

Date: May 9, 2018  
To: Board of Retirement  
From: Judy Zeller, Administrative Assistant  
Subject: Trustee Education and Training Quarterly Report

History:

January 1, 2013 Section 31522.8 was added to the Government Code which requires trustees to receive education in general pension related topic areas. MCERA's Trustee Education and Travel Policy, adopted December 12, 2012, ensures that board members receive education and the reporting of that education is compliant with the new statute. Some highlights of the Trustee Education and Travel Policy include:

- ◇ Board members are required to complete a minimum of 24 hours of education within the first two years of assuming office and for every subsequent two-year period in which the board member continues to hold office.
- ◇ The goal of the policy is that all trustees agree to develop and maintain an adequate level of knowledge and understanding of relevant issues involved in the administration of MCERA throughout their terms as trustees of MCERA.
- ◇ Establishes a means for determining the programs, training, and educational sessions that qualify as Board member education. Educational seminars sponsored by the state, national pension fund organizations, and seminars sponsored by accredited academic institutions shall be deemed to meet board member educational requirements.
- ◇ Requires that each Board maintain a record of board member compliance with the Trustee Education and Travel Policy and that the Policy and an annual report on board member compliance be placed on MCERA's internet website.
- ◇ Mandates that the Board allocate sufficient funds annually in its budget to enable trustees to attend specified conferences.

Quarterly Trustee Education Report:

Provided below is an annual trustee education and training report for the two-year period beginning 1/1/2017 and ending 12/31/2018 and a current list of future educational opportunities. Board members are required to complete a minimum of 24 hours of education within the first two years of assuming office and for every subsequent two-year period in which the board member continues to hold office. The previous two-year period began 1/1/15 and ended 12/31/2016, and the first two-year period began 1/1/2013 and ended 12/31/2014 per the government code.

**Please note:** Most conference organizations do not report on attendance and number of educational hours trustees should receive credit for to MCERA. In order to receive credit for educational hours, trustees must complete and submit a **Report of Trustee Education and Training form** (attached) to MCERA. SACRS has the ability report to MCERA on educational hours, but trustees must first report to SACRS on their conference attendance. This can be done by completing and submitting evaluation forms for every presentation/session attended during a SACRS conference. Evaluation forms are provided to attendees at the entrance and exit to every SACRS conference presentation/session.



MENDOCINO COUNTY EMPLOYEES  
RETIREMENT ASSOCIATION

2017-2018 Trustee Conference/Seminar Attendance and Educational Hours Credited										
Trustee	Jeri Harris	Craig Walker	Lee Parker	Kathryn Cavness	Patrick Sullivan	Richard Shoemaker	Shari Schapmire	Kathryn Smith	Tim Knudsen	Dan Gjerde
First Meeting Date	January 21, 2015	December 15, 2010	February 14, 2017	December 3, 2014	December 14, 2016	December 12, 2011	January 17, 2007	July 19, 2017	December 17, 2008	January 21, 2015
2-Year Report Cycle	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
<b>2017</b>										
Ethics Training 2017	2		2	2	2	2		2		
International Equity Manager Structure 1/18/17	.5	.5		.5	.5		.5		.5	.5
2017 Callan National Conference							7			
US Equity Manager Structure 3/15/17	.5	.5	.5	.5	.5	.5	.5		.5	.5
SACRS Spring Conference May 16-19, 2017	10			10.5					8.5	
Jack Ehnes, CEO CASTRS, Presentation 6/21/17	.5	.5	.5	.5	.5	.5	.5		.5	.5
Securities Lending Overview 7/19/17	.5	.5		.5	.5	.5	.5		.5	.5
UC Berkeley Investment Program 7/23-26/17			18	18						
Principles of Pension Management at Pepperdine 8/28-31/17					20.5					
Offsite Meeting 9/13&14/17	2	2	2	2	2	2	2	2	2	2
SACRS Fall Conference 11/14-17/17	8		9.8	10.65		TBD			8.5	
<b>2017 Year End Totals</b>	<b>26</b>	<b>4</b>	<b>32.8</b>	<b>45.15</b>	<b>26.5</b>	<b>5.5</b>	<b>11</b>	<b>4</b>	<b>21</b>	<b>4</b>
<b>2018</b>										
2018 Callan National Conference 1/29-31/18			TBD							6.5
Capital Markets & ESG Education 2/21/18	2	2	2	2	2	2	2	2	2	2



MENDOCINO COUNTY EMPLOYEES  
RETIREMENT ASSOCIATION

CALAPRS Advanced Principles for Trustees 3/28-30/2018					12					
Callan College-Intro to Investments 4/10-11/18			8							
4/18/18 Managing the Investment Function, Jim Failor, CIO, SCERA	1	1	1	1	1	1	1	1	1	1
SACRS Spring Conference 5/15-18/2018				TBD						
CALAPRS Trustees Roundtable 6/7/18	TBD							TBD		
<b>2 Year Period Ending 12/31/2018 Totals</b>	<b>29</b>	<b>7</b>	<b>43.8</b>	<b>48.15</b>	<b>29.5</b>	<b>8.5</b>	<b>14</b>	<b>7</b>	<b>24</b>	<b>9.5</b>

Credit may also be received for viewing recordings of past educational conferences and participation in online trainings or webinars. If you would like to receive credit for other trainings or conferences attended which are related to retirement system issues, please complete and submit a **Report of Trustee Education and Training Form**. A copy of this form is included with this report. Please remember to submit your completed form to receive educational credit for trainings. Also, remember to submit travel receipts in order to receive reimbursement for your travel expense. Contact Judy Zeller for assistance.

**2018 & 2019 Educational Opportunities:**

Anytime	Callan Events and Education at <a href="https://www.callan.com/events/">https://www.callan.com/events/</a> . Here you can review the upcoming Callan Events calendar, login to the Callan Research Library or view On-Demand Webinars. Visit Callan's site at <a href="https://www.callan.com/sign-in/">https://www.callan.com/sign-in/</a> to login. If you do not already have a login, register to obtain access at <a href="https://www.callan.com/sign-in/subscribe/">https://www.callan.com/sign-in/subscribe/</a> .	
Anytime	Segal Consulting Webinars online at <a href="https://www.segalco.com/publications-videos/videos-webinars/#PublicSector">https://www.segalco.com/publications-videos/videos-webinars/#PublicSector</a>	
Anytime	SACRS Past Conference Recordings are available upon request.	
May 15-18, 2018	SACRS Spring Conference	Anaheim, CA
June 8, 2018	CALAPRS Trustee's Roundtable	Oakland, CA
June 12, 2018	Callan Regional Workshop	San Francisco, CA
July 15-18, 2018	SACRS/UC Berkeley 2018 Program	Berkeley, CA
July 24-25, 2018	Callan Introduction to Investments	San Francisco, CA
August 27-30, 2018	Principles of Pension Management for Trustees Pepperdine University	Malibu, CA
October 26, 2018	CALAPRS Trustees' Roundtable	Glendale, CA
November 13-16, 2018	SACRS Fall Conference	Indian Wells, CA
March 2-5, 2019	CALAPRS General Assembly	Monterey, CA
May 7-10, 2019	SACRS Spring Conference	Olympic Valley, CA
November 12-15, 2019	SACRS Fall Conference	Monterey, CA



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**REPORT OF TRUSTEE EDUCATION AND TRAINING**

Trustee Name: \_\_\_\_\_

Name of Conference/Webinar: \_\_\_\_\_

Dates of Conference/Webinar: \_\_\_\_\_

List Each Presentation Topic and Materials Reviewed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Summary of Information and Knowledge Gained:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluation of the Conference/Seminar and its Presentations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I Would Recommend This Conference/Webinar to other Trustees: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Total Number of Educational Hours Completed\*: \_\_\_\_\_

\*Excludes breaks and meals periods

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Please submit your completed form to Judy Zeller, Administrative Assistant, to receive credit for educational/training hours.**