



MINUTES OF MARCH 5, 2025 OPERATIONS COMMITTEE MEETING

To: Members of the Operations Committee

From: Ross Clippinger, Chair

Subject: **Summary of the March 5, 2025, Operations Committee Meeting**

Committee Chair Ross Clippinger called the March 5, 2025, Operations Committee meeting to order at 9:33 a.m.

ACERA TRUSTEES, SENIOR MANAGERS AND PRESENTING STAFF IN ATTENDANCE

Committee members present were Ophelia Basgal, Ross Clippinger, Tarrel Gamble, and George Wood. Also present were Henry Levy, Elizabeth Rogers, Kellie Simon and Steve Wilkinson. Keith Carson arrived after roll call.

Staff present were Lisa Johnson, Assistant Chief Executive Officer; Carlos Barrios, Assistant Chief Executive Officer (via Zoom); Jeff Rieger, Chief Counsel; Jessica Huffman, Benefits Manager (via Zoom); Sandra Dueñas-Cuevas (via Zoom), Benefits Manager; Vijay Jagar, Chief Technology Officer; Harsh Jadhav, Chief of Internal Audit; Vicki Arruda, Human Resource Officer (via Zoom); and Erica Haywood, Fiscal Services Officer.

PUBLIC INPUT

None

Action Items

1. Discussion and Possible motion to renew the Employer Reimbursement Policy with or without revision.

Recommendation: Staff recommends that the Operations Committee make a recommendation to the Board of Retirement to approve the Employer Reimbursement Policy, without revision.

Ross Clippinger, Kellie Simon, and George Wood recused themselves from all discussion and voting and left the room during the discussion based on a potential conflict of interest, given that the Policy relates to ACERA reimbursements to their employing departments for a portion of their salaries.

After discussion the Vice-Chair directed that this item be brought back to the June Operations Committee meeting with staff making redline revisions to the Detailed Breakdown of Elected Trustee ACERA activities pages.

2. Discussion and possible motion to revise the Error Correction Policy.

After discussion, the Chair directed that this item be brought back to the March Board Meeting with recommendations from staff regarding the interest charged during repayment plans based on input received from the Committee during the discussion.

3. Board Travel and Board Education Policy review, discussion, and possible motion.

Recommendations

Board Travel Policy (International):

Staff recommends consideration of a modification to section III. F. of the Board Travel Policy to incorporate an option that allows for a single travel abroad for a training opportunity per year without seeking Board pre-approval, with Board pre-approval required only for more than one travel abroad for training in a single year.

It was moved by Tarrell Gamble and seconded by Elizabeth Rogers that the Operations Committee recommend that the Board of Retirement modify section III. F. of the Board Travel Policy to require Board pre-approval only for more than one travel abroad for training in a single year.

The motion carried 6 yes (Carson, Gamble, Levy, Rogers, Wood, and Wilkinson), 2 no (Clippinger and Simon), and 0 abstentions. Ophelia Basgal was not present at time of vote.

Board Education Policy:

Staff recommends modification to the Board Education Policy to refine the process of allocating attendance at conferences and trainings when there are Brown Act limitations or limited numbers of discounts. Staff's recommended refinements are in the memorandum in the agenda backup.

It was moved by Hank Levy and seconded by Kellie Simon that the Operations Committee recommend to the Board of Retirement that the Board modify the Board Education Policy to refine the process of allocating attendance or discounts, as recommended by staff.

The motion carried 8 yes (Carson, Clippinger, Gamble, Levy, Rogers, Simon, Wood, Wilkinson), 0 no, and 0 abstentions. Ophelia Basgal was not present at time of vote.

INFORMATION ITEMS

1. Operating Expenses as of 01/31/25.

Staff presented the Operating Expense Report. As of January 31, 2025, actual expenses were \$108K over budget. Budget overages were Staffing (\$62K over budget), and Depreciation (\$66K over budget). Budget surpluses noted were Professional Fees (\$8K under budget), Member Services (\$8K under budget), and Systems (\$4K under budget).

2. Technology Report: Update on Software Upgrades

Staff presented a Technology Report on Software Upgrades to OnBase.

TRUSTEE INPUT AND DIRECTION TO STAFF

FUTURE DISCUSSION ITEMS

June

- Operating Expenses as of 4/30/25
- MMRO Annual Report

ESTABLISHMENT OF NEXT MEETING DATE

The next meeting is scheduled for Wednesday, June 18, 2025, at 9:30 a.m.

MEETING ADJOURNED

The meeting adjourned at 10:54 a.m.