

Board of Retirement Meeting Minutes

October 16, 2019 – 8:30 a.m.

Call to Order

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

Present: Shari Schapmire, Julie Forrester, Lee Parker, Tim Knudsen, Jerilyn Harris, Dan Gjerde, and Kathryn Cavness.

Absent: Richard Shoemaker, Kathryn Smith and Quincy Cromer by prior arrangement.

Also present: James Wilbanks, Executive Director, Jeff Berk, Legal Counsel, F. Robert Reveles, Financial/Investment Officer, and Judy Zeller, Administrative Assistant.

Pledge of Allegiance

Public Comment: None.

1) Consent Agenda

- a) Minutes of the September 18, 2019 Board Meeting
- b) September 2019 Retirement Report
- c) Preliminary Monthly Financial Report
- d) Quarterly Trustee Education and Training Report

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

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

None

3) Discussion and Possible Action Regarding Investment Matters

- a) Monthly Investment Performance Report

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

4) Discussion and Possible Action Regarding Proposed Communications Agreement

Presenter/s: Dr. Wilbanks referenced a proposed communications agreement with Jendi Coursey Communications. Ms. Harris recused herself from the discussion.

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Board Action: Motion was made by Mr. Gjerde to approve the agreement with Jendi Coursey Communications as proposed. Ms. Forrester seconded the motion which was approved by the following vote: Ayes: Shari Schapmire, Julie Forrester, Lee Parker, Kathryn Cavness, Tim Knudsen, and Dan Gjerde. Noes: 0. Abstain: 0. Absent: Jerilyn Harris, Kathryn Smith, and Quincy Cromer.

5) Discussion and Possible Action Regarding Proposed Budget Amendment

Presenter/s: Dr. Wilbanks referenced a proposed budget amendment.

Board Action: Motion was made by Ms. Harris to approve the budget amendment as presented. Ms. Forrester seconded the motion which was approved unanimously.

6) Discussion and Possible Action Regarding Board Work Plan

a) Communication Metrics

Presenter/s: Dr. Wilbanks referenced the Board Work Plan and Communication Metrics. The pending reciprocal salary study was discussed.

7) Discussion and Possible Action Regarding Public Records Policy

Presenter/s: Dr. Wilbanks referenced the Public Records Policy.

Board Action: Motion was made by Ms. Forrester to approve the Public Records Policy as presented. Mr. Parker seconded the motion which was approved unanimously.

8) Discussion Regarding Administrative Report

a) Legislative Update

Presenter/s: Dr. Wilbanks referenced the administrative report. AB672 and AB1184 were discussed briefly.

9) General Board Member Discussion

Mr. Parker announced his plan to retire and relocate. He will not seek reappointment to the board once his term ends in November.

Ms. Harris acknowledged Kendall Smith's attendance at today's meeting and stated that she will not be able to attend the November board meeting.

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Kathryn Cavness announced that four members of our board will be attending the upcoming Fall SACRS meeting in November.

Adjournment and Notice of Next Board of Retirement Meeting

Meeting adjourned at 9:13 a.m. The next regularly scheduled Board of Retirement meeting will be held Wednesday November 6, 2019 at 8:30 a.m. in the Mendocino County Employees Retirement Association Conference Room.