



MINUTES

RETIREMENT BOARD MEETING MINUTES

REGULAR MEETING

June 13, 2018

9:00 a.m.

Retirement Board Conference Room

The Willows Office Park

1355 Willow Way, Suite 221

Concord, California

Present: Candace Andersen, Scott Gordon, Jerry Holcombe, Louie Kroll, Jay Kwon, John Phillips, William Pigeon, Gabe Rodrigues, Todd Smithey, Jerry Telles and Belinda Zhu (Deputy Treasurer, present and voting in Russell Watts' absence)

Absent: David MacDonald

Staff: Gail Strohl, Chief Executive Officer; Christina Dunn, Deputy Chief Executive Officer; Karen Levy, General Counsel; Anne Sommers, Administrative/HR Manager; Henry Gudino, Accounting Manager; and Tim Hoppe, Retirement Services Manager

Outside Professional Support:
None

Representing:

1. Pledge of Allegiance

The Board, staff and audience joined in the *Pledge of Allegiance*.

2. Accept comments from the public

No member of the public offered comment.

3. Approval of Minutes

It was M/S/C to approve the minutes of the May 9, 2018 meeting. (Yes: Andersen, Gordon, Holcombe, Kroll, Phillips, Rodrigues, Smithey, Telles and Zhu).

4. Routine Items

It was M/S/C to approve the routine items of the June 13, 2018 meeting. (Yes: Andersen, Gordon, Holcombe, Kroll, Phillips, Rodrigues, Smithey, Telles and Zhu)

CLOSED SESSION

The Board moved into closed session pursuant to Govt. Code Section 54957 and 54956.9(d)(1).

The Board moved into open session.

5. It was M/S/C to accept the Medical Advisor's recommendation and grant the following disability benefits:

- a. Mark Butti – Service Connected (Yes: Andersen, Gordon, Holcombe, Kroll, Phillips, Rodrigues, Smithey, Telles and Zhu)

Pigeon was present for subsequent discussion and voting.

- b. Idrissa Lattier – Non-Service Connected (Yes: Andersen, Gordon, Holcombe, Phillips, Pigeon, Rodrigues, Smithey, Telles and Zhu)

6. There was no reportable action related to Govt. Code Section 54956.9(d)(1).

7. **Consider and take possible action to authorize the CEO to terminate a contract with Jackson Walker, LLP for Investment Legal Counsel**

Strohl reported that nearly all of the investment group at Jackson Walker, LLP left the firm to join DLA Piper. She noted CCCERA has executed a letter of engagement with DLA Piper and added them to the investment legal counsel pool.

It was M/S/C to authorize the CEO to terminate a contract with Jackson Walker, LLP for Investment Legal Counsel. (Yes: Andersen, Gordon, Holcombe, Phillips, Pigeon, Rodrigues, Smithey, Telles and Zhu)

8. **Legislative Update**

Levy gave an update on pending legislation as detailed in the memorandum noting the bills on pages 4 and 5 would not apply to CCCERA.

9. **Presentation on customer service standards**

Hoppe reviewed the background and provided an update on items that had been presented to the Board in December 2017.

Hoppe reported we are continuing the ongoing training of staff on customer service standards concentrating our efforts on communicating with members throughout the retirement process and the disability process. We are also continuing to seek consistency in the formatting of letters and branding of CCCERA. We have reduced the response time from two days to one day for returning phone calls and the response time for estimates and retirement application process has been reduced.

He reported new retirees are getting a survey with their first check but we have not had much of a response. The disability application process has been reduced to an average of 9 months. He stated the Pre-retirement Workshops are now offered in the morning and afternoon and noted enrollment is running at capacity. We have also hosted employer on-site training and informational sessions for participating employers.

Dunn reported on additional steps that have been implemented in the last six months including extending phone coverage hours by 2 hours per day, changing the name of group counseling to Pre-retirement Workshop, a new member survey has been created and is in all counseling rooms, the lobby, and on our website. She also reported presentations were completed at employer locations for new members explaining their contributions and benefits. A new feature has also been added to the website to provide an additional option for beneficiaries to notify CCCERA when a member passes away. She also reported a handout has been created for Pre-retirement Workshop attendees that includes information on Social Security, Medicare, and retiree health benefit information. Form 109, Reciprocity Affidavit, has been created to provide members the opportunity to affirm reciprocity and to help reduce the need for large adjustment payments.

The Board thanked Dunn and Hoppe and felt the improvements were really good.

Dunn thanked the staff noting any improvement that has been made is due to them.

10. Consider authorizing the attendance of Board:

- a. It was **M/S/C** to authorize the attendance of 2 Board members at the 2018 Annual Limited Partners Meeting, DLJ Real Estate Capital Partners, July 17, 2018, Los Angeles, CA. (Yes: Andersen, Gordon, Holcombe, Phillips, Pigeon, Rodrigues, Smithey, Telles and Zhu)
- b. It was **M/S/C** to authorize the attendance of 3 Board members at the 2018 Public Pension Funding Forum, National Conference on Public Employee Retirement Systems, September 16-18, 2018, Boston, MA. (Yes, Andersen, Gordon, Holcombe, Phillips, Pigeon, Rodrigues, Smithey, Telles and Zhu)

11. Miscellaneous

- (a) Staff Report –

Strohl reported an RFP for OPEB trust fund management services was issued and the responses are due July 9. Once the costs and services provided are reviewed, we will do an analysis of what the internal costs and impact would be to CCCERA if the trust fund was handled internally.

There will be an Audit Committee meeting following the June 27, 2018 Board meeting.

Strohl reported Christina Dunn recently completed one-year as Deputy CEO and thanked her for her dedication and commitment to CCCERA.


- (b) Outside Professionals' Report -

None

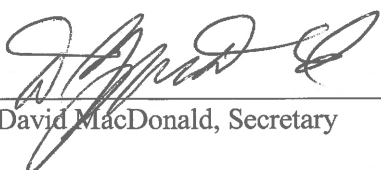
- (c) Trustees' comments –

None

It was **M/S/C** to adjourn the meeting. (Yes: Andersen, Gordon, Holcombe, Phillips, Pigeon, Rodrigues, Smithey, Telles and Zhu)



Todd Smithey, Chairman



David MacDonald, Secretary