



Date: April 18, 2019  
To: Members of the Board of Retirement  
From: Elizabeth Rogers, Chair  
Governance Committee

**Subject: Summary of the April 18, 2019, Governance Committee Meeting**

Governance Committee Chair, Elizabeth Rogers, called the April 18, 2019, meeting to order at 11:34 a.m. Committee Members present were Elizabeth Rogers, Liz Koppenhaver, and Tarrell Gamble. Other Board members present were Dale Amaral, Keith Carson, George Wood, Jaime Godfrey, and Alternate member Nancy Reilly. Staff present were David Nelsen, Chief Executive Officer; Kathy Foster, Assistant Chief Executive Officer; Kathy Mount, Chief Counsel; Margo Allen, Fiscal Services Officer; Harsh Jadhav, Chief of Internal Audit; Victoria Arruda, Human Resources Officer; Betty Tse, Chief Investment Officer; and Lori Schnall, Associate Counsel.

**ACTION ITEMS**

**1. Review, discussion and possible motion to update the *Electronic Tablet Policy* with or without revisions.**

The Committee reviewed Staff's April 18<sup>th</sup>, 2019, memorandum and its recommendation regarding proposed revisions to the *Electronic Tablet Policy*.

Staff recommended that the *Electronic Tablet Policy* continues to be relevant until such time that ACERA implements the Granicus software and revises other procedures regarding use and ownership of electronic devices used for ACERA business, all of which may impact this policy. While these processes are being developed, staff recommended that action on this policy be deferred.

Following discussion on the *Policy*, the Committee recommended to the Board of Retirement that the *Policy* continues to be relevant and contains the required policy elements and that it be continued without revision until such time as ACERA implements Granicus and updated administrative policies regarding use of electronic devices.

A motion was moved by Trustee Gamble and seconded by Trustee Wood that the Governance Committee recommends to the Board of Retirement that the *Policy* remains relevant and necessary and to update the *Electronic Tablet Policy*, without revisions, as recommended by the Committee and Staff. The motion was approved by a vote of 7 in favor (Amaral, Carson, Gamble, Godfrey, Koppenhaver, Rogers, and Wood), 0 against, 0 abstaining.

**2. Review, discussion and possible motion to update the *Board Communications Policy* with or without revisions.**

The Committee reviewed Staff's April 18<sup>th</sup>, 2019, memorandum and its recommendation regarding proposed revisions to the *Board Communications Policy*.

Staff recommended that the *Policy* is still relevant, and contains the necessary policy elements. Staff recommended incorporating language from the Media Communications Policy into this Policy, in anticipation of more media requests, and adding provisions related to privacy and confidentiality issues, as this is a growing area of concern.

Following discussion on the *Policy*, the Committee recommended to the Board of Retirement that the *Policy* continues to be relevant and contains the required policy elements, and that the Board adopt the revisions to the *Board Communications Policy* regarding media requests and privacy and confidentiality issues, as proposed by staff.

A motion was moved by Trustee Wood and seconded by Trustee Koppenhaver that the Governance Committee recommends to the Board of Retirement that the Policy remains relevant and necessary and to update the *Board Communication Policy*, with revisions, as recommended by the Committee and Staff. The motion was approved by a vote of 7 in favor (Amaral, Carson, Gamble, Godfrey, Koppenhaver, Rogers, and Wood), 0 against, 0 abstaining.

**3. Review, discussion and possible motion to update the *Media Communication Policy* with or without revisions.**

The Committee reviewed Staff's April 18, 2019, memorandum and its recommendation regarding proposed revisions to the *Media Communication Policy*.

Staff recommended to repeal the *Policy* as it is no longer relevant. The *Board Communications Policy* addresses media communications with trustees. The *Media Communication Policy* only applies to staff, thus is more appropriate as an administrative policy. Such a policy is included in the Employee Handbook.

Following discussion on the Policy, the Committee recommends to the Board of Retirement to repeal the *Media Communication Policy*.

A motion was moved by Trustee Gamble and seconded by Trustee Wood that the Governance Committee recommends to the Board of Retirement that the *Media Communication Policy* is no longer relevant and necessary. The motion was approved by a vote of 7 in favor (Amaral, Carson, Gamble, Godfrey, Koppenhaver, Rogers, and Wood), 0 against, 0 abstaining.

**TRUSTEE / PUBLIC INPUT**

- None

**FUTURE DISCUSSION ITEMS**

- *Conflict of Interest Policy*
- *Conflict of Interest Code*
- *Board Travel Policy*
- *Board Education Policy*

**ESTABLISHMENT OF NEXT MEETING DATE**

- TBD

**ADJOURNMENT**

- The meeting adjourned at 11:41 a.m.