

Board of Retirement Meeting Minutes

January 16, 2019 – 8:30 a.m.

Call to Order

Kathryn Cavness, Board Chair, called the meeting to order at 8:30 a.m.

Present: Julie Forrester, Shari Schapmire, Kathryn Smith, Tim Knudsen, Jerilyn Harris, Dan Gjerde, Richard Shoemaker and Kathryn Cavness. **Absent:** Lee Parker and Craig Walker.

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

Mr. Walker entered the meeting at 8:49 a.m. Mr. Shoemaker left the meeting at 9:58 a.m.

Pledge of Allegiance

Public Comment: None.

1) Swearing in of Julie Forrester

Presenter/s: Gina Bartolomie of the County Clerk Recorder's office conducted the swearing in of Julie Forrester as trustee.

Chair Cavness proceeded to discussion of agenda item 14) Closed Session at the request of Mr. Shoemaker.

14) Closed Session

- a) Julie Schneider, Department Analyst II, Application for Service Connected Disability
- b) Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) – Multiple Cases

Report Out From Closed Session

The Service Connected Disability Application of Julie Schneider was approved by a vote of 7 to 1. There was no action regarding Conference with Legal Counsel and direction was given to staff and legal counsel.

Board Action: Motion was made by Ms. Harris to approve the service connected disability application of Julie Schneider. Ms. Smith seconded the motion which was approved by the following vote: Ayes: Shari Schapmire, Julie Forrester, Kathryn Cavness, Kathryn Smith, Tim Knudsen, Jerilyn Harris, Noes: Dan Gjerde. Abstain: 0. Absent: Lee Parker and Craig Walker.

2) Discussion and Possible Action Regarding Appointments to Audit and Budget Committee

Board of Retirement Meeting Minutes

January 16, 2019 Continued

Presenter/s: Chair Cavness discussed appointments to the Audit and Budget Committee. The current committee members are Mr. Knudsen, Committee Chair, Mr. Parker, and Chair Cavness. Julie Forrester volunteered her service and Chair Cavness appointed her to the committee.

3) Consent Agenda

- a) Minutes of the December 12, 2018 Board Meeting
- b) December 2018 Retirement Report
- c) Preliminary Monthly Financial Report

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

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

None

5) Discussion and Possible Action Regarding Investment Matters

- a) Monthly Investment Report

Presenter/s: Dr. Wilbanks referenced the monthly investment report.

6) Discussion and Possible Action Regarding Board of Retirement Charter

Presenter/s: Dr. Wilbanks referenced the Board of Retirement Charter

Board Action: Motion was made by Ms. Smith to adopt the Retirement Board Charter as presented. Mr. Gjerde seconded the motion which was approved by the following vote: Ayes: Shari Schapmire, Julie Forrester, Kathryn Cavness, Kathryn Smith, Craig Walker, Tim Knudsen, Jerilyn Harris, and Dan Gjerde. Noes: 0. Abstain: 0. Absent: Lee Parker.

7) Discussion and Possible Action Regarding Executive Director Charter

Presenter/s: Dr. Wilbanks referenced the Executive Director Charter.

Board Action: Motion was made by Ms. Schapmire to adopt the Executive Director Charter as presented. Ms. Harris seconded the motion which was approved by the following vote: Ayes: Shari Schapmire, Julie Forrester, Kathryn Cavness, Kathryn Smith, Craig Walker, Tim Knudsen, Jerilyn Harris, and Dan Gjerde. Noes: 0. Abstain: 0. Absent: Lee Parker.

8) Discussion and Possible Action Regarding Travel Policy

Presenter/s: Dr. Wilbanks referenced a draft Travel Policy

Board Action: Motion was made by Ms. Harris to adopt the Travel Policy as presented. Ms. Smith seconded the motion which was approved by the following vote: Ayes: Shari Schapmire, Kathryn Cavness, Kathryn Smith, Craig Walker, Tim Knudsen, and Jerilyn Harris. Noes: Julie Forrester. Abstain: Dan Gjerde. Absent: Lee Parker.

Board of Retirement Meeting Minutes

January 16, 2019 Continued

9) Discussion and Possible Action Regarding 2019 Board Work Plan

- a) 2019 Board Work Plan
- b) 2016-2018 Board Work Plan Accomplishments

Presenter/s: Dr. Wilbanks referenced the 2019 Board Work Plan and accomplishments for 2016 through 2018.

Board Direction: Staff will send copies of the MCERA Business Continuity Plan to County Human Resources and Trustees. Scheduling of a joint meeting with the Board of Supervisors will be removed from the 2019 Board Work Plan.

10) Discussion and Possible Action Regarding Calling a Special Election to fill a Vacancy in the Seventh Seat on the Board of Retirement

Presenter/s: Dr. Wilbanks explained the need for a special election.

Board Action: Motion was made by Ms. Smith to approve proceeding with a special election. Ms. Harris seconded the motion which was approved by the following vote: Ayes: Shari Schapmire, Julie Forrester, Kathryn Cavness, Kathryn Smith, Craig Walker, Tim Knudsen, Jerilyn Harris, and Dan Gjerde. Noes: 0. Abstain: 0. Absent: Lee Parker.

11) Discussion and Possible Action Regarding Proclamation of the Mendocino County Board of Retirement Honoring Craig Walker for His Service to Mendocino County Employees Retirement Association

Presenter/s: Dr. Wilbanks presented a proclamation to Mr. Walker honoring him for his service to MCERA.

12) Discussion Regarding Administrative Report

- 2019-2020 State Association of County Retirement Systems (SACRS) Board of Directors Elections and Nomination Period
- Form 700 Filing
- Legislative Update

Presenter/s: Dr. Wilbanks reference the administrative report. He addressed issues with trustee access to closed session documents and that staff is reviewing options for a secure trustee portal.

13) General Board Member Discussion

None

Adjournment and Notice of Next Board of Retirement Meeting

Meeting adjourned at 12:30 a.m. The next regularly scheduled Board of Retirement meeting will be held Wednesday February 20, 2019 at 8:30 a.m. in the Mendocino County Employees Retirement Association Conference Room.