



## MINUTES OF SEPTEMBER 4, 2024 OPERATIONS COMMITTEE MEETING

To: Members of the Operations Committee  
From: Ross Clippinger, Chair  
Subject: **Summary of the September 4, 2024 Operations Committee Meeting**

Committee Chair Ross Clippinger called the meeting to order at 9:37 a.m.

### TRUSTEES, SENIOR MANAGERS AND PRESENTING STAFF IN ATTENDANCE

Committee members present were Ross Clippinger and Keith Carson. Also present was Ophelia Basgal, Henry Levy (who appeared remotely for “Just Cause”) and alternate member Cynthia Baron. Committee member Jaime Godfrey arrived after roll call.

Staff present were David Nelsen, Chief Executive Officer; Lisa Johnson, Assistant Chief Executive Officer; Carlos Barrios, Assistant Chief Executive Officer; Jeff Rieger, Chief Counsel; Jessica Huffman, Benefits Manager; Sandra Dueñas-Cuevas, Benefits Manager; Vijay Jagar, Chief Technology Officer; Erica Haywood, Fiscal Services Officer; Harsh Jadhav, Chief of Internal Audit; and Vicki Arruda, Human Resource Officer (Via Zoom).

**PUBLIC INPUT:** None.

### ACTION ITEMS

**1. Review, discussion, and possible motion to renew the Withdrawing Employer Policy with or without revisions.**

After a brief discussion about staff’s recommended revisions, it was moved by Cynthia Baron and seconded by Keith Carson that the Operations Committee recommend that the Board of Retirement revise the Withdrawing Employer Policy, per the redline in the agenda backup, with two typographical errors discussed during the meeting corrected.

The Motion carried 6 yes (*Basgal, Carson, Clippinger, Godfrey, Levy, and Baron*), 0 no, and 0 abstentions.

**2. Review, discussion, and possible motion to renew the Declining Employer Payroll Policy, with or without revisions.**

After a brief discussion about staff’s recommended revisions, it was moved by Ophelia Basgal and seconded by Cynthia Baron that the Operations Committee recommend that the Board of Retirement revise the Declining Employer Payroll Policy, per the redline in the agenda backup.

The motion carried 6 yes (*Basgal, Carson, Clippinger, Godfrey, Levy, and Baron*), 0 no, and 0 abstentions.

**3. Discussion and possible motion regarding proposed revisions to the Board Regulation regarding Required Minimum Distribution Rules.**

After a brief discussion about staff's recommended revisions, it was moved by Cynthia Baron and seconded by Henry Levy that the Operations Committee recommend that the Board of Retirement make the revisions shown in the redline included in the agenda backup.

The motion carried 6 yes (*Basgal, Carson, Clippinger, Godfrey, Levy, and Baron*), 0 no, and 0 abstentions.

**INFORMATION ITEMS**

**1. Operating Expenses as of 07/31/24**

Staff presented the Operating Expense Report. As of July 31, 2024, actual expenses were \$154K over budget. Budget overages were Staffing (\$367K over budget), Member Services (\$81K over budget), and Depreciation (\$5K over budget). Budget surpluses noted were Staff Development (\$95K under budget), Professional Fees (\$85K under budget), Office Expense (\$33K under budget), Insurance (\$3K under budget), Systems (\$4K under budget), and Board of Retirement (\$79K under budget).

**TRUSTEE INPUT AND DIRECTION TO STAFF:** None.

**FUTURE DISCUSSION ITEMS**

**October (to be presented at Board Meeting)**

- Statement of Reserves as of 6/30/24
- Operating Expenses as of 8/31/24
- 2024 ACERA Election Update

**November**

- Possible motion to approve the proposed 2025 ACERA Operating Expense Budget
- Possible motion to approve annual agreement for the Segal Group, Benefits Consultant

***Presented at Board Meeting:***

- Quarterly Financial Statements as of 09/30/24
- Operating Expenses as of 09/30/24
- Quarterly Cash Forecast Report
- Board Member Conference Expense Report for 3rd Qtr. 2024
- Senior Manager Conference and Training Expense Report for 3rd Qtr. 2024

**ESTABLISHMENT OF NEXT MEETING DATE:** November 21, 2024, at 12:30 p.m.

**MEETING ADJOURNED:** The meeting adjourned at 9:58 a.m.