



**THIS MEETING WAS CONDUCTED VIA TELECONFERENCE WITH VIDEO**

Date: June 3, 2020  
To: Members of the Operations Committee  
From: Ophelia Basgal, Chair  
Subject: Summary of the June 3, 2020, Operations Committee Meeting

Operations Committee Chair Ophelia Basgal called the June 3, 2020, Operations Committee Meeting to order at 9:33 a.m. Committee members present were Ophelia Basgal, Chair; Liz Koppenhaver, Vice Chair; Dale Amaral; Tarrell Gamble; Jaime Godfrey; and Elizabeth Rogers. Other Board members present were Keith Carson; Henry Levy; George Wood; and Alternate Darryl Walker. Staff present were David Nelsen, Chief Executive Officer; Margo Allen, Fiscal Services Officer; Kathy Foster, Assistant Chief Executive Officer; Jeffrey Rieger, Chief Counsel; Jessica Huffman, Benefits Manager; Victoria Arruda, Human Resources Officer; and Vijay Jagar, Chief Technology Officer.

**ACTION ITEMS**

**1. Discussion and Possible Motion to approve Service Provider Policy Deferment Request for Commercial Banking**

After discussion, it was moved by Liz Koppenhaver and seconded by Dale Amaral that the Operations Committee recommend to the Board of Retirement that the Board approve the Service Provider Policy Deferment Request for Commercial Banking for two years, not for three years as staff recommended.

The motion carried 6 yes (Amaral, Basgal, Carson, Levy, Rogers, Koppenhaver), 3 no (Gamble, Godfrey, Wood) 0 abstentions.

**INFORMATION ITEMS**

**1. Operating Expenses as of April 30, 2020**

Staff provided the operating expenses as of April 30, 2020. As of April 30, 2020, actual expenses were \$704K under budget. Budget overage noted was Professional Fees (5K over budget). Budget surpluses noted were Staffing (\$419K under budget) with 5 unfilled positions, Staff Development (\$62K under budget), Office Expense (\$11K under budget), Member Services (\$54K under budget), Systems (\$46K under budget), Depreciation (\$2K under budget), and Board of Retirement (\$115K under budget).

**2. Update on Disability Cases Provided by Managed Medical Review Organization (MMRO)**

Staff presented an update on disability cases provided by Managed Medical Review Organization (MMRO). It was noted in the presentation by using MMRO for disability cases, the time period for completion of cases has been substantially shortened.

**3. Technology Update**

Staff presented an update on the technology plan used since Executive Order N-29-20 was enacted. The plan has included assisting employees with additional devices to allow for working from home, as well as PRISM's efforts to maintain cybersecurity.

**TRUSTEE/PUBLIC INPUT**

None

**RECOMMENDATIONS**

None

**ESTABLISHMENT OF NEXT MEETING DATE**

The next meeting is scheduled for August 5, 2020 at 9:30 a.m.

**MEETING ADJOURNED**

The meeting adjourned at 10:25 a.m.