



San Joaquin County Employees Retirement Association

MINUTES

**ADMINISTRATIVE COMMITTEE MEETING
SAN JOAQUIN COUNTY EMPLOYEES RETIREMENT ASSOCIATION
BOARD OF RETIREMENT
MONDAY, JUNE 13, 2022
AT 1:01 PM**

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

1.0 ROLL CALL

- 1.01 MEMBERS PRESENT:** Chanda Bassett, Phonxay Keokham and Jennifer Goodman presiding
MEMBERS ABSENT: Raymond McCray
STAFF PRESENT: Chief Executive Officer Johanna Shick, Assistant Chief Executive Officer Brain McKelvey, Management Analyst III Greg Frank and Administrative Secretary Elaina Petersen
OTHERS PRESENT: Deputy County Counsel Jason Morrish

2.0 PUBLIC COMMENT

- 2.01** There was no public comment.

3.0 CONSENT ITEMS

- 3.01 Board Policies Not Requiring Amendments**
- 01 Correction of Errors or Omissions Policy
 - 02 Declining Employer Payroll Policy
 - 03 Dissolution of Marriage or Registered Domestic Partnership
 - 04 Ex-Parte Communications Policy
 - 05 Member Contributions and Interest Posting Policy
- 3.02 Board Policies Requiring Amendments**
- 01 Age Verification Policy
 - a Age Verification Policy - Mark-up
 - b Age Verification Policy - Clean
 - 02 CEO Performance Review Policy
 - a CEO Performance Review Policy - Mark-up
 - b CEO Performance Review Policy - Clean
 - 03 Communication Policy
 - a Communication Policy - Mark-up
 - b Communication Policy - Clean
 - 04 Computer Equipment Policy
 - a Computer Equipment Policy - Mark-up

- b Computer Equipment Policy - Clean
- 05 Conflict of Interest Policy
 - a Conflict of Interest Policy - Mark-up
 - b Conflict of Interest Policy - Clean
- 06 Employer Termination Policy
 - a Employer Termination Policy - Mark-up
 - b Employer Termination Policy - Clean
- 07 Statement of Funding Policy
 - a Statement of Funding Policy - Mark-up
 - b Statement of Funding Policy - Clean
- 08 Statement of Reserve Policy
 - a Statement of Reserve Policy - Mark-up
 - b Statement of Reserve Policy - Clean
- 09 Staff Transportation and Travel Policy
 - a Staff Transportation and Travel Policy - Mark-up
 - b Staff Transportation and Travel Policy - Clean
- 10 Trustee Education Policy
 - a Trustee Education Policy - Mark-up
 - b Trustee Education Policy - Clean
- 11 Trustee and Executive Travel Policy
 - a Trustee and Executive Travel Policy - Mark-up
 - b Trustee and Executive Travel Policy - Clean

3.03 Committee Charters Requiring Amendments

- 01 Administrative Committee Charter
 - a Administrative Committee Charter - Mark-up
 - b Administrative Committee Charter - Clean

3.04 The Committee reviewed the items, provided edits to select policies, and voted unanimously (3-0) to recommend the Board of Retirement adopt the policies with revisions and the Committee Charter. (Motion: Bassett; Second: Keokham; subsequent motion for reconsideration at 5.02.)

4.0 PROPOSED DIGITAL SIGNATURE POLICY

4.01 The Committee reviewed, provided edits to this policy, and voted unanimously (3-0) to recommend the Board of Retirement adopt the policy with revisions (Motion: Bassett; Second: Keokham)

5.0 SUMMARY OF STATEMENTS OF ECONOMIC INTEREST

5.01 Sample "Summary of Sources of Income on Statements of Economic Interest (Form 700)" form

5.02 The Committee reviewed this item and, after discussion, asked staff to return to the Committee with additional information regarding the proposed summary statement at its scheduled November 2022 meeting. The Committee voted unanimously (3-0) to reconsider its motion on the Consent Items at 3.01-3.03. (Motion: Bassett; Second: Keokham.) After further discussion and edits to select policies, the Committee voted unanimously (3-0) to recommend the Board of Retirement adopt the policies with revisions. (Motion: Bassett; Second: Keokham.)

6.0 PROPOSED MID-YEAR BUDGET ADJUSTMENT

6.01 Linea Solutions Fee Proposal

6.02 The Committee voted unanimously (3-0) to recommend the Board of Retirement approve the mid-year budget increase (Motion: Bassett; Second: Keokham)

7.0 COMMENTS

7.01 Comments from Members of the Committee

8.0 ADJOURNMENT

8.01 There being no further business, the meeting was adjourned at 2:16 p.m.

Respectfully Submitted:



Jennifer Goodman, Committee Chairperson