



MINUTES OF MAY 1, 2024 OPERATIONS COMMITTEE MEETING

To: Members of the Operations Committee

From: Ross Clippinger, Chair

Subject: Summary of the May 1, 2024 Operations Committee Meeting

Committee member Jaime Godfrey called the May 1, 2024, Operations Committee meeting to order at 9:36 a.m.

ACERA TRUSTEES, SENIOR MANAGERS AND PRESENTING STAFF IN ATTENDANCE

Committee members present were Jaime Godfrey, Cynthia Baron (for Elizabeth Rogers) and Kevin Bryant (for Ross Clippinger). Also present were Ophelia Basgal and George Wood. Henry Levy, Kellie Simon and Committee member Tarrell Gamble 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; Jessica Huffman, Benefits Manager; Sandra Dueñas-Cuevas (via Zoom), Benefits Manager; Vijay Jagar, Chief Technology Officer; Harsh Jadhav, Chief of Internal Audit; and Erica Haywood, Fiscal Services Officer.

PUBLIC INPUT

None

Action Items

1. E-Signature Policy review, discussion, and possible motion.

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

It was moved by Ophelia Basgal and seconded by Cynthia Baron that the Operations Committee recommend that the Board of Retirement approve the E-Signature Policy, without revision.

The Motion carried 5 yes (*Basgal, Godfrey, Wood, Baron, and Bryant*), 0 no, and 0 abstentions.

2. Employer Reimbursement Policy review, discussion, and possible motion.

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

George Wood and Kevin Bryant 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. Kellie Simon and Ross Clippinger (also County employees) were not present for this item.

It was moved by Ophelia Basgal and seconded by Cynthia Baron that the Operations Committee recommend that the Board of Retirement approve the Employer Reimbursement Policy without revision.

The motion carried 4 yes (*Basgal, Gamble, Godfrey, and Baron*), 0 no, and 2 recusals (*Wood and Bryant*).

INFORMATION ITEMS

1. Quarterly Financial Statements

Staff presented the Unaudited Financial Statements for the period ending March 31, 2024. Staff stated that the Net Position Held in Trust and the change in Fiduciary Net Position compared to the same period in 2023 increased by \$984.9 million.

2. Operating Expenses as of 3/31/2024.

Staff presented the Operating Expense Report. As of March 31, 2024, actual expenses were \$188K over budget. Budget overages were Staffing (\$158K over budget), Member Services (\$56K over budget), Systems (\$15K over budget), and Depreciation (\$2K over budget). Budget surpluses noted were Staff Development (\$14K under budget), Board of Retirement (\$2K under budget), Professional Fees (\$6K under budget), and Office Expense (\$21K under budget).

3. Quarterly Cash Forecast Report.

Staff presented the Cash Forecast Report as of March 31, 2024.

4. Board Member Conference Expense Report for 1st Quarter 2024.

Staff presented the Board Conference and Training Report from January 1, 2024-March 31, 2024. As of March 31, 2024, reported expenses totaled \$39,153.

5. Senior Manager Conference and Training Expense Report for 1st Quarter 2024.

Staff presented the Senior Manger Conference and Training Expense Report from January 1, 2024-March 31, 2024. As of March 31, 2024, reported expenses totaled \$8,033.

6. 2024 Board of Retirement Election Update.

Staff provided an update on the 2024 ACERA Board of Retirement Election including key dates from the election calendar and an overview of the services provided by the election vendor, MK Election Services, LLC.

TRUSTEE INPUT AND DIRECTION TO STAFF

Trustee Basgal inquired about an additional layer of security pertaining to DocuSign involving the verification of previous addresses for users. Staff will review to see if this additional security measure can be implanted in ACERA's use of DocuSign.

FUTURE DISCUSSION ITEMS

June (to be presented at Board)

- Operating Expenses as of 4/30/24
- Technology Report
- MMRO Annual Report

July (to be presented at Board)

- Operating Expenses as of 05/31/24

ESTABLISHMENT OF NEXT MEETING DATE

The next meeting is scheduled for Wednesday, September 4, 2024, at 9:30 a.m.

MEETING ADJOURNED

The meeting adjourned at 9:58 a.m.