



January 4, 2017

To: Members of the Operations Committee
From: Dale Amaral, Vice-Chair
Subject: Summary of the January 4, 2017 Operations Committee Meeting

Operations Committee Vice-Chair Dale Amaral called the January 4, 2017, Operations Committee Meeting to order at 9:35 a.m. Committee members present were: Dale Amaral; Annette Cain-Darnes; Liz Koppenhaver; and Elizabeth Rogers. The other Board members present were: Ophelia Basgal; Tarrell Gamble; and George Wood; and Alternate members were Nancy Reilly and Darryl Walker. Staff present were: David Nelsen, Chief Executive Officer; Margo Allen, Fiscal Services Officer; Sandra Dueñas-Cuevas, Benefits Manager; Kathy Foster, Assistant Chief Executive Officer; Harsh Jadhav, Chief of Internal Audit; Victoria Arruda, HR Manager; and, Betty Tse, Chief Investment Officer.

ACTION ITEMS

Due to a delay in the posting of the agenda to the website, all action items were treated as discussion items and no action were taken. All such items will be brought to the January 19, 2017, Board meeting without Committee recommendation for further discussion and possible action.

INFORMATION ITEMS

1. Review and discussion of the amendments, if any, to the Board Business and Travel Policy

Staff presented amendments to the *Board Business and Travel Policy* to the committee for review and discussion. Staff explained the purpose of the policy's annual review. Each year the Board *Business and Travel Policy* is adjusted based on the Consumer Price Index (CPI, for the greater San Francisco area). This year, the expenditure limit is increased by 2.7 percent with the updated annual allotment of \$12,986 – indicated in the Proposed Revisions. The Committee and Staff discussed the history of Exhibit A to the Policy which provides detailed guidance on allowable expenses. The Committee and Staff also discussed due diligence trips. Additionally, Trustees were encouraged to evaluate and propose revisions to Board Policies to ensure that they it continue to meet the intended needs.

Further discussion and possible motion will be placed on the January 19, 2017, Board agenda.

2. Review and discussion of the amendments, if any, to the Trustee Education Policy

Staff presented amendments to the *Trustee Education Policy* to the Committee for review and discussion. Staff explained that new legislation requiring Trustees to take Sexual Harassment Training and such was included in proposed revisions to the Policy.

Further discussion and possible motion will be placed on the January 19, 2017, Board agenda.

3. Discussion of New Pay Items – Pay Codes 141 and 26M for Alameda Health System.

Staff presented new pay items – Pay Codes 141 and 26M for Alameda Health System.

Further discussion and possible motion will be placed on the January 19, 2017, Board agenda.

4. Discussion of Amended Pay Item – Pay Code 41A for Alameda County.

Staff presented new pay item – Pay Code 141 for Alameda County.

Further discussion and possible motion will be placed on the January 19, 2017, Board agenda.

5. Discussion of Pay Code 41R – BOS Chief of Staff for Alameda County.

Staff presented new pay item – Pay Code 41R – BOS Chief of Staff for Alameda County.

Further discussion and possible motion will be placed on the January 19, 2017, Board agenda.

6. Discussion of a service provider for Medical Advisor and Claims Management Services for the review of disability applications.

Staff presented the additional information that the Trustees requested based on the results of the RFP presented at the November 2, 2016, Operations Committee meeting - regarding the hiring of a Medical Advisor and/or Claims Management Services for the review of Disability applications. Two documents were provided: 1. *Implementation; Performance and Measurements; Cost Detail and Contract Terms*; and 2. *Disability Application Process Integration Plan*. Following discussion, this item will be placed on the February 1, 2017, Operations Committee agenda for further review and discussion.

INFORMATION ITEMS

7. Operating Expenses

Staff presented the year-to-date operating expenses – budget vs. actual. As of November 30, 2016, actual expenses were \$1.8 million under budget.

8. Semi-Annual Report on Member Underpayments and Overpayments

Staff presented the Semi-annual report on member underpayments and overpayments of member contributions and benefits.

RECOMMENDATIONS

None

TRUSTEE/PUBLIC INPUT

None

ESTABLISHMENT OF NEXT MEETING DATE

February 1, 2017

MEETING ADJOURNED

The meeting adjourned at 10:35 a.m.