



June 6, 2012

To: Members of the Operations Committee
From: Elizabeth Rogers, Chair
Subject: Summary of the June 6, 2012 Operations Committee Meeting

Operations Committee Chair Elizabeth Rogers called the June 6, 2012 Operations Committee Meeting to order at 9:00 a.m. Committee members present were Elizabeth Rogers, Chair, Ophelia Basgal, and Liz Koppenhaver. The other Board members present were Dale Amaral, George Dewey, and alternate members Darryl Walker and David Safer. Staff present were Vince Brown, Chief Executive Officer; Kathy Foster, Assistant Chief Executive Officer; Robert Gaumer, Chief Counsel; Betty Tse, Chief Investment Officer; Latrena Walker, Project and Information Services Manager; Victoria Arruda, Human Resources Director; Rose Kwong, Benefits Manager; and Harsh Jadhav, Internal Auditor.

ACTION ITEM

1. Discussion and possible motion to approve the annual contract for Keenan and Associates, ACERA's Benefits and Communications consultant

Kathy Foster, Assistant CEO requested approval from the Committee to renew the annual contract with Keenan and Associates for benefits and communications consulting services.

Ms. Ophelia Basgal moved and Mr. George Dewey seconded that the Operations Committee recommend to the Board of Retirement that the Board authorize Staff to enter into an annual contract with Keenan and Associates, ACERA's Benefits and Communications consultant. The motion passed unanimously.

INFORMATION ITEMS

1. Operating Expenses – Budget vs Actual as of April 30, 2012

Vince Brown, CEO presented the year-to-date operating expenses – budget vs actual. As of April 30, 2012 actual expenses are under budget \$244,942.

2. Website Redesign Update

Latrena Walker, Project and Information Services Manager provided an update on the Website Redesign Project and noted that the Project Steering Committee convened in April.

3. Electronic Distribution for Committee and Board Packets

Latrena Walker, Project and Information Services Manager informed the Committee that her department will be exploring the option of distributing Committee and Board materials electronically using eReaders. A cost-benefits analysis, pros and cons of electronic distribution, and a draft policy on the use of eReaders will be discussed at the August Committee meeting.

4. Alameda County's DMV Pull Notice Program

Victoria Arruda, Human Resources Director reported that she is working with the County's Labor Relations to determine whether or not members of the Board of Retirement will be required to participate in the new DMV Pull Notice Program, which is part of the County's revised Vehicle Use Policy.

RECOMMENDATION

The Committee recommends, and I move that the Board of Retirement authorize Staff to enter into an annual contract with ACERA's Benefits and Communications consultant, Keenan and Associates.

TRUSTEE/PUBLIC INPUT

Ms. Basgal asked about the plans for the next Board of Retirement and Board of Supervisors joint meeting. Vince Brown, CEO stated that he is waiting to hear back from the CAO but expected that the meeting will be scheduled for late October or early November.

Kathy Foster, Assistant CEO brought to the Committee's attention that the average number of days to process member service requests has declined steadily this year.

ESTABLISHMENT OF NEXT MEETING DATE

The next meeting is scheduled for July 3, 2012 at 9:00 a.m.

MEETING ADJOURNED

The meeting adjourned at 9:26 a.m.