

Date: October 18, 2017  
To: Board of Retirement  
From: James Wilbanks, Retirement Administrator  
Subject: Resolution 2017-07 Stating Authorized and Rescinded Signatures

The Association maintains an authorized signatures resolution for instances where staff needs to execute documents or provide directions to service providers. The list of authorized signatures has not been updated in three years and is in need of changes. The attached resolution adds the Retirement Administrator to the authorized signature list and removes the prior Board Chair from that list.

I recommend the Board adopt the attached resolution.

**RESOLUTION 2017 – 07**

**TO SUPERSEDE RESOLUTION 2014 – 07 STATING AUTHORIZED AND RESCINDED SIGNATURES**

**WHEREAS**, the Mendocino County Employees Retirement Association (MCERA) Board of Retirement strives to operate as a policy-focused governance Board and delegate a significant amount of authority to MCERA staff, and

**WHEREAS**, the MCERA Board meets once each month which necessitates granting authorization to designated individuals to provide instructions and execute contracts with various MCERA service providers, therefore be it

**RESOLVED**, by this resolution, the fullest authority at all times has been invested in:

**Authorized:**

James R. Wilbanks, Retirement Administrator \_\_\_\_\_  
Name Title Signature

Or

Stan Conwell, Financial/Investment Officer \_\_\_\_\_  
Name Title Signature

**Rescinded:**

Shari Schapmire, Board Chair \_\_\_\_\_  
Name Title

with respect to the conduct of business deemed to be proper in connection with operations regarding MCERA business, including (but without limitation thereto) authority to give instructions and to execute agreements on behalf of the MCERA Board with investment managers, custodial bank, investment consultant, auditors, actuaries, legal counsel, and any other MCERA authorized service providers.

Pursuant to the aforesaid and hereunder, the powers and authority granted shall continue fully effective until modified by the MCERA Board.

The foregoing resolution introduced by Board Member \_\_\_\_\_, seconded by Board member \_\_\_\_\_, and carried this 18th day of October, 2017 by the following vote:

ayes:

noes:

absent:

WHEREUPON, The Chair declared said Resolution adopted, and SO ORDERED.

\_\_\_\_\_  
Dan Gjerde, Board Chair  
Mendocino County Board of Retirement

\_\_\_\_\_  
Kathryn Cavness, Vice-Chair  
Mendocino County Board of Retirement

\_\_\_\_\_  
Tim Knudsen, Secretary  
Mendocino County Board of Retirement

Attest: \_\_\_\_\_  
Judy Zeller, Administrative Assistant  
Mendocino County Board of Retirement

DRAFT