



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

**OPERATIONS COMMITTEE/BOARD MEETING
NOTICE and AGENDA**

ACERA MISSION:

To provide ACERA members and employers with flexible, cost-effective, participant-oriented benefits through prudent investment management and superior member services.

**Wednesday, September 7, 2011
9:00 a.m.**

LOCATION	COMMITTEE MEMBERS	
ACERA C.G. "BUD" QUIST BOARD ROOM 475 14TH STREET, 10TH FLOOR OAKLAND, CALIFORNIA 94612-1900 MAIN LINE: 510.628.3000 FAX: 510.268.9574	ELIZABETH ROGERS, CHAIR	ELECTED GENERAL
	OPHELIA BASGAL, VICE CHAIR	APPOINTED
	KEITH CARSON	APPOINTED
	GEORGE DEWEY	APPOINTED
	LIZ KOPPENHAVER	ELECTED RETIRED

Should a quorum of the Board attend this meeting, this meeting shall be deemed a joint meeting of the Board and Committee.

The order of agenda items is subject to change without notice. Board and committee agendas and minutes are available online at www.acera.org.

The Retirement Board will provide reasonable accommodations for persons with disabilities and other issues of accessibility who plan to attend Board meetings. Please contact ACERA at (510) 628-3000 to arrange for accommodation.

All writings that are distributed to a majority of members of the ACERA Board of Trustees in connection with a matter subject to discussion at an open meeting of the Board or one of its Committees are public records within the meaning of the California Public Records Act and are available for inspection upon request, unless the writings are privileged or otherwise exempt from disclosure under the provisions of the California Public Records Act. Please contact (510) 628-3000 to request to inspect documents. Documents will be made available at ACERA, 475 14th Street, Oakland, California.

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Call to Order: 9:00 a.m.

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

1. Mitel Telephone System Upgrade

Discussion and possible motion to recommend to the Board of Retirement to approve the implementation of the telephone system upgrade

- Latrena Walker

Recommendation

Staff recommends that the Operations Committee recommend to the Board of Retirement that the Board approve a contract with AdvanTel Network for the implementation of the telephone system upgrade, not to exceed \$157,540 and with MTL Systems for Patch Panel and Cabling Upgrade, not to exceed \$11,875.

2. 2011 Board Offsite Agenda

Discussion and possible motion to approve the agenda for the 2011 Board Offsite.

- Catherine Walker

Recommendation

Staff recommends that the Operations Committee recommend to the Board of Retirement that the Board approve the agenda for the 2011 Board Offsite.

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

1. Monthly Financial Statement

Financial update for the period ending July 31, 2011

- JP Singh

2. Operating Expenses – Budget vs Actual as of July 31, 2011

Report on the status of ACERA's budget as of July 31, 2011

- JP Singh

3. Statement of Reserves

Statement of Reserves as of June 30, 2011 and the report on the interest posted to Member and Employer accounts for the six months ended June 30, 2011

- JP Singh

4. Enterprise Document Management System Project (EDMS)

Update on the Enterprise Data Management Systems Project

- Latrena Walker

- Catherine Walker

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5. Alameda County Housing Authority Adoption of Tier 2 and Early Retirement Option

Report on recent action taken by the Alameda County Housing Commission to implement a Tier 2 plan for new members and the offering of an early retirement benefit.

- Kathy Foster

6. BOS/BOR Joint Meeting

Report on the upcoming BOR/BOS joint meeting scheduled for Tuesday, September 27, 2011.

- Catherine Walker

Trustee/Public Input

Future Discussion Items

- Legislative Update
- Employer Transmittal Exception Project Update
- RFP for Great Plains Support
- Annual Business Continuity Exercise Results
- Voluntary Elected Member Employer Reimbursement Policy

Establishment of Next Meeting Date

October 5, 2011 at 9:00 a.m.