



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

**NOTICE and AGENDA**

**THIS MEETING WILL BE CONDUCTED VIA TELECONFERENCE [SEE EXECUTIVE ORDER N-29-20 ATTACHED AT THE END OF THIS AGENDA.]**

**ACERA MISSION:**

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

**Thursday, January 21, 2021  
2:00 p.m.**

<b>ZOOM INSTRUCTIONS</b>	<b>BOARD OF RETIREMENT - MEMBERS</b>	
The public can view the Teleconference and comment via audio during the meeting. To join this Teleconference, please click on the link below. <a href="https://zoom.us/join">https://zoom.us/join</a> <b>Webinar ID: ID: 873 0473 3944</b> <b>Passcode: 622152</b> For help joining a Zoom meeting, see: <a href="https://support.zoom.us/hc/en-us/articles/201362193">https://support.zoom.us/hc/en-us/articles/201362193</a>	<b>HENRY LEVY</b>	<b>TREASURER</b>
	<b>CHAIR</b>	
	<b>ELIZABETH ROGERS</b>	<b>ELECTED GENERAL</b>
	<b>FIRST VICE-CHAIR</b>	
	<b>JAIME GODFREY</b>	<b>APPOINTED</b>
	<b>SECOND VICE-CHAIR</b>	
	<b>DALE AMARAL</b>	<b>ELECTED SAFETY</b>
	<b>OPHELIA BASGAL</b>	<b>APPOINTED</b>
	<b>KEITH CARSON</b>	<b>APPOINTED</b>
	<b>TARRELL GAMBLE</b>	<b>APPOINTED</b>
	<b>LIZ KOPPENHAVER</b>	<b>ELECTED RETIRED</b>
	<b>GEORGE WOOD</b>	<b>ELECTED GENERAL</b>
<b>NANCY REILLY</b>	<b>ALTERNATE RETIRED<sup>1</sup></b>	
<b>DARRYL L.WALKER</b>	<b>ALTERNATE SAFETY<sup>2</sup></b>	

<sup>1</sup> Alternate Retired Member (Votes in the absence of the Elected Retired Member, or, if the Elected Retired Member is present, then votes if both Elected General members, or the Elected Safety Member and an Elected General member, are absent).

<sup>2</sup> Alternate Safety Member (Votes in the absence of (1) the Elected Safety, (2) either of the two Elected General Members, or (3) both the Retired and Alternate Retired members).

*Note regarding accommodations:* The Board of Retirement will provide reasonable accommodations for persons with special needs of accessibility who plan to attend Board meetings. Please contact ACERA at (510) 628-3000 to arrange for accommodation.

*Note regarding public comments:* Public comments are limited to four (4) minutes per person in total.

The order of agendized items is subject to change without notice. Board and Committee agendas and minutes, and all documents distributed to the Board or a Committee in connection with a public meeting (unless exempt from disclosure), are available online at [www.acera.org](http://www.acera.org).

**1. CALL TO ORDER:**

**2. ROLL CALL:**

**3. PUBLIC COMMENT:**

**4. ELECTION OF BOARD OFFICERS FOR 2021:**

- A. *Chair*
- B. *First Vice-Chair*
- C. *Second Vice-Chair*

**5. CONSENT CALENDAR:**

The Board will adopt the entire Consent Calendar by a single motion, unless one or more Board members remove one or more items from the Consent Calendar for separate discussion(s) and possible separate motion(s).

**A. APPROVE APPLICATIONS FOR SERVICE RETIREMENT:**

*Appendix A*

**B. APPROVE APPLICATIONS FOR RETIREMENT, DEFERRED:**

*Appendix B*  
*Appendix B-1*

**C. APPROVE APPLICATIONS FOR DEFERRED TRANSFER:**

*None*

**D. LIST OF DECEASED MEMBERS:**

*Appendix D*

**E. APPROVE REQUEST(S) FOR 130 BI-WEEKLY PAYMENTS TO RE-DEPOSIT CONTRIBUTIONS AND GAIN CREDIT:**

*None*

**F. APPROVE STAFF RECOMMENDATIONS (UNCONTESTED) FOR DISABILITY RETIREMENTS:**

*Appendix F*

**G. APPROVE HEARING OFFICER RECOMMENDATIONS FOR DISABILITY RETIREMENTS:**

*None*

**H. APPROVAL of COMMITTEE and BOARD MINUTES:**

*December 17, 2020 Governance Committee Minutes*  
*December 17, 2020 Minutes of the Regular Board Meeting*  
*January 13, 2021 Investment Committee Minutes*

**I. MISCELLANEOUS MATTERS:**

*Operating Expenses as of November 30, 2020*

-----End of Consent Calendar-----  
(MOTION)

**REGULAR CALENDAR**  
**REPORTS AND ACTION ITEMS**

**6. DISABILITIES, RECOMMENDATIONS AND MOTIONS:**

None.

**7. COMMITTEE REPORTS, RECOMMENDATIONS AND MOTIONS:**

**A. Investment: [See January 13, 2021 Investment Committee Agenda Packet for all public materials related to the below listed items.]**

1. Summary of January 13, 2021 Meeting.
2. Motion to adopt an up to \$30 million Investment in Peak Rock Fund III as part of ACERA's Private Equity Portfolio – Buyout.
3. Motion to adopt an up to \$25 million Investment in Artemis Real Estate Partners Healthcare Fund II as part of ACERA's Real Estate Portfolio – Value-Added.

**8. NEW BUSINESS:**

- A. Chief Executive Officer's Report.**

**9. CONFERENCE/ORAL REPORTS:**

**10. ANNOUNCEMENTS:**

**11. BOARD INPUT:**

**12. ESTABLISHMENT OF NEXT MEETING:**

**Thursday, February 18, 2021 at 2:00 p.m.**

**13. CLOSED SESSION:**

- A. Consider the Purchase or Sale of Particular, Specific Pension Fund Investment (CA Gov. Code §54956.81) (one investment).**

**14. REPORT ON ACTION TAKEN IN CLOSED SESSION:**

**15. ADJOURNMENT:**

---

**APPENDIX A  
APPLICATION FOR SERVICE RETIREMENT**

---

ALCANTARA, Blesilda  
Effective: 10/31/2020  
Auditor-Controller

HARRIS, Larry  
Effective: 10/31/2020  
General Services Agency

ELLIOTT, Charlie  
Effective: 10/31/2020  
General Services Agency

HERRERA, Ted  
Effective: 11/3/2020  
Alameda Health System

EMBRY, Annabelle  
Effective: 9/20/2020  
Alameda Health System

JERENE, Margaret  
Effective: 10/17/2020  
First 5

FARRUGGIA, Cary  
Effective: 10/22/2020  
Non-Member

JOHNSON, Helen  
Effective: 10/31/2020  
Public Works Agency

FLORES, Manuel  
Effective: 10/31/2020  
Health Care Services Agency

LAFARGUE, Craig  
Effective: 11/10/2020  
Alameda Health System

GARCIA, Julia  
Effective: 11/13/2020  
Health Care Services Agency

LEE-ESPINOZA, Aracelia  
Effective: 10/17/2020  
Alameda Health System

GEE, Nancy  
Effective: 11/14/2020  
Health Care Services Agency

LIN, Mark  
Effective: 6/5/2020  
Superior Court

GEROW, Karen  
Effective: 11/14/2020  
Public Defender

MARGRAVE, Wynston  
Effective: 12:00:00 AM  
Social Services Agency

GONZALEZ, Martha  
Effective: 10/17/2020  
ACERA

ROBINSON, David  
Effective: 10/2/2020  
Alameda Health System

GREEN, Catherine  
Effective: 10/17/2020  
Superior Court

SARGENT, Shawn  
Effective: 10/14/2020  
Sheriff's Office

GROVER, Saroj  
Effective: 10/3/2020  
Alameda Health System

SCHLEGEL, Edward  
Effective: 9/21/2020  
Sheriff's Office

---

**APPENDIX A  
APPLICATION FOR SERVICE RETIREMENT**

---

TUTTIE, Ann  
Effective: 10/18/2020  
Alameda Health System

WILLIAMS, Cassandra  
Effective: 11/4/2020  
Social Services Agency

---

**APPENDIX B  
APPLICATION FOR DEFERRED RETIREMENT**

---

ARCOS-PEREZ, Rolando  
Alameda Health System  
Effective Date: 11/9/2020

OSIPOVA, Jekaterina  
Alameda Health System  
Effective: 12/1/2020

JOINER, Joseph  
Alameda Health System  
Effective: 11/2/2020

OWEN II, Richard K.  
Public Defender  
Effective: 10/21/2020

LEE, Anna Y.  
Health Care Services Agency  
Effective: 11/20/2020

PFENNING, Kirsten  
Auditor-Controller  
Effective: 9/18/2020

LEVY, Keydon A.  
District Attorney's Office  
Effective: 11/18/2020

PHILLIPS, Rhonda  
Alameda Health System  
Effective: 11/2/2020

LOUIE, Valerie C.  
Alameda Health System  
Effective: 11/24/2020

PITRE, Shamone D.  
Social Services Agency  
Effective: 10/9/2020

MARROQUIN, Stephanie M.  
District Attorney's Office  
Effective: 11/25/2020

RATNER, Robert B.  
Health Care Services Agency  
Effective: 11/13/2020

MORALES, Alicia D.  
Social Services Agency  
Effective: 11/13/2020

REEDY, Jac A.  
Alameda Health System  
Effective: 11/2/2020

ODES, Rachel  
Alameda Health System  
Effective: 11/2/2020

SAUNDERS, Christine S.  
District Attorney's Office  
Effective: 10/23/2020

WORTH, Kacie L.  
Probation  
Effective Date: 11/16/2020

**APPENDIX B-1**  
**APPLICATION FOR NON-VESTED DEFERRED**

---

ALDRICH, Mallory J.  
Social Services Agency  
Effective Date: 10/29/2020

LABAT, Vijayta R.  
District Attorney's Office  
Effective: 11/18/2020

ARNO, Claire J.  
Superior Court  
Effective: 10/14/2020

NELSON, Aisha M.  
Social Services Agency  
Effective: 11/17/2020

ASLAMI, Zohal  
Alameda Health System  
Effective: 11/13/2020

PEREZ, Patricia C.  
Treasurer-Tax Collector  
Effective: 11/20/2020

BOWIE, Aqueela A.  
Department of Child Support Services  
Effective: 11/13/2020

POBRE, Matthew Shiaree D.  
General Services Agency  
Effective: 11/13/2020

COHEN, Mariella G.  
District Attorney's Office  
Effective: 10/23/2020

PUEBLA, Ricardo  
Alameda Health System  
Effective: 9/4/2020

COULTER, Caitlin F.  
Alameda Health System  
Effective: 11/16/2020

RAMIREZ MARTINEZ, Leonor A.  
Social Services Agency  
Effective Date: 7/27/2020

DAVIS, Susan A.  
Alameda Health System  
Effective: 11/7/2020

ROBERTS, Michelle L.  
District Attorney's Office  
Effective: 10/16/2020

GLADNEY, Vera L.  
Alameda Health System  
Effective: 10/18/2020

SIMON, Jennifer A.  
Alameda Health System  
Effective: 11/25/2020

GROOMS, Jennifer E.  
Alameda Health System  
Effective: 10/16/2020

SINGH, Ranjita D.  
Health Care Services Agency  
Effective: 12/11/2020

HUMMEL, Taylor W.  
Social Services Agency  
Effective: 10/30/2020

TAYLOR, Rachel J.  
Superior Court  
Effective: 10/30/2020

ISLAS, Tathjiana S.  
Social Services Agency  
Effective: 11/12/2020

TIEDEMANN, Aaron E.  
Community Development Agency  
Effective: 12/4/2020

USUKHBAYAR, Enkhjin  
District Attorney's Office  
Effective: 10/23/2020

**APPENDIX D  
LIST OF DECEASED MEMBERS**

---

ADAMS, Evelyn Non-Mbr Survivor of Colonel Adams 11/29/2020	LYLES, William Sheriff's Office 12/8/2020
ALBOUZE, Marge Non-Mbr Survivor of Achille Albouze 11/14/2020	MAC FARLANE, Fred General Services Agency 11/15/2020
BERNARD, Ronald Non-Mbr Survivor of Dorothea Bernard 11/7/2020	MAGGY, Bradley Human Resource Services 11/12/2020
BIONDI, David Probation Department 12/20/2020	MOORE-HICKS, Dorothy Alameda Health System 12/3/2020
BUTTS, Eara Alameda Health System 12/4/2020	NUTTING, Anna Alameda Health System 8/22/2020
COLLIER, Larry Sheriff's Office 11/30/2020	O'NEIL, Alicia Alameda Health System 12/28/2020
DIMMER-CUTRERr, Betty Alameda Health System 12/15/2020	PICOU, Patricia Ann Superior Court 11/6/2020
HEICK, Dorothy Non-Mbr Survivor of Robert Heick 12/8/2020	RICHARDS, Marilee Social Services Agency 11/21/2020
HIGGINS, Joan Non-Mbr Survivor of Patrick Higgins 12/15/2020	ROUS, William Non-Mbr Survivor of Anna Rous 11/23/2020
KARSTENS, Mildred Social Services Agency 11/26/2020	SCHNAYER, Irving County Administrator 12/3/2020
LEBLUE, Jessie Alameda Health System 11/21/2020	SHELHAMER, Marjory Non-Mbr Survivor of James Shelhamer 11/20/2020

---

**APPENDIX D  
LIST OF DECEASED MEMBERS**

---

SHIPLER JR, Glenn  
Assessor's Office  
10/4/2020

VALINTINO, Marilyn  
Social Services Agency  
11/29/2020

SULLIVAN, Nancy  
Sheriff's Office  
11/20/2020

VICERAL, Marina  
Alameda County  
10/31/2020

TAKASHIMA, Michie  
Assessor's Office  
12/20/2020

WIEGARDT, Patsy  
Non-Mbr Survivor of Alfred Wiegardt  
10/30/2020

TIBBETTS, Brian  
LARPD  
12/7/2020

WIGGINS, Jo  
Alameda Health System  
11/13/2020

TUNGOHAN, Leonito  
Superior Court  
11/20/2020

WYNN, Harry  
Sheriff's Office  
11/26/2020

---

**APPENDIX F  
APPLICATION FOR DISABILITY RETIREMENT**

---

**Name:** Orange, Felicia  
**Type of Claim:** Service-Connected

Adopt the findings and conclusions and approve and adopt the recommendation contained in the Medical Advisor's report, including but not limited to, granting Ms. Orange's application for a service-connected disability. Since Ms. Orange is over 55 years old, future annual medical examinations and questionnaires will not be required.

---



**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**EXECUTIVE ORDER N-29-20**

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

**WHEREAS** the threat of COVID-19 has resulted in serious and ongoing economic harms, in particular to some of the most vulnerable Californians; and

**WHEREAS** time bound eligibility redeterminations are required for Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries to continue their benefits, in accordance with processes established by the Department of Social Services, the Department of Health Care Services, and the Federal Government; and

**WHEREAS** social distancing recommendations or Orders as well as a statewide imperative for critical employees to focus on health needs may prevent Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries from obtaining in-person eligibility redeterminations; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. As to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(a) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of this Order. This Order shall be construed to be consistent with applicable federal laws, including but not limited to Code of Federal Regulations, Title 42, section 435.912, subdivision (e), as interpreted by the Centers for Medicare and Medicaid Services (in guidance issued on January 30, 2018) to permit the extension of

otherwise-applicable Medicaid time limits in emergency situations.

2. Through June 17, 2020, any month or partial month in which California Work Opportunity and Responsibility to Kids (CalWORKs) aid or services are received pursuant to Welfare and Institutions Code Section 11200 et seq. shall not be counted for purposes of the 48-month time limit set forth in Welfare and Institutions Code Section 11454. Any waiver of this time limit shall not be applied if it will exceed the federal time limits set forth in Code of Federal Regulations, Title 45, section 264.1.
3. Paragraph 11 of Executive Order N-25-20 (March 12, 2020) is withdrawn and superseded by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow



members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

All state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 17th day of March 2020.



\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State

**4. ELECTION OF BOARD OFFICERS FOR 2021:**

**A. Chair**

**B. First Vice-Chair**

**C. Second Vice-Chair**

**December 17, 2020**  
**Minutes of the Regular Board Meeting**  
**For approval under January 21, 2021**  
**Board “Consent Calendar”**



ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION  
*BOARD OF RETIREMENT*  
MINUTES

---

---

**THIS MEETING WAS CONDUCTED VIA TELECONFERENCE WITH VIDEO**

---

**Thursday, December 17, 2020**

Chair Henry Levy called the meeting to order at 2:23 p.m.

Trustees Present: Dale Amaral  
Ophelia Basgal  
Keith Carson  
Tarrell Gamble  
Jaime Godfrey  
Liz Koppenhaver  
Henry Levy  
Elizabeth Rogers  
George Wood  
Nancy Reilly (*Alternate*)  
Darryl Walker (*Alternate*)

Staff Present: Margo Allen, Fiscal Services Officer  
Angela Bradford, Executive Secretary  
Sandra Dueñas-Cuevas, Benefits Manager  
Kathy Foster, Assistant Chief Executive Officer  
Jessica Huffman, Benefits Manager  
Harsh Jadhav, Chief of Internal Audit  
Vijay Jagar, Retirement Chief Technology Officer, ACERA  
David Nelsen, Chief Executive Officer  
Jeff Rieger, Chief Counsel  
Betty Tse, Chief Investment Officer

Staff Excused: Victoria Arruda, Human Resource Officer

**PUBLIC INPUT**

None.

**CONSENT CALENDAR  
REPORTS AND ACTION ITEMS**

**APPROVAL of APPLICATIONS FOR SERVICE RETIREMENT**

*Appendix A*

**APPROVAL of APPLICATIONS FOR RETIREMENT, DEFERRED**

*Appendix B  
Appendix B-1*

**APPROVAL of APPLICATIONS FOR DEFERRED TRANSFER**

*None*

**LIST OF DECEASED MEMBERS**

*Appendix D*

**APPROVAL of REQUEST FOR 130 BI-WEEKLY PAYMENTS TO RE-DEPOSIT  
CONTRIBUTIONS AND GAIN CREDIT**

*None*

**APPROVAL of STAFF RECOMMENDATIONS (UNCONTESTED) FOR  
DISABILITY RETIREMENTS**

*Appendix F*

**APPROVAL of HEARING OFFICER RECOMMENDATIONS FOR DISABILITY  
RETIREMENTS**

*None*

**APPROVAL of COMMITTEE and BOARD MINUTES**

*November 19, 2020 Operations Committee Minutes  
November 19, 2020 Minutes of the Regular Board Meeting  
December 2, 2020 Operations Committee Minutes  
December 2, 2020 Retirees Committee Minutes  
December 9, 2020 Investment Committee Minutes*

**MISCELLANEOUS MATTERS**

*Approve Staff Recommendations regarding First 5 Alameda County's New Pay  
Items/Codes PTO Term Payout T2 – PP2 and PTO Term Payout T4 – PP4*



**20-58**

It was moved by Keith Carson seconded by Ophelia Basgal and approved by a vote of 8 yes (*Basgal, Carson, Gamble, Godfrey, Koppenhaver, Levy, Rogers, Wood*), 0 no, and 2 abstentions (*Dale Amaral and Darryl Walker recused themselves*):

**BE IT RESOLVED BY THIS BOARD that the Consent Calendar is approved**

**REGULAR CALENDAR**  
**REPORTS AND ACTION ITEMS**

**DISABILITIES, CURRENT AND CONTINUING RECOMMENDATIONS AND MOTIONS**

None.

**COMMITTEE REPORTS, RECOMMENDATIONS AND MOTIONS**

*This month's Committee reports were presented in the following order:*

***Operations:***

Ophelia Basgal gave an oral report stating that the Operations Committee met on December 2, 2020 and was presented with, reviewed information for, and discussed negotiations for a new agreement for benefits consulting services with the Segal Group. It was noted that the cost of benefit consulting services increased approximately 1.4% due to inflation.

**20-59**

It was moved by Ophelia Basgal and seconded by Liz Koppenhaver to approve the annual agreement for \$127,200 effective January 1, 2021 through December 31, 2021, for ACERA's Benefits Consultant, the Segal Group. The motion carried 9 yes (*Amaral, Basgal, Carson, Gamble, Godfrey, Koppenhaver, Levy, Rogers, Wood*), 0 no, and 0 abstentions.

Ophelia Basgal further reported that the Committee was presented with information and discussed potential remedies regarding ACERA's excess payments to participating employers under the Employer Reimbursement Policy in calendar years 2017, 2018, and 2019, totaling \$41,296.39. Dale Amaral, Elizabeth Rogers, Darryl Walker and George Wood recused themselves from the discussion and vote on this matter, because the Board's deliberations related to reimbursements to those four Trustees' employing departments.

**20-60**

**It was moved by Ophelia Basgal and seconded by Nancy Reilly to approve a reduction in the payments that ACERA would otherwise make under the Employer Reimbursement Policy for calendar year 2020 by \$41,296.39, and to direct Staff to advise the affected employers of the proposed recommendation. The motion carried 6 yes (*Basgal, Carson, Godfrey, Koppenhaver, Levy, Reilly*), 1 no (*Gamble*), and 4 abstentions (*Amaral, Rogers, Walker, and Wood recused themselves*).**

Ophelia Basgal further reported that the Committee was presented with, reviewed information for, and discussed the following Information Items: *1) Operating Expenses as of October 31, 2020; and 2) a Technology Update.*

Minutes of the meeting were approved as part of the Consent Calendar.

***Retirees:***

Liz Koppenhaver gave an oral report stating that the Retirees Committee met on December 2, 2020 and was presented with, reviewed information for, and discussed ACERA's Medicare Part B Reimbursement Plan (MBRP) benefit.

**20-61**

**It was moved by Liz Koppenhaver and seconded by Jaime Godfrey to continue to provide the Medicare Part B Reimbursement Plan (MBRP) benefit to eligible retirees in 2021, and approve the reimbursement based on the lowest standard monthly Medicare Part B premium at the rate of \$148.50. The MBRP benefit is a non-vested benefit funded by contributions from ACERA Employers to the 401(h) account. After contributions are made, in accordance with the County Employees Retirement Law, ACERA treats an equal amount of Supplemental Retiree Benefit Reserve assets as employer contributions for pensions. The motion carried 9 yes (*Amaral, Basgal, Carson, Gamble, Godfrey, Koppenhaver, Levy, Rogers, Wood*), 0 no, and 0 abstentions.**

Liz Koppenhaver further reported that the Committee was presented with, reviewed information for, and discussed the revised and updated Appendix A to Resolution No. 07-29.

**20-62**

**It was moved by Liz Koppenhaver and seconded by Jaime Godfrey to adopt the revised and updated Appendix A to Resolution No. 07-29, which reflects the changes approved by the Board to the Monthly Medical Allowance amounts for Group and Individual Plans as well as the Retiree Health Benefit contribution amounts for Plan Year 2021. The motion carried 9 yes (*Amaral, Basgal, Carson, Gamble, Godfrey, Koppenhaver, Levy, Rogers, Wood*), 0 no, and 0 abstentions.**

Liz Koppenhaver further reported that the Committee was presented with, reviewed information for, and discussed the following Information Items: **1) Annual Retired Member (Lump Sum) Death Benefit Report; 2) Virtual Retiree Health and Wellness Fair Results and Open Enrollment Activity [See ACERA’s Website]; and 3) Miscellaneous Updates, which included information regarding a vaccine for COVID-19.**

Minutes of the meeting were approved as part of the Consent Calendar.

***Investment:***

Tarrell Gamble gave an oral report stating that the Investment Committee met on December 9, 2020 and was presented with, reviewed information for, and discussed a new Real Assets Structure, Related Amendments to the Real Assets Policy, and the 2020 – 2026 Real Assets Investment Plan.

**20-63**

**It was moved by Tarrell Gamble and seconded by Jaime Godfrey to adopt a New Real Assets Structure, approve Related Amendments to the Real Assets Policy, and adopt the 2020 – 2026 Real Assets Investment Plan. The motion carried 9 yes (*Amaral, Basgal, Carson, Gamble, Godfrey, Koppenhaver, Levy, Rogers, Wood*), 0 no, and 0 abstentions.**

Tarrell Gamble further reported that the Committee was presented with, reviewed information for, and discussed the 2021 – 2023 Private Equity Investment Plan. [See ACERA’s Website.]

**20-64**

**It was moved by Tarrell Gamble and seconded by Jaime Godfrey to adopt the 2021 – 2023 Private Equity Investment Plan. The motion carried 9 yes (*Amaral, Basgal, Carson, Gamble, Godfrey, Koppenhaver, Levy, Rogers, Wood*), 0 no, and 0 abstentions.**

Darryl Walker stated that there was some discussion regarding the appropriate level of delegated investment authority at the December 9, 2020 Investment Committee, which he believed should have been reflected in the minutes of that meeting. After discussion, Chief Counsel Jeff Rieger stated that Trustees can request that particular discussions be reflected in the minutes of that meeting during that meeting and Trustees can also request additions to the minutes when the minutes come to the Board for approval.

Minutes of the meeting were approved as part of the Consent Calendar.

***Governance:***

Ophelia Basgal gave an oral report stating that the Governance Committee met today and considered proposed revisions to the *Board Communications Policy*. After discussion, the Committee recommended that the Board approve the draft revised Policy that was presented to the Committee, but with the word “respect” rather than “support” in section IV.D.2. of the draft revised Policy.

**20-65**

**It was moved by Ophelia Basgal and seconded by George Wood to affirm the existing *Board Communications Policy* with the revisions recommended by the Governance Committee. The motion carried 6 yes (*Amaral, Basgal, Carson, Koppenhaver, Rogers, Wood*), 2 no (*Gamble, Levy*), and 0 abstentions.**

Ophelia Basgal further reported that the Governance Committee considered proposed revisions to the *Membership Policy*. There was discussion regarding the proposed increased flexibility for membership and termination dates to help members take advantage of reciprocity and it was decided that the Committee should receive further information before making a decision on this issue at a future meeting. The Committee recommended that the Board approve all other proposed revisions to the Policy.

**20-66**

**It was moved by Ophelia Basgal and seconded by Liz Koppenhaver to affirm the existing *Membership Policy* with the revisions recommended by the Governance Committee. The motion carried 7 yes (*Amaral, Basgal, Carson, Koppenhaver, Levy, Rogers, Wood*), 1 no (*Gamble*), and 0 abstentions. Trustee Godfrey was not present for the vote on this item.**

Ophelia Basgal further reported that the Governance Committee considered proposed revisions to the *Service Provider Policy* and recommended that the Board approve all proposed revisions.

**20-67**

**It was moved by Ophelia Basgal and seconded by Liz Koppenhaver to affirm the existing *Service Provider Policy* with the revisions recommended by the Governance Committee. The motion carried 9 yes (*Amaral, Basgal, Carson, Gamble, Godfrey, Koppenhaver, Levy, Rogers, Wood*), 0 no, and 0 abstentions.**

Minutes of the meeting will be presented to the Board for adoption on the Consent Calendar at the January 21, 2021 Board meeting.

**OLD BUSINESS:**

**Exclusion of County Pay Codes**

This item was removed from the Consent Calendar and briefly discussed at the August 20, 2020 Board meeting. At that meeting, the Board excluded County Pay Codes 741, 742 and 743 from “pensionable compensation,” but deferred making a decision regarding “compensation earnable.” Chief Counsel Jeff Rieger presented his December 17, 2020 memorandum, which explained why County Pay Codes 741, 742, and 743 should be excluded from “compensation earnable.”

**20-68**

**It was moved by Ophelia Basgal and seconded by Liz Koppenhaver to exclude County Pay Codes 741, 742, and 743 from "compensation earnable." The motion carried 9 yes (Amaral, Basgal, Carson, Gamble, Godfrey, Koppenhaver, Levy, Rogers, Wood), 0 no, and 0 abstentions.**

**Proposed Interpretation of Gov't Code § 31461(b)(1)(B)**

Mr. Rieger recommended that the Board adopt the interpretation of Gov't Code § 31461(b)(1)(B) in his December 17, 2020 memorandum.

**20-69**

**It was moved by Liz Koppenhaver and seconded by Dale Amaral to adopt the proposed interpretation of Gov't Code § 31461(b)(1)(B), as set forth in the public memorandum (dated December 17, 2020) from Chief Counsel. The motion carried 9 yes (Amaral, Basgal, Carson, Gamble, Godfrey, Koppenhaver, Levy, Rogers, Wood), 0 no, and 0 abstentions.**

**NEW BUSINESS:**

**Educational Presentation on Conflicts of Interest by Chief Counsel Jeff Rieger**

Mr. Rieger presented, and took answered questions regarding, his December 17, 2020 memorandum which described two important California conflict-of-interest laws, the Political Reform Act and Gov't Code § 1090, as they apply to ACERA Trustees. Mr. Rieger further explained that trustees can obtain more detailed information regarding conflicts of interest from ACERA's Conflict of Interest Policy posted on ACERA's website, or from materials found on the Attorney General and the California Fair Political Practices Commission's (FPPC) websites, and that trustees may also seek legal advice regarding potential conflicts of interest from Mr. Rieger and/or from their own personal attorney.

**Cal. Gov. Code § 7514.7 Alternative Investment Vehicles Information Report**

Mr. Rieger stated that Staff discovered that the Alternative Investment Vehicles Information Report (Report) was inadvertently omitted from the public Investment Committee Packet distributed on December 2, 2020. The Report was included in the December 17, 2020 Board Packet to remedy that oversight. Tarrell Gamble asked that the Report be included as an information item on the January Investment Committee agenda.

**David Nelsen, Chief Executive Officer's Report**

Chief Executive Officer Dave Nelsen presented his December 17, 2020, written CEO Report which provided an update on: **1) Committee and Board Action Items;** and **2) Other Items,** which included updates on: COVID-19 Responses, the Pension Administration System, Personnel Items and Budget, Customer Service, and Key Performance Indicators.

Mr. Nelsen announced that he sent the Board an email regarding the Board of Supervisors' approval of a potential transfer of \$800 million in employer contributions from the County to ACERA for payment of the County's Unfunded Accrued Actuarial Liability (UAAL). The Board of Supervisors and the Board of Retirement will negotiate the terms and timing of the transfer in the near future.

Mr. Nelsen expressed his appreciation for Staff's hard work as it has been a very challenging year. Mr. Nelsen reported that in spite of the challenges, Staff was still able to provide excellent customer service to ACERA members during the COVID-19 Pandemic. In the member survey, 95% of members stated that Staff met or exceeded their expectations. Staff accomplished the following: **1) processed 423 retirement applications and of the 423, 417 members received a 100% retirement benefit allowance;** **2) processed 500 service audits and approximately 400 service purchases;** **3) answered and responded to 1,200 member calls and of those calls, 95% were answered within 1 minute;** **4) answered and responded to 1,500 voicemails and 7,000 emails;** and **5) posted a YouTube Pre-Retirement Counseling Session on ACERA's Website.** It was noted that members viewed the YouTube Pre-Retirement Counseling Session five times the amount in comparison to members participating in the live Pre-Retirement Counseling Sessions. Although Staff was busy assisting its members, Staff was still able to file its CAFR (Comprehensive Annual Financial Report) on time, implemented the Redesign of the ACERA Website, kept on schedule with the Pension Administration Replacement Program, ACERA received a clean audit, and ACERA's portfolio was at an all-time high in spite of the market during this difficult time. The Board also expressed their appreciation to Staff for all of their hard work.

It was noted that ACERA will be filling one Retirement Technician position, two Investment Analysts positions, and one Investment Officer position in the first quarter of 2021.

**Discussion and Possible Motion regarding Chief Executive Officer Compensation**

Henry Levy announced that the Board would go into Closed Session [See below.] After the Board concluded that Closed Session, the Board returned to this Open Session item.

**20-70**

**It was moved by Jaime Godfrey and seconded by Keith Carson to provide a 2% compensation (base salary) increase to Chief Executive Officer Dave Nelsen, in addition to any cost of living increases to base salary, effective the first full pay period in January 2021. The motion carried 7 yes (Amaral, Basgal, Carson, Godfrey, Kopenhagen, Levy, Rogers), 0 no, and 1 abstention (Wood). Trustees Gamble and Walker were not present for the vote on this item. Chief Counsel Jeff Rieger will make any necessary amendments to the CEO's contract.**

**CLOSED SESSION**

- A. Conference with Designated Representative (Henry Levy) for Compensation Negotiations with Chief Executive Officer (Cal. Gov't Code § 54957.6).

The Board reconvened into Open Session and Chair Henry Levy announced that the Board took no reportable action on the above-referenced matter.

**CONFERENCE/ORAL REPORTS**

None.

**ANNOUNCEMENTS**

None.

**BOARD INPUT**

The Board wished everyone happy holidays and that everyone stay safe.

**ADJOURNMENT**

The meeting adjourned at approximately 3:50 p.m.

Respectfully Submitted,



---

David Nelsen  
Chief Executive Officer

1/21/21

---

Date Adopted

---

**APPENDIX A  
APPLICATION FOR SERVICE RETIREMENT**

---

AIZAWA, Bruce  
Effective: 11/16/2020  
LARPD

BENDER, Lydia L.  
Effective: 10/3/2020  
Sheriff's Office

BIRDEN, Claudene  
Effective: 10/4/2020  
Sheriff's Office

CARDENAS, Vilma  
Effective: 10/17/2020  
Alameda Health System

CASTRO, Patricia M.  
Effective: 10/3/2020  
Social Services Agency

CHON, Luna  
Effective: 10/3/2020  
Social Services Agency

COSTA, Paul  
Effective: 10/18/2020  
Sheriff's Office

CRISTOBAL, Elvira  
Effective: 9/1/2020  
Alameda Health System

CROSBY, Neola M.  
Effective: 9/19/2020  
Probation Department

DUTTON, Wendy  
Effective: 9/19/2020  
Alameda Health System

ENCARNACION, Albert  
Effective: 10/16/2020  
Alameda Health System

GANNON, Catherine  
Effective: 10/6/2020  
Child Support Services

HARTMAN, Robert  
Effective: 10/14/2020  
District Attorney

HEIL, Lisa  
Effective: 9/9/2020  
Alameda Health System

HIRAKI, Atsuko  
Effective: 10/3/2020  
Alameda Health System

HSU, Patricia Y.  
Effective: 10/3/2020  
Probation

KILDEGAARD, Sharon C.  
Effective: 10/3/2020  
Social Services Agency

KNIGHT, Shawn  
Effective: 10/17/2020  
District Attorney

LEINES, Cheryl A.  
Effective: 10/3/2020  
Sheriff's Office

MACINTYRE, Kathy M.  
Effective: 10/3/2020  
Social Services Agency

MANANSALA, Rosemarie  
Effective: 10/17/2020  
Alameda Health System

MYERS, Kenise B.  
Effective: 9/13/2020  
Sheriff's Office



---

**APPENDIX A**  
**APPLICATION FOR SERVICE RETIREMENT**

---

PEREZ, Enrique Effective: 10/10/2020 Sheriff's Office	SEIULI-HAZZARD, Malia Effective: 10/3/2020 Social Services Agency
PERKINS, Gregory D. Effective: 10/1/2020 Sheriff's Office	SEPT, Joyce A. Effective: 8/11/2020 Alameda Health System
PETERSEN, Nancy Effective: 10/1/2020 Alameda Health System	TAYLOR, Patricia Effective: 9/24/2020 Alameda Health System
RICE, Sharon Effective: 11/1/2020 Social Services Agency	TRINKL, Peter Effective: 10/17/2020 Health Care Service Agency
SALER, Barbara F. Effective: 10/3/2020 Health Care Services Agency	VALLE, Delfredda H. Effective: 10/3/2020 Superior Court

**APPENDIX B**  
**APPLICATION FOR DEFERRED RETIREMENT**

---

LUCKETT, Robin L. Social Services Agency Effective: 9/18/2020	PFENNING, Kirsten M. Auditor-Controller Effective: 9/18/2020
MURAKAMI, Jenna C. County Administrator Effective Date: 9/4/2020	TOUSSAINT, Meghan E. Sheriff's Office Effective: 9/1/2020
	ZACHLOD, Chris G. Information Technology Department Effective: 9/4/2020

**APPENDIX B-1**  
**APPLICATION FOR NON-VESTED DEFERRED**

---

BRONSTON, Aram L. Health Care Services Agency Effective: 9/4/2020	STEPHENSON, Nancy K. Health Care Services Agency Effective Date: 9/4/2020
GOMEZ, Francisco J. Community Development Agency Effective: 9/14/2020	WANG, Chat-Ju Alameda Health Systems Effective: 9/1/2020
ORDON, Cameron A. Social Services Agency Effective: 9/1/2020	

---

**APPENDIX D  
LIST OF DECEASED MEMBERS**

---

CLOSE-CIBULL, Jeanette  
Social Services Agency  
11/1/2020

JOHNSTON, Winifred  
Non-Mbr Survivor of Harry Johnston  
10/30/2020

FORD, Stephen  
General Services Agency  
11/7/2020

JONAS, Gail  
Non-Mbr Survivor of Arnold Jonas  
11/1/2020

GARLAND, Glenda  
Social Services Agency  
11/9/2020

KROGER, Donald  
Assessor's Office  
11/8/2020

GEX, Wilbert  
Assessor  
11/2/2020

LA CHAPELLE, Peter  
County Counsel  
11/3/2020

GOLOYOGO, Remedios  
Social Services Agency  
10/26/2020

LUANGRATH, Khamson  
Social Services Agency  
9/28/2020

HECKENLIABLE, Barbara  
Alameda Health System  
10/20/2020

MARTIN, Linda  
Assessor's Office  
11/22/2020

HESS, Claude  
Social Services Agency  
11/6/2020

SCHAFFER, Charles  
Public Health Care Services  
9/25/2020

JACKSON, Sherrye  
Social Services Agency  
11/7/2020

SHIBLEY, Ruth  
Alameda Health System  
11/12/2020

WHYTE, Donald  
District Attorney  
11/25/2020

---

**APPENDIX F**  
**APPLICATION FOR DISABILITY RETIREMENT**

---

**Name:** Catalan, Yolanda  
**Type of Claim:** Annual Review for NSCD (Granted on 3/21/19)

Staff's Recommendation:

Adopt the findings and conclusions and approve and adopt the recommendation contained in the Medical Advisor's report to continue the allowance for Ms. Catalan's non-service connected disability and as Ms. Catalan will turn 55 years old in the next several months, in accordance with Govt. Code section 31729 future annual medical examinations and questionnaires will not be required.

---

**Name:** Jackson, Benita  
**Type of Claim:** Annual Review for NSCD (Granted on 10/17/19)

Adopt the findings and conclusions and approve and adopt the recommendation contained in the Medical Advisor's report to continue the allowance for Ms. Jackson's non-service connected disability and to waive future annual medical examinations and questionnaires at this time.

---

**Name:** Knox-Banks, Janay  
**Type of Claim:** Annual Review for SCD (Granted on 5/16/19)

Adopt the findings and conclusions and approve and adopt the recommendation contained in the Medical Advisor's report to continue the allowance for Ms. Knox-Banks's service-connected disability and to waive future annual medical examinations and questionnaires at this time.

---

**January 13, 2021  
Investment Committee Minutes  
For approval under January 21, 2021  
Board “Consent Calendar”**

**The January 13, 2021  
Investment Committee Minutes will be  
distributed under separate cover.**

**December 17, 2020**  
**Governance Committee Minutes**  
**For approval under January 21, 2021**  
**Board “Consent Calendar”**



**DECEMBER 17, 2020 GOVERNANCE COMMITTEE MEETING MINUTES**

CONDUCTED VIA TELECONFERENCE WITH VIDEO

Meeting: December 17, 2020

To: Members of the Governance Committee

From: Ophelia Basgal, Chair

Subject: December 17, 2020 Governance Committee Meeting

Governance Committee Chair Ophelia Basgal called the December 17, 2020 Governance Committee Meeting to order at 1:00 p.m. Committee members present were Ophelia Basgal (Chair), Henry Levy (Vice Chair), Dale Amaral, Jaime Godfrey and Elizabeth Rogers. Other Board members present were Keith Carson, Tarrell Gamble, Liz Koppenhaver, George Wood, Alternate Nancy Reilly and Alternate Darryl Walker. Senior Staff present were David Nelsen (CEO), Margo Allen (Fiscal Services Officer), Kathy Foster (Assistant CEO), Jeff Rieger (Chief Counsel), Harsh Jadhav (Chief of Internal Audit) and Sandra Dueñas-Cuevas (Benefits Manager).

**ACTION ITEMS**

**1. Motion to affirm the *Board Communications Policy* with revisions.**

Chief Counsel Jeff Rieger discussed the proposed revisions to the Policy. After discussion, it was moved by Beth Rogers and seconded by Liz Koppenhaver that the Governance Committee recommend to the Board that the Board affirm the *Board Communications Policy* with the revisions recommended by staff, but with the word “respect” instead of the word “support” in Section IV(D)(2) of the Policy.

The motion carried with 7 yes (Amaral, Basgal, Carson, Godfrey, Koppenhaver, Rogers, Walker), 2 no (Gamble, Levy), and 0 abstentions.

At the Chief Counsel’s request, and with the Chair’s permission, the Committee addressed the *Membership Policy* before addressing the *Service Provider Policy*.

Addressing the *Membership Policy*, Mr. Rieger first discussed the recommended increased flexibility for membership dates and termination dates in order to help members take advantage of reciprocity. After further discussion, the Committee decided to take no action on that recommendation and revisit the issue at the next meeting of the Committee, at which staff will present additional information about: (a) other retirement systems’ practices, (b) the estimated cost of the proposed change for ACERA and its members, (c) examples of the impacts on individual members, (d) how many members the policy change is likely to impact, and (e) the different cost impacts on ACERA and its members depending upon whether, and if so how, the Board applies the policy change retroactively.

**2. Motion to affirm the *Membership Policy* with revisions.**

Chief Counsel Jeff Rieger discussed the proposed revisions to the Policy. After discussion, it was moved by Beth Rogers and seconded by Liz Koppenhaver that the Governance Committee recommend to the Board that the Board affirm the *Membership Policy* with the revisions recommended by staff, except for staff's recommended increased flexibility for membership dates and termination dates.

The motion carried with 7 yes (Amaral, Basgal, Carson, Koppenhaver, Levy, Rogers, Wood), 1 no (Gamble), and 1 abstention (Godfrey).

**3. Motion to affirm the *Service Provider Policy* with revisions.**

After Chief Counsel Jeff Rieger discussed the proposed revisions to the Policy, it was moved by Beth Rogers and seconded by George Wood that the Governance Committee recommend to the Board that the Board affirm the *Service Provider Policy* with the revisions recommended by staff.

The motion carried with 9 yes (Amaral, Basgal, Carson, Gamble, Godfrey, Koppenhaver, Levy, Rogers, Wood), 0 no, and 0 abstentions.

**INFORMATION ITEMS**

None

**TRUSTEE/PUBLIC INPUT**

None

**RECOMMENDATIONS**

None

**ESTABLISHMENT OF NEXT MEETING DATE**

TBD

**MEETING ADJOURNED**

The meeting adjourned at 2:15 p.m.

## **CONSENT CALENDAR**

**Operating Expenses as of November 30, 2020**





---

---


MEMORANDUM TO THE BOARD OF RETIREMENT

---

---

DATE: January 21, 2021

TO: Members of the Board of Retirement

FROM: Margo Allen, Fiscal Services Officer 

SUBJECT: Operating Expenses Budget Summary for the period ended November 30, 2020

---

ACERA's operating expenses are \$2,595K under budget for the period ended November 30, 2020. Budget overages and surpluses worth noting are as follows:

**Budget Surpluses**

1. *Staffing*: Staffing is \$1,584K under budget. This amount comprises surplus in staff vacancies of (\$488K) and fringe benefits of (\$1,483K), which are offset by overage in temporary staffing of \$387K due to vacant positions filled by temporary staff.
2. *Staff Development*: Staff Development is \$324K under budget partially due to cancelation and delay in staff trainings and conferences caused by COVID-19.
3. *Professional Fees*: Professional Fees are \$3K under budget. This amount comprises surplus in actuarial fees<sup>1</sup> of (\$68K), operations consultant fees of (\$18K) due to delay in benchmarking project, and savings in external audit fees of (\$4K), which are offset by overage in legal fees of \$87K due to confidential professional services related to litigations.
4. *Office Expense*: Office Expense is \$104K under budget. This amount comprises surpluses in printing and postage of (\$16K) and office maintenance and supplies of (\$54K) due to majority staff is working from home, building expenses of (\$20K) due to credit from CBRE related to 2019 escalation charges, bank charges and miscellaneous administration of (\$18K), equipment lease and maintenance of (\$7K) and minor equipment and furniture of (\$12K). Which are offset by overage in communication expenses of \$23K mainly related to teleconference services due to COVID-19.
5. *Insurance*: Insurance is \$14K under budget, which is related to Alameda County Risk Management Program.
6. *Member Services*: Member Services are \$188K under budget. This amount comprises surpluses in disability legal arbitration and transcripts of (\$65K) and disability medical expense of (\$101K) are both due to reduction in number of disability cases, health reimbursement account of (\$4K), members printing and postage of (\$34K) partially due to timing difference, member training and education of (\$12K), and virtual call center of \$28K established due to COVID-19.

<sup>1</sup> Surplus in actuarial fees of \$68K is partially due to savings from last year accrual related to Standard of Practice #51 Pension Risk of \$30K; consulting services of \$6K and remaining savings of \$32K is related to this year actuarial services.

7. *Systems:* Systems are \$95K under budget. This amount comprises surpluses in software maintenance and support of (\$116K) primarily due to delay in the start of projects caused by COVID-19, minor computer hardware of (\$10K), business continuity of (\$18K), which are offset by overage in COVID-19 expenses of \$47K which includes laptops, amazon workspaces, IT equipment, etc. for working from home, and county data processing of \$2K.
8. *Depreciation:* Depreciation is \$4K under budget, which is mainly related to the computer software and disaster recovery.
9. *Board of Retirement:* Board of Retirement is \$279K under budget. This amount comprises surpluses in board conferences and trainings of (\$158K) primarily due to cancelation and delay in trainings and conferences caused by COVID-19, board election expense<sup>2</sup> of (\$79K) due to savings from last year accrual, board employer reimbursement of (\$3K), board compensation of (\$9K), board miscellaneous expenses of (\$19K), board software maintenance and support of (\$1K), and board strategic planning of (\$10K).

### Staffing Detail

Permanent vacant positions as of November 30, 2020:

Department	Position	QTY	Comments
Benefits	Administrative Specialist II	1	Vacant - currently budgeted until 12/2020
Benefits	Retirement Technician	1	Filled by temporary staff - currently budgeted until 12/2020
Benefits	Retirement Support Specialist	1	Vacant - currently budgeted until 12/2020
Investments	Senior Investment Officer	1	Vacant - currently budgeted until 12/2020
Investments	Investment Officer	1	Vacant - currently budgeted until 12/2020
PRISM	Retirement Support Specialist	1	Vacant - currently budgeted until 12/2020
<b>Total Positions</b>		<b>6</b>	

<sup>2</sup> ACERA has savings of \$79K from 2019 board election expense accrual due to reduction in actual expense as compare to quotation from vendor.

<b>Pension Administration System Project - as of 11/30/2020</b>					
	Year-To-Date			Annual	
	Actual	Budget	Variance	2020 Budget	2019 Actual
<b>Consultant Fees</b>					
Levi, Ray and Shoup	629,004	2,332,000	(1,702,996)	2,544,000	224,153
Segal / LRWL	374,803	366,630	8,173	400,000	398,160
Other expenses	1,500	-	1,500	-	-
Leap Technologies	-	-	-	-	98,970
Total	1,005,306	2,698,630	(1,693,324)	2,944,000	721,283
<b>Staffing</b>	459,776	610,500	(150,724)	665,000	387,808
<b>TOTAL</b>	<b>1,465,082</b>	<b>3,309,130</b>	<b>(1,844,048)</b>	<b>3,609,000</b>	<b>1,109,091</b>

## Attachments:

- Total Operating Expenses Summary
- Professional Fees – Year-to-Date – Actual vs. Budget



ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

TOTAL OPERATING EXPENSES SUMMARY

YEAR TO DATE - ACTUAL VS. BUDGET					
<i>November 30, 2020</i>					
	Actual	Budget	YTD	2020	% Actual to
	<u>Year-To-Date</u>	<u>Year-To-Date</u>	<u>Variance</u>	<u>Annual</u>	<u>Annual Budget</u>
			<i>(Under)/Over</i>	<i>Budget</i>	
Staffing	\$ 12,795,932	\$ 14,379,630	\$ (1,583,698)	\$ 15,745,000	81.3%
Staff Development	133,546	458,005	(324,459)	482,000	27.7%
Professional Fees (Next Page)	1,150,824	1,153,380	(2,556)	1,215,000	94.7%
Office Expense	381,264	485,470	(104,206)	531,000	71.8%
Insurance	870,175	884,000	(13,825)	967,000	90.0%
Member Services	302,062	490,660	(188,598)	527,000	57.3%
Systems	941,858	1,036,520	(94,662)	1,128,000	83.5%
Depreciation	108,420	112,980	(4,560)	123,000	88.1%
Board of Retirement	342,220	621,090	(278,870)	660,000	51.9%
Uncollectable Benefit Payments	-	-	-	22,000	0.0%
<b>Total Operating Expense</b>	<b>\$ 17,026,301</b>	<b>\$ 19,621,735</b>	<b>\$ (2,595,434)</b>	<b>\$ 21,400,000</b>	<b>79.6%</b>



ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

PROFESSIONAL FEES

YEAR TO DATE - ACTUAL VS. BUDGET

November 30, 2020

	<u>Actual</u> <u>Year-To-Date</u>	<u>Budget</u> <u>Year-To-Date</u>	<u>YTD Variance</u> <u>(Under)/Over</u>	<u>2020</u> <u>Annual</u> <u>Budget</u>	<u>% Actual to</u> <u>Annual Budget</u>
<b>Professional Fees</b>					
Consultant Fees - Operations and Projects <sup>1</sup>	\$ 321,088	\$ 338,750	\$ (17,662)	\$ 366,000	87.7%
Actuarial Fees <sup>2</sup>	381,756	450,130	(68,374)	466,000	81.9%
External Audit <sup>3</sup>	148,795	153,000	(4,205)	153,000	97.3%
Legal Fees <sup>4</sup>	299,185	211,500	87,685	230,000	130.1%
<b>Total Professional Fees</b>	<b>\$ 1,150,824</b>	<b>\$ 1,153,380</b>	<b>\$ (2,556)</b>	<b>\$ 1,215,000</b>	<b>94.7%</b>

	<u>Actual</u> <u>Year-To-Date</u>	<u>Budget</u> <u>Year-To-Date</u>	<u>YTD Variance</u> <u>(Under)/Over</u>	<u>2020 Annual</u> <u>Budget</u>	<u>% Actual to</u> <u>Annual Budget</u>
<b><sup>1</sup> CONSULTANT FEES - OPERATIONS AND PROJECTS:</b>					
<b>Administration</b>					
Benchmarking	-	20,000	(20,000)	20,000	0.0%
Total Administration	-	20,000	(20,000)	20,000	0.0%
<b>Benefits</b>					
Alameda County HRS (Benefit Services)	115,500	115,500	-	126,000	91.7%
Segal (Benefit Consultant/Retiree Open Enrollment)	115,005	112,750	2,255	123,000	93.5%
Segal (Dental and Vision Consulting)	20,000	20,000	-	20,000	100.0%
Total Benefits	250,505	248,250	2,255	269,000	93.1%
<b>Human Resources</b>					
Lakeside Group (County Personnel)	70,583	70,500	83	77,000	91.7%
Total Human Resources	70,583	70,500	83	77,000	91.7%
<b>Total Consultant Fees - Operations</b>	<b>\$ 321,088</b>	<b>\$ 338,750</b>	<b>\$ (17,662)</b>	<b>\$ 366,000</b>	<b>87.7%</b>

<b><sup>2</sup> ACTUARIAL FEES</b>					
Actuarial valuation	77,000	77,000	-	77,000	100.0%
GASB 67 & 68 Valuation	47,500	48,000	(500)	48,000	99.0%
GASB 74 & 75 Actuarial	14,000	14,000	-	14,000	100.0%
Actuarial Standard of Practice 51 Pension Risk	10,000	60,000	(50,000)	60,000	16.7%
Supplemental Consulting	156,256	174,130	(17,874)	190,000	82.2%
Triennial Experience Study	36,000	36,000	-	36,000	100.0%
Supplemental Retiree Benefit Reserve valuation	41,000	41,000	-	41,000	100.0%
<b>Total Actuarial Fees</b>	<b>\$ 381,756</b>	<b>\$ 450,130</b>	<b>\$ (68,374)</b>	<b>\$ 466,000</b>	<b>81.9%</b>

<b><sup>3</sup> EXTERNAL AUDIT</b>					
External audit	128,720	129,000	(280)	129,000	99.8%
GASB 67 & 68	10,815	12,000	(1,185)	12,000	90.1%
GASB 74 & 75-External Audit	9,260	12,000	(2,740)	12,000	77.2%
<b>Total External Audit Fees</b>	<b>\$ 148,795</b>	<b>\$ 153,000</b>	<b>\$ (4,205)</b>	<b>\$ 153,000</b>	<b>97.3%</b>

<b><sup>4</sup> LEGAL FEES</b>					
<b><u>Fiduciary Counseling</u></b>					
Nossaman	30,315	120,000	(89,685)	130,000	
Subtotal	30,315	120,000	(89,685)	130,000	23.3%
<b><u>Tax and Benefit Issues</u></b>					
Hanson Bridgett	11,105	36,500	(25,395)	40,000	
Subtotal	11,105	36,500	(25,395)	40,000	27.8%
<b><u>Litigation &amp; Miscellaneous Legal Advice</u></b>					
Meyers Nave	192,726	39,681	153,045	43,289	
Nossaman	42,055	8,659	33,396	9,446	
Reed Smith	32,344	6,660	25,685	7,265	
Preferred Custody Services (class action settlement)	(9,361)	-	(9,361)	-	
Subtotal	257,765	55,000	202,765	60,000	429.6%
<b>Total Legal Fees</b>	<b>\$ 299,185</b>	<b>\$ 211,500</b>	<b>\$ 87,685</b>	<b>\$ 230,000</b>	<b>130.1%</b>

## **NEW BUSINESS**

### **8.A. Chief Executive Officer's Report.**



*Office of the Chief Executive Officer  
Office of Administration*

DATE: January 21, 2021  
TO: Members of the Board of Retirement  
FROM: Dave Nelsen, Chief Executive Officer *DN*  
SUBJECT: **Chief Executive Officer's Report**

**Senior Manager Recruitment**

None.

**Committee/Board Action Items**

**ASSIGNED FOLLOW-UP ITEMS**

<b>Follow-Up Board Item</b>	<b>Assigned Senior Leader</b>	<b>Estimated Completion Date</b>	<b>Completion Date</b>	<b>Notes</b>
Develop ACERA Re-Opening Plan.	Dave Nelsen	July 2020		The general guidelines of the plan have been developed and implemented. We are responding to changes as necessary based on new information.
Develop Financial Conflict of Interest Training	Jeff Rieger	December 2020	This training was provided in December of 2020. The information was placed on the website with the Conflict of Interest Policy.	This is to provide an update to the guidelines regarding financial conflict of interest issues. Given the lack of SACRS training at the conferences and a recent high profile incident at CalPERS, it is a good time to retrain on our responsibilities in this area.

### **Conference/Event Schedule**

None.

### **Other Items**

#### *COVID-19 Responses*

Given the current case count of COVID-19 locally and nationally, and the Governor's shut down order adopted by Alameda County, our current operational environment and structure will likely remain in place well into 2021. We will be installing and requiring on-site employees to take a temporal temperature scan, to ensure employees who may be starting to show symptoms will not remain in the work place while possibly ill. Since we were able to transition most of our work to remote access, the recent upgrade in restrictions will not affect our operations. Our protocols and infrastructure to accommodate protection and safety guidelines for employees and customers remain in place.

At this point, the majority of team members are working from home. Our on-site presence is limited to mail handling and imaging, IT support, occasional Benefits Team members, and management. We are working on establishing long term work from home policies for eligible employees. As always, we are taking into account the safety of our team members and our customers, while still providing value added services.

#### *Pension Administration System Update*

The project is continuing to work through design phase. We have begun testing some designs programmed by LRS for our first deliverable. In our first round of testing, which includes service purchases, we are testing over 776 scenarios, of which over 650 have passed so far. Issues are being followed up on and worked through by LRS. We have met with the Participating Employers on our Pension Administration System Replacement Project. We are working with the County to participate in a pilot effort to work through some of these design changes. A schedule and first draft of the new employer file layout has been provided to the County, and a design meeting will be held the week of January 19<sup>th</sup>.

#### *Personnel Items and Budget*

We have filled our vacant Retirement Technician positions, and will start to recruit for the vacant Investment Team positions shortly.

#### *Other Items*

ACERA presented to the Alameda County Housing Authority Commissioners on pension funding and the current state of the retirement system on January 13<sup>th</sup>. They wanted information to begin consideration of whether to address their Unfunded Accrued Actuarial Liability (UAAL) in additional ways besides regular contributions.

In December 2020, the County Board of Supervisors approved the possible payment of up to \$800 million in additional funds to address their UAAL. Discussions are under way to work through the details of this possible transfer of funds. There is an additional employer that has also inquired about additional contributions related to pension liability.



The Deputy Sheriff's Association has inquired about working with Segal to cost out a proposal to allow Officers to purchase service credit in ACERA for time in the military prior to ACERA membership. This is allowed in statute, but would require Board of Supervisor approval.

**Key Performance Indicators**

Below are the high level performance indicators for ACERA, with the latest scores included:

Scorecard KPI	2020 Performance Goal
<b>PRUDENT INVESTMENT PRACTICES</b>	
<b>Portfolio Performance vs. Policy Benchmark</b>	<i>Annualized 10-year return will meet or exceed Policy benchmark at the total fund level Through November: .0%.</i>
<b>EFFECTIVE PLAN ADMINISTRATION</b>	
<b>Actual Spent vs. Approved Budget</b>	<i>On budget or 10% below 2019 approved budget As of end of November: 19% under budget.</i>
<b>COMPREHENSIVE ORGANIZATION DEVELOPMENT</b>	
<b>Employee Engagement Survey Results</b>	<i>80% of responses in top two rating boxes on the question: "Is ACERA a great place to work?" As of last survey (Fall of 2020): 65%.</i>
<b>SUPERIOR CUSTOMER SERVICE</b>	
<b>Service Excellence Survey</b>	<i>80% of responses in top two rating boxes on the question: "Did ACERA meet or exceed my expectations for my customer service experience?" As of 3<sup>rd</sup> Quarter: 100%</i>

## **CLOSED SESSION**

- 13. A. Consider the Purchase or Sale of Particular, Specific Pension Fund Investment (CA Gov. Code §54956.81) (one investment).**

**IF THERE ARE ANY MATERIALS TO BE DISTRIBUTED FOR THE ABOVE-REFERENCED MATTER(S), IT WILL BE DISTRIBUTED UNDER SEPARATE COVER.**