



MINUTES OF APRIL 5, 2023 OPERATIONS COMMITTEE MEETING

To: Members of the Operations Committee

From: Kellie Simon, Chair

Subject: **Summary of the April 5, 2023 Operations Committee Meeting**

Committee Chair Kellie Simon called the April 5, 2023 Operations Committee meeting to order at 9:31 a.m.

ACERA TRUSTEES, SENIOR MANAGERS AND PRESENTING STAFF IN ATTENDANCE

Committee members present were Kellie Simon, Henry Levy, Elizabeth Rogers and Ophelia Basgal. Also present were Jaime Godfrey, George Wood, and alternate member Cynthia Baron. Keith Carson, George Wood, and alternate member Kevin Bryant arrived after roll call.

Staff present were David Nelsen, Chief Executive Officer; Lisa Johnson, Assistant Chief Executive Officer; Carlos Barrios, Assistant Chief Executive Officer; Jeff Rieger, Chief Counsel; Sandra Dueñas-Cuevas, Benefits Manager; Jessica Huffman, Benefits Manager; Betty Tse, Chief Investment Officer; Vijay Jagar, Chief Technology Officer; Erica Haywood, Fiscal Services Officer; and Harsh Jadhav, Chief of Internal Audit.

PUBLIC INPUT

None

Action Items

1. Review of the Administrative Hearing Policy

After discussion it was moved by Henry Levy and seconded by Elizabeth Rogers that the Operations Committee recommend to the Board of Retirement that the Administrative Hearing Policy continues to be necessary and that the Board adopt the redline revisions to the Administrative Hearing Policy included in the agenda packet.

The motion carried 8 yes (*Basgal, Carson, Godfrey, Levy, Rogers, Simon, Wood, and Bryant*), 0 no, and 0 abstentions.

2. Review of the Error Correction Policy

After discussion it was moved by Elizabeth Rogers and seconded by George Wood that the Operations Committee recommend to the Board of Retirement that the Error Correction Policy

continues to be necessary and that the Board adopt the changes to the Error Correction Policy shown in the redline included in the agenda packet, except that the proposed change to the repayment schedule from ten years to five years should not be made.

The Motion carried 8 yes (*Basgal, Carson, Godfrey, Levy, Rogers, Simon, Wood, and Bryant*), 0 no, and 0 abstentions.

3. Review of Board and Committee Operations Policy for Possible Additional Limitations on Public Comment at Board and Committee Meetings

After discussion it was moved by George Wood and seconded by Henry Levy that the Operations Committee recommend that the Board of Retirement adopt the changes to the Board and Committee Operations Policy shown in the redline included in the agenda packet.

The Motion carried 8 yes (*Basgal, Carson, Godfrey, Levy, Rogers, Simon, Wood, and Bryant*), 0 no, and 0 abstentions.

INFORMATION ITEMS

1. Operating Expenses as of 02/28/2023

Staff presented the Operating Expense Report. As of February 28, 2023, actual expenses were \$68K under budget. Budget overages noted were Staffing (\$10K over budget) and Professional Fees (\$9K over budget). Budget surpluses noted were Staff Development (\$20K under budget), Office Expense (\$15K under budget), Member Services (\$20K under budget), Systems (\$31K under budget), and Board of Retirement (\$1K under budget).

2. Statement of Reserves as of 12/31/2022

Staff reported on the Statement of Reserves as of December 31, 2022. For the six-month period ending December 31, 2022, approximately \$358.7 million of total interest was credited to all the valuation reserve accounts, including the 401(h) account, SRBR and the advanced UAAL contribution reserve.

3. Board Effects Presentation

Staff provided a verbal presentation on the implementation of the Program Board Effects.

TRUSTEE INPUT AND DIRECTION TO STAFF

None.

FUTURE DISCUSSION ITEMS

May (to be presented at Board Meeting)

- Quarterly Financial Statements as of 03/31/23
- Operating Expenses as of 03/31/23

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- Quarterly Cash Forecast Report
- Board Member Conference Expense Report for 1st Qtr. 2023
- Senior Manager Conference and Training Expense Report for 1st Qtr. 2023

June

- Operating Expenses as 04/30/23
- Technology Report
- MMRO Annual Report

ESTABLISHMENT OF NEXT MEETING DATE

The next meeting is scheduled for Wednesday June 7, 2023, at 9:30 a.m.

MEETING ADJOURNED

The meeting adjourned at 10:25 a.m.