

Date: July 17, 2024  
To: Board of Retirement  
From: Judy Zeller, Retirement Analyst  
Subject: Quarterly Trustee Education and Training Report

History:

On January 1, 2013 Section 31522.8 was added to the Government Code which requires trustees to receive education in general pension related topic areas. MCERA's Trustee Education and Travel Policy ensures that board members receive education, and the reporting of that education is compliant with the new statute. Some highlights of the Trustee Education and Travel Policy include:

- ◇ Board members are required to complete a minimum of 24 hours of education within the first two years of assuming office and for every subsequent two-year period in which the board member continues to hold office.
- ◇ The goal of the policy is that all trustees agree to develop and maintain an adequate level of knowledge and understanding of relevant issues involved in the administration of MCERA throughout their terms as trustees of MCERA.
- ◇ Establishes a means for determining the programs, training, and educational sessions that qualify as Board member education. Educational seminars sponsored by the state, national pension fund organizations, and seminars sponsored by accredited academic institutions shall be deemed to meet board member educational requirements.
- ◇ Requires that each Board maintain a record of board member compliance with the Trustee Education and Travel Policy and that the policy and a quarterly report on board member compliance be placed on MCERA's internet website.
- ◇ Mandates that the Board allocate sufficient funds annually in its budget to enable trustees to attend specified conferences.

Quarterly Trustee Education Report:

Attached is the quarterly trustee education and training report for the two-year period beginning 1/1/2023 and ending 12/31/2024, and a current list of future educational opportunities. Board members are required to complete a minimum of 24 hours of education within the first two years of assuming office and for every subsequent two-year period in which the board member continues to hold office.

**Please note:** Most educational conferences do not report trustee attendance to MCERA. Also, County Ethics and Harassment Prevention trainings are not reported to MCERA. In order to receive credit for educational hours, trustees must report their own education to MCERA. This can be done by using our online [Trustee Education Reporting Tool](#) or by submitting a completed Report of Trustee Education and Training form. A copy of this form is included with this report.

Credit may also be received for viewing recordings of past educational conferences and participation in online trainings or webinars. If you would like to receive credit for any other trainings or conferences which are related to retirement system issues, please report your attendance using our online [Trustee Education](#)

[Reporting Tool](#) or complete and submit a Report of Trustee Education and Training Form. A copy of this form is included with this report. Contact Judy Zeller for assistance.

2024-2025 Educational Opportunities:

Anytime	<a href="#">Callan On-Demand Webinars</a>
Anytime	<a href="#">Callan Research Library</a>
Anytime	<a href="#">Segal Company On-Demand Webinars</a>
Anytime	SACRS Past Conference Recordings and Presentations are available upon request.
Anytime	<a href="#">NCPERS Center for Online Learning</a>
Anytime	Virtual educational opportunities sponsored by MCERA consultants and investment managers will be emailed to trustees when received. Please check your email in box to participate in these online educational opportunities.
July 14-17, 2024	SACRS UC Berkeley Program, Berkeley CA
July 25, 2024	Callan Institute's Research Café, Virtual
July 26, 2024	Callan Market Intelligence Webinar, Virtual
August 18-20, 2024	NCPERS Public Pension Funding Forum, Boston MA
August 26-29, 2024	CALAPRS Principles of Pension Governance, Tiburon CA
September 24, 2024	Callan College, Institutional Investors, Virtual
October 11, 2024	CALAPRS Trustee Round Table, San Jose CA
October 26-27, 2024	NCPERS Program for Advanced Trustee Studies, Palm Springs CA
November 12-15, 2024	SACRS Fall Conference, Monterey CA
March 1-4, 2025	CALAPRS General Assembly, Napa CA



MENDOCINO COUNTY EMPLOYEES  
RETIREMENT ASSOCIATION

2023-2024 Trustee Conference/Seminar Attendance and Educational Hours Credited										
Trustee	Sara Pierce	Alex Land	Kathryn Cavness	Charles Kelly	Dan Gjerde	BOS Appointee Vacant	Quincy Cromer	Richard Shoemaker	Jerilyn Harris	Lenord Swope
Assumed Office/1st Meeting Date	10/18/2023	6/21/2023	12/3/2014	8/16/2023	1/21/2015		3/20/19	12/12/2011	1/21/2015	12/13/2023
2-Year Report Cycle	2023-2024	2023-2024	2023-2024	2023-2024	2023-2024		2023-2024	2023-2024	2023-2024	2023-2024
<b>2023</b>										
Ethics Training 2023	2	2		2	Due		2			Due
Harassment Training 2023	2	2	2	Due	Due		2	Due	Due	Due
1/18/2023 Capital Mkt Expectations			1		1		1	1	1	
2/15/2023 Disability Retirement Training			.75		.75		.75			
3/15/2023 AB ESG Presentation			1		1		1		1	
5/17/2023 Mondrian China Equity Market			.5		.5		.5	.5	.5	
5/9-12/2023 SACRS									8	
6/21/2023 PIMCO Bond Fundamentals		1	1		1			1	1	
7/19/2023 T Rowe Asset Allocation		.5	.5		.5		.5	.5	.5	
8/16/2023 Domestic Equity, Option 4		1.75	1.75	1.75	1.75		1.75		.5	
8/28-31/23 Calaprs Principles of Pension Governance		24								
9/6/23 Pre Retirement Seminar									1	



MENDOCINO COUNTY EMPLOYEES  
RETIREMENT ASSOCIATION

2023-2024 Trustee Conference/Seminar Attendance and Educational Hours Credited-Continued										
Trustee	Sara Pierce	Alex Land	Kathryn Cavness	Charles Kelly	Dan Gjerde	BOS Appointee Vacant	Quincy Cromer	Richard Shoemaker	Jerilyn Harris	Lenord Swope
9/20/2023 IFM Energy Transition		1	1	1	1		1		1	
10/18/2023 Ninety One Inv. Education	.75	.75	.75	.75	.75		.75	.75	.75	
12/13/2023 Capital Group DB & DC Education	1	1	1		1		1	1	1	
New Trustee Training	1.5	1.5								1.5
2023 Total Hours	7.25	36.5	11.25	5.5	9.25		12.25	4.75	16.25	1.5
2024										
1/17/2024 Harassment Prevention				Due	Due			2	Due	2
Ethics Training			2		Due			Due	Due	2
1/17/2024 Capital Mkt Expectations & Portfolio Education	1.25	1.25	1.25	1.25	1.25		1.25	1.25	1.25	1.25
2/21/24 Real Estate Update		.5	.5	.5	.5			.5	.5	.5
3/20/2024 Fiduciary Process & SMID Review	1	1	1	1	1		1	1	1	1
4/17/24 Callan Due Diligence		.5	.5	.5	.5		.5	.5	.5	.5
5/15/24 Portfolio Recommendations, Callan Due Diligence, Callan Fees from Inv Mgrs	1	1	1	1	1		1		1	1
6/19/24 Real Estate Update	.5	.5	.5	.5	.5		.5	.5	.5	.5



MENDOCINO COUNTY EMPLOYEES  
RETIREMENT ASSOCIATION

<b>2024 Total Hours</b>	2.25	2.75	4.75	2.75	2.75		2.25	4.75	2.75	4.75
<b>2 Year Period Ending 12/31/2024 Totals</b>	9	37.75	16	8.25	12		14.5	9.5	19	6.75



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**REPORT OF TRUSTEE EDUCATION AND TRAINING**

Trustee Name: \_\_\_\_\_

Name of Conference/Webinar: \_\_\_\_\_

Dates of Conference/Webinar: \_\_\_\_\_

List Each Presentation Topic and Materials Reviewed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Summary of Information and Knowledge Gained:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluation of the Conference/Seminar and its Presentations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I Would Recommend This Conference/Webinar to other Trustees: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Total Number of Educational Hours Completed\*: \_\_\_\_\_

\*Excludes breaks and meals periods

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Please submit your completed form to Judy Zeller to receive credit for educational/training hours.