



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

**OPERATIONS COMMITTEE/BOARD MEETING
NOTICE and AGENDA**

ACERA MISSION:

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

**Wednesday, April 1, 2015
9:30 a.m.**

LOCATION	COMMITTEE MEMBERS	
ACERA C.G. "BUD" QUIST BOARD ROOM 475 14TH STREET, 10TH FLOOR OAKLAND, CALIFORNIA 94612-1900 MAIN LINE: 510.628.3000 FAX: 510.268.9574	DALE AMARAL, CHAIR	ELECTED SAFETY
	LIZ KOPPENHAVER, VICE CHAIR	ELECTED RETIREES
	OPHELIA BASGAL	APPOINTED
	KEITH CARSON	APPOINTED
	TARRELL GAMBLE	APPOINTED

Should a quorum of the Board attend this meeting, this meeting shall be deemed a joint meeting of the Board and Committee.

The order of agenda items is subject to change without notice. Board and Committee agendas and minutes are available online at www.acera.org.

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

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 Records: All writings that are distributed to a majority of members of the ACERA Board of Retirement in connection with a matter subject to discussion at an open meeting of the Board or one of its Committees are public records within the meaning of the California Public Records Act and are available for inspection upon request, unless the writings are privileged or otherwise exempt from disclosure under the provisions of the California Public Records Act. Please contact ACERA at (510) 628-3000 to request to inspect documents. Documents will be made available at ACERA, 475 14th Street, Oakland, California.

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Call to Order: 9:30 a.m.

Action Items: Matters for Discussion and Possible Motion by the Committee

1. Discussion and possible motion to approve pay codes for Livermore Area Recreation and Park District

- Kathy Foster

Recommendation #1 – Members who Became Eligible in 2010/2011 Fiscal Year
Staff recommends that the Operations Committee recommend to the Board of Retirement that the Board approve the inclusion of Certification Incentive Pay in compensation earnable for legacy members in the job classification groups which include Park Maintenance, Specialist, and Foreman since this incentive pay item is only provided to those who became eligible in the 2010/2011 fiscal year.

Recommendation #2 – Members with Entry Dates Before, On and After January 1, 2013

Staff recommends that the Operations Committee recommend to the Board of Retirement that the Board approve the inclusion of Certification Incentive Pay in compensation earnable and pensionable compensation for the job classification group of Open Space Maintenance Technician for members with entry dates before, and on or after January 1, 2013 (legacy and PEPRAs members).

Recommendation #3 – Members with Entry Dates Before, On and After January 1, 2013

Staff recommends that the Operations Committee recommend to the Board of Retirement that the Board approve the inclusion of Higher Duty Pay for the employees temporarily assigned to special higher level assignments for members with entry dates before, and on or after January 1, 2013 (legacy and PEPRAs members).

Information Items: These items are not presented for Committee action but consist of status updates and cyclical reports

1. Draft Outside Legal Practice Policy

Presentation of a draft Outside Legal Practice Policy that will establish guidelines and procedures for prohibited and permitted outside legal practice by ACERA staff attorneys

- Joseph Fletcher

- Kathy Foster

- Ashley Dunning, Partner, Nossaman LLP

2. Operating Expenses – Budget vs Actual as of February 28, 2015

Report on the status of ACERA's budget as of February 28, 2015

- Margo Allen

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3. Statement of Reserves as of 12/31/14

Statement of Reserves as December 31, 2014 and the report on the interest posted to member and employer accounts for the six months ended December 31, 2014

- Margo Allen

4. 2015 Three Year Business Plan

Update on the 2015 Three Year Business Plan

- Kathy Foster

5. 2015 Legal Department Work Plan

Presentation of the Legal Department Work Plan for 2015

- Joseph Fletcher

6. Draft Error Correction Policy

Presentation of a draft Error Correction Policy that will establish guidelines and procedures for overpayments and underpayments of benefits and contributions

- Joseph Fletcher

- Kathy Foster

7. Draft Discharge of Accountability of Benefits Overpayment Due to Death and Uncollectable Receivables Policy

Presentation of a draft Discharge of Accountability of Benefits Overpayment Due to Death and Uncollectable Receivables Policy to address uncollectible benefit overpayments

- Margo Allen

- Kathy Foster

Trustee/Public Input

Future Discussion Items

- Quarterly Reports

Establishment of Next Meeting Date

May 6, 2015 at 9:30 a.m.