



Date: December 4, 2019  
To: Members of the Operations Committee  
From: Ophelia Basgal, Chair  
Subject: Summary of the December 4, 2019, Operations Committee Meeting

Operations Committee Chair Ophelia Basgal called the December 4, 2019, Operations Committee Meeting to order at 9:33 a.m. Committee members present were Ophelia Basgal, Chair; Tarrell Gamble; and Henry Levy. Other Board members present were Liz Koppenhaver; 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; Sandra Duenas, Benefits Manager; Jessica Huffman, Benefits Manager; Betty Tse, Chief Investment Officer; Victoria Arruda, Human Resource Officer; Harsh Jadhav, Chief of Internal Audit; and Vijay Jagar, Chief Technology Officer.

### **ACTION ITEMS**

**1. Discussion and possible motion to approve the annual agreement for Segal Consulting, ACERA's Benefits Consultant**

After discussion, it was moved by Henry Levy and seconded by Liz Koppenhaver, that the Operations Committee recommend to the Board of Retirement that the Board approve the annual agreement for \$125,460 effective January 1, 2020, for ACERA's Benefits Consultant, Segal Consulting.

The motion carried 6 yes (Basgal, Gamble, Levy, Koppenhaver, Reilly, Walker), 0 no, 0 abstention.

**2. Discussion and possible motion to approve the amendment to Segal Consulting's agreement for work related to the dental and vision plans request for proposal project**

After discussion, it was moved by Liz Koppenhaver and seconded by Henry Levy, that the Operations Committee recommend to the Board of Retirement that the Board approve the amendment to Segal Consulting's annual agreement, effective January 1, 2020, for work related to the dental and vision plans request for proposal project at a cost of \$20,000.

The motion carried 6 yes (Basgal, Gamble, Levy, Koppenhaver, Reilly, Walker), 0 no, 0 abstention.

**3. Discussion and possible motion to approve the approximate costs to replace ACERA's current Pension Administration System**

After discussion, it was moved by Tarrell Gamble and seconded by Liz Koppenhaver, that the Operations Committee recommend to the Board of Retirement that the Board approve the approximate costs for implementing the replacement of ACERA's Pension Administration System, subject to contract negotiations with the selected vendors.

The motion carried 6 yes (Basgal, Gamble, Levy, Koppenhaver, Reilly, Walker), 0 no, 0 abstention.

**4. Discussion and possible motion to approve the proposed 2020 ACERA Operating Expense Budget**

After discussion, it was moved by Tarrell Gamble and seconded by Liz Koppenhaver, that the Operations Committee recommend to the Board of Retirement that the Board approve the 2020 Proposed Budget.

The motion carried 6 yes (Basgal, Gamble, Levy, Koppenhaver, Reilly, Walker), 0 no, 0 abstention.

**5. Discussion and possible motion to approve the Prepayment Policy**

After discussion, it was moved by Henry Levy and seconded by Liz Koppenhaver, that the Operations Committee recommend to the Board of Retirement that the Board approve the Prepayment Policy.

The motion carried 6 yes (Basgal, Gamble, Levy, Koppenhaver, Reilly, Walker), 0 no, 0 abstention.

**INFORMATION ITEMS**

**1. Operating Expenses as of October 31, 2019**

Staff presented the year-to-date Budget vs. Actual Operating Expense Report. As of October 31, 2019, actual expenses were \$1,425K under budget. Budget surpluses noted were Staffing (\$791K under budget) with 9 unfilled positions, Staff Development (\$189K under budget), Professional Fees (\$6K under budget), Office Expense (\$26K under budget), Insurance (\$127K under budget), Member Services (\$103K under budget), Systems (\$54K under budget), Depreciation (\$7K under budget), and Board of Retirement (\$122K under budget).

**2. Technology Update**

Staff reported current and future technology projects at ACERA.

**TRUSTEE/PUBLIC INPUT**

None

**RECOMMENDATIONS**

None

**ESTABLISHMENT OF NEXT MEETING DATE**

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

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**MEETING ADJOURNED**

The meeting adjourned at 10:16 a.m.