

November 2, 2011

To: Members of the Operations Committee

From: Elizabeth Rogers, Chair

Subject: Summary of the November 2, 2011 Operations Committee Meeting

Operations Committee Chair Elizabeth Rogers called the November 2, 2011 Operations Committee Meeting to order at 9:00 a.m. Committee members present were Elizabeth Rogers, Chair, Liz Koppenhaver and George Dewey. The other Board member present was George Wood. Staff present were Vince Brown, Chief Executive Officer; Kathy Foster, Assistant Chief Executive Officer; Robert Gaumer, Chief Counsel; Betty Tse, Chief Investment Officer; Latrena Walker, Project and Information Services Manager; Victoria Arruda, Human Resources Director; Rose Kwong, Benefits Manager; and Harsh Jadhav, Internal Auditor.

### **ACTION ITEM**

**1. Appeal of the Rejection of the Disability Application of Yulonda Price**

Ms. Yulonda Price and her attorney, Mr. Robert Wallace attended the meeting. After hearing comments made by Mr. Wallace, the Committee decided to take no action in order to allow Mr. Wallace time to obtain additional information and review it.

**2. Petition to approve the reimbursement of \$592.61 for Trustee business travel expenses.**

Mr. George Wood moved, and Ms. Liz Koppenhaver seconded that the Operations Committee recommend to the Board of Retirement that the Board approve Trustee George Dewey's petition for the reimbursement of \$592.61 for travel expenses. The motion passed unanimously.

**3. Review, discussion and possible motion to adopt the amendments, if any, to the Travel Policy**

Mr. George Dewey moved, and Ms. Liz Koppenhaver seconded that the Operations Committee recommend to the Board of Retirement that the Board renew the Travel Policy. The motion passed unanimously.

**4. Review and request for approval to continue the license agreement with XO Communications, Inc.**

Ms. Liz Koppenhaver moved, and Mr. George Dewey seconded that the Operations Committee recommend to the Board of Retirement that the Board approve the continuation of the license agreement with XO Communications, Inc. The motion passed unanimously.

**5. 2012 Operating Expense Budget**

a) Ms. Liz Koppenhaver moved, and Mr. George Wood seconded that the Operations Committee recommend to the Board of Retirement that the Board approve the 2012 Operating Expense Budget.

b) Mr. George Dewey moved, and Mr. George Wood seconded that the Operations Committee recommend to the Board of Retirement that the Board give approval for the administrative expenses for OPEB and the actuarial accrued liability to be moved out of the administrative budget beginning with the 2013 Expense Budget. The motion passed unanimously.

**INFORMATION ITEMS**

**1. Quarterly Financial Statement as of September 30, 2011**

Dean Prater, Accounting Manager, presented the quarterly financial statements as of September 30, 2011.

**2. Operating Expenses – Budget vs Actual as of September 30, 2011**

Dean Prater, Accounting Manager, presented the operating expenses – budget vs actual as of September 30, 2011.

**3. Board Member Conference Attendance Report for the 3<sup>rd</sup> Quarter 2011**

Vince Brown, CEO, presented the Board Member conference attendance report for the 3<sup>rd</sup> quarter 2011.

**4. Overview of ACERA's Budgetary Process**

Vince Brown, CEO, presented a report on the modification to ACERA's next budgetary process, as part of the proposed 2012 Budget review.

**5. Call Center Report**

Sharen Stanek-Lowe, Assistant Benefits Manager, presented the quarterly update on the Call Center.

**RECOMMENDATIONS**

1. The Committee recommends, and I move that the Board of Retirement approve Trustee George Dewey's petition for the reimbursement of \$592.61 for travel expenses.

2. The Committee recommends, and I move that the Board of Retirement renew the Travel Policy.
3. The Committee recommends, and I move that the Board of Retirement approve the continuation of the license agreement with XO Communications, Inc.
4. a) The Committee recommends, and I move that the Board of Retirement approve the 2012 Operating Expense Budget.  
  
b) The Committee recommends, and I move that the Board of Retirement give approval for the administrative expenses for OPEB and the actuarial accrued liability to be moved out of the administrative budget beginning with the 2013 Expense Budget.

**TRUSTEE/PUBLIC INPUT**

Ms. Koppenhaver commended Staff for doing a great job at the Retiree Health Fair on October 28, 2011.

**ESTABLISHMENT OF NEXT MEETING DATE**

The next meeting is scheduled for December 7, 2011 at 9:00 a.m.

**MEETING ADJOURNED**

The meeting adjourned at 10:03 a.m.