

Date: June 19, 2024
To: Board of Retirement
From: Doris L. Rentschler, Executive Director
Subject: Review Board Meeting Agendas

Recommended Action:

Direction to staff regarding the Board's preferences regarding the Board meeting agenda format – whether to retain the current format with or without modifications or change to one of the Sample agenda formats with or without any modifications.

Fiscal and Financial Impacts:

There is no financial impact to receiving this report.

Strategic Plan Importance and Risk Assessment:

The following objectives of Goal 2 - Strengthen Risk Oversight – involve the Board's agenda and Board processes for reviewing risk.

Objective A - Enhance the approach to identifying, monitoring, and managing current risk – has a success measure to evaluate Board meeting agendas to identify opportunities to optimize risk review.

Objective B – Evaluate how the Board spends its time fulfilling its responsibilities – has a related success measure to review Board meeting agendas and annual calendar process to better align with strategic objectives and risks.

Background and Discussion:

The format of the Board's agenda was discussed after the completion of the strategic plan in during FY 2023. At that time, the Board chose not to alter the format of the agenda.

The intent of a Strategic Board agenda is to improve the effectiveness and efficiency of the Board meetings by identifying, and prioritizing items that are directly linked to achieving the mission and vision, minimizing time spent on routine items to allow the Board to focus on substantive matters from a strategic perspective, and spend the Board's time and effort on policy level oversight. Two alternative formats are presented for your review.

Similar to our current agenda, the Sample 1 agenda, adapted from the Orange County Employees Retirement System (OCERS), starts with the Consent Items followed by Action Items, Informational Items, and Reports that are not discussed during the meeting unless a Board member requests discussion. The agenda provides the name of the presenter and the Recommended Action for any item needing Board Action. The agenda closes similarly to our current format with Open Session General Comments for Staff, Counsel and Board Members.

The agenda, Sample 2, is adapted from Do-Good and uses a table format with columns for the Agenda Item title, the Lead - person who is responsible for the item, and the Action, if any, for the item. The column for item Type uses an alphabetical code to denote if the items are R-routine, I-informational, S-Strategic, or E-Educational. The item order and numbers are similar to our current agenda format.

Either of the sample agenda formats can be modified to the preferences of the Board such as adding the recommended action to the table in Sample 2, or details from the sample agendas can be incorporated in our current agenda format, such as adding the names of the presenter or the recommended action.

Attachment(s):

1. Sample 1 adapted from OCERS
2. Sample 2 adapted from Do-Good

Board of Retirement Meeting Agenda

[Insert Date] - 8:30 a.m.

**Meeting Location: Mendocino County Board of Supervisors Chambers
501 Low Gap Road, Ukiah CA 95482**

Zoom Video/Teleconference Information

Join Zoom Meeting (Video & Audio): <https://mendocinocounty.zoom.us/j/81481915554>

Download Zoom Before the Meeting at <https://www.zoom.us/download>

Connect Online Using Any Browser at <https://zoom.us>

Join by Telephone (Audio Only): Dial: (669) 900-9128, Webinar Meeting ID: 814 8191 5554

Public Comment may be made during this meeting in-person, virtually by using the webinar meeting link or by dialing the webinar telephone number above. Written public comment may be submitted in advance by email to retirementassociation@mendocinocounty.gov or by fax to (707) 467-6472. Please indicate the agenda item number on which you wish to comment.

The public may watch this meeting live and on-demand online on the Mendocino County You Tube Page at www.youtube.com/mendocinocountyvideo.

The Mendocino County Board of Retirement welcomes you to this meeting. This agenda contains a brief general description of each item to be considered. The Board of Retirement may take action on any item included in the agenda; however, except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda. The Board of Retirement may consider matters included in the agenda in any order, and not necessarily in the order listed.

1. Call Meeting to Order and Roll Call
2. Pledge of Allegiance
3. Board Member Statement Regarding Participation via Zoom (if necessary) (Gov. Code §54953(f))
4. Public Comment

Members of the public are welcome to address the board on subjects both on and off the agenda. The Board is prohibited from taking action on matters not on the agenda but may briefly answer questions. Members of the public who participate in person may provide comment during the meeting from the podium located in the meeting room. Those participating on Zoom may provide comment during the meeting by “raising your hand” in Zoom.

Those joining by telephone may comment by pressing *9 on your telephone keypad. When addressing the Board, please state your name prior to providing your comments. Public comment on individual agenda items will be allowed at the time an agenda item is discussed and is limited to 3 minutes per person.

CONSENT ITEMS

All matters on the Consent Agenda are to be approved by one action without discussion unless a Board Member requests separate action on a specific item.

C-1. Minutes of the April 17, 2024 Board Meeting

Recommendation: Approve minutes.

C-2. Charters and Policies Scheduled for Review

1. Administrative Hearing Policy with revisions by staff
2. Investment Policy Statement with no substantial revisions
3. Record and Data Retention and Destruction Policy with substantial revisions by staff

Recommendation: Approve the revised policies as presented by staff, or as amended by the Board.

C-3. Option 4 Retirement Allowance

Recommendation: Grant election of retirement benefit payment, Option 4, based on Segal Consulting's actuarial report for member [Insert Member Name].

C-4. April 2024 Retirement Report

Recommendation: Ratify new retirement benefit payments.

ACTION ITEMS

A-1. Individual Action on Any Items from the Consent Agenda

A-2. SACRS Board of Directors Elections 2024-2025

Presented by Doris Rentschler, Executive Director, MCERA

Recommendation: Consider the SACRS Nominating Committee's recommended slate of candidates and the list of additional candidates interested in running for the election of SACRS Board of Directors; and give direction to MCERA's Voting Delegate and Alternate Delegate for the SACRS Board of Directors election to be held during the SACRS Spring Conference.

A-3. Quarterly Review of MCERA Board 2023-2027 Strategic Plan

Presented by Doris Rentschler, Executive Director, MCERA

Recommendation: Approve the proposed new strategic plan action items for FY 24-25 Work Plan or Provide direction for alternative action items.

A-4. Budget Amendment for Fiscal Year 2023-2024

Presented by Robert Reveles, Finance/Investment Officer, MCERA

Recommendation: Adopt the Budget Amendment as presented.

A-5. Financial Statements and Independent Audit Report for Fiscal Year Ending June 30, 2024

Presented by Ashley Green, Audit Engagement Manager, Brown Armstrong

Recommendation: Approve the financial statements and independent audit report as presented.

INFORMATIONAL ITEMS

Each of the following informational items will be presented to the Board for discussion.

I-1. Quarterly Investment Performance Report

Presented by Greg DeForrest and Claire Tellen, Callan

I-2. Disability Training – 1.0 hrs. CE

Presented by Jeff Berk, Board Counsel, MCERA

I-3. Risk Report

Presented by Doris Rentschler, Executive Director, MCERA

I-4. Historical Benefit Review Project

Presented by Doris Rentschler, Executive Director, MCERA

REPORTS

The following reports will not be discussed unless a Board member requests discussion.

R-1. April 2024 Preliminary Monthly Financial Report

R-2. April 2024 Monthly Investment Performance Report

R-3. Quarterly Budget Update for Fiscal Year 2023-2024

R-4. Quarterly Trustee Education and Training Report

R-5. Quarterly Board Work Plan and Board Agenda Strategic Calendar

R-6. SACRS Legislative Update

CLOSED SESSION

Adjourn to Closed Session under Government Code Section 54957 to consider the following items:

- CS-1. Nonservice Connected Disability Application – [Insert Member Name], [Insert Job Title] – Pursuant to Government Code Section 54957(b)

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- CS-2. Public Employee Performance Evaluation – Executive Director – Pursuant to Government Code Section 54957

OPEN SESSION

5. Report of Actions Taken in Closed Session
6. General Comments
 1. Executive Director/Staff
 2. Board Counsel
 3. Board Members

Adjournment and Notice of Next Board of Retirement Meeting

The next regularly scheduled Board of Retirement meeting will be held in the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah CA, on [Insert Date] at 8:30 a.m. Please visit www.mendocinocounty.org/retirement for meeting information.

Disabled Accommodation: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Retirement Office at (707) 463-4328, at least 72 hours in advance to ensure arrangements for accommodations.

Board of Retirement Meeting Agenda

[Insert Date] - 8:30 a.m.

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501 Low Gap Road, Ukiah CA 95482

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Public Comment on Items not on Agenda: Members of the public are welcome to address the board on subjects both on and off the agenda. The Board is prohibited from taking action on matters not on the agenda but may briefly answer questions. Public comment on individual agenda items will be allowed at the time an agenda item is discussed and is limited to 3 minutes per person. Individuals wishing to address the board under public comment are welcome to do so per the instructions above.

The Mendocino County Board of Retirement welcomes you to this meeting. This agenda lists each item to be considered. The Board of Retirement may take action on any item included in the following agenda; however, except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda. The Board of Retirement may consider matters include on the agenda in any order, and not necessarily in the order listed.

Item Types: R – Routine, I – Information, S – Strategic, E – Education

No.	Agenda Item	Lead	Action	Type
1.	Call to Order and Roll Call	Chair		R
2.	Pledge of Allegiance	Chair		R
3.	Board Member Statement Regarding Participation via Zoom (if necessary) Govt. Code 54953(f)	Chair		R

SAMPLE 2 – Adapted from Do-Good

No.	Agenda Item	Lead	Action	Type
4.	Consent Items <ul style="list-style-type: none"> • Minutes of the April 17, 2024 Board Meeting • April 2024 New Retirement Report • Charters and Policies Schedule for Review <ul style="list-style-type: none"> ○ Administrative Hearing Policy ○ Data Retention and Destruction Policy • Option 4 Retirement Allowance – [insert name] • April Retirement Report • April 2024 Preliminary Monthly Financial Report • Quarterly Trustee Education and Training Report 	Chair	Adopt	R
	Open Session	-	-	-
5.	Individual Action on Any Item from Consent			R
6.	SACRS Board of Directors Elections 2024-2025	Executive Director	Direction	I
7.	Quarterly Review of 2023-2027 Board Strategic Plan	Executive Director	Approve	S
8.	Historical Benefit Review Project Update	Executive Director		S
9.	Financial Statement and Independent Audit Report for Fiscal Year Ending June 30, 2024	Ashley Green, Brown Armstrong	Approve	S
10.	Risk Report	Executive Director	-	S
11.	April Monthly Investment Report	Finance/Investment Officer	-	S
12.	Quarterly Investment Performance Report	Greg DeForrest, Callan	-	R
13.	Budget Amendment for Fiscal Year 2023-2024	Finance/Investment Officer	Adopt	R
14.	Administrative Report	Executive Director	-	R
	Closed Session Pursuant to Govt. Code 54957			

SAMPLE 2 – Adapted from Do-Good

No.	Agenda Item	Lead	Action	Type
15.	Nonservice Connected Disability Retirement Application of [Insert Name], [Insert Job Title], Pursuant to Govt. Code Section 54957(b)	Board Counsel	-	R
16.	Public Employee Performance Evaluation – Executive Director – Pursuant to Govt. Code Section 54957	Chair	-	S
	Open Session			
17.	Report of Actions Taken in Closed Session	Board Counsel	-	R
18.	General Comments <ul style="list-style-type: none"> • Executive Director/Staff • Board Counsel • Board Members 	Chair	-	R
19.	Adjournment and Notice of Next Retirement Board Meeting	Chair	-	R

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