



Date: August 21, 2019
To: Board of Retirement
From: James Wilbanks, Ph.D., Executive Director
Subject: Administrative Report

PSPS Plan Update

Notice of the Board direction regarding the delay of distribution of paper checks in the event of a PSPS has been provided to all members still receiving paper checks. So far, we have received direct deposit requests from four, bringing the number of paper checks down to 26.

The County is working on its PSPS plans and staff continues to work with County IT and Facilities staff to obtain the information requested by the Board regarding costs to obtain the minimum alternate power necessary to continue critical operations. As directed by the Board at the July meeting, in the event of a PSPS, staff will utilize telework to complete the processing of monthly benefit payments via ACH and will delay payments by check until the conclusion of the PSPS.

LRS Disaster Recovery Plan Update

Attached is a notice from Levi, Ray and Shoup, LLC (LRS), the provider of PensionGold software, regarding an important update to their disaster recovery plan for hosted clients. This change addresses a concern the Board expressed previously regarding the LRS back-up site.

Board Elections

Please see the attached regarding the 2019 Board of Retirement Elections for the Second and Seventh Seats.

Board Appointments

Please see the attached letter to the Clerk of the Board of Supervisors regarding the appointments of the Fourth and Sixth Seats on the Board of Retirement.

Legislative Update

No legislative update is included this month as the California legislature has been on its summer recess.



2401 W. Monroe St.
Springfield, IL 62704

P 217.793.3800

LRSretirementsolutions.com

July 17, 2019

Dear LRS Retirement Solutions Customers:

*This memo is intended for those PensionGold® customers whose production system is hosted at the LRS headquarters in Springfield, Illinois. Other customers, whose production system is physically located at the customer's site or located at our hosting partner Flexential (formerly ViaWest), are **NOT** impacted by the information contained in this memo.*

For those customers hosted at LRS headquarters, your current disaster recovery (DR) site is located in our Bloomington, Illinois office. As the Retirement Solutions group takes security very seriously, we continue to look for ways to ensure our solution and your data are secure. As a result of our continued improvements, we are making changes to our DR process and location to better serve our Springfield hosted customers.

We will be changing the location of our disaster recovery (DR) site from our office in Bloomington, Illinois to a cloud-based solution located at OVH. In April of 2017, OVH acquired VMware's vCloud Air solution which incorporated a large portion of the DR solution we leverage for PensionGold. Over the last year, we have worked with our LRS Information Technology group to evaluate the OVH offering to determine if it is a good fit. During that time, we performed a detailed review of the OVH offering and implemented a pilot program. Based on the successful implementation of the pilot and the increased security and redundancy benefits provided by the OVH offering, we have determined it is in your best interest that we utilize OVH for disaster recovery.

The OVH data center is located in Vint Hill, Virginia and leverages a private network only accessible by LRS. The data center is designed to be highly available and secure including leveraging VMware's vSAN disk encryption for storage. The vSAN storage leverages keys that are only accessible by LRS and stored on a four-node Key Management Server cluster on servers located at LRS and OVH. The DR solution will continue to utilize the same VMware software used today to replicate the production servers.

You as our customer do not need to do anything. We are offering this improved DR process at no additional cost and it does not require you to make any changes to your systems or processes. The DR process will continue to perform in the background and will be managed by your support team.

If you have any questions regarding the change, please reach out to your support team at LRS.

Regards,

A handwritten signature in black ink, appearing to read "Tom Chesser".

Tom Chesser, PMP

Director, **LRS® Retirement Solutions**

Levi, Ray & Shoup, Inc. | www.LRS.com

P: 217.862.9259 | M: 217.836.2937 | Thomas.Chesser@LRS.com

Defining tomorrow. Delivering today.

Notice of Safety Member Election and Nomination Period for the Board of Retirement

Notice is hereby given by the Mendocino County Employees Retirement Association (MCERA), pursuant to procedures approved by the Mendocino County Board of Supervisors and contained in the MCERA By-Laws, that Monday, September 23, 2019, is hereby fixed as the date on which an election will be conducted **to elect one Safety Member and one Alternate Safety Member** to the Board of Retirement for a term of 3 years. Incumbent Safety Member Quincy Cromer's term of office will expire as of November 30, 2019. The candidate for Safety Member with the most votes will become the Seventh Member of the Board and will complete a term of office that will expire as of November 30, 2022. The runner-up from an unrepresented safety group shall become the Alternate Seventh Member of the Board, pursuant to Government Code Section 31520.1, and will complete a term of office that will expire as of November 30, 2022.

Requirements: 1. Shall be a Safety Member of the Mendocino County Employees Retirement Association.
2. Shall execute and file a Statement of Economic Interest with MCERA within 30 days of assuming office.

Board Members need to possess the ability to fulfill the fiduciary duties required under the law to ensure that MCERA is appropriately governed and managed. The overriding goal of the Board is to serve the best interests of members and beneficiaries, and to protect the assets of the Association. The duties and responsibilities are fully described in the Retirement Board Charter which is available from MCERA. A Board member shall be available to attend regular Retirement Board meetings, which are held on the third Wednesday of each month at 8:30 a.m. at the retirement office, special meetings being held for a specific matter, and educational sessions related to Board member responsibilities.

Any qualified Safety Member may obtain a Declaration of Candidacy by Candidate form from the retirement office at 625-B Kings Court, Ukiah, California 95482 or online at <https://www.mendocinocounty.org/retirement>. Declaration forms will be available Monday, August 19, 2019 at 8:00 a. m. through Friday, August 30, 2019 at 12:00 noon. All declaration forms with attached statement of candidacy shall be filed with the retirement office no later than 12:00 noon August 30, 2019.

If by 12:00 noon on August 30, 2019 only one member has been duly nominated in accordance with the rules established for the holding of such election, the Board of Supervisors shall order that no election be held and shall direct MCERA to cast a unanimous ballot in favor of such nominated member.

If by 12:00 noon on August 30, 2019 more than one member has been duly nominated in accordance with the rules established for the holding of such election, MCERA shall cause ballots to be distributed to all eligible members to conduct the election. Ballots shall be mailed to members who are eligible to vote no later than Friday, September 6, 2019. Ballots must be returned to MCERA by noon on Friday, September 20, 2019. The canvas of the votes will be conducted in the retirement office commencing at 9 a.m. Monday, September 23, 2019. For additional information please contact the retirement office at 463-4328.

Dated this 13th day of August 2019.

James R. Wilbanks, Ph.D., Executive Director

Notice of General Member Election and Nomination Period for the Board of Retirement

Notice is hereby given by the Mendocino County Employees Retirement Association (MCERA), pursuant to procedures approved by the Mendocino County Board of Supervisors and contained in the MCERA By-Laws, that Monday, September 23, 2019, is hereby fixed as the date on which an election will be conducted to elect one General Member to the Board of Retirement for a term of 3 years. Incumbent General Member Julie Forrester's term of office will expire as of November 30, 2019. The successful candidate will complete a term of office that will expire as of November 30, 2022.

- Requirements:
1. Shall be a General Member of the Mendocino County Employees Retirement Association.
 2. Shall execute and file a Statement of Economic Interest with MCERA within 30 days of assuming office.

Board Members need to possess the ability to fulfill the fiduciary duties required under the law to ensure that MCERA is appropriately governed and managed. The overriding goal of the Board is to serve the best interests of members and beneficiaries, and to protect the assets of the Association. The duties and responsibilities are fully described in the Retirement Board Charter which is available from MCERA. A Board member shall be available to attend regular Retirement Board meetings, which are held on the third Wednesday of each month at 8:30 a.m. at the retirement office, special meetings being held for a specific matter, and educational sessions related to Board member responsibilities.

Any qualified General Member may obtain a Declaration of Candidacy by Candidate form from the retirement office at 625-B Kings Court, Ukiah, California 95482 or online at <https://www.mendocinocounty.org/retirement>. Declaration forms will be available Monday, August 19, 2019 at 8:00 a. m. through Friday August 30, 2019 at 12:00 noon. All declaration forms with attached statement of candidacy shall be filed with the retirement office no later than 12:00 noon August 30, 2019.

If by 12:00 noon on August 30, 2019 only one member has been duly nominated in accordance with the rules established for the holding of such election, the Board of Supervisors shall order that no election be held and shall direct the MCERA to cast a unanimous ballot in favor of such nominated member.

If by 12:00 noon on August 30, 2019 more than one member has been duly nominated in accordance with the rules established for the holding of such election, MCERA shall cause ballots to be distributed to all eligible members to conduct the election of the Board member. The ballots shall be mailed to members who are eligible to vote no later than Friday September 6, 2019. Ballots must be returned to MCERA by noon on Friday, September 20, 2019. The canvas of the votes will be conducted in the retirement office commencing at 9 a.m. Monday, September 23, 2019. For additional information please contact the retirement office at 463-4328.

Dated this 13th day of August 2019.
James R. Wilbanks, Ph.D., Executive Director



MENDOCINO COUNTY EMPLOYEES
RETIREMENT ASSOCIATION

Date: August 12, 2019
To: The Mendocino County Board of Supervisors
From: James R. Wilbanks Ph.D., Executive Director
Subject: Expiration of Board of Retirement Terms for Appointed Members

Please be advised that the term of Board of Supervisor's appointees to the Mendocino County Employees Retirement Association Board of Retirement, fourth member Leland Parker and sixth member, Kathryn Smith, expire November 30, 2019.

As required in Section 31520.1 of the Government Code, the fourth, fifth, sixth and ninth members of the retirement board shall be qualified electors of the county who are not connected with county government in any capacity, except one may be a supervisor, and shall be appointed by the Board of Supervisors. The new three year term of office for the fourth and sixth members begins December 1, 2019 and ends on November 30, 2022.

The fifth member, Dan Gjerde, and ninth member, Jerilyn Harris, of the Board of Retirement terms will expire November 30, 2020.

Sincerely,

James R. Wilbanks, Ph.D.
Executive Director