



July 6, 2016

To: Members of the Operations Committee
From: Keith Carson, Chair
Subject: Summary of the July 6, 2016 Operations Committee Meeting

Operations Committee Chair Keith Carson called the July 6, 2016, Operations Committee Meeting to order at 9:32 a.m. Committee members present were Keith Carson, Chair, Dale Amaral, Annette Cain-Darnes, and Elizabeth Rogers. The other Board members present were Ophelia Basgal and Tarrell Gamble, and alternate members David Safer and Darryl Walker. Staff present were David Nelsen, Chief Executive Officer, Kathy Foster, Assistant Chief Executive Officer; Betty Tse, Chief Investment Officer; Margo Allen, Fiscal Services Officer; Joseph Fletcher, Chief Counsel; Harsh Jadhav, Chief of Internal Audit; Victoria Arruda, Human Resources Director; and Sandra Duenas-Cuevas, Benefits Manager.

ACTION ITEMS

1. Discussion and possible motion to approve Pay Code 41P – Complex Pension Assignments for Alameda County.

Staff presented a request from the County of Alameda to review a new pay item for Retirement Specialists working at ACERA, Pay Code 41P – Complex Pension Assignments. Trustees directed Staff to conduct regular ongoing salary surveys, and to regularly review job specifications for ACERA positions.

It was moved by Dale Amaral, and seconded by Elizabeth Rogers, that the Operations Committee recommend to the Board of Retirement that the Board approve the inclusion of Pay Item 41P – Complex Pension Assignments as compensation earnable and pensionable compensation for members with entry dates before, on or after January 1, 2013, based on Government Code Sections 31461 and 7522.34.

The motion carried 8 yes (*Amaral, Basgal, Cain-Darnes, Carson, Gamble, Rogers, Safer, Walker*) 0 no, 0 abstentions.

2. Discussion and possible motion to renew ACERA's records storage contract with GRM Information Management Services.

Staff presented information on the current contract with GRM Information Management Services, requesting to renew the contract for an additional five-year period at an estimated cost of \$28,908.

It was moved by Tarrell Gamble, and seconded by Darryl Walker, that the Operations Committee recommend to the Board of Retirement to approve the renewal of ACERA's records storage contract with GRM Information Management Services for an additional five-year period at an estimated cost of \$28,908.

The motion carried 8 yes (*Amaral, Basgal, Cain-Darnes, Carson, Gamble, Rogers, Safer, Walker*) 0 no, 0 abstentions.

INFORMATION ITEMS

1. Operating Expenses

Staff presented the year-to-date operating expenses – budget vs. actual. As of May 31, 2016, actual expenses were \$414,070 under budget.

2. Quarterly Report on Member Under and Overpayments

Staff presented three reports on member underpayments and overpayments: 1) Overpayments of Retirement Allowance Due to Death, 2) Report on Staff Errors/Overpayments, and 3) Overpayments and Underpayments of Member Contributions (Member Contributions report). The Trustees approved the format of the Member Contributions report and the information provided. For future Member Contributions reports, Trustees directed Staff to only include amounts of \$50 or more, and to increase the font size of the information provided.

3. 2016 Board Election Update

Staff announced that the 2016 Board of Retirement election is being conducted for the following seats: third member to represent general membership, seventh member to represent the safety membership, seventh member alternate to represent the safety membership, eighth member to represent the retired membership, and the eighth member alternate to represent the retired membership. The Notice of Election begins on July 18th and ends on August 12th. The ballots will be mailed on November 7th, and the election period is between November 7th and December 14th. The end of the election and deadline for ballots to be returned to the Registrar of Voters office is December 14th at 5:00 p.m. Staff will coordinate with the Participating Employers to send mass emails/communications to members regarding the upcoming election, and requesting members to ensure that they have their current mailing address on file with their employers.

4. Draft Board Off-Site Agenda

Staff presented the draft agenda for the 2016 Board Off-Site scheduled for October 21, 2016, and asked Trustees for input. Trustees agreed to submit feedback to ACERA'S CEO within the next week.

RECOMMENDATIONS

1. The Committee recommends, and I move, that the Board of Retirement approve the inclusion of Pay Item 41P – Complex Pension Assignments as compensation earnable and pensionable compensation for members with entry date before, on or after January 1, 2013, based on Government Code Sections 31461 and 7522.34.
2. The Committee recommends, and I move, that the Board of Retirement approve the renewal of ACERA's records storage contract with GRM Information Management Services for an additional five-year period at an estimated cost of \$28,908.

TRUSTEE/PUBLIC INPUT

None.

ESTABLISHMENT OF NEXT MEETING DATE

The next meeting is scheduled for August 3, 2016 at 9:30 a.m.

MEETING ADJOURNED

The meeting adjourned at 10:37 a.m.