



February 3, 2016

To: Members of the Operations Committee

From: Keith Carson, Chair

Subject: Summary of the February 3, 2016 Operations Committee Meeting

Operations Committee Chair Keith Carson called the February 3, 2016 Operations Committee Meeting to order at 9:31 a.m. Committee members present were Keith Carson, Chair, Dale Amaral, Liz Koppenhaver, and Elizabeth Rogers. The other Board members present were Tarrell Gamble and George Wood; and alternate members David Safer and Darryl Walker. Staff present were Kathy Foster, Interim Chief Executive Officer; Margo Allen, Fiscal Services Officer; Joseph Fletcher, Chief Counsel; Betty Tse, Chief Investment Officer; Harsh Jadhav, Chief of Internal Audit; Latrena Walker, Project and Information Services Manager; Victoria Arruda, Human Resources Director; and Sandra Duenas-Cuevas, Benefits Manager.

ACTION ITEMS

1. Discussion and possible motion to approve \$132.29 for Trustee business related expenses that are in excess of the \$12,360 allotment for 2015

In accordance with the Travel Policy, Trustee Darryl Walker petitioned the Operations Committee to approve ACERA's payment of \$132.29 for his business related expense that was in excess of the \$12,360 allotment for 2015.

It was moved by Liz Koppenhaver, and seconded by Dale Amaral, that the Operations Committee recommend to the Board of Retirement that the Board approve ACERA's payment of \$132.29 for Trustee Darryl Walker's business related expense that was in excess of the \$12,360 allotment for 2015.

The motion carried 5 yes (*Amaral, Carson, Gamble, Koppenhaver, Rogers*), 0 no, 0 abstentions.

INFORMATION ITEMS

1. Unaudited Operating Expenses – Budget vs Actual as of December 31, 2015

Staff presented the year-to-date operating expenses – budget vs. actual. As of December 31, 2015 actual expenses are \$2,620,396 under budget.

2. Unaudited Financial Statements as of December 31, 2015

Staff presented the unaudited financial statements. For the period ending December 31, 2015, the unaudited net assets held in trust for pension benefits total \$6,640,624,773. This amount decreased by \$147 million for same time period in 2014.

3. 2015 Actual Cash Position

Staff presented the annual report of the net cash position for the period January 1, 2015 through December 31, 2015. The average monthly negative cash position for 2015 was (\$14,316,078), excluding the three months that had three pay periods.

4. 2016 Cash Forecast Model

Staff presented a report on the 12-month cash forecast model for the period January 1, 2016 through December 31, 2016. The projected average monthly negative cash position for 2016 w (\$13,433,221), excluding the two months that have three pay periods.

5. Quarterly Board Member Conference Expense Report as of December 31, 2015

Staff presented the quarterly Board Member Conference Expense Report. As of December 31, 2015, the year-to-date reported expenses were \$97,629.

6. Quarterly Senior Manager Conference and Training Expense Report as of December 31, 2015

Staff presented the quarterly Senior Manager Conference and Training Expense Report. As of December 31, 2015, the year-to-date reported expenses were \$72,622.

7. Human Resources Staffing Report

Staff reported on the 4th quarter positions vacancies that were approved in the 2015 budget. Of the 16 vacancies, 5 positions were filled in January 2016.

8. Call Center Report

Staff reported on the call center service levels for the period January 1, 2015 through December 31, 2015.

RECOMMENDATION

1. The Committee recommends, and I move, that the Board of Retirement approve ACERA's payment of \$132.29 for Trustee Darryl Walker's business related expense that is in excess of the \$12,360 allotment for 2015.

TRUSTEE/PUBLIC INPUT

ESTABLISHMENT OF NEXT MEETING DATE

The next meeting is scheduled for March 2, 2016 at 9:30 a.m.

MEETING ADJOURNED

The meeting adjourned at 9:58 a.m.