



San Joaquin County Employees Retirement Association

MINUTES

**ADMINISTRATIVE COMMITTEE MEETING
SAN JOAQUIN COUNTY EMPLOYEES RETIREMENT ASSOCIATION
BOARD OF RETIREMENT
MONDAY, NOVEMBER 18, 2019
AT 1:02 PM**

Location: SJCERA Board Room
6 S. El Dorado Street, Suite 400, Stockton, California

1.0 ROLL CALL

- 1.01 MEMBERS PRESENT:** Michael Duffy (in at 1:19 p.m.), Jennifer Goodman, Raymond McCray, and Chanda Bassett presiding
MEMBERS ABSENT: None
STAFF PRESENT: Chief Executive Officer Johanna Shick, Assistant Chief Executive Officer Kathy Herman, Investment Officer Chris Wisdom, Information Systems Manager Adnan Khan, Financial Officer Lily Cherng, Management Analyst III Greg Frank, and Retirement Administrative Assistant Andrea Bonilla
OTHERS PRESENT: Deputy County Counsel Jason Morrish

2.0 COMMENTS

- 2.01** There was no public comment.

3.0 2020 ADMINISTRATIVE BUDGET

- 3.01** Proposed 2020 Budget Summary
3.02 Proposed 2020 Administrative Budget Adjustments
3.03 The Committee reviewed, provided edits to the memo, and voted unanimously (3-0) to recommend the Board of Retirement approve the proposed 2020 Administrative Budget. (Motion: Goodman; Second: McCray)

4.0 EXECUTIVE MANAGEMENT SUCCESSION GUIDE

- 4.01** Executive Management Succession Guide - Mark-up
4.02 Executive Management Succession Guide - Clean
4.03 The Committee reviewed and voted unanimously (4-0) to recommend the Board of Retirement approve the revised Executive Management Succession Guide with additional edits. (Motion: Goodman; Second: Duffy)

5.0 CONTINUITY OF OPERATIONS

- 5.01** Continuity of Operations Plan
5.02 The Committee reviewed and voted unanimously (4-0) to recommend the Board of Retirement approve the Continuity of Operations Plan and directed staff to keep Executive Management Succession Guide as a separate document and reference the guide as necessary within the Continuity of Operations Plan. (Motion: McCray; Second: Duffy)

6.0 COMMENTS

- 6.01** Trustee McCray stated he is impressed with the staff's work and effort they put into items on this agenda.

7.0 ADJOURNMENT

7.01 There being no further business, the meeting was adjourned at 1:38 p.m.

Respectfully Submitted:



Chanda Bassett, Committee Chairperson