

March 7, 2012

To: Members of the Operations Committee

From: Elizabeth Rogers, Chair

Subject: Summary of the March 7, 2012 Operations Committee Meeting

Operations Committee Chair Elizabeth Rogers called the March 7, 2012 Operations Committee Meeting to order at 9:01 a.m. Committee members present were Elizabeth Rogers, Chair and Liz Koppenhaver. The other Board members present were Dale Amaral, Annette Cain-Darnes, George Dewey, George Wood, and alternate members David Safer and Darryl Walker. Staff present were Vince Brown, Chief Executive Officer; Kathy Foster, Assistant Chief Executive Officer; Robert Gaumer, Chief Counsel; Betty Tse, Chief Investment Officer; JP Singh, Chief Financial Officer; Latrena Walker, Project and Information Services Manager; Rose Kwong, Benefits Manager and Victoria Arruda, Human Resources Director.

#### **ACTION ITEM**

There were no action items for discussion.

#### **INFORMATION ITEMS**

##### **1. Operating Expenses – Budget vs Actual as of January 31, 2012**

JP Singh, Chief Financial Officer presented the year-to-date operating expenses – budget vs actual. As of January 31, 2012 actual expenses are \$5,098 over budget. After a discussion about an unbudgeted monthly increase of \$4,000 in office expense from our building management, Ms. Cain-Darnes suggested that we obtain the actual expenditures for the 475 14<sup>th</sup> Street building on a regular basis and develop a trend analysis. CEO Brown stated that we had met with the Building Manager CBRE and requested actual expenditure data for three fiscal years and established a 2013 budget reporting deadline for August.

##### **2. Governor Brown's Pension Reform Proposal**

Vince Brown, Chief Executive Officer and Robert Gaumer, Chief Counsel presented an overview of Governor Brown's 12-Point Pension Reform Plan which was released on February 2, 2012.

Of particular interest are two proposed amendments. The first proposal seeks to mandate that public employees and employers make equal contributions to the pension fund. Currently employee contributions are set by statute under the County Employees Retirement Law. The second proposal seeks to change the definition of

pay rate to exclude vacation and sick accruals as terminal pay. This is a change from our current practice and our current *Ventura* settlement agreement.

**3. Enterprise Document Management System Project (EDMS)**

Latrena Walker, Project and Information Services Manager presented her final update on the Enterprise Document Management System Project (EDMS). Implementation of EDMS was completed in December 2011. The post implementation phase of the project will conclude in 2012.

**4. Web Member Services Implementation**

Latrena Walker, Project and Information Services Manager reported that the Web Member Services Project (WMS) will be implemented in phases beginning on March 26, 2012. ACERA members and payees will be notified when WMS is available to them.

**5. Website Redesign Project**

Latrena Walker, Project and Information Services Manager reported that ACERA launched the Website Redesign Project. A project charter was created and is being used as the governing document to manage the Website Redesign Project which is forecasted to be completed by December 31, 2013.

**TRUSTEE/PUBLIC INPUT**

**ESTABLISHMENT OF NEXT MEETING DATE**

The next meeting is scheduled for April 4, 2012 at 9:00 a.m.

**MEETING ADJOURNED**

The meeting adjourned at 9:52 a.m.