



May 3, 2017

To: Members of the Operations Committee  
From: Elizabeth Rogers, Chair  
Subject: Summary of the May 3, 2017 Operations Committee Meeting

Operations Committee Chair Elizabeth Rogers called the May 3, 2017 Operations Committee Meeting to order at 9:32 a.m. Committee members present were Elizabeth Rogers, Chair and Liz Kopenhagen. The other Board members present were Ophelia Basgal and alternate member Nancy Reilly. Staff present were Kathy Foster, Assistant Chief Executive Officer; Margo Allen, Fiscal Services Officer; Harsh Jadhav, Chief of Internal Audit; Victoria Arruda, Human Resources Officer; Sandra Duenas-Cuevas, Benefits Manager and Lori Schnall, Legal.

### **ACTION ITEMS**

#### **1. Adoption of New Pay Item – Pay Code 41T for the County**

Staff presented a proposal to the Operations Committee recommend to the Board of Retirement that the Board to adopt Pay Code 41T. Staff also recommended that the Board designate Pay Item 41T – Zone 7 Treasurer as not pensionable compensation for a member (PEPRA) with an entry date on or after January 1, 2013, based on Government Code Section 7522.34, and approve the inclusion of this pay item as compensation earnable for a member (legacy) with an entry date prior to January 1, 2013, based on Government Code Section 31461

This item will be presented at the May 25, 2017 Board of Retirement meeting.

#### **2. Adoption of New Pay Item – Pay Code 41S for the County**

Staff presented a proposal to the Operations Committee recommend to the Board of Retirement that the Board to adopt Pay Code 41S. Staff also recommended the Board designate Pay Item 41S – Overseeing OAP Unit as not pensionable compensation for a member (PEPRA) with an entry date on or after January 1, 2013, based on Government Code Section 7522.34, and approve the inclusion of this pay item as compensation earnable for a member (legacy) with an entry date prior to January 1, 2013, based on Government Code Section 31461.

This item will be presented at the May 25, 2017 Board of Retirement meeting.

### **INFORMATION ITEMS**

## **1. Quarterly Financial Statement**

Staff presented the quarterly financial statement for the period ending March 31, 2017. Staff stated the net position held in trust for pension benefits total \$7.3 billion. The fiduciary net position held in trust compared to the same period in 2016 increased by \$686 million. From January 1, 2017, to March 31, 2017, the change in fiduciary net position increased by \$335 million.

## **2. Operating Expenses**

Staff presented the year-to-date budget vs. actual operating expenses. As of March 31, 2017, actual expenses were \$640,372 under budget. Budget surpluses noted were due to Staffing (\$267K under budget) with 13 unfilled positions and Member Services (\$55K under budget).

## **3. Quarterly Cash Forecast Report**

Staff presented the cash forecast report for April 2017 – May 2018. With the exception of three-pay-period months, the average monthly negative cash position for the period is - \$16,062,300.

## **4. Board Member Conference Attendance Report for the 1<sup>st</sup> Quarter 2017**

Staff presented the Board Member Conference Attendance Report for the 1<sup>st</sup> quarter of 2017.

## **5. Senior Manager Conference and Training Expense Report for 1<sup>st</sup> Quarter 2017**

Staff presented the Senior Manager Travel Expense Report for the 1<sup>st</sup> quarter of 2017.

## **6. Human Resources Staffing Report for 1<sup>st</sup> Quarter 2017**

Staff reported on position vacancies for the 1<sup>st</sup> quarter of 2017 that were approved in the 2017 budget.

## **7. Call Center Report**

Staff reported on the call center service levels for the 1<sup>st</sup> quarter of 2017.

## **TRUSTEE/PUBLIC INPUT**

None.

## **RECOMMENDATIONS**

None.

**ESTABLISHMENT OF NEXT MEETING DATE**

The next meeting is scheduled for June 7, 2017 at 9:30 a.m.

**MEETING ADJOURNED**

The meeting adjourned at 10:11 a.m.