

## Board of Retirement Meeting Minutes

July 18, 2018 – 8:30 a.m.

---

### Call to Order

Dan Gjerde, Chair, called the meeting to order at 8:32 a.m.

**Present:** Shari Schapmire, Patrick Sullivan, Kathryn Cavness, Lee Parker, Kathy Smith, Tim Knudsen, Jerilyn Harris, Chair Gjerde and Richard Shoemaker.

**Absent:** Craig Walker.

**Also present:** James Wilbanks, Retirement Administrator, Jeff Berk, Legal Counsel, Stan Conwell, Financial Investment Officer, and Judy Zeller, Administrative Assistant.

### Pledge of Allegiance

**Public Comment:** None

### 1) Consent Agenda

- Minutes of the June 20, 2018 Board Meeting
- June 2018 Retirement Report
- Monthly Preliminary Financial Report

**Presenter/s:** Chair Gjerde referenced the consent agenda which was approved by unanimous consent.

Craig Walker entered the meeting at 8:37 a.m.

### 2) Discussion and Possible Action Regarding Any Consent Agenda Item Needing Separate Action

None

### 3) Closed Session

- Public Employee Performance Evaluation – Retirement Administrator – Pursuant to Government Code Section 54957
- Conference with Labor Negotiators (Harris, Schapmire, Smith and Sullivan) regarding negotiations with the Retirement Administrator – Pursuant to Government Code Section 54957.6

### Report Out From Closed Session

The Public Employee Performance Evaluation was concluded and direction was given to Labor Negotiators Smith, Sullivan, Harris, and Schapmire regarding contract negotiations with the Retirement Administrator.

# **Board of Retirement Meeting Minutes**

## **July 18, 2018 Continued**

---

### **4) Discussion and Possible Action Regarding Administrative Hearing Policy**

**Presenter/s:** Dr. Wilbanks referenced the Administrative Hearing Policy and explained the purpose of the document.

**Board Action:** Motion was made by Mr. Walker to adopt the Administrative Hearing Policy. Ms. Harris seconded the motion and it was approved unanimously.

### **5) Discussion and Possible Action Regarding Amendments to Retirement Administrator Charter**

Item pulled from discussion.

### **6) Discussion and Possible Action Regarding Amendments to MCERA Strategic Plan**

**Presenter/s:** Dr. Wilbanks referenced amendments to the MCERA Strategic Plan.

**Board Action:** Motion was made by Ms. Harris to adopt the amendments to MCERA Strategic Plan as presented. Mr. Walker seconded the motion and it was approved unanimously.

### **7) Discussion and Possible Action Regarding Board Work Plan**

- Board Work Plan Accomplishments 2016-2018

**Presenter/s:** Dr. Wilbanks referenced the Board Work Plan and the accomplishments from 2016 through 2018.

### **8) Discussion and Possible Action Regarding Pension Gold Secure Business Continuity Services**

**Presenter/s:** Dr. Wilbanks referenced information regarding Pension Gold Secure Business Continuity Services and explained internal business continuity plans to the board.

**Board Action:** Motion was made by Mr. Sullivan to approve the use of Pension Gold Secure Business Continuity Services. Ms. Schapmire seconded the motion and it was approved unanimously.

### **9) Discussion and Possible Action Regarding Investment Matters**

- Monthly Investment Report

**Presenter/s:** Dr. Wilbanks referenced the preliminary June 30, 2018 Investment Report.

### **10) Discussion Regarding Administrative Report**

- Quarterly Trustee Education and Training Report
- Plan Frequently Asked Questions
- September 19, 2018 Meeting in Fort Bragg
- Reciprocity Policy
- Investment Consultant RFP
- SACRS Legislative Report
- SACRS 2019 Legislative Requests

# **Board of Retirement Meeting Minutes**

## **July 18, 2018 Continued**

---

**Presenter/s:** Dr. Wilbanks referenced his administrative report.

### **11) General Board Member Discussion**

Chair Gjerde thanked Dr. Wilbanks for his Fort Bragg Rotary presentation in June. Dr. Wilbanks also conducted Pension 101 Presentations in Fort Bragg, Willits, and at two locations in Ukiah.

Ms. Harris suggested meeting with local realtor groups.

Mr. Knudsen stated that the Ukiah Rotary would like to invite Dr. Wilbanks back again.

### **Adjournment and Notice of Next Board of Retirement Meeting**

Meeting adjourned at 11:35 a.m.

The next regularly scheduled Board of Retirement meeting will be held Wednesday August 15, 2018 at 8:30 a.m. in the Mendocino County Employees Association Conference Room.

**Board of Retirement Meeting Minutes**

**July 18, 2018 Continued**

---

Pending Board Approval