MENDOCINO COUNTY EMPLOYEES RETIREMENT ASSOCIATION

Board of Retirement Meeting Minutes

January 15, 2020 – 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, Jerilyn Harris, Quincy Cromer, Tim Knudsen, Richard Shoemaker and Kathryn Cavness.

Absent: Dan Gjerde. Lee Parker and Kathryn Smith absent 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 December 11, 2019 Board Meeting
b) December 2019 Retirement Report
c) Preliminary Monthly Financial Report
d) 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 Report

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

4) Discussion and Possible Action Regarding Communications Policy

Presenter/s: Dr. Wilbanks referenced the Communications Policy. Discussion included trustee communications with the new candidates for the Board of Supervisors and MCERA new trustee orientation.

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

5) Discussion and Possible Action Regarding State Association of County Retirement Systems (SACRS) Voting Authority Policy

Presenter/s: Dr. Wilbanks referenced the SACRS Voting Authority Policy.

Board Action: Motion was made by Ms. Forrester to approve the SACRS Voting Authority Policy as presented. Mr. Knudsen seconded the motion which was approved unanimously.

6) Discussion and Possible Action Regarding 2020 Board Work Plan

a) 2020 Board Work Plan
b) 2016-2019 Board Work Plan Accomplishments

Presenter/s: Dr. Wilbanks referenced the Board Work Plan.

Board Direction: Staff will contact County Human Resources regarding the MCERA Reclassification Study.

7) Discussion Regarding Administrative Report

a) Comprehensive Annual Financial Report (CAFR)
b) Ethics Training
c) Fiduciary Insurance Renewal, Waiver of Recourse Payments
d) Form 700 Filing
e) Legislative Update

Presenter/s: Dr. Wilbanks referenced the administrative report.

8) General Board Member Discussion

9) Discussion Regarding Resignation of Executive Director

Presenter/s: Dr. Wilbanks referenced his letter of resignation.

Mr. Cromer recused himself from the closed session disability application discussion.

10) Closed Session

a) Cynthia Richardson, Corrections Deputy, Service Connected Disability Application
b) Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) – 3 Cases
c) Public Employee Appointment/Public Employment (Government Code Sec. 54957) Title: Executive Director

11) Report Out From Closed Session

Board Action Closed Session Item 10)a) Cynthia Richardson, Corrections Deputy, Service Connected Disability Application: Motion was made by Ms. Forrester to approve Cynthia Richardson's application for Service Connected Disability Retirement. Ms. Harris seconded the motion which was approved unanimously. Trustee Cromer abstained from the vote.

Board Action Closed Session Item 10)b) Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) – 3 Cases: Direction was given to staff and counsel.

Board Action Closed Session Item 10)c) Public Employee Appointment/Public Employment (Government Code Sec. 54957) Title: Executive Director: Direction was given to staff and counsel. An ad hoc committee consisting of Dan Gjerde, Kathryn Smith, Tim Knudsen, and Kathryn Cavness was appointed.

Adjournment and Notice of Next Board of Retirement Meeting

Meeting adjourned at 11:51 a.m. The next regularly scheduled Board of Retirement meeting will be held Wednesday February 19, 2020 at 8:30 a.m. in the Mendocino County Employees Retirement Association Conference Room.