



**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, December 1, 2010
9:00 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	ELIZABETH ROGERS, CHAIR	ELECTED GENERAL
	DALE AMARAL, VICE CHAIR	ELECTED SAFETY
	OPHELIA BASGAL	APPOINTED
	KEITH CARSON	APPOINTED
	LIZ KOPPENHAVER	ELECTED RETIRED

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.

The Retirement Board will provide reasonable accommodations for persons with disabilities and other issues of accessibility who plan to attend Board meetings. Please contact ACERA at (510) 628-3000 to arrange for accommodation.

All writings that are distributed to a majority of members of the ACERA Board of Trustees 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 (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: 9:00 a.m.

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

1. Review, discussion and possible motion to adopt Staff's recommendations for amendments to and renew of the Board Travel Policy

- Robert Gaumer

Recommendation

The Operations Committee recommends to the Board of Retirement that the Board renew the Travel Policy with amendments as recommended by Staff.

2. Contract for services provided by Tobi Design to produce the 2010 CAFR and PAFR

- Catherine Walker

Recommendation

The Operations Committee recommends to the Board of Retirement that Staff be authorized to negotiate a contract with Tobi Design for the production of the 2010 CAFR and PAFR with work commencing in January 2011 and the contract not to exceed \$100,000 plus sales tax, and to issue an RFP for the production of the 2011 CAFR and PAFR.

3. Extension of the contract for actuarial services provided by The Segal Company

- Catherine Walker

Recommendation

The Operations Committee recommends to the Board of Retirement that the Board approve The Segal Company's fixed fee schedule and hourly billing schedule for actuarial services through December 31, 2015.

4. Contract for services provided by The Segal Company to review the Liability Management Policy

- Catherine Walker

Recommendation

The Operations Committee recommends to the Board of Retirement that the Board a contract with The Segal Company to review the Liability Management Policy with the contract not to exceed \$50,000.

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

1. Monthly Financial Statements

Financial update for the period ending October 31, 2010

- JP Singh

2. Total Operating Expenses – Budget vs Actual as of October 31, 2010

Report on the status of ACERA's budget as of October 31, 2010

- JP Singh

3. Annual support and maintenance for the Pension Gold Administrative System

Update on the annual support and maintenance for the Pension Gold Administrative System

- Catherine Walker

Trustee/Public Input

Future Discussion Items

- 2011 Operating Expense Budget
- 2011 Operations Committee Work Plan
- Voluntary Elected Member Employer Reimbursement Policy
- Enterprise Document Management Systems (EDMS) Update
- RFP for Great Plains support
- RFP for the 2011 CAFR & PAFR production

Establishment of Next Meeting Date

January 5, 2011 at 9:00 a.m.