



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

**JOINT MEETING OF OPERATIONS COMMITTEE
AND GOVERNANCE 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, September 4, 2013
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, OPERATIONS COMMITTEE	ELECTED GENERAL
	GEORGE WOOD, CHAIR, GOVERNANCE COMMITTEE	ELECTED GENERAL
	ANNETTE CAIN-DARNES, VICE CHAIR, OPERATIONS COMMITTEE	APPOINTED
	OPHELIA BASGAL, VICE CHAIR GOVERNANCE COMMITTEE	APPOINTED
	GEORGE DEWEY	APPOINTED
	LIZ KOPPENHAVER	ELECTED RETIRED
	DONALD WHITE	EX-OFFICIO

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 the amendments, if any, to the Chief Executive Officer Job Description and Delegation of Authority

- Margo Allen
- Marguerite Malloy

Recommendation

Staff recommends that the Governance Committee recommend to the Board of Retirement that the Board adopt the amendments, if any, to the Chief Executive Officer Job Description and Delegation of Authority.

2. Review, discussion and possible motion to adopt the amendments, if any, to the Conflict of Interest Code

- Lori Schnall
- Marguerite Malloy

Recommendation

Staff recommends that the Governance Committee recommend to the Board of Retirement that the Board adopt the amendments, if any, to the Conflict of Interest Code.

3. Review, discussion and possible motion to adopt the amendments, if any to the Conflict of Interest Policy

- Lori Schnall
- Marguerite Malloy

Recommendation

Staff recommends that the Governance Committee recommend to the Board of Retirement that the Board adopt the amendments, if any, to the Conflict of Interest Policy.

4. Review, discussion and possible motion to adopt the amendments, if any, to the Trustee Education Policy

- Lori Schnall
- Marguerite Malloy

Recommendation

Staff recommends that the Governance Committee recommend to the Board of Retirement that the Board adopt the amendments, if any, to the Trustee Education Policy.

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5. Discussion and possible motion to reassign the Trustee Education Policy to the Operations Committee to review annually in conjunction with the Travel Policy

- Lori Schnall
- Marguerite Malloy

Recommendation

Staff recommends that the Governance Committee recommend to the Board of Retirement that the Board reassign the Trustee Education Policy to the Operations Committee to review annually in conjunction with the Travel Policy.

6. Review, discussion and possible motion to adopt the amendments, if any, to the Board Travel Policy

- Lori Schnall
- Marguerite Malloy

Recommendation

Staff recommends that the Operations Committee recommend to the Board of Retirement that the Board adopt the amendments, if any, to the Board Travel Policy.

7. Discussion and possible motion on Trustees' request to approve incurring business related expenses which exceed the annual allotment as stated in the ACERA Travel Policy

- Margo Allen

Recommendation #1

Staff recommends that the Operations Committee recommend to the Board of Retirement that the Board approve Trustee Dale Amaral's request to approve incurring business related expenses, in connection with his participating in the 2013 Milken Conference, which exceed the annual allotment as stated in ACERA's Travel Policy.

Recommendation #2

Staff recommends that the Operations Committee recommend to the Board of Retirement that the Board approve Trustee Annette Cain-Darnes' request to approve incurring business related expenses, in connection with her participating in the 2013 Milken Conference, which exceed the annual allotment as stated in ACERA's Travel Policy.

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8. Discussion and possible motion to adopt signatory authority criteria for contract execution

- Lori Schnall
- Marguerite Malloy

Recommendation

Staff recommends that the Operations Committee recommend to the Board of Retirement that the Board adopt the signatory authority criteria for contract execution for the calendar year 2013.

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

1. Operating Expenses – Budget vs Actual as of July 31, 2013

Report on the status of ACERA's budget as of July 31, 2013

- Margo Allen

2. Participating Employer Audits

Report of the proposed participating employer audit plan and strategy

- Harsh Jadhav

3. Milken Conference Fee Discount

Report on the Milken conference fee discount

- Marguerite Malloy

Trustee/Public Input

Future Discussion Items

Governance Committee

- Board Governance and Policy Development Process
- Board Operations Policy
- Chief Executive Officer Annual Performance Evaluation Policy
- Committee Operations Policy
- Senior Management Contingency Plan

Operations Committee

- Voluntary Elected Member Employer Reimbursement Policy
- Communications Group Efficiencies / Performance Measures
- Statement of Reserves
- 2014 Board Election Update
- SRBR Death Benefit Reserve

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Establishment of Next Meeting Date

Operations Committee meeting – October 2, 2013 at 9:00 a.m.

Governance Committee meeting – Date and time to be determined.