9/19/2018

RODRIGUEZ, Joaquin G.  
Alameda Health System  
Effective: 11/25/2017

MILLER, Rebecca E.  
Sheriff's Office  
Effective: 2/21/2019

RODRIGUEZ, Rosa M.  
Alameda Health System  
Effective: 7/28/2018

MOYER, Kellie J.  
Auditor Office  
Effective: 12/29/2018

RUSSELL, Gary M.  
General Services Agency  
Effective: 2/23/2019

OWENS, Coart B.  
Superior Court  
Effective: 1/9/2019

SINGLETON, Herbert G.  
Health Care Services Agency  
Effective: 2/23/2019

PAGE, Seth M.  
Health Care Services Agency  
Effective: 2/23/2019

STEEDMAN, Mary Ann  
Health Care Services Agency  
Effective: 3/31/2018

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**APPENDIX A**  
**APPLICATION FOR SERVICE RETIREMENT**

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STOKES, Imelda  
Social Services Agency  
Effective: 2/9/2019

THIBODEAUX, Derron R.  
Probation  
Effective: 1/25/2019

VARGAS, Carmen D.  
Health Care Services Agency  
Effective: 2/23/2019

WILLIAMS, Hazel L.  
Alameda Health System  
Effective: 10/21/2018

WILLIS, Sherrienne  
Health Care Services Agency  
Effective: 2/23/2019

WILSON, Shawn G.  
Sheriff's Office  
Effective: 2/9/2019

WRIGHT, Joe M.  
Sheriff's Office  
Effective: 2/23/2019

YU, Anita M. Y.  
Social Services Agency  
Effective: 2/23/2019

ZERNICKE, Mary L.  
Social Services Agency  
Effective: 12/31/2018

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**APPENDIX B**  
**APPLICATION FOR DEFERRED RETIREMENT**

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CHAN, Wai Kan  
Alameda Health System  
Effective Date: 3/15/2019

STARRATT, Michelle L.  
Community Development Agency  
Effective: 12/14/2018

CLARK, Ilona N.  
Alameda Health System  
Effective: 2/19/2019

STAVERT, Carol A.  
Sheriff's Office  
Effective: 9/3/2018

MCCLEOD, Marquette N.  
Social Services Agency  
Effective: 1/3/2019

STUART, Becky K.  
Alameda Health System  
Effective: 11/28/2018

MILLER, Sylvia C.  
Health Care Services Agency  
Effective: 2/5/2019

TEIXEIRA, Sabrina C.  
General Services Agency  
Effective: 10/12/2018

MITCHELL, Tina L.  
Social Services Agency  
Effective: 2/22/2019

TORRES, Ronald J.  
Health Care Services Agency  
Effective: 10/5/2018

NGUYEN, Kathy T.  
Sheriff's Office  
Effective: 2/8/2019

VELAZQUEZ, Adriana  
Health Care Services Agency  
Effective Date: 12/20/2018

REYES, Andree M.  
Health Care Services Agency  
Effective: 12/21/2018

WAHLIN, Sara C.  
Alameda Health System  
Effective: 11/25/2018

SAECHAO, Muang S.  
Social Services Agency  
Effective: 10/5/2018

WARREN, Kenya L.  
Social Services Agency  
Effective: 9/7/2018

SEIS, Jennifer K.  
Information Technology  
Effective: 1/4/2019

WILLIAMS, Rosemary  
Alameda Health System  
Effective: 11/28/2018

SMITH, Adrian  
Alameda Health System  
Effective: 10/5/2018

WRIGHT, Jason  
Child Support Services  
Effective: 11/30/2018

ZULLO, Paul F.  
Zone 7  
Effective: 8/17/2018

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**APPENDIX B - 1  
APPLICATION FOR NON-VESTED DEFERRED**

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ROWLAND, April M.  
Child Support Services  
Effective: 1/10/2019

TRAN, Jennifer L.  
Alameda Health System  
Effective: 7/6/2018

SALCEDO, Angelo B.  
Information Technology  
Effective: 1/3/2019

TRAVER, Seri M.  
General Services Agency  
Effective: 9/28/2018

SANCHEZ, Alexis  
Auditor-Controller  
Effective: 11/14/2018

URIBE, Julissa R.  
Social Services Agency  
Effective: 1/2/2019

SANDOVAL, Mario R.  
Alameda Health System  
Effective: 11/9/2018

VANIA, Neville D  
Superior Court  
Effective: 8/10/2018

SHALEHA, Shama  
Sheriff's Office  
Effective: 1/26/2019

WALKER, Stefanie A.  
County Administrator  
Effective: 10/5/2018

SHRIVASTAVA, Aditi  
Social Services Agency  
Effective: 9/5/2018

WALLACE, Siobhan D.  
Social Services Agency  
Effective: 2/15/2019

SPILLY, Stacey A.  
Health Care Services Agency  
Effective: 9/10/2018

WHITE, Olivia C.  
County Counsel  
Effective: 7/21/2018

STEIGER, Shonette M.  
Alameda Health System  
Effective: 8/10/2018

WHITESIDE, Staci M.  
Alameda Health System  
Effective: 8/16/2018

TOPETE, Javier R.  
Probation  
Effective: 12/13/2018

WILEY, Anna S.  
District Attorney  
Effective: 9/18/2018

WILSON, Santia Y.  
Social Services Agency  
Effective: 10/19/2018

WU, Daryl T.  
Alameda Health System  
Effective: 8/31/2018

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**APPENDIX D**  
**LIST OF DECEASED MEMBERS**

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Alva, Imelda  
Auditor-Controller  
3/3/2019

Johnson, Wilma  
Health Care Services Agency  
3/3/2019

Brown, Kevin  
Sheriff's Office  
3/3/2019

Mena, Angelie  
Social Services Agency  
1/19/2019

Chelciu, Paul  
LARPD  
11/1/2016

Means, Bud  
Public Works Agency  
1/31/2019

Collier, Mary  
Superior Court  
3/5/2019

Mendoza, Esther  
Health Care Services Agency  
3/7/2019

Compton, Sara  
Assessor  
3/11/2019

Murase, Marilyn  
Social Services Agency  
1/31/2019

Freeland, Ruby  
Alameda Health System  
3/5/2019

Nguyen, Phung  
Social Services Agency  
1/6/2019

Giannell, Marilyn  
Social Services Agency  
2/27/2019

Patterson, Joice  
Community Development Agency  
3/7/2019

Hatchett, Annie  
Alameda Health System  
2/19/2019

Pearson, Tilda  
Non-Mbr Survivor of Benit Pearson  
2/19/2019

Hout, Carmel  
Superior Court  
2/27/2019

Porter, John C.  
Superior Court  
2/1/2019

Isaac, Jennifer  
Non-Mbr Survivor of James Isaac Jr  
3/21/2019

Resburg, Thomas  
Health Care Services Agency  
3/20/2019

Jackson, Dorene  
Social Services Agency  
1/3/2019

Robinson, Esther  
Registrar of Voters  
1/19/2019

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**APPENDIX D**  
**LIST OF DECEASED MEMBERS**

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Rotermund, Nicholas  
Sheriff's Office  
2/17/2019

Sheppard, Jeanette  
Library  
1/23/2019

Schramm, Catherine  
Alameda Health System  
2/17/2019

Smith, James  
General Services Agency  
2/16/2019

Schwartz, Barbara  
Probation  
3/10/2019

Wilson, Marie  
Social Services Agency  
2/24/2019

Scott, Louisa  
Non-Mbr Survivor of James Scott  
3/21/2019

Wysock, Jo-Anne  
Non-Mbr Survivor of David Wysock  
3/23/2019

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**APPENDIX F**  
**APPLICATION FOR DISABILITY RETIREMENT**

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**Name:** **Cardoza, Roy**  
**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. Cardoza's application for a service connected disability. Since Mr. Cardoza is over 55 years old, future annual medical examinations will not be required.

Based on the Medical Advisor's and Staff's review and determination of Mr. Cardoza's ability to determine the permanency of his incapacity, to deny Mr. Cardoza's request for an earlier effective date.

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**Name:** **Moore, Gloria**  
**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 Ms. Moore's application for a service connected disability. Since Ms. Moore is over 55 years old, future annual medical examinations will not be required.

Based on the Medical Advisor's and Staff's review and determination of Ms. Moore's ability to determine the permanency of her incapacity, to grant Ms. Moore's request for an earlier effective date.

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**Name:** **Neils, Adam**  
**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. Neils' application for a service connected disability and requiring future annual medical examinations and questionnaires.

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## APPENDIX F

### APPLICATION FOR DISABILITY RETIREMENT

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**Name:** Rios, Benjamin  
**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. Rios' application for a service connected disability. Since Mr. Rios is over 55 years old, future annual medical examinations will not be required.

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**Name:** Romine, Leitriss  
**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 Ms. Romine's application for service-connected disability, and requiring future annual medical examinations and questionnaires.

Based on the Medical Advisor's and Staff's review and determination of Ms. Romine's ability to determine the permanency of her incapacity, to grant Ms. Romine's request for an earlier effective date.

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**Name:** Washington, Abb  
**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 to continue the allowance for Mr. Washington's service connected disability. Since Mr. Washington is over 55 years old, future annual medical examinations will not be required.

Based on the Medical Advisor's and Staff's review and determination of Mr. Washington's ability to determine the permanency of his incapacity, to deny Mr. Washington's request for an earlier effective date.

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**March 21, 2019**  
**Minutes of the Regular Board Meeting**  
**For approval under April 18, 2019**  
**Board “Consent Calendar”**



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

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**Thursday, March 21, 2019**

Chair George Wood called the meeting to order at 2:00 p.m.

Trustees Present: Dale Amaral  
Ophelia Basgal  
Keith Carson  
Tarrell Gamble  
Jaime Godfrey  
Liz Koppenhaver  
Elizabeth Rogers  
George Wood  
Nancy Reilly (*Alternate*)  
Darryl Walker (*Alternate*)

Trustees Excused: Henry Levy

Staff Present: Margo Allen, Fiscal Services Officer  
Victoria Arruda, Human Resource Officer  
Angela Bradford, Executive Secretary  
Kathy Foster, Assistant Chief Executive Officer  
Jessica Huffman, Benefits Manager  
Harsh Jadhav, Chief of Internal Audit  
Vijay Jagar, Retirement Chief Technology Officer, ACERA  
Kathy Mount, Chief Counsel  
David Nelsen, Chief Executive Officer  
Betty Tse, Chief Investment Officer

Staff Excused: Sandra Dueñas-Cuevas, Benefits Manager

**PUBLIC INPUT**

None.

**CONSENT CALENDAR**

**REPORTS AND ACTION ITEMS**

**APPLICATION FOR SERVICE RETIREMENT**

*Appendix A*

**APPLICATION FOR RETIREMENT, DEFERRED**

*Appendix B*

*Appendix B-1*

**APPLICATION FOR DEFERRED TRANSFER**

*Appendix C*

**LIST OF DECEASED MEMBERS**

*Appendix D*

**REQUESTS FOR 130 BI-WEEKLY PAYMENTS TO RE-DEPOSIT  
CONTRIBUTIONS AND GAIN CREDIT**

*Appendix E*

**APPLICATION FOR DISABILITY RETIREMENT – NON-CONTESTED ITEMS**

*Appendix F*

**APPLICATION FOR DISABILITY RETIREMENT – HEARING OFFICER  
RECOMMENDATIONS**

*Appendix G*

**APPROVAL OF COMMITTEE and BOARD MINUTES**

*February 21, 2019 Actuarial Committee Minutes*

*February 21, 2019 Audit Committee Minutes*

*February 21, 2019 Minutes of the Regular Board Meeting*

**MISCELLANEOUS MATTERS:**

*Operating Expenses for the period ended January 31, 2019*

**19-20**

**It was moved by Liz Koppenhaver seconded by Jaime Godfrey, and approved by a vote of 4 yes (*Basgal, Godfrey, Koppenhaver, Wood*), 0 no, and 1 abstention (*Rogers*) (*Dale Amaral and Darryl Walker* recused themselves because one or more of the consent calendar items involved their employing Departments):**

**BE IT RESOLVED BY THIS BOARD that the Consent Calendar is approved as presented.**

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

**DISABILITIES, CURRENT AND CONTINUING RECOMMENDATIONS AND MOTIONS**

None.

**COMMITTEE REPORTS, RECOMMENDATIONS AND MOTIONS**

*Note: Per Committee Chairs, copies of the Committee meeting minutes were available for attendees. All **February** Committee meeting minutes are posted on the ACERA website (www.acera.org) after approval at the **March 21, 2019**, Board meeting. There were no Committee meetings and/or Committee reports for the month of March 2019.*

**NEW BUSINESS:**

**SACRS Voting Proxy**

Mr. Nelsen presented his March 21, 2019, memo requesting to vote ACERA's Proxy on behalf of the Board of Retirement at the upcoming SACRS Spring Conference Business Meeting. Mr. Nelsen recommended Assistant Chief Executive Officer (CEO) Kathy Foster and Board Trustee Liz Koppenhaver as the designated first and second alternate voting delegates, respectively, in the event he is unable to vote.

**19-21**

**It was moved by Dale Amaral and seconded by Elizabeth Rogers that the Board direct CEO Dave Nelsen to vote ACERA's proxy on behalf of the Board of Retirement at the upcoming SACRS Spring Conference Business Meeting. The Board also designates ACERA Assistant CEO Kathy Foster as the first alternate voting delegate and designates Board Trustee Liz Koppenhaver as a second alternate voting delegate in the event Mr. Nelsen is unable to vote. The motion carried 6 yes (*Amaral, Basgal, Godfrey, Koppenhaver, Rogers, Wood*), 0 no, and 0 abstentions.**

**David Nelsen, Chief Executive Officer's Report**

Mr. Nelsen presented his March 21, 2019, written CEO Report which provided an update on the following items: **1)** Senior Manager Recruitment; **2)** Committee/Board Action Items; **3)** Conference Schedule; and **4)** Other Items.

Mr. Nelsen requested that the Board please submit their completed Form 700s by the April 2, 2019 due date. Chief Counsel Kathy Mount explained that one of the duties of the Form 700 Filing Officer is to ensure that the Trustees (and all other designated filers) submit their Form 700s by the required due date and non-compliance of this requirement could result in a fine, imposed by the Filing Officer, of up to \$100. It was noted that the Filing Officer is not obligated to report late submission of Form 700s to the Fair Political Practices Commission.

## **CONFERENCE REPORTS**

Chair George Wood reported that he attended the CALAPRS General Assembly and stated that there is room for improvement; however, the session on the implementation of new pension system software was very good.

## **ANNOUNCEMENTS**

Mr. Nelsen announced that the *Sons of the American Revolution* honored Trustee Dale Amaral with the *Law Enforcement Commendation Medal* for his 53 years of continuous public service in law enforcement.

Mr. Nelsen, the Board and Staff congratulated Investment Officer Phil Wogsberg on his retirement (March 29, 2019). It was noted that Mr. Wogsberg has been with ACERA for approximately 9 years and was very instrumental in building ACERA's Hedge Fund Investment portfolio, as well as other asset classes.

Mr. Nelsen presented a plaque to Trustee Tarrell Gamble in recognition for his service as ACERA's 2018 Board of Retirement Chair.

## **BOARD INPUT**

Liz Koppenhaver thanked the Board and Staff for their attendance at the REAC Spring Luncheon and reported that Staff was very helpful in answering questions and providing information to the retirees. Trustee Koppenhaver also reported Gene Hilliard, Financial Advisor with Emerge Financial Group, also spoke at the Luncheon and did an excellent job in responding to retirees' questions regarding taxes and deferred compensation.

## **CLOSED SESSION**

- A) Existing Litigation pursuant to Government Code Section 54956.9(d)(1):  
Alameda Health System v. ACERA, Alameda County Superior Court, No. RG19006178.
- B) Government Code Section 54957(b)(1): Consider ACERA Chief Executive Officer's Annual Performance.

## **REPORT ON ACTION TAKEN IN CLOSED SESSION**

The Board reconvened into Open Session and Second Vice-Chair Elizabeth Rogers reported that the Board received an update on procedural issues in the Alameda Health System v. ACERA matter - the Board took no action.

Second Vice-Chair Rogers also reported that the Board discussed CEO Dave Nelsen's job performance and salary compensation.

**19-22**

**It was moved by Ophelia Basgal and seconded by Dale Amaral that the Board increase the period of CEO Dave Nelsen's Severance Package from the current three (3) months to six (6) months in lieu of a merit increase. The motion carried 8 yes (*Amaral, Basgal, Carson, Gamble, Godfrey, Koppenhaver, Rogers, Walker*), 0 no, and 0 abstentions.**

**ADJOURNMENT**

The meeting adjourned at approximately 3:30 p.m.

Respectfully Submitted,



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David Nelsen  
Chief Executive Officer

4/18/19

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Date Adopted

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**APPENDIX A**  
**APPLICATION FOR SERVICE RETIREMENT**

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ABAWAG, Marilou S.  
Effective: 1/12/2019  
Public Works Agency

DE LUCCA, Jo Anne J.  
Effective: 1/22/2019  
Alameda Health Systems

ADAMS, Cora S.  
Effective: 1/26/2019  
Social Services Agency

DEMMINGS, Sandra M.  
Effective: 3/31/2018  
Sherrif's Office

ADAMS, Shelanda R.  
Effective: 8/11/2018  
Sherrif's Office

DIAMOND, Wanda N.  
Effective: 12/29/2018  
Social Services Agency

AHERN, Nancy T.  
Effective: 1/27/2018  
Sheriff's Office

DIANO-GABATO, Cesarina  
Effective: 3/30/2018  
Health Care Services Agency

ANCHUNDO, Cecilia  
Effective: 1/12/2019  
Superior Court

DORSEY, Mary E.  
Effective: 1/12/2019  
Alameda Health System

ANIASCO, Anthony C.  
Effective: 3/21/2018  
Sherrif's Office

FELBER, Marites H.  
Effective: 1/12/2019  
Assesor's Office

ANTES, Steven E.  
Effective: 1/26/2019  
Sherrif's Office

FLORES, Ramona B.  
Effective: 1/3/2019  
Housing Authority

BUTLER, Shirley H.  
Effective: 1/1/2019  
Social Services Agency

FONG-TSE, Daisy  
Effective: 12/19/2018  
Auditor-Controller

CHAMBERS, Carmen D.  
Effective: 1/19/2019  
Social Services Agency

GAREY, Margot  
Effective: 12/30/2018  
Public Defender's Office

CHUNG, Paul K.  
Effective: 1/27/2019  
Sherrif's Office

GNITECKI, Artur P.  
Effective: 12/29/2018  
Social Services Agency

COOPER, Neomia  
Effective: 12/29/2018  
Housing Authority

GOWER, Janet L.  
Effective: 1/26/2019  
Community Development Agency



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**APPENDIX A**  
**APPLICATION FOR SERVICE RETIREMENT**

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GREEN, Marcus R.  
Effective: 1/13/2019  
Probation

GRIFFITTS, Steven F.  
Effective: 12/30/2018  
Sherrif's Office

HASEMEYER, Ronald Charles  
Effective: 1/12/2019  
Agriculture

HENRY, Georgia M.  
Effective: 12/30/2017  
Alameda Health System

HINTON, Robert  
Effective: 12/29/2018  
LARPD

HOLLIS, Sharon K.  
Effective: 1/13/2019  
Probation

HON, Alain K. P.  
Effective: 1/12/2019  
Social Services Agency

JACOBS, Jacquelyn K.  
Effective: 12/29/2018  
Health Care Services Agency

JONES, Violet A.  
Effective: 1/26/2019  
Social Services Agency

LAMBERT, William C.  
Effective: 1/1/2019  
Community Development Agency

LINDA, Dianne M.  
Effective: 6/2/2018  
Sherrif's Office

LOZA-MUIERA, Barbara W.  
Effective: 12/29/2018  
Social Services Agency

MAJETTE, Anita V.  
Effective: 1/26/2019  
Information Technology

MANNING, Steven  
Effective: 1/8/2019  
Auditor-Controller

NEWBALL, Ninfa  
Effective: 12/22/2018  
Alameda Health System

NEWENS, Howard H.  
Effective: 12/30/2018  
Auditor-Controller

PINEDO, Hector S.  
Effective: 12/31/2018  
Probation-DEFERRED

QUILL, John P.  
Effective: 11/20/2018  
Sherrif's Office

SHEA, Kathleen G.  
Effective: 1/6/2019  
Alameda Health System

SMITH, Linda  
Effective: 10/5/2018  
General Services Agency (Non-Member)

STOCKARD-MITCHELL, Esther  
Effective: 1/26/2019  
Library

STUBBS-HARDY, Antionette  
Effective: 1/12/2019  
Probation

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**APPENDIX A**  
**APPLICATION FOR SERVICE RETIREMENT**

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SULLIVAN, Linda S.  
Effective: 3/24/2018  
Sherrif's Office

TSE, Rebecca C.  
Effective: 1/26/2019  
District Attorney

TARANTO, James F.  
Effective: 1/26/2019  
District Attorney

UBAKA, Aduni A.  
Effective: 1/12/2019  
Superior Court

TARBELL, Richard R.  
Effective: 3/31/2018  
Community Development Agency

UNITAN, Shari  
Effective: 12/29/2018  
Social Services Agency

THOMSEN, Deanna L.  
Effective: 1/12/2019  
Assesor's Office

VALDEZ, Cynthia B.  
Effective: 1/16/2019  
Human Resources Services

THOMSEN, Ronnie K.  
Effective: 1/8/2019  
Assesor's Office

WALLACE, Steven A.  
Effective: 12/29/2018  
General Services Agency

TSE, Frederick T.  
Effective: 12/19/2018  
Auditor-Controller

WONG, Yee K.  
Effective: 6/1/2018  
Social Services Agency

WYNN, Cheryl R.  
Effective: 12/16/2018  
Sheriff's Office

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**APPENDIX B**  
**APPLICATION FOR DEFERRED RETIREMENT**

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HAIKINS, Hilda O.  
General Services Agency  
Effective Date: 1/11/2019

HERCE, Nino Ramon S.  
Public Defender  
Effective Date: 1/6/2019

HOLTON, Lakisha M.  
Health Care Services Agency  
Effective Date: 1/7/2019

HUANG, Esther Z.  
Probation  
Effective Date: 1/18/2019

JENKINS, Jamie S.  
Social Services Agency  
Effective Date: 12/21/2018

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**APPENDIX B-1**  
**APPLICATION FOR NON VESTED DEFERRED**

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AMBION, Germe Anthony R.  
Alameda Health Systems  
Effective Date: 10/24/2018

HUOT, Kamsat  
Social Service Agency  
Effective Date: 1/11/2019

LAFITTE, Ileita P.  
Alameda Health Systems  
Effective Date: 1/18/2019

LEE, Sana  
Alameda Health Systems  
Effective Date: 1/6/2019

LEOPARDI, Christine A.  
District Attorney's Office  
Effective Date: 1/25/2019

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**APPENDIX D**  
**LIST OF DECEASED MEMBERS**

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ANDREWS, Thomas L.  
Non-Mbr Survivor of Geraldine  
Andrews  
1/27/2019

DE VALOIS, Rikki H.  
Alameda County  
1/21/2019

FORD, Odis D.  
Non-Mbr Survivor of Ladine Ford  
2/5/2019

GILMORE, Dolores M.  
Alameda County  
1/17/2019

HOM, James T.  
Auditor-Controller  
2/6/2019

KAPOSTINS, Pauline  
Non-Mbr Survivor of Uldis Kapostins  
2/16/2019

KILLINGSTAD, Mary R.  
Non-Mbr Survivor of Jerry Killingstad  
2/15/2019

LEVERONE, Lois H.  
Alameda County  
2/19/2019

LYONS, C. Dolores  
Alameda Health Systems  
1/25/2019

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**APPENDIX F**  
**APPLICATION FOR DISABILITY RETIREMENT**

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**Name:** Algere, Tachia  
**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 Ms. Algere's application for a service connected disability and requiring future annual medical examinations and questionnaires.

Based on the Medical Advisor's and Staff's review and determination of Ms. Algere's ability to determine the permanency of her incapacity, to deny Ms. Algere's request for an earlier effective date.

**Name:** Ames, Lizra  
**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 Ms. Ames' application for a service connected disability and requiring future annual medical examinations and questionnaires.

Based on the Medical Advisor's and Staff's review and determination of Ms. Ames' ability to determine the permanency of her incapacity, to deny Ms. Ames' request for an earlier effective date.

**Name:** Bautista, Sandra  
**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 Ms. Bautista's application for a service connected disability and requiring future annual medical examinations and questionnaires.

Based on the Medical Advisor's and Staff's review and determination of Ms. Bautista's ability to determine the permanency of her incapacity, to deny Ms. Bautista's request for an earlier effective date.

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**APPENDIX F**  
**APPLICATION FOR DISABILITY RETIREMENT**

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**Name:** Catalan, Yolanda  
**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, denying Ms. Catalan's application for service-connected disability, granting Ms. Catalan's application for a non-service connected disability and requiring future annual medical examinations and questionnaires.

**Name:** Daly, Sean  
**Type of Claim:** Annual Review for SCD (Granted on 8/17/17)

**Staff's Recommendation:**

Adopt the findings and conclusions and approve and adopt the recommendation contained in the Medical Advisor's report to continue the allowance for Mr. Daly's service connected disability and to require future annual medical examinations and questionnaires.

**Name:** Hayden, Leslie  
**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 Ms. Hayden's application for a service connected disability. Since Ms. Hayden is over 55 years old, future annual medical examinations will not be required.

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**APPENDIX F**  
**APPLICATION FOR DISABILITY RETIREMENT**

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**Name:** Haynes, Uveli  
**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. Hayne's application for a service connected disability and waiving future annual medical examinations and questionnaires at this time.

Based on the Medical Advisor's and Staff's review and determination of Mr. Hayne's ability to determine the permanency of his incapacity, to grant Mr. Hayne's request for an earlier effective date.

\*\*\*\*\*  
**Name:** Koehler, Todd  
**Type of Claim:** Annual Review for SCD (Granted on 12/17/15)

**Staff's Recommendation:**

Adopt the findings and conclusions and approve and adopt the recommendation contained in the Medical Advisor's report to continue the allowance for Mr. Koehler's service connected disability and to require future annual medical examinations and questionnaires.

\*\*\*\*\*  
**Name:** McMullen, Saundria  
**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 Ms. McMullen's application for a service connected disability and requiring future annual medical examinations and questionnaires.

Based on the Medical Advisor's and Staff's review and determination of Ms. McMullen's ability to determine the permanency of her incapacity, to grant Ms. McMullen's request for an earlier effective date.

\*\*\*\*\*

**Name:** Overall, Diahann  
**Type of Claim:** Service Connected

Based on the Medical Advisor's and Staff's review and determination of Ms. Overall's ability to determine the permanency of her incapacity, to deny Ms. Overall's request for an earlier effective date.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1



**April 3, 2019**  
**Operations Committee Minutes**  
**For approval under April 18, 2019**  
**Board “Consent Calendar”**



## ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

475 14th Street, Suite 1000, Oakland, CA 94612 (800) 838-1932 (510) 628-3000 fax: (510) 268-9574 [www.acera.org](http://www.acera.org)

Date: April 3, 2019

To: Members of the Operations Committee

From: Ophelia Basgal, Chair

Subject: Summary of the April 3, 2019, Operations Committee Meeting

Operations Committee Chair Ophelia Basgal called the April 3, 2019, Operations Committee Meeting to order at 9:30 a.m. Committee members present were Ophelia Basgal, Chair; Dale Amaral, Vice-Chair; Jaime Godfrey; and Henry Levy. Other Board members present were Liz Koppenhaver; Elizabeth Rogers; and Alternates Nancy Reilly and Darryl Walker. Staff present were David Nelsen, Chief Executive Officer; Margo Allen, Fiscal Services Officer; Kathy Foster, Assistant Chief Executive Officer; Kathy Mount, Chief Counsel; Harsh Jadhav, Chief of Internal Audit; Jessica Huffman, Benefits Manager; Betty Tse, Chief Investment Officer; Victoria Arruda, Human Resource Officer; and Vijay Jagar, Chief Technology Officer.

### **ACTION ITEMS**

None

### **INFORMATION ITEMS**

#### **1. Operating Expenses as of February 28, 2019**

Staff presented the year-to-date Budget vs. Actual Operating Expense Report. as of February 28, 2019, actual expenses were \$220 under budget. Budget overages noted were Professional Fees (\$3K over budget). Budget surpluses noted were Staffing (\$106K under budget), Staff Development (\$23K under budget), Office Expense (\$1K under budget), Member Services (\$51K under budget), Systems (\$17K under budget), and Board of Retirement (\$24K under budget).

#### **2. Statement of Reserves**

Staff reported on the Statement of Reserves and the interest posted to member and employer accounts for the six months ending December 31, 2018. For the six-month period ending December 31, 2018, approximately \$269.5 million of regular interest was credited to all the valuation reserve accounts, the 401(h) account and the SRBR at rate of 3.3861%.

### **TRUSTEE/PUBLIC INPUT**

Ms. Basgal discussed a news article regarding Milwaukee County approving a deal to recoup \$1.5 million in pension overpayments as well as the National Association of State Retirement Administrators' (NASRA) survey on overpayments of retirement benefits.

**RECOMMENDATIONS**

None

**ESTABLISHMENT OF NEXT MEETING DATE**

The next meeting is scheduled for June 5, 2019, at 9:30 a.m.

**MEETING ADJOURNED**

The meeting adjourned at 9:58 a.m.

**April 3, 2019**  
**Retirees Committee Minutes**  
**For approval under April 18, 2019**  
**Board “Consent Calendar”**



April 3, 2019

To: Members of the Retirees Committee

From: Liz Koppenhaver, Chair, Retired Trustee

**Subject: Summary of the April 3, 2019 Retirees Committee Meeting**

Committee Chair Liz Koppenhaver called the April 3, 2019 meeting to order at 10:30 a.m. Committee members present were Dale Amaral, Jamie Godfrey and Elizabeth Rogers. Also present were Ophelia Basgal, and Henry Levy, and alternate members Nancy Reilly and Darryl Walker. Staff present were David Nelsen, Chief Executive Officer; Kathy Foster, Assistant Chief Executive Officer; Margo Allen, Fiscal Services Officer; Kathy Mount, Chief Counsel; Betty Tse, Chief Investment Officer; Sandra Dueñas-Cuevas, Benefits Manager; Jessica Huffman, Benefits Manager; and Harsh Jadhav, Chief of Internal Audit.

### **PUBLIC INPUT**

None.

### **ACTION ITEMS**

There were no action items for the discussion.

### **INFORMATION ITEMS**

Chair Koppenhaver moved the following item to the top of the agenda at the request of Trustee Rogers:

#### **3. Discussion Regarding Active Death Equity Benefit**

Staff reported that based on the Supplemental Retiree Benefit Reserve (SRBR) Policy, the Active Death Equity Benefit (ADEB) was discontinued effective December 31, 2012, at the discretion of the Board of Retirement due to decreasing SRBR sufficiency. This benefit was to be reviewed for consideration at a future date when the SRBR was believed to be sufficiently funded. Therefore, the Trustees requested this benefit be brought to the Retirees Committee for discussion. After much discussion, the Committee decided not to bring the ADEB benefit back for further consideration at this time.

#### **1. Review of Revised 2019 Annual Retirees Committee Work Plan**

Staff provided a revised proposed 2019 Retirees Committee Work Plan, which reflects the same meeting days as the Operations Committee. The only exception is that there is a need to schedule a July Retirees Committee meeting to take action on recommendations for the Monthly Medical Allowance, and review dental and vision plans renewal options.

## **2. Supplemental Retiree Benefit Reserve Financial Status**

Staff presented a 10-year history of the Supplemental Retiree Benefit Reserve (SRBR) activity through December 31, 2018. The total interest credited to the SRBR for 2018 was approximately \$64.8 million of regular earnings, and \$10.6 million of excess earnings. Total deductions were approximately \$50.9 million. The December 31, 2018 ending balance was approximately \$919.5 million.

## **4. Discussion Regarding Retired Member (Lump Sum) Death Benefit**

Staff reported that effective January 1, 2013, the Retired Member (lump sum) Death Benefit was reduced from \$5,000 to \$1,000, due to concerns about the sufficiency of the Supplemental Retiree Benefit Reserve (SRBR) projected payment period being close to 15 years. Staff provided information on the lump sum payment amounts paid by other '37 Act Systems, and estimated annual costs based on last year's total deaths at various benefit amounts. Trustees directed Staff to develop a survey to send to active members and retirees so they can indicate the priority of the benefits paid from the SRBR, to include the Retired Member (lump sum) Death Benefit and the Active Death Equity Benefit (ADEB) benefits. This draft survey will be brought back at the June Retirees Committee meeting for discussion and Trustee feedback.

## **5. Semi-Annual Report on ACERA's Wellness Program**

Staff provided a presentation on ACERA's Wellness Program for 2019, which included information regarding ACERA retirees' chronic conditions and other lifestyle risks, plans for wellness walks and events, communications, and updates to the wellness website.

## **6. Via Benefits 2018 Year End Review**

Via Benefits provided information on the current state of the marketplace related to Medicare and pre-65 retirees. In addition, Via Benefits provided 2018 call statistics for Medicare and pre-65 retirees, 2019 enrollment information, average premiums for Medicare plans, call metrics, carrier selections, customer satisfaction survey results, Health Reimbursement Arrangement (HRA) account activity; claims information; and service levels.

## **7. Miscellaneous Updates**

Staff reported on the transition from the third party Health Reimbursement Arrangement/Account (HRA) administrator (PayFlex) to Via Benefits' in-house HRA administration, and the Via Benefits live informational seminars for participants who are aging into Medicare.

Retirees Committee Meeting Summary

April 3, 2019

Page 3 of 3

**TRUSTEE REMARKS**

None.

**ESTABLISHMENT OF NEXT MEETING DATE**

The next meeting is scheduled for June 5, 2019 at 10:30 a.m.

**MEETING ADJOURNED**

The meeting adjourned at 12:24 p.m.

**April 17, 2019**  
**Investment Committee Minutes**  
**For approval under April 18, 2019**  
**Board “Consent Calendar”**





ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

475 14th Street, Suite 1000, Oakland, CA 94612

800/838-1932

510/628-3000

fax: 510/268-9574

www.acera.org

Date: April 18, 2019

To: Members of the Board of Retirement

From: Angela Bradford

A handwritten signature in blue ink, appearing to read "Angela Bradford", is written over the printed name.

Subject: April Committee Minutes

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Due to the unusual scheduling of Committee meetings this month, the following Committee minutes will be sent under separate cover for this month's Board meeting.

- Investment Committee (4/17/19)

Thank you.

**April 18, 2019 Actuarial  
Committee Minutes  
For approval under May 16, 2019  
Board “Consent Calendar”**

**April 18, 2019 Governance  
Committee Minutes  
For approval under May 16, 2019  
Board “Consent Calendar”**

**April 18, 2019 Audit  
Committee Minutes  
For approval under May 16, 2019  
Board “Consent Calendar”**

**Quarterly Report on Member  
Underpayments and Overpayments  
For approval under April 18, 2019  
Board “Consent Calendar”**



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MEMORANDUM TO THE BOARD OF RETIREMENT

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DATE: April 18, 2019

TO: Members of the Board of Retirement

FROM: Jessica Huffman, Retirement Benefits Manager 

SUBJECT: **Quarterly Report on Member Underpayments and Overpayments**

Attached are the quarterly reports regarding member contributions and overpayments of retirement allowance due to death for the most current six-month period. The report regarding Staff errors contains the cases initially presented that have not yet been resolved, along with recently discovered errors. The information below provides more specifics in each of these categories.

Overpayments of Retirement Allowance Due to Death

This report provides any payments (including HRA (Health Reimbursement Arrangements) payments) made after the death of a retiree. In instances where a death is not reported timely, an overpayment occurs. For the six-month reporting period July 1, 2018 through December 29, 2018, 128 deaths occurred. There are 2 overpayments due to unreported deaths to report at this time. Staff is actively attempting to collect on these overpayments.

Staff Errors

The case on this report has previously been provided. (Note, the amount due has been adjusted due to the revision to the Recovery of Over and Underpayment of Member Benefits & Underpayment of Member Contributions Policy). There are no other overpayments due to staff errors to report.

Overpayments and Underpayments of Member Contributions

This report, which is for the period July 1, 2018 through December 29, 2018, shows discrepancies in member contribution amounts resulting in an underpayment or overpayment above the \$50 threshold, average time to resolve, and an explanation of the error type. For this reporting period, Staff identified fourteen members who underpaid their mandatory employee contributions and nine members who overpaid their mandatory employee contributions. Staff reviewed and resolved each of the fourteen cases of incorrect payment. There were a total of 2,691 exceptions from all Participating Employers. The most common exception type was overpayments due to the Employers withholding retirement contributions based on the incorrect salary.

Attachments

**Overpayments of Retirement Allowance Due to Unreported Death**  
**July 1, 2018 to December 29, 2018**

Benefit Type	Date of Death	Date ACERA was notified of Death	Last Check Issued	Net Receivable Owed	Staff's Comment
Service Retirement – Continuance	09/24/2018	10/08/2018	9/28/2018	\$ 2,109.58	Staff initiated ACH reversal request with Well Fargo but was unsuccessful at collecting. Two unsuccessful attempts have been made to collect the overpayment from the family. Staff will continue to attempt collection of overpayment.
Service Retirement –	06/26/2018	07/13/2018	06/29/2018	\$ 6,521.38	Staff initiated ACH reversal request with Well Fargo but was unsuccessful at collecting. Three unsuccessful attempts have been made to collect the overpayment from the family. Staff will continue to attempt collection of overpayment.
<b>Total Receivable</b>				<b>\$8,630.96</b>	

**Report on Staff Errors - Overpayments**  
**July 1, 2018 to December 29, 2018**

Payee #	Error Type	Overpayment Amount	Retiree/ Payee Age	Retiree / Payee Income	Payment Attempt
1	This is an ex-spouse who received community property share of retiree's allowance in error upon retiree's death in November of 2008. Legal interpretation of court order and law is that continuance of benefit should not have been paid.	\$140,079.71 – Revised amount after revision to ACERA's Recovery of Over and Overpayment of Member Benefits & Underpayment of Member Contributions Policy - <b>\$115,414.30</b>	72	Monthly income of \$1,518 from ACERA was terminated with the October 2015 payroll.	Attorney reviewed ACERA's files and has provided a "Request for ACERA to Cease any Effort to Recoup any Alleged Pension Overpayments", dated 12/19/2016. Staff attempted to assess assets to determine whether compromise is appropriate due to hardship. Multiple requests to complete the hardship form were sent to the attorney and to payee with no response. Revised amount due letter sent in July 2018 due to revision to ACERA's Recovery Of Over And Underpayment Of Member Benefits & Underpayment Of Member Contributions Policy. Case was turned over to the Legal Department for further action. On Oct 9, 2018 ACERA filed a complaint-recovery of overpayment in Superior Court, Alameda County. Two additional letters sent 10/16/18 & 12/4/2018 requesting repayment and to discuss possible ways to resolve the filed lawsuit without resolution. Payee was served 12/10/2018. Deadline for response of defendant at Superior Court is 2/1/2019. Case Management Conference is scheduled 2/15/2019. No further updates at this time.
<b>Total Receivable Accrual</b>		<b>\$115,414.30</b>			



**Active Members - Overpayments and Underpayments of Member Contributions  
July 1, 2018 to December 29, 2018**

Alameda County					
	Amount	Date Discovered/ Received	Date Completed	# of days to complete	Cause
<b>Overpayments:</b> 1	\$153.94	07/11/2018	08/17/2018	38	Contributions Reported over the Social Security Cap
2	\$394.57	09/14/2018	9/17/2018	4	Employer Withheld Contribution Based on Incorrect Salary
<b>Underpayments:</b> 1	\$94.78	10/09/2018	10/21/2018	13	Age Adjustment Due to Establishment of Reciprocity
2	\$96.55	07/24/2018	07/31/2018	8	Employer Withheld Contribution Based on Incorrect Salary
3	\$193.99	11/05/2018	11/12/2018	8	Contributions Reported under the Social Security Cap
<b>Summary</b>	<b>Most Common Exception Type:</b> Employer Withheld Contribution Based on Incorrect Salary <b>Total Exceptions:</b> 1304 <b>% Above Exceptions of Total Exceptions:</b> 0.38%				

Alameda County Housing Authority					
	Amount	Date Discovered/ Received	Date Completed	# of days to complete	Cause
<b>Overpayments</b>	No Overpayments to Report				
<b>Underpayments</b>	No Underpayments to Report				
<b>Summary</b>	<b>Most Common Exception Type:</b> N/A <b>Total Exceptions:</b> 59 <b>% Above Exceptions of Total Exceptions:</b> 0.00%				

## Overpayments and Underpayments of Member Contributions – Continued

Page 2 of 4

Alameda Health Systems					
	Amount	Date Discovered/ Received	Date Completed	# of days to complete	Cause
<b>Overpayments:</b> 1	\$78.99	09/17/2018	09/17/2018	1	Employer Withheld Contribution Based on Incorrect Salary
2	\$93.23	10/12/2018	10/12/2018	1	Employer Withheld Contribution Based on Incorrect Salary
3	\$149.25	10/12/2018	10/12/2018	1	Employer Withheld Contribution Based on Incorrect Salary
4	\$238.26	11/15/2018	11/15/2018	1	Employer Withheld Contribution Based on Incorrect Salary
5	\$1,090.90	9/5/2018	9/5/2018	1	Employer Withheld Contribution Based on Incorrect Salary
<b>Underpayments:</b> 1	\$51.81	09/27/2018	09/27/2018	1	Employer Withheld Contribution Based on Incorrect Salary
2	\$61.72	01/8/2019	01/8/2019	1	Employer Withheld Contribution Based on Incorrect Salary
3	\$86.10	09/27/2018	09/27/2018	1	Employer Withheld Contribution Based on Incorrect Salary
4	\$101.07	10/12/2018	10/12/2018	1	Employer Withheld Contribution Based on Incorrect Salary
5	\$144.95	10/16/2018	10/16/2018	1	Employer Withheld Contribution Based on Incorrect Salary
6	\$2,315.51	09/24/2018	09/26/2018	2	Employer Withheld Contribution Based on Incorrect Salary
<b>Summary</b>	<b>Most Common Exception Type:</b> Employer Withheld Contribution Based on Incorrect Salary <b>Total Exceptions:</b> 1096 <b>% Above Exceptions of Total Exceptions:</b> 1.00%				

Overpayments and Underpayments of Member Contributions – Continued

Page 3 of 4

First 5 Alameda County					
	Amount	Date Discovered/ Received	Date Completed	# of days to complete	Cause
Overpayments	No Overpayments to Report				
Underpayments	No Underpayments to Report				
Summary	Most Common Exception Type: N/A Total Exceptions: 14 % Above Exceptions of Total Exceptions: 0.00%				

Livermore Area Recreation and Park District					
	Amount	Date Discovered/ Received	Date Completed	# of days to complete	Cause
Overpayments	No Overpayments to Report				
Underpayments	No Underpayments to Report				
Summary	Most Common Exception Type: N/A Total Exceptions: 11 % Above Exceptions of Total Exceptions: 0.00%				

Overpayments and Underpayments of Member Contributions – Continued  
Page 4 of 4

Alameda County Superior Courts					
	Amount	Date Discovered/ Received	Date Completed	# of days to complete	Cause
<b>Overpayments:</b> 1	\$77.56	09/04/2018	09/04/2018	1	Employer Withheld Contribution Based on Incorrect Salary
2	\$1,942.80	09/21/2018	10/11/2018	21	Employer Withheld Contribution Based on Incorrect Salary
<b>Underpayments:</b> 1	\$56.55	11/16/2018	11/16/2018	1	Employer Withheld Contribution Based on Incorrect Salary
2	\$78.78	09/02/2018	09/02/2018	1	Employer Withheld Contribution Based on Incorrect Salary
3	\$118.34	10/12/2018	10/12/2018	1	Contributions Reported under the Social Security Cap
4	\$500.11	10/24/2018	10/29/2018	6	Employer Withheld Contribution Based on Incorrect Salary
5	\$535.60	10/23/2018	10/23/2018	1	Age Adjustment Due to Establishment of Reciprocity
<b>Summary</b>	<b>Most Common Exception Type:</b> Employer Withheld Contribution Based on Incorrect Salary <b>Total Exceptions:</b> 207 <b>% Above Exceptions of Total Exceptions:</b> 3.38%				

**Pay Code 42K for the County:  
Designation of Pay Item 42K – Process  
Training Duties as compensation earnable  
for Tier 1, 2, and 3 legacy members, based  
on Government Code Section 31461; and  
pensionable compensation for Tier 4 PEPRA  
members, based on Government  
Code Section 7522.34  
For approval under April 18, 2019  
Board “Consent Calendar”**



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MEMORANDUM TO THE BOARD OF RETIREMENT

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DATE: April 18, 2019

TO: Members of the Board of Retirement

FROM: Sandra Dueñas-Cuevas, Benefits Manager *SDC*

SUBJECT: **Adoption of New Pay Item – Pay Code 42K for County**

Attached is a request from Dawn Duffy, of the Auditor-Controller Agency, with the County of Alameda (County) to review a new pay item to determine whether it meets the criteria of compensation earnable and pensionable compensation.

The pay item is Process Training Duties, code 42K. The Board of Supervisors of the County of Alameda approved the Alameda County Salary Ordinance Section 3-14.26 to state; Effective February 10, 2019, nine (9) persons occupying positions under Job Code 1128; six (6) persons occupying positions under Job Code 1129; and three (3) persons occupying Job Code 1120, assigned to the Probation Department Adult Information Services, Probation Center, Adult Investigations Probation Center, Hayward Office, and the ECHOJ, Dublin locations, who are required to provide process training, instruction, and desk cross-training due exclusively to the public safety risk and exposure associated with delaying the implementation of the CaseloadPro data systems requirements shall be compensated four percent (4%) above the base salary rate for a period of three (3) months commencing February 10, 2019 and not to exceed six (6) months, to August 31, 2019. This additional compensation shall have an expiration date of August 31, 2019 and shall be deleted from the Salary Ordinance upon the expiration date. The County has provided all required information for this item.

Because this pay item applies to more than one member in the classifications mentioned above, it will be considered compensation earnable for Tier 1, 2, and 3 legacy members, based on Government Code Section 31461, and pensionable compensation for Tier 4 PEPRAs members, based on Government Code Section 7522.34 (see attached Government Code Sections).

Recommendation:

Staff recommends that the Board of Retirement designate Pay Item 42K – Process Training Duties as compensation earnable for Tier 1, 2, and 3 legacy members, based on Government Code Section 31461; and pensionable compensation for Tier 4 PEPRAs members, based on Government Code Section 7522.34.

Attachments





**ALAMEDA COUNTY**  
**AUDITOR-CONTROLLER AGENCY**  
**STEVE MANNING**  
AUDITOR-CONTROLLER/CLERK-RECORDER

**REQUEST FOR ACERA'S REVIEW OF A NEW PAY ITEM/CODE**

Employer Name:	County of Alameda
Date of Request	3/26/19
Employer Department Submitting the Request	Auditor-Controller's Agency
Contact Person/Employer (include title/position)	Dawn Duffy
Contact Person Telephone incl area code	(510) 272-6383
Contact Person Email address	dawn.duffy@acgov.org
<b>Pay Item Name (and code Number)</b>	<b>42K Process Training Duties</b>
Pay Item Effective Date per authorization:	2/10/19
State if additional documentation is attached	Yes

**NOTE:** The following information is required before ACERA can review and respond to the request. To meet ACERA's requirements, please provide substantive responses below or on a separate paper and return , with this form, all of the supporting documentation prior to issuing (paying) the pay item to any employee who is an ACERA member.

1. State the job classification of employees eligible for the pay item (i.e. Job Code 0499-Nurse Practitioners II may receive this pay item)

**RESPONSE #1:**

3-14.26 Effective February 10, 2019, nine (9) persons occupying positions under Job Code 1128; six (6) persons occupying positions under Job Code 1129; and three (3) persons occupying Job Code 1120, assigned to the Probation Department Adult Information Services, Probation Center, Adult Investigations Probation Center, Hayward Office, and the ECHOJ, Dublin locations,

2. State employment status of employees eligible to receive the pay item (i.e. full time employees, part time employees)

**RESPONSE #2: Full Time**

3. State the number of members or employees who are eligible to receive the pay item (i.e. all members or employees in a job classification eligible to receive the pay item, or "not to exceed one employee")

**RESPONSE #3: 18**

4. State whether pay item is for overtime or regular base pay

**RESPONSE #4: Regular base pay**

5. State whether pay item is calculated as a fixed amount or percentage of the base pay

**RESPONSE #5: percentage**

6. State whether the pay item is paid one time (i.e. incentive pay, referral pay, bonus, award)

**RESPONSE #6: Paid for a specific duration of three months and not to exceed six months**

**Central Collections Division**  
1221 Oak St., Rm. 220  
Oakland, CA 94612  
Tel: (510) 208-9900  
Fax: (510) 208-9932

**Office of the Auditor-Controller**  
Melissa Wilk, Chief Deputy Auditor  
1221 Oak St., Rm. 249  
Oakland, CA 94612  
Tel: (510) 272-6565  
Fax: (510) 272-6502

**Clerk-Recorder's Office**  
1106 Madison St., 1<sup>st</sup> Floor  
Oakland, CA 94607  
Tel: (510) 272-6362  
Fax: (510) 208-9858



**ALAMEDA COUNTY**  
**AUDITOR-CONTROLLER AGENCY**  
**STEVE MANNING**  
AUDITOR-CONTROLLER/CLERK-RECORDER

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7. State whether the pay item is an ad hoc payment (i.e, stipend, payment for attending a meeting during the working hours, payment for attending a meeting during non-working hours)

**RESPONSE #7: No**

8. State whether the pay item is a reimbursement (i.e., car allowance, housing allowance, uniform allowance, mileage payment, cell phone allowance)

**RESPONSE #8: No**

9. State regular working hours of the employees who will receive the pay item ( i.e., 37.5 hour workweek employees, 40 hour workweek employees)

**RESPONSE #9: 37.5 hour workweek**

10. State whether pay item is for work performed outside of the regular workweek (i.e., payment for work or services performed outside of the employee's 37.5 hour workweek, or outside the employee's 40 hour workweek)

**RESPONSE #10: No**

11. State whether the pay item if for deferred compensation

**RESPONSE #11: No**

12. State whether the pay item is for retro payments

**RESPONSE #12: No**

13. State whether the pay item is for accrued unused leaves (i.e., sick leave, annual leave, floating holiday, vacation, comp time)

**RESPONSE #13: No**

14. State whether the payment is compensation that had previously been provided in kind to the member by the employer or paid directly by the employer to a third party other than the retirement system for the benefit of the member or employee

**RESPONSE #14: No**

15. State whether the payment is severance or other payment in connection with or in anticipation of a separation from employment (and state if this payment is made while employee is working)

**RESPONSE #15: No**

16. State whether the pay item is paid in one lump sum or biweekly (or over some other time period-monthly, quarterly, annually)

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**ALAMEDA COUNTY**  
**AUDITOR-CONTROLLER AGENCY**  
**STEVE MANNING**  
AUDITOR-CONTROLLER/CLERK-RECORDER

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**RESPONSE #16: Biweekly**

17. State the basis for eligibility for the pay item (i.e., certification of completion of training program conducted by an accredited university, or employee assigned as supervisor of badge distribution)

**RESPONSE #17:**

**Article 3, Section 3-11 of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following note to be effective on the date shown:**

3-14.26 Effective February 10, 2019, nine (9) persons occupying positions under Job Code 1128; six (6) persons occupying positions under Job Code 1129; and three (3) persons occupying Job Code 1120, assigned to the Probation Department Adult Information Services, Probation Center, Adult Investigations Probation Center, Hayward Office, and the ECHOJ, Dublin locations, who are required to provide process training, instruction, and desk cross-training due exclusively to the public safety risk and exposure associated with delaying the implementation of the CaseloadPro data systems requirements shall be compensated four percent (4%) above the base salary rate for a period of three (3) months commencing February 10, 2019 and not to exceed six (6) months, to August 31, 2019. This additional compensation shall have an expiration date of August 31, 2019 and shall be deleted from the Salary Ordinance upon the expiration date.

Job Code 1128 Specialist Clerk I  
Job Code 1129 Specialist Clerk II  
Job Code 1120 Clerk II

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1106 Madison St., 1<sup>st</sup> Floor  
Oakland, CA 94607  
Tel: (510) 272-6362  
Fax: (510) 208-9858



AGENDA NO. 11 February 5, 2019

Lakeside Plaza Building  
1401 Lakeside Drive, Suite 200  
Oakland, CA 94612-4305  
TDD: (510) 272-3703

## Human Resource Services

*2nd reading 2/26/19*

February 5, 2019

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, California 94612-4305

SUBJECT: SALARY ORDINANCE AMENDMENTS AND ONE (1) SIDELETTER OF AGREEMENT

Dear Board Members:

### RECOMMENDATIONS:

- A) Adopt Salary Ordinance amendments to: 1) increase the salaries for Unrepresented Non-Management classifications related to the Northern California Public Sector Region Local 1021 of the Service Employees International Union (SEIU) classifications effective July 1, 2018; 2) establish a footnote for nine positions of Job Code 1128; six positions of Job Code 1129; and three positions of Job Code 1120 in the Probation Department; and 3) delete the following sub-sections of Section 3-11: 3-11.4, 3-11.8, 3-11.15, 3-11.16, and 3-11.22 for the General Services Agency (GSA).
- B) Adopt a Sideletter of Agreement between the County of Alameda and the Service Employees International Union Local 1021 (SEIU) to implement updates to the applicable provisions of the Memoranda of Understanding (MOU) related to the implementation of Assembly Bill 119.

### DISCUSSION/SUMMARY:

We recommend increasing the salaries for the Unrepresented Non-Management job classifications, related to the Northern California Public Sector Region Local 1021 of the Service Employees International Union (SEIU), to receive the same 3.5% wage increase effective July 1, 2018, as was granted to the SEIU represented classifications.

We also recommend establishing a footnote of four percent (4%) additional compensation for nine positions of Job Code 1128; six positions of Job Code 1129; and three positions of Job Code 1120, assigned to the Probation Department Adult Information Services, Probation Center, Adult Investigations Probation Center, Hayward Office, and the ECHOJ, Dublin locations, who are required to provide process training. We also recommend that the footnote expire on August 31, 2019 and be deleted from the Salary Ordinance upon the expiration date.

We further recommend deleting the following sub-sections of Section 3-11 in the Salary Ordinance: 3-11.4, 3-11.8, 3-11.15, 3-11.16, and 3-11.22. Staff has verified with the GSA that these footnotes are obsolete. In addition, the affected labor organizations, SEIU and Alameda County Management Employees Association, have been notified of this action, and do not object to the deletion of these sub-sections. As was previously communicated to your Board, this is part of an ongoing project to remove obsolete and sunset provisions from the Salary Ordinance.

Lastly, we request that your Board adopt a sideletter of agreement between the County of Alameda and the SEIU. On June 27, 2017, Assembly Bill 119 (AB 119) was signed into law and went into effect immediately. AB 119 included new Government Code provisions requiring public employers to provide recognized public employee unions the right of access to new employee orientations with the structure, time and manner of such orientation access to be subject to the collective bargaining process. The bill also required that the public employer provide the exclusive representative with specific employee contact information for newly hired employees and for all employees in the bargaining unit within specific timeframes. As such, the County met and conferred with SEIU, and reached agreement as reflected in the sideletter on the changes to the relevant provisions in the current MOU.

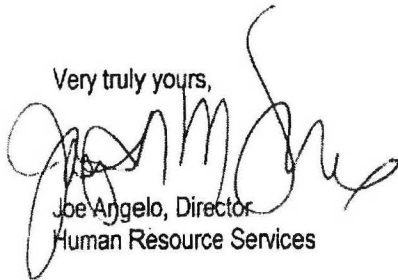
**FINANCING:**

Funds are available in the 2018-2019 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from these actions.

**VISION 2026 GOAL:**

The Salary Ordinance amendments meet the 10x goal pathways of Employment for All in support of our shared vision of a Prosperous and Vibrant Economy.

Very truly yours,

A handwritten signature in black ink, appearing to read "Joe Angelo", is written over the typed name and title.

Joe Angelo, Director  
Human Resource Services

c: CAO  
Auditor-Controller  
County Counsel  
Agency/Department Heads  
Chief Probation Officer  
Director, General Services Agency

3-11.15 - Persons employed under Job Code 0180SM may be compensated at any salary within the range of salaries shown for that class as determined by the Agency Head, provided however, that in order to receive a salary in the top five percent of the salary range an incumbent must be assigned, on a regular basis, the most difficult and/or sensitive projects, or have administrative/managerial responsibilities not ordinarily part of their on-going assignment, and/or performance evaluations deemed by the Agency Head to be extraordinary. It is further provided that the salaries are not subject to the Five Step Plan nor to general adjustments prescribed for other County employees.

add'l  
412  
3-11.16 - One position of Job Code 0158M shall be compensated at the salary schedule for Job Code 0229SM when assigned the responsibility for the County Capital Investment Plan.

add'l  
485  
3-11.22 - Effective April 5, 2009, not to exceed one position of Job Code 7220SM, Supervising Gardener, and effective May 17, 2009, not to exceed one position of Job Code 7423SM, Janitor, Supervisor II when assigned supervisory responsibilities for both the North and South County gardening operation, shall be compensated an additional five percent. (BOS approved 3/31/09) (BOS approved Job Code 7423SM 5/12/09)

### SECTION III

Article 3, Section 3-11 of the County of Alameda Salary Ordinance is hereby amended by the addition thereto of the following note to be effective on the date shown:

new  
add'l  
Pay  
72K  
3-14.26 Effective February 10, 2019, nine (9) persons occupying positions under Job Code 1128; six (6) persons occupying positions under Job Code 1129; and three (3) persons occupying Job Code 1120, assigned to the Probation Department Adult Information Services, Probation Center, Adult Investigations Probation Center, Hayward Office, and the ECHOJ, Dublin locations, who are required to provide process training, instruction, and desk cross-training due exclusively to the public safety risk and exposure associated with delaying the implementation of the CaseloadPro data systems requirements shall be compensated four percent (4%) above the base salary rate for a period of three (3) months commencing February 10, 2019 and not to exceed six (6) months, to August 31, 2019. This additional compensation shall have an expiration date of August 31, 2019 and shall be deleted from the Salary Ordinance upon the expiration date.

### SECTION IV

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against it in the Inter-City Express, a newspaper published in the County of Alameda.

Gov. Code Sec. 31461. (a) "Compensation earnable" by a member means the average compensation as determined by the board, for the period under consideration upon the basis of the average number of days ordinarily worked by persons in the same grade or class of positions during the period, and at the same rate of pay. The computation for any absence shall be based on the compensation of the position held by the member at the beginning of the absence. Compensation, as defined in Section 31460, that has been deferred shall be deemed "compensation earnable" when earned, rather than when paid.

(b) "Compensation earnable" does not include, in any case, the following:

(1) Any compensation determined by the board to have been paid to enhance a member's retirement benefit under that system. That compensation may include:

(A) Compensation that had previously been provided in kind to the member by the employer or paid directly by the employer to a third party other than the retirement system for the benefit of the member, and which was converted to and received by the member in the form of a cash payment in the final average salary period.

(B) Any one-time or ad hoc payment made to a member, but not to all similarly situated members in the member's grade or class.

(C) Any payment that is made solely due to the termination of the member's employment, but is received by the member while employed, except those payments that do not exceed what is earned in each 12-month period during the final average salary period regardless of when reported or paid.

(2) Payments for unused vacation, annual leave, personal leave, sick leave, or compensatory time off, however denominated, whether paid in a lump sum or otherwise, in an amount that exceeds that which may be earned in each 12-month period during the final average salary period, regardless of when reported or paid.

(3) Payments for additional services rendered outside of normal working hours, whether paid in a lump sum or otherwise.

(4) Payments made at the termination of employment, except those payments that do not exceed what is earned in each 12-month period during the final average salary period, regardless of when reported or paid.

Gov. Code Sec. 7522.34. (a) "Pensionable compensation" of a new member of any public retirement system means the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules.

(b) Compensation that has been deferred shall be deemed pensionable compensation when earned rather than when paid.

(c) "Pensionable compensation" does not include the following:

(1) Any compensation determined by the board to have been paid to increase a member's retirement benefit under that system.

(2) Compensation that had previously been provided in kind to the member by the employer or paid directly by the employer to a third party other than the retirement system for the benefit of the member and which was converted to and received by the member in the form of a cash payment.

(3) Any one-time or ad hoc payments made to a member.

(4) Severance or any other payment that is granted or awarded to a member in connection with or in anticipation of a separation from employment, but is received by the member while employed.

(5) Payments for unused vacation, annual leave, personal leave, sick leave, or compensatory time off, however denominated, whether paid in a lump sum or otherwise, regardless of when reported or paid.

(6) Payments for additional services rendered outside of normal working hours, whether paid in a lump sum or otherwise.

(7) Any employer-provided allowance, reimbursement, or payment, including, but not limited to, one made for housing, vehicle, or uniforms.

(8) Compensation for overtime work, other than as defined in Section 207(k) of Title 29 of the United States Code.

(9) Employer contributions to deferred compensation or defined contribution plans.

(10) Any bonus paid in addition to the compensation described in subdivision (a).

(11) Any other form of compensation a public retirement board determines is inconsistent with the requirements of subdivision (a).

(12) Any other form of compensation a public retirement board determines should not be pensionable compensation.

## **NEW BUSINESS**

**7.A Motion to direct the Chief Executive Officer (or his Designee) on how to vote on the following SACRS Business Items at the SACRS Spring Conference (Business Meeting):**

- 1. 2019-2010 Board of Directors Elections; and**
- 2. 2017-1018 Audit.**

**7.B. Chief Executive Officer's Report.**

## **NEW BUSINESS**

**7.A Motion to direct the Chief Executive Officer (or his Designee) on how to vote on the following SACRS Business Items at the SACRS Spring Conference (Business Meeting):**

- 1. 2019-2010 Board of Directors Elections; and**
- 2. 2017-1018 Audit.**





*Office of the Chief Executive Officer  
Office of Administration*

DATE: April 18, 2019  
TO: Members of the Board of Retirement  
FROM: Dave Nelsen, Chief Executive Officer   
SUBJECT: **SACRS Spring Conference Business Items**

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At the Spring SACRS Business meeting, the new Board of Directors (BOD) will be elected and the 2017-2018 Audit will be presented. Please provide direction on how you would like your proxy to vote on these two (2) matters.

**1. Board of Directors Elections**

Below are the six candidates recommended by the SACRS Nominating Committee, and one additional candidate who has applied for consideration for a Regular Member position, but he was not recommended by the Nominating Committee.

Your options are to make a motion to direct your proxy to vote for:

- The candidates recommended by the Nominating Committee, or;
- The candidates recommended by the Nominating Committee with the exception of Vere Williams instead of (Mr. Roger Hilton) or (Mr. Chris Cooper).

**SACRS Nominating Committee Recommended Ballot:**

- Dan McAllister, San Diego CERA President
- Vivian Gray, Los Angeles CERA Vice President
- Harry Hagen, Santa Barbara, CERS Treasurer
- Kathryn Cavness, Mendocino CERA Secretary
- Roger Hilton, Orange CERS Regular Member
- Chris Cooper, Marin CERA Regular Member

**Additional Candidates Submitted:**

- Vere Williams, San Bernardino CERA Regular Member

**2. 2017-2018 Audit**

The independent audit of the 2017-2018 SACRS financial statements has been conducted by James Marta and Company, LLP and will be presented for adoption at the Business meeting. There were no findings.

Your options are to make a motion to direct your proxy to vote for adoption of the Audit, to abstain from voting, or to vote against adoption of the Audit.

Enclosure: 1) March 25, 2019, Letter re SACRS BOD 2019-2020 Elections – Final Ballot  
2) SACRS BOD Bios and Nomination Submission Forms  
3) SACRS 2017-2018 Audit



# **ENCLOSURE 1**



**6. SACRS Nomination Committee - 2019-2020 SACRS Elections – Action**

Ray McCray, San Joaquin CERA, SACRS Nomination Committee Chair

A. SACRS Election 2019-2020



March 25, 2019

To: SACRS Trustees & SACRS Administrators/CEO's  
From: Ray McCray, SACRS Immediate Past President, Nominating Committee Chair  
SACRS Nominating Committee  
Re: SACRS Board of Director Elections 2019-2020 Elections – Final Ballot

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SACRS BOD 2019-2020 election process began January 2019. Please provide the final ballot and voting instructions to your Board of Trustees and Voting Delegates.

DEADLINE	DESCRIPTION
March 1, 2019	Any regular member may submit nominations for the election of a Director to the Nominating Committee, provided the Nominating Committee receives those nominations no later than noon on March 1 of each calendar year regardless of whether March 1 is a Business Day. Each candidate may run for only one office. Write-in candidates for the final ballot, and nominations from the floor on the day of the election, shall not be accepted.
March 25, 2019	The Nominating Committee will report a final ballot to each regular member County Retirement System prior to March 25
May 10, 2019	Nomination Committee to conduct elections during the SACRS Business Meeting at the Spring Conference (May 7-10, 2019)
May 10, 2019	Board of Directors take office for 1 year

**Per SACRS Bylaws, Article VIII, Section 1. Board of Director and Section 2. Elections of Directors:**

**Section 1. Board of Directors.** *The Board shall consist of the officers of SACRS as described in Article VI, Section 1, the immediate Past President, and two (2) regular members*

**A. Immediate Past President.** *The immediate Past President, while he or she is a regular member of SACRS, shall also be a member of the Board. In the event the immediate Past President is unable to serve on the Board, the most recent Past President who qualifies shall serve as a member of the Board.*

**B. Two (2) Regular Members.** *Two (2) regular members shall also be members of the Board with full voting rights.*

**Section 2. Elections of Directors.** *Any regular member may submit nominations for the election of a Director to the Nominating Committee, provided the Nominating Committee receives those nominations no later than noon on March 1 of each calendar year regardless of whether March 1 is a Business Day. Each candidate may run for only one office. Write-in candidates for the final ballot, and nominations from the floor on the day of the election, shall not be accepted.*

*The Nominating Committee will report its suggested slate, along with a list of the names of all members who had been nominated, to each regular member County Retirement System prior to March 25.*



*The Administrator of each regular member County Retirement System shall be responsible for communicating the Nominating Committee's suggested slate to each trustee and placing the election of SACRS Directors on his or her board agenda. The Administrator shall acknowledge the completion of these responsibilities with the Nominating Committee.*

*Director elections shall take place during the first regular meeting of each calendar year. The election shall be conducted by an open roll call vote, and shall conform to Article V, Sections 6 and 7 of these Bylaws.*

*Newly elected Directors shall assume their duties at the conclusion of the meeting at which they are elected, with the exception of the office of Treasurer. The incumbent Treasurer shall co-serve with the newly elected Treasurer through the completion of the current fiscal year.*

The elections will be held at the SACRS Spring Conference May 7-10, 2019 at the Resort at Squaw Creek, Lake Tahoe, CA. Elections will be held during the Annual Business meeting on Friday, May 10, 2019.

**SACRS Nominating Committee Final Ballot:**

- |                                    |                |
|------------------------------------|----------------|
| • Dan McAllister, San Diego CERA   | President      |
| • Vivian Gray, Los Angeles CERA    | Vice President |
| • Harry Hagen, Santa Barbara, CERS | Treasurer      |
| • Kathryn Cavness, Mendocino CERA  | Secretary      |
| • Roger Hilton, Orange CERS        | Regular Member |
| • Chris Cooper, Marin CERA         | Regular Member |

**Additional Candidates Submitted:**

- |                                      |                |
|--------------------------------------|----------------|
| • Vere Williams, San Bernardino CERA | Regular Member |
|--------------------------------------|----------------|

Please prepare your voting delegate to have the ability to vote by the recommended ballot and by each position separately.

If you have any questions, please contact me at Ray McCray, [raym1@sbcglobal.net](mailto:raym1@sbcglobal.net) or (209) 471-4472.

Thank you for your prompt attention to this timely matter.

Sincerely,

*Ray McCray*

Ray McCray, San Joaquin CERA Trustee  
SACRS Nominating Committee Chair

CC: SACRS Board of Directors  
SACRS Nominating Committee Members  
Sulema H. Peterson, SACRS Administrator

# **ENCLOSURE 2**





**SACRS Nomination Submission Form  
SACRS Board of Directors Elections 2019-2020**

All interested candidates must complete this form and submit along with a letter of intent. **Both the form and the letter of intent must be submitted no later than March 1, 2019.** Please submit to the Nominating Committee Chair at [raym1@sbcglobal.net](mailto:raym1@sbcglobal.net) AND to SACRS at [sulema@sacrs.org](mailto:sulema@sacrs.org). If you have any questions, please feel free to contact Sulema Peterson at SACRS at (916) 441-1850.

<b>Name of Candidate</b>	Dan McAllister
<b>Candidate Contact Information</b> (Please include – Phone Number, Email Address and Mailing Address)	619-531-5231 <a href="mailto:dan.mcallister@sdcounty.ca.gov">dan.mcallister@sdcounty.ca.gov</a> 1600 Pacific Hwy, Room 112 San Diego, CA 92101
<b>Name of Retirement System Candidate Currently Serves On</b>	SDCERA
<b>Current Position On Candidates Retirement Board (Chair, Alternate, Retiree, General Elected, Etc)</b>	County Treasurer-Tax Collector, mandated member.
<b>Applying for SACRS Board of Directors Position (select only one)</b>	<input type="radio"/> <b>President</b> <input checked="" type="radio"/> <del>Vice-President</del> <input checked="" type="radio"/> <del>Treasurer</del> <input checked="" type="radio"/> <del>Secretary</del> <input type="radio"/> <del>Regular Member</del>
<b>Brief Bio</b>	<p>Dan McAllister has served San Diego County residents as the County's Treasurer-Tax Collector since 2002. He was re-elected to his fifth term in June. Dan oversees the collection of more than \$6 billion in property taxes each year, the management of \$11.6 billion in the County's Investment Pool, and the administration of the County's \$1.5 billion defined contribution program. Since assuming office, he has worked extensively to improve customer service, enhance communications and outreach initiatives, and ensure the fiscal stability of the treasury. Under his direction, his office collected a record high 60% of property tax payments electronically, while maintaining a 99% collection rate for the past three years. He is also a strong advocate for diversity, a value reflected in his staff that comes from all walks of life and backgrounds. His office now delivers service in 17 different languages.</p> <p>As part of his duties, Dan serves as a member of the San Diego County Employees Retirement Association (SDCERA), which manages more than \$13 billion of investments; he also serves as a board member of several non-profit organizations in San Diego.</p>



**TREASURER-TAX COLLECTOR  
SAN DIEGO COUNTY**

[www.sdttc.com](http://www.sdttc.com)

**Dan McAllister**  
Treasurer-Tax Collector



February 21, 2019

Mr. Ray McCray  
Chairman  
Nominating Committee  
State Association of County Retirement Systems

Dear Mr. McCray,

This is to officially submit my name for consideration by the Nominating Committee for the office of SACRS President.

When I first ran for the Presidency, I pledged to continue to help move our organization forward with strong, inclusive leadership. I also spoke of my experiences and accomplishments as San Diego County Treasurer-Tax Collector; and of serving as a Trustee on the San Diego County Employees Retirement Association (SDCERA) Board and two successful terms as Board Chair.

Over the past five years, it has been my distinct honor and pleasure to serve on the SACRS Board. First as Treasurer and now President, I am extremely proud of the work our board has completed during these years to improve our levels of customer service to our members. During the past two years for example the SACRS Board performed a comprehensive review and update of Board Policies and Procedures. We added two new seats to the Board to be more inclusive and give more members an opportunity to serve. We also made strong efforts to add new people to a number of our standing committees.

Indeed, it has been a productive year for the Board and we have made a difference for the SACRS membership. Ours has been a team effort and one that can point to positive developments and continuous improvement.

SACRS is a special organization and one that must continue to provide educational forums for disseminating information to Trustees and system staffs from all '37 Act counties. Additionally, SACRS must take an active role in the legislative process as it impacts county retirement systems.

As SACRS President for the coming year, I will continue to work collaboratively with the SACRS Board and Trustees statewide to ensure that our educational programs and conferences continue to be of the highest quality and content.

With your support and nomination, I would be honored to serve again as President of SACRS. Thank you in advance for your careful and positive consideration of my candidacy for re-election.

Sincerely,

Dan McAllister





**SACRS Nomination Submission Form  
SACRS Board of Directors Elections 2018-2019**

All interested candidates must complete this form and submit it along with a letter of intent. **Both the form and the letter of intent must be submitted no later than March 1, 2018.** Please submit to the Nominating Committee Chair at [raym1@sbcglobal.net](mailto:raym1@sbcglobal.net) or to SACRS at [sulema@sacrs.org](mailto:sulema@sacrs.org). If you have any questions, please feel free to contact Sulema Peterson at SACRS at (916) 441-1850.

<b>Name of Candidate</b>	VIVIAN GRAY
<b>Candidate Contact Information (Phone Number, Email Address and Mailing Address MUST be included)</b>	Viviangray@aol.com, Vgray@lacera.com 300 N. Lake Ave., Ste. 820 Pasadena, CA 91101 Phone: (213) 440-0142
<b>Name of Retirement System Candidate Currently Serves On</b>	Los Angeles County Employees Retirement Association (LACERA)
<b>Current Position On Retirement Board (Chair, Alternate, Retiree, General Elected, Etc)</b>	General Elected Trustee, Board of Retirement <a href="http://www.lacera.com/about_lacera/bor/gray.html">http://www.lacera.com/about_lacera/bor/gray.html</a>
<b>Applying for SACRS Board of Directors Position (You may only select one)</b>	<input type="radio"/> President <input checked="" type="radio"/> Vice President <input type="radio"/> Treasurer <input type="radio"/> Secretary <input type="radio"/> Regular Member
<b>Brief Bio</b>	<ul style="list-style-type: none"> <li>• Chair, LACERA Board of Retirement 2018</li> <li>• Chair, SACRS Program Committee</li> <li>• Elected general member trustee since 2012</li> <li>35 years of service to Los Angeles County</li> <li>10 years in Law Enforcement</li> <li>25 years as an attorney for Los Angeles County</li> <li>• 6 years in private law practice</li> <li>• Education/Pension Trustee Certificates             <ul style="list-style-type: none"> <li>- Bachelors of Arts: UCLA</li> <li>- JD: UWLA</li> <li>- New York Law School - Public Pension Trustee Fiduciary Program</li> <li>- Stanford Law School (CALAPRS) - Principles of Pension Management</li> <li>- Harvard Law School Program - Trustee Work Life</li> <li>- UC Berkeley (SACRS) - Modern Investment Theory &amp; Practice for Retirement Systems</li> <li>- IFEBP - Trustee Masters Program</li> <li>- NCPERS - Public Pension Funding Forum</li> <li>- Wharton Business School - Portfolio Concepts and Management (Pending)</li> <li>- National Assoc. of Corporate Directors (NACD) Board Leadership Fellow</li> </ul> </li> </ul>



# VIVIAN GRAY

300 N. LAKE AVENUE, SUITE 820 -PASADENA, CA 91101 - VGRAY@LACERA.COM

February 20, 2019

VIA EMAIL

SACRS Nominating Committee  
Mr. Ray McCray, Chair

Dear Mr. McCray:

I would like to express my interest in remaining SACRS' Vice President for 2019/2020.

I have been honored to serve as Vice President and Chair of the Program Committee for the past 2018/2019 year. During this past year SACRS has made considerable strides in remaining a relevant organization for trustee education for the 20 systems comprising the 1937 Act Counties.

As instituted by the revised SACRS Bylaws in 2018 the SACRS leadership was expanded to a seven member board of directors. This expansion has served SACRS well by fostering a cohesive elected board whose focus is to increase SACRS level of recognition while maintaining its reputation as an excellent educational forum for trustees, its affiliates and the related pension community.

Through its strong leadership, SACRS can continue to become the premier entity in the direct education of trustees. I believe SACRS is a viable organization among retirement systems. We have secured a presence not only in our CERL 37 Act Systems, but are gaining headway and recognition beyond CERL.

Your consideration of me to continue as vice president would be an honor.

I have attached the SACRS Nomination Form containing my brief bio.

Sincerely,

*Vivian Gray*

Vivian Gray

cc: Sulema Peterson, SACRS



**SACRS Nomination Submission Form  
SACRS Board of Directors Elections 2019-2020**

All interested candidates must complete this form and submit along with a letter of intent. **Both the form and the letter of intent must be submitted no later than March 1, 2019.** Please submit to the Nominating Committee Chair at [raym1@sbcglobal.net](mailto:raym1@sbcglobal.net) AND to SACRS at [sulema@sacrs.org](mailto:sulema@sacrs.org). If you have any questions, please feel free to contact Sulema Peterson at SACRS at (916) 441-1850.

<b>Name of Candidate</b>	Harry E. Hagen
<b>Candidate Contact Information</b> (Please include – Phone Number, Email Address and Mailing Address)	805-568-2490 <a href="mailto:hhagen@co.santa-barbara.ca.us">hhagen@co.santa-barbara.ca.us</a>  P.O. Box 579 Santa Barbara, CA 93102-0579
<b>Name of Retirement System Candidate Currently Serves On</b>	SBCERS (Santa Barbara)
<b>List Your Current Position on Retirement Board (Chair, Alternate, Retiree, General Elected, Etc)</b>	<ul style="list-style-type: none"><li><input type="radio"/> Chair</li><li><input type="radio"/> Alternate</li><li><input type="radio"/> General Elected</li><li><input type="radio"/> Retiree</li><li><input checked="" type="checkbox"/> Other Ex-officio member, Vice-Chair</li></ul>
<b>Applying for SACRS Board of Directors Position (select only one)</b>	<ul style="list-style-type: none"><li><input type="radio"/> President</li><li><input type="radio"/> Vice President</li><li><input checked="" type="checkbox"/> Treasurer</li><li><input type="radio"/> Secretary</li><li><input type="radio"/> Regular Member</li></ul>
<b>Brief Bio</b>	See Attachment

February 28, 2019

To Ray McCray , SACRS Nominating Committee Chair,

I would like to continue serving on the SACRS Board of Directors and am submitting my letter of intent to run for the position of Treasurer.

I believe I am well qualified for the position based upon my educational and work experience. I am a 23-year employee of Santa Barbara County and the current Vice-Chair of the Santa Barbara County Employees Retirement System. I have served as the ex-officio member of SBCERS for over eight years. I was also an alternate member to the board for eight years as the Assistant Treasurer-Tax Collector-Public Administrator.

Should you have any questions, please don't hesitate to call me directly.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to read 'Hagen' with an equals sign and another 'Hagen' written next to it.

Harry E. Hagen, CPA, CPFA, CPFO, CFIP, CGIP, ACPFIM  
Treasurer-Tax Collector-Public Administrator-Public Guardian  
County of Santa Barbara  
(805) 568-2490  
hhagen@co.santa-barbara.ca.us

Harry E. Hagen  
Bio for SACRS Nomination Submission Form

I am the current Santa Barbara County Treasurer-Tax Collector-Public Administrator. I was first elected in 2010 and am currently serving in my third four-year term.

I am responsible for overseeing and investing a \$1.6 billion investment pool for local schools, general County government, and special districts. I manage the collection of taxes and general collections, administer Public Administrator estates and Public Guardian conservatorships, and oversee Veterans' Services programs. My duties also include serving as Chair of the County Debt Advisory Committee, implementing and managing the County's municipal financing program, and administering the County's deferred compensation program.

I hold a Bachelor's degree in Business Economics from UCSB, am a 27-year California Certified Public Accountant, and have completed the Certificate in Public Treasury Management from USC. Additionally, I have earned the designations of CPFO from the Government Finance Officers Association, CPFA and ACPFIM from the Association of Public Treasurers, CGIP from the Government Investment Officers Association, and CFIP from the Fixed Income Academy.



**SACRS Nomination Submission Form  
SACRS Board of Directors Elections 2019-2020**

All interested candidates must complete this form and submit along with a letter of intent. **Both the form and the letter of intent must be submitted no later than March 1, 2019.** Please submit to the Nominating Committee Chair at [raym1@sbcglobal.net](mailto:raym1@sbcglobal.net) AND to SACRS at [sulema@sacrs.org](mailto:sulema@sacrs.org). If you have any questions, please feel free to contact Sulema Peterson at SACRS at (916) 441-1850.

<b>Name of Candidate</b>	Kathryn Cavness
<b>Candidate Contact Information</b> (Please include – Phone Number, Email Address and Mailing Address)	Home Phone (707) 459-2215 Cell Phone (707) 354-8105 Email <a href="mailto:k24u2figure@gmail.com">k24u2figure@gmail.com</a> Mailing Address 6500 Ridgewood Road, Willits, CA 95490
<b>Name of Retirement System Candidate Currently Serves On</b>	Mendocino County Employee Retirement Association (MCERA)
<b>Current Position On Candidates Retirement Board (Chair, Alternate, Retiree, General Elected, Etc.)</b>	MCERA Chair, General Elected
<b>Applying for SACRS Board of Directors Position (select only one)</b>	<input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Treasurer <input checked="" type="checkbox"/> Secretary <input type="checkbox"/> Regular Member
<b>Brief Bio</b>	<p>My education and professional experience provides qualifications ideally suited for taking on the responsibilities of Secretary of the SACRS Board of Directors:</p> <ul style="list-style-type: none"> <li>• Two years' experience as Secretary for SACRS Board of Directors</li> <li>• Trustee and Chair on the MCERA Board and member of the MCERA Auditing Committee</li> <li>• Executive Education Investment Program, Hass School of Business, UC Berkeley</li> <li>• Principles of Pension Management for Trustees, Graziadio Business School, Pepperdine University</li> <li>• Advanced Principles of Pension Management for Trustees, UCLA</li> <li>• Master's Degree in Business Administration/Accounting Emphasis</li> <li>• County of Mendocino District Attorney's Office Administrative Services Manager</li> <li>• Fiscal Officer for the Lake and Mendocino County Area Agency on Aging</li> </ul>

Kathryn Cavness  
6500 Ridgewood Road  
Willits, CA 95490  
(707) 459-2215  
k24u2figure@gmail.com

January 29, 2017

Ray McCray, Chair  
SACRS Nominating Committee  
1415 L St., Suite 1000,  
Sacramento, CA 95814

Dear Nominating Committee:

Please consider my request to run for Secretary of the State Association of County Retirement Systems (SACRS) Board of Directors in the upcoming May 2019 election. If elected, this will be my third term to serve as SACRS Secretary. I am also currently the Chair, as an Elected Trustee, of the Mendocino County Employee Retirement Association (MCERA) and member of the MCERA Audit Committee.

My interest in seeking the position of Secretary on the SACRS Board of Directors is to continue representing the interests of all 1937 Act County Trustees and to reach out to Trustees to attain greater participation in SACRS activities; my commitment to 1937 Act Trustees and Members is to carry out the goals and objectives of the SACRS strategic plan. If elected, my focus will be on improving our Trustee participation at the Spring and Fall Conferences, the UC Berkeley Educational Programs, and increasing membership on SACRS' Committees, including the Legislative, Program, Education and Bylaws Committees.

I wish to persist in my efforts to attain greater parity for the smaller, rural, central and northern 1937 Act systems; I am Chair of MCERA, the smallest, northernmost, rural SACRS retirement system. I have had the pleasure of visiting a few of the retirement systems in Northern California and I look forward to engaging in more of these relationship building activities to discover what individual retirement systems are seeking from SACRS.

My educational background and professional experience has provided me with a strong administrative/financial background ideally suited for taking on the responsibilities of Secretary of the SACRS Board of Directors:

- Two years as Secretary for SACRS Board of Directors
- Chair on the MCERA Board and MCERA Auditing Committee Member
- County of Mendocino District Attorney's Office Administrative Services Manager
- Executive Education Investment Program, Hass School of Business, UC Berkeley
- Principles of Pension Management for Trustees, Graziadio Business School, Pepperdine University
- Advanced Principles of Pension Management for Trustees, UCLA
- MBA/Accounting Emphasis

Sincerely,

Kathryn Cavness





**SACRS Nomination Submission Form  
SACRS Board of Directors Elections 2019-2020**

All interested candidates must complete this form and submit along with a letter of intent. **Both the form and the letter of intent must be submitted no later than March 1, 2019.** Please submit to the Nominating Committee Chair at [raym1@sbcglobal.net](mailto:raym1@sbcglobal.net) AND to SACRS at [sulema@sacrs.org](mailto:sulema@sacrs.org). If you have any questions, please feel free to contact Sulema Peterson at SACRS at (916) 441-1850.

<b>Name of Candidate</b>	Roger Hilton
<b>Candidate Contact Information</b> (Please include – Phone Number, Email Address and Mailing Address)	(714) 325-9295, <a href="mailto:rhilton@ocers.org">rhilton@ocers.org</a> , <a href="mailto:roger@aocds.org">roger@aocds.org</a>  2223 East Wellington Ave. Suite 100 Santa Ana, CA 92701
<b>Name of Retirement System Candidate Currently Serves On</b>	Orange County Employees Retirement System (OCERS)
<b>Current Position On Candidates Retirement Board (Chair, Alternate, Retiree, General Elected, Etc)</b>	Vice-Chair - Elected Safety Member
<b>Applying for SACRS Board of Directors Position (select only one)</b>	<ul style="list-style-type: none"> <li><input type="radio"/> President</li> <li><input type="radio"/> Vice President</li> <li><input type="radio"/> Treasurer</li> <li><input type="radio"/> Secretary</li> <li><input checked="" type="radio"/> Regular Member</li> </ul>
<b>Brief Bio</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Currently serving as SACRS Regular Board Member 2018-2019</li> <li><input type="checkbox"/> OCERS: served as Chairman of the board, chair of the Investment Committee, and have chaired several committees, elected 2012 - Present.</li> <li><input type="checkbox"/> Association of Orange County Deputy Sheriffs (AOCDS) Board of Directors: Currently serving as Vice President and Political Action Chairman, 2011 - Present.</li> <li><input type="checkbox"/> Trustee on Medical and Benefits Trusts, 2011 - Present.</li> <li><input type="checkbox"/> Association of Deputy Marshals Board of Directors, 1992-2000 – Served as President 1996-2000, Treasurer 1993-1996.</li> </ul> <p>Public Pension Trustee certificates:</p> <ul style="list-style-type: none"> <li>-Modern Investment Theory &amp; Practice – UC Berkeley;</li> <li>-Portfolio concepts and Management -Wharton School of Business;</li> <li>-Certificate in Public Plan Policy I and II;</li> <li>-Principles of Pension Management - Stanford University;</li> <li>-Advanced Principles of Pension Management - UCLA;</li> <li>-Labor and Worklife Program, Harvard Law School</li> </ul>

February 15, 2019

2223 East Wellington Ave. Suite 100  
Santa Ana, CA 92701

Ray McCray, SACRS Nominating Committee Chair

Dear Mr. McCray:

Please accept this letter as my intent to run for the Board of Directors for the position of Regular Member. I would request that my name be included in the 2019-2020 SACRS Nomination Slate at the upcoming elections in May 2019.

I believe my years of experience leading employee labor organizations and the OCERS Board of Retirement have uniquely prepared me for this challenge. I have 30 years of experience in law enforcement, 26 years serving in the leadership of employee labor organizations, 6 ½ years on the OCERS Board of Retirement, and a year on the SACRS Board. My experience is further outlined on the Nomination Submission form attached to this letter.

Since elected to OCERS, I have made it a point to attend the SACRS conferences. Through these conferences, I have learned a great deal about pensions and have found many friends and mentors. I believe that SACRS is the most effective and important conference '37 Act trustees should attend, because of its relevant content and top-notch presenters. My primary goal is to keep SACRS as the premier public pension organization. I plan to utilize my extensive leadership experience by reaching out to and communicating with our members so they fully understand the many benefits of SACRS. My focus will be on continuing successful conferences and keeping SACRS a professional organization.

It would be an honor to continue to serve on the SACRS Board of Directors and I appreciate the consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "R. Hilton", with a stylized, flowing script.

Roger Hilton

OCERS Board of Directors





**SACRS Nomination Submission Form  
SACRS Board of Directors Elections 2019-2020**

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<b>Name of Candidate</b>	Chris C. Cooper
<b>Candidate Contact Information</b> (Please include – Phone Number, Email Address and Mailing Address)	MCERA 1 McInnis Pkwy San Rafael, CA 94903 <a href="mailto:chriscooperinmarin@yahoo.com">chriscooperinmarin@yahoo.com</a> (415) 827-0772
<b>Name of Retirement System Candidate Currently Serves On</b>	Marin County Employees' Retirement Association
<b>List Your Current Position on Retirement Board (Chair, Alternate, Retiree, General Elected, Etc)</b>	<input type="radio"/> Chair <input type="radio"/> Alternate <input type="radio"/> General Elected <input type="radio"/> Retiree <input type="radio"/> Other ____Elected Public Safety____
<b>Applying for SACRS Board of Directors Position (select only one)</b>	<input type="radio"/> President <input type="radio"/> Vice President <input type="radio"/> Treasurer <input type="radio"/> Secretary <input type="radio"/> Regular Member   XXXX
<b>Brief Bio</b>	<p>My name is Chris Cooper and I am running to be re-elected to the position of Regular Member on the SACRS Board of Directors. I served in the U.S. Army for 8 years as a Mandarin Linguist/Interrogator and then graduated from the University of California, Berkeley with a degree in Political Economy of Industrial Societies. After a career as a merchandise buyer for a large retailer, I left to own/manage several franchise stores.</p> <p>Gradually, my hobby of volunteering with Wilderness and Urban Search and Rescue pulled me back to a career in Public Service. I sold the stores and became a Paramedic then attended the Fire Academy. I have been a Fire Captain/Paramedic in the City of San Rafael for 9 years and have served on the Marin Board of Retirement for 7 years. I live in San Rafael with my wife Lisa and 2 children (Calvin 17, Lucy 13).</p> <p>Serving on the SACRS Board for the last year has been rewarding and I would like to continue for the next term.</p> <p>Thank you</p>

Letter of Intent

I am Chris Cooper and I have had the honor of serving on the SACRS Board of Directors for the last year as a Regular Member. I am a Fire Captain/Paramedic in San Rafael, CA and have served as the Elected Safety member on the Marin County Employees' Retirement Association for 7 years. Having attended SACRS conferences for 7 years, I want to give back to the Association and people who have given so much to help me be a better Trustee. The last year on the Board has been eye-opening and I would like to serve in the position another year.

Thank you,

Chris Cooper



**SACRS Nomination Submission Form  
SACRS Board of Directors Elections 2019-2020**

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<b>Name of Candidate</b>	Vere Williams
<b>Candidate Contact Information</b> (Please include – Phone Number, Email Address and Mailing Address)	(760) 486-6311 <a href="mailto:verevlw@aol.com">verevlw@aol.com</a> 8379 Icicle Drive Pinon Hills CA 92372
<b>Name of Retirement System Candidate Currently Serves On</b>	San Bernardino County Employees' Retirement Association (SBcera)
<b>Current Position On Candidates Retirement Board (Chair, Alternate, Retiree, General Elected, Etc)</b>	General Elected
<b>Applying for SACRS Board of Directors Position (select only one)</b>	<ul style="list-style-type: none"><li><input type="radio"/></li><li><input type="radio"/></li><li><input type="radio"/> Regular Member</li></ul>
<b>Brief Bio</b>	<p>Seated on the SBcera's Board in January 2015 and has served on the Administrative, Audit and Investment committees. Served on the governing Boards of Teamsters Local 1932, California State Conference of the NAACP, Working Assembly of Governmental Employees (WAGE) and other organizations. Past president of the African-American Employees Association and currently Treasurer of the Hispanic Employees Alliance. Earned an MBA in Information Management/Accounting and has completed certification courses at UCLA, Pepperdine and Wharton on Retirement System Management. I have been an Enrolled Agent for over 20 years along with over 25 years experience working in the finance department at Arrowhead Regional Medical Center, Colton. I have been trained in conflict resolution and have attend various workshop and seminars on organizational dynamics and interplay.</p> <p><b><i>A guiding quote – "I always wondered why somebody didn't do something about that, then I realized I was somebody." – Lily Tomlin</i></b></p>

March 1, 2019

VIA Email

Ray McCray, Chair

SACRS Nominating Committee

Dear Mr. McCray,

Please accept this letter as my letter of intent to run for the position of Regular Member in SACRS Board of Directors Elections 2019-2020.

I am a Trustee with the San Bernardino County Employees' Retirement Association (SBcera). I started on the SBcera Board in January 2015 and attended my first SACRS conference that year. I found the sessions to be very informative and educational with the presenters being experts or thought leaders in their field. Since then, I have attended several conferences sponsored by other organizations that are single topic focused and I have also completed certification programs at Wharton, Pepperdine and UCLA. In comparison, SACRS conferences provide a comprehensive insight into the "nuts and bolts" of the functioning of the retirement systems with an emphasis on current application of the topics. SACRS provides attendees an opportunity to understand different perspectives thereby encouraging clearer lines of communication and to hear about what works and what may be problematic. The networking and information sharing opportunities with colleagues at SACRS is immensely valuable.

SACRS recent expansion of the Board to include additional members was a very good strategic move that has helped to expand experience pool and knowledge base. If elected as a Regular Member, I would work to ensure that SACRS remain the preeminent educational organization for the CERL 37 Act Systems by maintaining the high caliber of our conferences. Additionally, I would seek to encourage even greater participation from trustees and staff of the 37 Act Systems. I believe in getting involved as demonstrated by my volunteering to lead a CALAPRS Roundtable after attending a few sessions. Over the years, I have served on the governing Boards of Teamsters Local 1932, Working Assembly of Governmental Employees and other organizations.

I thank you in advance for your kind consideration and support. It would be a high honor to be elected to serve on the SACRS Board for the 2019-2020 term.

Please find attached the completed SACRS nomination form.

Respectfully,

*Vere Williams*

Vere Williams, MBA

SBcera Board of Directors – General Member

cc: Sulema Peterson, SACRS

# **ENCLOSURE 3**

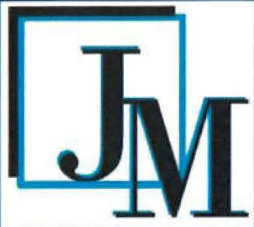


## **7. SACRS Audit Report – Action**

Steve Delaney, Orange CERS, SACRS Audit Committee Chair

### **A. SACRS 2017-2018 Audit Report**





JAMES MARTA & COMPANY LLP  
CERTIFIED PUBLIC ACCOUNTANTS

**STATE ASSOCIATION OF  
COUNTY RETIREMENT SYSTEMS**

**FINANCIAL STATEMENT  
WITH  
INDEPENDENT AUDITOR'S REPORT**

**FOR THE FISCAL YEARS ENDED  
JUNE 30, 2018 AND 2017**

701 HOWE AVENUE, E3  
SACRAMENTO, CA 95825

(916) 993-9494  
(916) 993-9489 FAX  
[WWW.JPMCPCA.COM](http://WWW.JPMCPCA.COM)

**STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS**

**JUNE 30, 2018**

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**BOARD OF DIRECTORS**

**Dan McAllister**  
President

**Vivian Gray**  
Vice President

**Harry Hagen**  
Treasurer

**Kathryn Cavness**  
Secretary

**Raymond McCray**  
Immediate Past President

**Lesley Nettles**  
Affiliate Chair

**Roger Hilton**  
Board Member

**Chris Cooper**  
Board Member

\* \* \* \*

**Sulema Peterson**  
Association Management



**STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS**

**JUNE 30, 2018 AND 2017**

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**James Marta & Company LLP**  
**Certified Public Accountants**

*Accounting Auditing Tax and Consulting*

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**INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
State Association of County Retirement Systems  
Sacramento, California

***Report on the Financial Statement***

We have audited the accompanying statement of cash receipts and disbursements, of the State Association of County Retirement Systems (SACRS) for the fiscal years ended June 30, 2018 and 2017, and the related notes to the financial statement.

***Management's Responsibility for the Financial Statement***

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of the State Association of County Retirement Systems for the years ended June 30, 2018 and 2017, in accordance with the cash basis of accounting described in Note 1.

***Basis of Accounting***

We draw attention to Note 1 to the financial statement, which describes the basis of accounting. The financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statement as a whole. The Combining Statement of Cash Receipts and Disbursements, Graphical Presentation of Cash Receipts, Graphical Presentation of Cash Disbursements, and Conference Summary Report, on pages 7 to 12, are presented for purposes of additional analysis and are not a required part of the financial statement.

The Combining Statement of Cash Receipts and Disbursements, Graphical Presentation of Cash Receipts, and Graphical Presentation of Cash Disbursements, on pages 7 to 11, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statement. Such information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Combining Statement of Cash Receipts and Disbursements, Graphical Presentation of Cash Receipts, and Graphical Presentation of Cash Disbursements, on pages 7 to 11 is fairly stated in all material respects in relation to the financial statement as a whole.

The Conference Summary Report, on page 12, has not been subjected to the auditing procedures applied in the audit of the basic financial statement, and accordingly, we do not express an opinion or provide any assurance on it.

***Restricted Use***

This report is intended solely for the information and use of management and the board of directors of State Association of County Retirement Systems and is not intended to be and should not be used by anyone other than these specified parties.

*James Marta & Company LLP*

James Marta & Company LLP  
Certified Public Accountants  
Sacramento, California  
December 14, 2018

## **FINANCIAL SECTION**

# STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS

## STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

FOR THE FISCAL YEARS ENDED JUNE 30, 2018 AND 2017

	2017-18	2016-17
<b><u>Cash Receipts</u></b>		
Dues	\$ 324,000	\$ 312,000
Conference		
Fall	581,490	566,200
Spring	546,860	575,399
Seminars	181,000	130,000
Other Admin Receipts	18,030	3,031
Other Conference Receipts	40	229
Interest	11,510	16,473
Total Cash Receipts	<u>1,662,930</u>	<u>1,603,332</u>
<b><u>Cash Disbursements</u></b>		
Conference		
Fall - 2017 and 2016		
Hotel and meals	304,155	310,266
Audio and visual	43,826	49,186
Program materials	78,637	86,216
Spring - 2018 and 2017		
Hotel and meals	167,017	114,162
Audio and visual	40,300	10,000
Program materials	56,567	58,546
Seminars	247,190	240,609
Conference Administration	12,416	39,672
Prior Year and Other Expenses	216,357	237,789
Total conference disbursements	<u>1,166,465</u>	<u>1,146,446</u>
Administration	345,134	398,845
Legislative representation	836	158
Lobbying	76,477	67,945
Newsletters	-	14,423
Committee meetings	24,997	18,831
Special projects	17,642	19,857
Total administration disbursements	<u>465,086</u>	<u>520,059</u>
Total Cash Disbursements	<u>1,631,551</u>	<u>1,666,505</u>
Excess (Deficit) of Cash Receipts over Cash Disbursements	31,379	(63,173)
Cash and Investments, Beginning	<u>2,174,622</u>	<u>2,237,795</u>
Cash and Investments, Ending	<u>\$ 2,206,001</u>	<u>\$ 2,174,622</u>
<i>Supplementary Information</i>		
<u>Cash and Investments at June 30,</u>	<u>2018</u>	<u>2017</u>
Cash and cash equivalents	\$ 1,075,711	\$ 1,046,079
Current portion of investments	-	-
Non current portion of investments	<u>1,130,290</u>	<u>1,128,543</u>
Total Cash and Investments	<u>\$ 2,206,001</u>	<u>\$ 2,174,622</u>

The accompanying notes are an integral part of this financial statement.

# STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS

## NOTES TO THE FINANCIAL STATEMENT

FOR THE FISCAL YEARS ENDED JUNE 30, 2018 AND 2017

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### A. ORGANIZATION

State Association of County Retirement Systems (SACRS) is a not-for-profit association of 20 California county retirement systems, enacted under the County Employees Retirement Law of 1937. SACRS was formed in the early 1970's to provide forums for disseminating knowledge of, and developing expertise in, the operation of county retirement systems existing under current law, as well as to foster and take an active role in the legislative process. To accomplish SACRS' mission of addressing issues of importance to members, SACRS, contracting with Strategic Local Government Services, provides a variety of association management services, including three magazines a year, membership directory, semi-annual conferences, and oversight of SACRS.org. The Association is supported primarily through membership dues and conference fees.

#### B. BASIS OF ACCOUNTING

The accompanying financial statement has been prepared on the cash receipts and disbursements basis of accounting, which is a basis of accounting other than generally accepted accounting principles. Under that basis, the only assets recognized are cash and investments, and no liabilities are recognized. All transactions are recognized as either cash receipts or disbursements, and noncash transactions are not recognized. The cash basis differs from generally accepted accounting principles primarily because the effects of outstanding dues and obligations for assessments unpaid at the date of the financial statement are not included in the financial statement.

Management has elected to use the cash basis of accounting for this entity given the nature of its receipts and disbursements: revenue is almost always received and earned in the same period (e.g. at the beginning of the year for annual memberships, and shortly prior to events for conference attendance) and most expenses are incurred evenly over the year, with the exception of the billing for the conference hotel expense. Financial results by conference are presented in the Conference Summary Report in the Supplementary Information section of this document.

#### C. INCOME TAXES

The Association is exempt from federal and state income taxes under Section 501(c)(4) of the Internal Revenue Code and Section 23701f of the California Revenue and Taxation Code.

#### D. CONTRACTUAL AGREEMENTS

The Association has entered into various contractual agreements for professional services. These agreements include compensation for services rendered to the Association.

#### E. COMPARATIVE DATA

Comparative data for the prior year have been presented in certain sections of the accompanying financial statement in order to provide an understanding of changes in the Association's financial position and operations.

Since SACRS uses the cash basis of accounting, the timing of events and the ultimate settlement of bills may vary from year to year. For example; the Spring conference costs could be settled by June (by year end) or be extended into the subsequent year. Also the timing of events could affect when payments are made from year to year. Payments after year end will be paid out of the surplus generated out of the prior year conference receipts. So the surplus cash at year end may have future demands for prior expenses. Management prepares a conference summary report that reconciles these payments when settled; this report is presented as supplementary information.

# STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS

## NOTES TO THE FINANCIAL STATEMENT

### FOR THE FISCAL YEARS ENDED JUNE 30, 2018 AND 2017

#### 2. CASH AND INVESTMENTS

##### Cash and Cash Equivalents

SACRS considers short-term highly liquid investments to be cash equivalents provided that they are both readily convertible to cash and had an original maturity of three months or less when purchased. The balance in cash and cash equivalents at June 30 include:

	2018	2017
Bank accounts	\$ 305,726	\$ 285,552
Bank certificates of deposit	-	-
Money market accounts	769,985	760,527
Total cash and cash equivalents	<u>\$ 1,075,711</u>	<u>\$ 1,046,079</u>

Cash in bank accounts at June 30, 2018 consisted of the following:

	Bank of America	Community First Bank	Total
Per bank	\$ 186,544	\$ 137,881	\$ 324,425
Checks outstanding	(1,186)	(17,513)	(18,699)
Deposits in transit	-	-	-
Total bank accounts	<u>\$ 185,358</u>	<u>120,368</u>	<u>\$ 305,726</u>

Cash in bank accounts at June 30, 2017 consisted of the following:

	Bank of America	Community First Bank	Total
Per bank	\$ 144,645	\$ 160,233	\$ 304,878
Checks outstanding	2,445	(17,513)	(15,068)
Deposits in transit	(4,258)	-	(4,258)
Total bank accounts	<u>\$ 142,832</u>	<u>\$ 142,720</u>	<u>\$ 285,552</u>

Cash balances on interest-bearing accounts held in banks are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC). There were no amounts in excess of FDIC as of June 30, 2018 and 2017.



# STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS

## NOTES TO THE FINANCIAL STATEMENT

### FOR THE FISCAL YEARS ENDED JUNE 30, 2018 AND 2017

#### Investments

In March 2015, SACRS invested in the CalTRUST Medium-Term Fund (the "Fund"), depositing \$1,104,130. The balance as of June 30, 2018 and 2017 presented in the financial statement is \$1,130,290 and \$1,128,543; respectively. This balance includes reinvested interest income totaling \$15,892 and \$10,124, respectively, but does not include changes in fair market value for the year ended June 30, 2018 and 2017 totaling (\$1,140) and (\$2,262) respectively. The fair market value of SACRS' investment in the Fund at June 30, 2018 and 2017 is \$1,129,150 and \$1,126,281, respectively. The current portion of the investment account represents underlying securities which are immediately redeemable (e.g. equities), or will mature within one year. The current portion of investments at June 30, 2018 and 2017 was \$0. The Fund is not rated or insured. Total return on the Fund for the years ended June 30, 2018 and 2017 was 1.41% and 1.28%, respectively.

#### 3. CONTRACTS

SACRS has entered into contracts with various hotels to reserve facilities and guest rooms for its upcoming conferences and events. Cancellation fees associated with these contracts vary by date of notice. All hotel contracts specify the total number of guest room nights reserved at a group rate. If guest nights attributed to the convention fall below a specified minimum, SACRS is obligated to pay a room attrition rate for every guest night below the contracted minimum; standard room rates exceed the attrition rate. The organization is also responsible for food and beverage minimums as specified below. Hotel contracts entered into as of the audit date are summarized here:

Conference	Cancellation Fees	Food and Beverage Minimums	Guest Room Nights Reserved	Guest Room Nights Minimum	Rooms Attrition
Fall 2018	\$55,418-\$286,672	\$100,000	968	774	\$226 plus tax
Spring 2019	\$156,549-\$281,789	\$100,000	1035	880	\$189 plus tax
Fall 2019	\$84,596-\$181,192	\$120,000	875	700	\$199 plus tax
Spring 2020	\$214,705-\$316,464	\$170,000	1145	973	\$229 plus tax
Fall 2020	\$49,194-\$408,276	\$80,000	890	700	\$226 plus tax
Spring 2022	\$135,682-\$421,365	\$150,000	1185	948	\$229 plus tax
Fall 2023	\$123,832-\$397,665	\$150,000	1185	948	\$209 plus tax

#### 4. DONATED SERVICES

Directors and officers have made a significant contribution of their time to develop the organization and its programs. No amounts have been recognized in the accompanying statement of cash receipts and disbursements as no cash changed hands as a result of the donated services.

#### 5. SUBSEQUENT EVENTS

SACRS' management has evaluated subsequent events through December 12, 2018, the date which the financial statement was issued. Management is not aware of any subsequent events that would require recognition or disclosure in the financial statement.



## **SUPPLEMENTARY INFORMATION**

**STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS**

**COMBINING STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

	<u>Conference</u>	<u>Administration</u>	<u>Total</u>
<b><u>Cash Receipts</u></b>			
Dues	\$ -	\$ 324,000	\$ 324,000
Conference			
Fall	581,490	-	581,490
Spring	546,710	-	546,710
Seminars	181,000		181,000
Other Admin Receipts	-	18,180	18,180
Other Conference Receipts	40	-	40
Interest	11,510	-	11,510
Total Cash Receipts	<u>1,320,750</u>	<u>342,180</u>	<u>1,662,930</u>
<b><u>Cash Disbursements</u></b>			
Conference			
Fall - 2016			
Hotel and meals	304,155	-	304,155
Audio and visual	43,826	-	43,826
Program materials	78,637	-	78,637
Spring - 2017			
Hotel and meals	167,017	-	167,017
Audio and visual	40,300	-	40,300
Program materials	56,567	-	56,567
Seminars	247,190	-	247,190
Conference Administration	12,416	-	12,416
Prior Year and Other Expenses	216,357	-	216,357
Total conference disbursements	<u>1,166,465</u>	<u>-</u>	<u>1,166,465</u>
Administration	-	345,134	345,134
Legislative representation	-	836	836
Lobbying	-	76,477	76,477
Newsletters	-	-	-
Committee meetings	-	24,997	24,997
Special projects	-	17,642	17,642
Total administration disbursements	<u>-</u>	<u>465,086</u>	<u>465,086</u>
Total Cash Disbursements	<u>1,166,465</u>	<u>465,086</u>	<u>1,631,551</u>
Excess (Deficit) of Cash Receipts over Cash Disbursements	154,285	(122,906)	31,379
Cash and Investments, Beginning	<u>2,883,638</u>	<u>(709,016)</u>	<u>2,174,622</u>
Cash and Investments, Ending	<u>3,037,923</u>	<u>(831,922)</u>	<u>2,206,001</u>

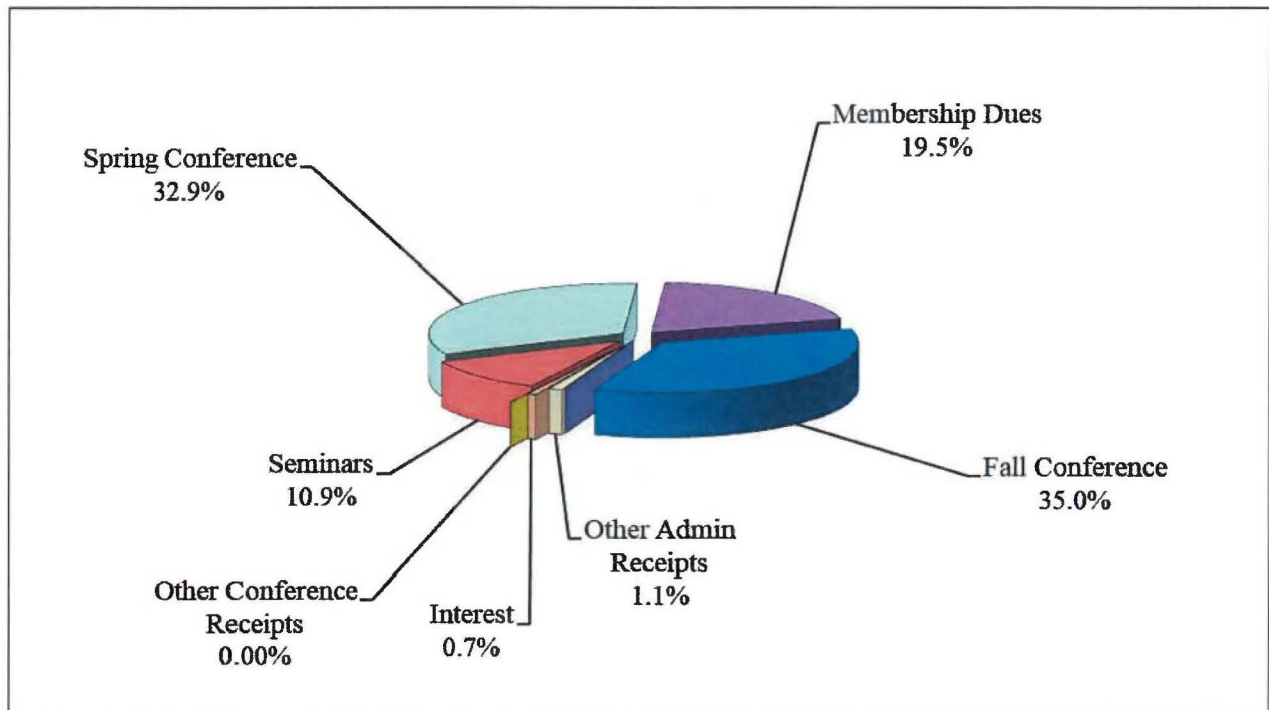
**STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS**

**GRAPHICAL PRESENTATION OF CASH RECEIPTS**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

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**CASH RECEIPTS BY SOURCE**



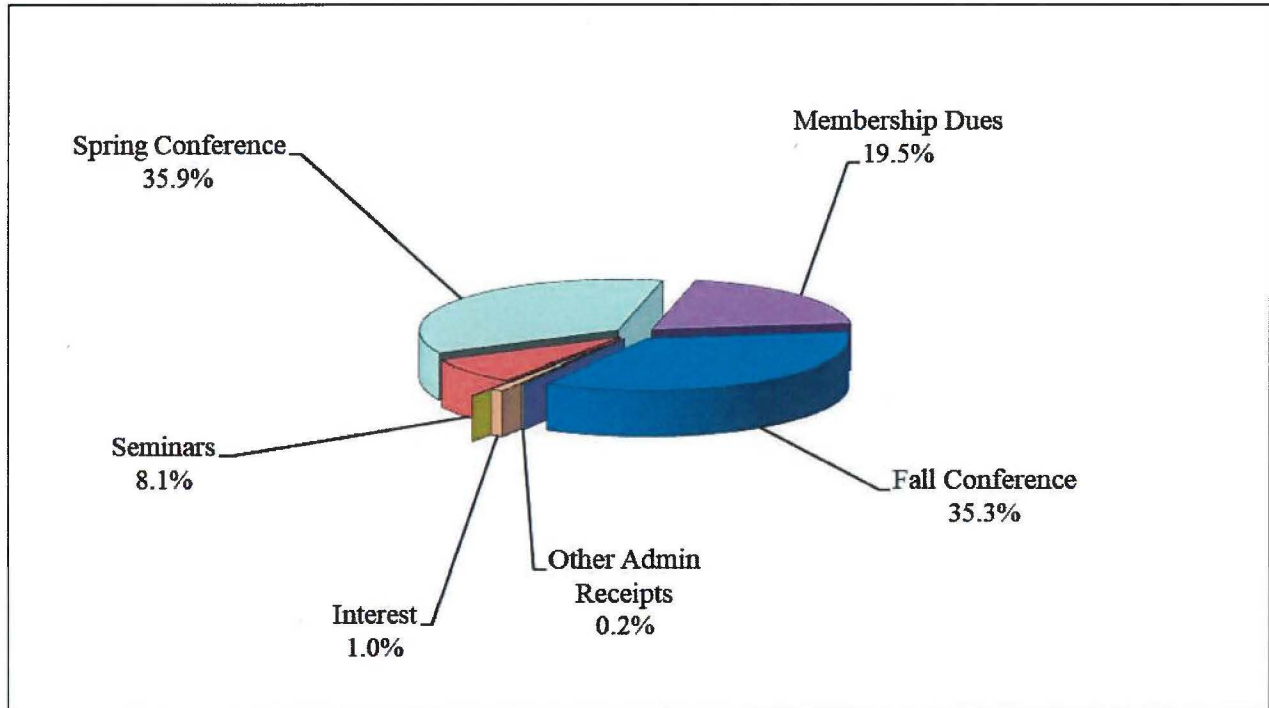
**STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS**

**GRAPHICAL PRESENTATION OF CASH RECEIPTS**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

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**CASH RECEIPTS BY SOURCE**



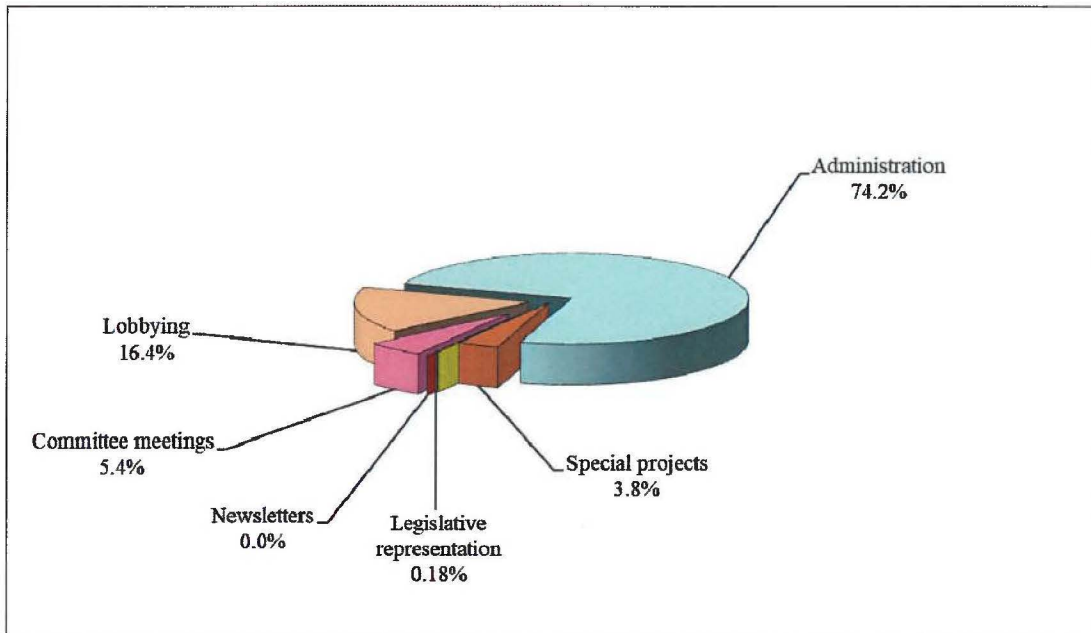
**STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS**

**GRAPHICAL PRESENTATION OF CASH DISBURSEMENTS**

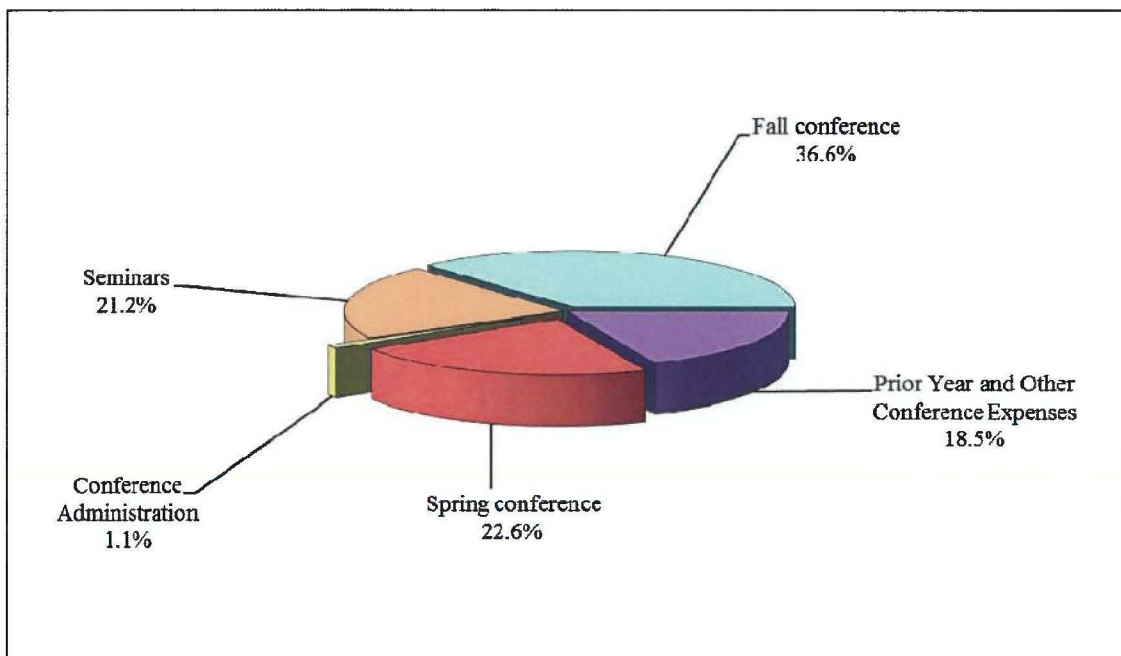
**FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

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**ADMINISTRATION CASH DISBURSEMENTS**



**CONFERENCE CASH DISBURSEMENTS**

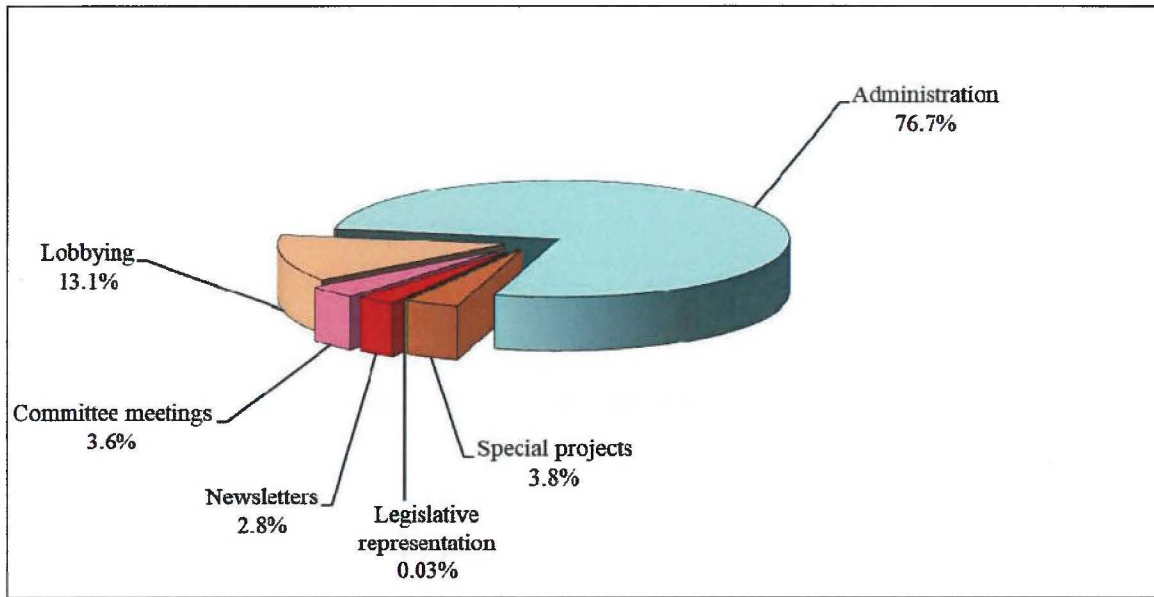


**STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS**

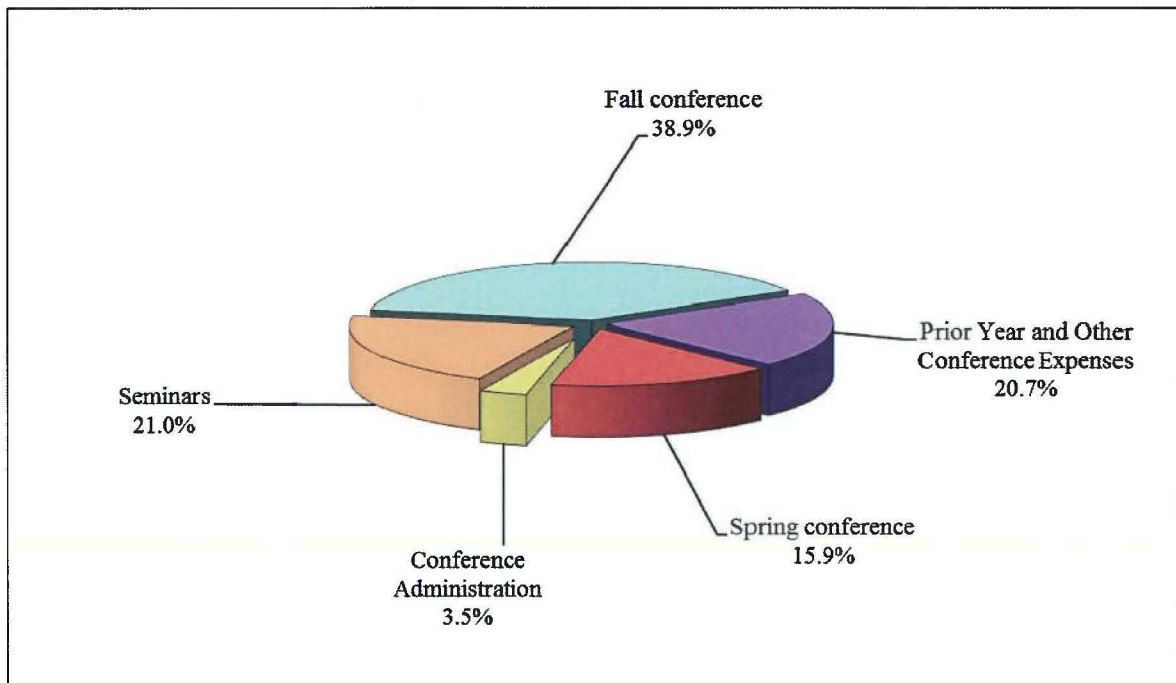
**GRAPHICAL PRESENTATION OF CASH DISBURSEMENTS**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

**ADMINISTRATION CASH DISBURSEMENTS**



**CONFERENCE CASH DISBURSEMENTS**



# STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS

## CONFERENCE SUMMARY REPORT

	<b>Spring 2018 Anaheim</b>	<b>Fall 2017 San Francisco</b>	<b>Spring 2017 Napa</b>	<b>Fall 2016 Indian Wells</b>	<b>Spring 2016 Costa Mesa</b>	<b>Fall 2015 San Diego</b>
Cash receipts						
Conference	\$ 546,900	\$ 581,490	\$ 572,159	\$ 566,265	\$ 494,920	\$ 586,885
Total cash receipts	<u>546,900</u>	<u>581,490</u>	<u>572,159</u>	<u>566,265</u>	<u>494,920</u>	<u>586,885</u>
Cash disbursements						
Hotel and meals	152,017	304,155	295,157	310,266	236,616	307,120
Audio and visual	40,300	43,826	10,000	49,186	39,483	42,378
Program materials	20,909	26,722	42,282	77,666	36,907	44,441
Program Speakers	35,159	50,363	-	-	-	-
Conference Administration	7,183	11,333	6,921	7,198	15,958	17,570
Total cash disbursements	<u>255,568</u>	<u>436,400</u>	<u>354,361</u>	<u>444,317</u>	<u>328,963</u>	<u>411,509</u>
Net cash provided by conference	<u>\$ 291,332</u>	<u>\$ 145,090</u>	<u>\$ 217,798</u>	<u>\$ 121,948</u>	<u>\$ 165,957</u>	<u>\$ 175,376</u>
Total attendees	599	603	611	597	601	715

## **NEW BUSINESS**

### **7.B. Chief Executive Officer's Report.**





*Office of the Chief Executive Officer  
Office of Administration*

DATE: April 18, 2019  
TO: Members of the Board of Retirement  
FROM: Dave Nelsen, Chief Executive Officer  
SUBJECT: **Chief Executive Officer's Report**

DN

**Senior Manager Recruitment**

No vacancies needing recruitment.

**Committee/Board Action Items**

ASSIGNED FOLLOW-UP ITEMS				
Follow-Up Board Item	Assigned Senior Leader	Estimated Completion Date	Completion Date	Notes
Develop a policy regarding pre-payment of contributions by employers	Dave Nelsen	May 2019		A law passed in 2017 expanding the circumstances regarding employers pre-paying retirement contributions. ACERA should develop a policy regarding this option.
Revise the format of the Statement of Reserves Report	Margo Allen	With the next Semi-annual report		Revise the format of the Report to increase readability, particularly for those accessing the report electronically.

**Conference Schedule**

SACRS Spring Conference and Business Meeting Tue, May 7 thru Fri, May 10, 2019  
NCPERS Annual Conference Mon, May 20 thru Wed, May 22, 2019

**Other**

*Team Engagement Survey:*

We are conducting our second team engagement survey from Mon, Apr 15 thru Mon, Apr 22, 2019. This survey will ask the same questions as it did in last October's survey, and the team will be rating their answers based upon the last six months of activity.

*Pension Administration System (PAS) Replacement:*

LRWL has been working through the requirements meetings and are on-schedule for the delivery of the requirements document to LRS. They have largely completed documentation of the “as is” processes and are working on the “to be” requirements. These requirements will be submitted to LRS for analysis as they are developed, and will become the foundation for contract negotiations and design/development of the new system.

*Process Excellence Activities:*

The Employee Development Project is completing work developing employee personal development plan templates and processes. This is being implemented through April. Upon completion, we will have developed a new performance evaluation tool, designed a performance development plan template for implementation with each employee and developed a professional development plan template for those employees trained in their current role and are interested in further career development.

The current benefits process being examined, Service Purchases, has been largely completed. Early results show reduced processing time for new requests decreasing from over 90 days to complete to less than 45 days on average. Additionally, work is being done to reduce the backlog of previously requested purchases. The next process to be reviewed is the Terminations Process.

Leaders continue their work on two initiatives: **1)** developing agency-wide operational effectiveness measures and **2)** developing a process to identify, prioritize and balance resources for the many projects of the Association. We meet monthly to go over each of our operational indicators, to discuss issues, examine resources and make necessary decisions to address items not within our goals. Additionally, we discuss the progress of each project underway in the organization, whether it is on time, on budget, etc. and address issues if the project is at risk of not meeting deadlines.

Below is a list of all the current developed operational measures we are tracking. Additional measures may be added and current measures replaced and/or modified as necessary.

Scorecard KPI	2019 Performance Goal
Portfolio Performance vs. Policy Benchmark	Annualized 10-year return will meet or exceed policy benchmark at the total fund level
Actual Spent vs. Approved Budget	On budget or 5% below 2019 approved budget
Line-Item Budget Variances	100% of line items are + or – 5% of budget
Project Completion On-Time/On-Budget	80% of projects completed on-time / 100% completed on-budget (when applicable)

<b>Employee Engagement Survey Results</b>	<b>80% of responses in top two rating boxes on the question: "Is ACERA a great place to work?"</b>
<b>2018 Employee Performance Evaluation Completion</b>	<b>100% of Employees with completed 2018 Performance Evaluations by 2/15/19</b>
<b>2019 Employee Performance Plan Completion</b>	<b>100% of Employees with completed 2019 Performance Plans by 3/30/19</b>
<b>2019 Professional Development Plan Completion</b>	<b>100% of Employees with completed 2019 Professional Development Plans by 6/30/19</b>
<b>Monthly Employee Coaching Meetings</b>	<b>80% of employees participate in a coaching meeting each month with their manager beginning April, 2019</b>