



AGENDA

RETIREMENT BOARD MEETING

REGULAR MEETING

November 8, 2017

9:00 a.m.

Retirement Board Conference Room

The Willows Office Park

1355 Willow Way, Suite 221

Concord, California

NOTICE OF TELECONFERENCE MEETING

ONE OR MORE MEMBERS OF THE BOARD OF RETIREMENT FOR THE CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION MAY PARTICIPATE IN THE BOARD MEETING, SCHEDULED FOR NOVEMBER 8, 2017, VIA TELECONFERENCE AT THE LOCATION LISTED BELOW, WHICH IS OPEN TO THE PUBLIC.

TELECONFERENCE LOCATION:

THE LODGE AT TORREY PINES
HUGHES COTTAGE
11480 N. TORREY PINES ROAD
LA JOLLA, CA 92037

THE LOCATION LISTED ABOVE IS ACCESSIBLE TO THE PUBLIC, INCLUDING THOSE WITH DISABILITIES.

THE RETIREMENT BOARD MAY DISCUSS AND TAKE ACTION ON THE FOLLOWING:

1. Pledge of Allegiance.
2. Accept comments from the public.
3. Approve minutes from the September 27, 2017 meeting.
4. Routine items for November 8, 2017.
 - a. Approve certifications of membership.
 - b. Approve service and disability allowances.
 - c. Accept disability applications and authorize subpoenas as required.
 - d. Approve death benefits.
 - e. Accept Asset Allocation Report.
 - f. Accept Liquidity Report.

CLOSED SESSION

The Retirement Board will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Retirement Office at least 24 hours before a meeting.

5. The Board will go into closed session pursuant to Govt. Code Section 54957 to consider recommendations from the Medical Advisor and/or staff regarding the following disability retirement applications:

	<u>Member</u>	<u>Type Sought</u>	<u>Recommendation</u>
a.	Ryan Fenyes	Service Connected	Non-Service Connected
b.	Kristen Patterson	Service Connected	Non-Service Connected

6. The Board will continue in closed session pursuant to Govt. Code Section 54956.9(d)(1) to confer with legal counsel regarding pending litigation:

Peter J. Nowicki v. CCCERA, et al., Contra Costa County Superior Court, Case No.: C17-01266

OPEN SESSION

7. Consider and take possible action to determine whether the Health Insurance Opt-Out Pay Differential received by James Colon is a compensation enhancement and should be excluded from his final average salary, as authorized under Government Code Sections 31461(b)(1) and 31539:
 - a. Presentation by CCCERA staff of process and relevant information.
 - b. Opportunity for the member, James Colon, to present relevant information to the Board.
 - c. Opportunity for the member's former employer, San Ramon Valley Fire Protection District, to present relevant information to the Board.
 - d. Public comment
 - e. Board deliberations and appropriate action
8. Educational presentation on Ralph M. Brown Act open meetings laws.
9. Educational session on fiduciary duties presented by fiduciary counsel.
10. Consider authorizing the attendance of Board:
 - a. Advanced Principles of Pension Management for Trustees, CALAPRS, March 28-30, 2018, Los Angeles, CA.
11. Miscellaneous
 - a. Staff Report
 - b. Outside Professionals' Report
 - c. Trustees' comments

The Retirement Board will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Retirement Office at least 24 hours before a meeting.



Meeting Date
11/8/17
Agenda Item
#3

MINUTES

RETIREMENT BOARD MEETING MINUTES

REGULAR MEETING
September 27, 2017
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, Todd Smithey, Jerry Telles and Rusty Watts

Absent: David MacDonald and Gabe Rodrigues

Staff: Gail Strohl, Chief Executive Officer; Christina Dunn, Deputy Chief Executive Officer; Timothy Price, Chief Investment Officer; Karen Levy, General Counsel; Wrally Dutkiewicz, Compliance Officer; Anne Sommers, Administrative/HR Manager; Henry Gudino, Accounting Manager; and Colin Bishop, Member Services Manager

Outside Professional Support:
Jose Fernandez

Representing:
The StepStone Group

1. **Pledge of Allegiance**

Dunn led all 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 August 9, 2017 meeting. (Yes: Andersen, Holcombe, Kwon, Phillips, Pigeon, Smithey, Telles and Watts)

Gordon was present for subsequent discussion and voting.

CLOSED SESSION

The Board moved into closed session pursuant to Govt. Code Section 54956.9(d)(4) and 54956.9(d)(1).

The Board moved into open session.

4. There was no reportable action related to Govt. Code Section 54956.9(d)(4).

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

Telles was no longer present for subsequent discussion and voting.

6. Presentation from StepStone Group of private equity pacing report

Price introduced Jose Fernandez from The StepStone Group noting this report is advisory only.

Fernandez provided a review of their team and investment strategy including the target asset allocation, eligible asset classes, sub-asset class ranges, geographic preference, deployment pace and implementation. He assessed CCCERA's exposure and performance by strategy as well as StepStone's recommended long-term targets.

He reviewed the private equity investment process noting StepStone will be working with CCCERA staff throughout the portfolio planning, implementation and reporting process. He noted they will be providing quarterly and annual reports on the progress of the existing investments. Price noted he will be working with Verus on the coordination of their reports with StepStone's reports.

Fernandez reported they completed a pacing analysis for CCCERA's private equity and real assets portfolio for the next 10 years and recommend committing \$100M per year in years 1 and 2 and \$200-\$400M thereafter. They also recommend making 2-4 relationship commitments per year at those levels. He noted this is only a model and is based on cash flow projections. It also takes into consideration the current performance of CCCERA's portfolio.

7. Consider and take possible action to authorize the CEO to renew a maintenance and support agreement with CPAS Systems, Inc.

Strohl reported the annual agreement with CPAS is expiring and asked the Board to approve an additional year for maintenance and support services. There was discussion on the possible advantages of having a longer term contract. Strohl stated she will discuss a longer term contract with them next year.

It was M/S/C to authorize the CEO to renew a one year maintenance and support agreement with CPAS Systems, Inc. (Yes: Andersen, Gordon, Holcombe, Kroll, Phillips, Pigeon, Smithey and Watts)

8. Consider and take possible action on SACRS Voting Proxy Form

It was M/S/C to appoint Russell Watts as the SACRS Voting Delegate and Todd Smithey as the Alternate Voting Delegate. (Yes: Andersen, Gordon, Holcombe, Kroll, Phillips, Pigeon, Smithey and Watts)

9. Consider authorizing the attendance of Board:

- a. It was M/S/C to authorize the attendance of all Board members at the SACRS Fall Conference, SACRS, November 14-17, 2017, Burlingame, CA. (Yes: Andersen, Gordon, Holcombe, Kroll, Phillips, Pigeon, Smithey and Watts)
- b. No action was taken on this item.

10. Miscellaneous

(a) Staff Report –

Strohl reported CCCERA has produced an employer handbook and a tab has been created on the website for employers; CCCERA is hosting an informational session for employers on revised forms; we are making a minor administrative adjustment based on social security integration; and the food drive ends this week.

Dunn reported CCCERA staff has been reviewing reports from the County's upgraded software system to ensure the reports will be able to work with CCCERA's pension administration system.

(b) Outside Professionals' Report -

None

(c) Trustees' comments -

None

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

Todd Smithey, Chairman

David MacDonald, Secretary

CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

Meeting Date
11/8/17
Agenda Item
#4

BOARD OF RETIREMENT

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November 8, 2017

Items requiring Board Action

A. Certifications of Membership – see list and classification forms.

B. Service and Disability Retirement Allowances:

<u>Name</u>	<u>Number</u>	<u>Effective Date</u>	<u>Option Type</u>	<u>Group</u>	<u>Selected</u>
Alapai, Analisa	64148	08/31/17	SR	Tier II and III	Unmod
Casten, Michael	47222	09/01/17	SR	Safety A	Unmod
Fitzgerald, Elizabeth	72365	08/01/17	SR	Tier III	Unmod
Kar, Nomita	47255	07/15/17	SR	Tier II and III	Option 2
Keremian, Linda	49198	08/07/17	SR	Tier I and II	Unmod
Knapp, Rebecca	49234	09/01/17	SR	Tier III	Option 3
Kretz, Wallela	69429	08/31/17	SR	Tier III	Option 2
Mayer, Kimberley	62204	08/12/17	SR	Tier III	Unmod
McDonald-Glasper, Kim	63247	08/01/17	SR	Tier III	Unmod
McMullin, Joyce	66848	07/22/17	SR	Tier III	Unmod
Rattray, Tracey	45341	07/25/17	SR	Tier III	Unmod
Robbins, Mark	44916	09/05/17	SR	Tier II and III	Unmod
Ruiz, Ellen	65379	09/01/17	SR	Tier III	Unmod
Sachs, Anne	77999	08/31/17	SR	Tier III	Unmod
Sanchez, Maria	66509	08/01/17	SR	Tier II and III	Unmod
Saxon, Gwendolyn	40428	08/01/17	SR	Tier II and III	Option 1
Seithel, Richard	60713	08/01/17	SR	Tier II and III	Unmod
Sido, Edward	D9990	08/25/17	SR	Tier I and II	Unmod
Snell, Bernell	D9500	08/25/17	SR	Tier II and III	Unmod
Soltis, Dean	70780	09/27/16	SCD	Safety A	Unmod
Vorpagel, Victoria	73752	08/05/17	SR	Tier III	Unmod
Williams, Leandre	51190	08/13/17	SR	Safety A	Unmod
Woo, Edward	64052	09/01/17	SR	Tier III	Unmod

KEY:

Group
I = Tier I
II = Tier II
III = Tier III
S/A = Safety Tier A
S/C = Safety Tier C

Option
* = County Advance
Selected w/option

Type
NSP = Non-Specified
SCD = Service Connected Disability
SR = Service Retirement
NSCD = Non-Service Connected Disability

CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

BOARD OF RETIREMENT

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C.

Disability Retirement Applications: The Board's Hearing Officer is hereby authorized to issue subpoenas in the following cases involving disability applications:

<u>Name</u>	<u>Number</u>	<u>Filed</u>	<u>Type</u>
Purnell, Mark	D7830	09/28/17	SCD
Sumrall, Michael	69630	09/27/17	SCD

D.

Deaths:

<u>Name</u>	<u>Date of Death</u>	<u>Employer as of Date of Death</u>
Berger, Elizabeth	10/02/17	Contra Costa County
Barker, Marguerite	10/15/17	Contra Costa County
Durbin, Jenifer	09/29/17	Contra Costa County
Egan, Emmett	09/23/17	Contra Costa County
Garvin, Stanley	10/22/17	Contra Costa County
Gonsalves, Diane	06/21/17	Contra Costa County
Harrison, Robert	10/12/17	Contra Costa County
Hazelton, Eleanor	12/25/16	Beneficiary
McKenzie, Savannah	08/12/17	Contra Costa County
Porter-Chase, Mary	10/19/17	Beneficiary
Venturino, Opal	10/12/17	Beneficiary

KEY:

Group
 I = Tier I
 II = Tier II
 III = Tier III
 S/A = Safety Tier A
 S/C = Safety Tier C

Option
 * = County Advance
 Selected w/option

Type
 NSP = Non-Specified
 SCD = Service Connected Disability
 SR = Service Retirement
 NSCD = Non-Service Connected Disability

Meeting Date
11/8/17
Agenda Item
#4a.

CERTIFICATION OF MEMBERSHIPS

Name	Employee Number	Tier	Membership Date	Employer
Adams, Lesley M.	84653	P5.2	09/01/17	Contra Costa County
Agu, Benjamin O. U.	79900	P5.2	09/01/17	Contra Costa County
Aguilar, Hortencia	53172	III	09/01/17	Contra Costa County
Allen, Roger L.	85172	P5.2	09/01/17	Contra Costa County
Amon, Goldy Mae T.	85145	P5.2	09/01/17	Contra Costa County
Aranda Jr., Oscar	63249	S/A	09/01/17	Contra Costa County
Argueta, Leticia R.	66490	P5.2	09/01/17	Contra Costa County
Augustine, Freda	51041	III	09/01/17	Contra Costa County
Baguyo, Barnard R.	85155	P5.2	09/01/17	Contra Costa County
Baskin, Liane	9500	P5.3	09/01/17	Superior Courts
Bernardo, Teena Mariselle C.	85164	P5.2	09/01/17	Contra Costa County
Bishop, Colin G.	4980	I	09/01/17	CCCERA
Boykin, Ashanti	84714	P5.2	09/01/17	Contra Costa County
Boykin, Hailey	84715	P5.2	09/01/17	Contra Costa County
Buban, Maria C. T.	70466	III	09/01/17	Contra Costa County
Bueno, Michael B.	7830	S/D	09/01/17	San Ramon Valley Fire Protection District
Cain, Camille S.	85096	P5.2	09/01/17	Contra Costa County
Calderon, Jeffrey	85190	P5.2	09/01/17	Contra Costa County
Callejo-Johnson, Vilma J.B.	85114	P5.2	09/01/17	Contra Costa County
Carlson, Leah N.	85066	P5.2	09/01/17	Contra Costa County
Carrillo, Miriam C.	79799	P5.2	09/01/17	Contra Costa County
Carter, Marcus A.	84767	S/D	09/01/17	Contra Costa County
Castillo, Icela	81086	P5.2	09/01/17	Contra Costa County
Chaves Flores, Jose H.	85123	P5.2	09/01/17	Contra Costa County
Chaves, Hilda	85179	P5.2	09/01/17	Contra Costa County
Cheney, Shirley J.	85104	P5.2	09/01/17	Contra Costa County
Clauzel, Liam	7830	S/D	09/01/17	San Ramon Valley Fire Protection District
Correia, Sasia	66428	P5.2	09/01/17	Contra Costa County
Diaz, Adriana I.	66048	III	09/01/17	Contra Costa County
Dorton, Diane M.	61806	P5.2	09/01/17	Contra Costa County
Duggan, Michael P.	7830	S/D	09/01/17	San Ramon Valley Fire Protection District
Evans, Martin R.	77234	P5.2	09/01/17	Contra Costa County
Fallon, Francisco J.	84471	P5.2	09/01/17	Contra Costa County
Feldman, Celeste	85182	P5.2	09/01/17	Contra Costa County
Fulkerson, Taryn	9500	P5.3	09/01/17	Superior Courts
Fuller, Whitney A.	83964	S/D	09/01/17	Contra Costa County
Garcia Corado, Sofia S.	84693	P5.2	09/01/17	Contra Costa County
Garner, Joanna J.	83856	P5.2	09/01/17	Contra Costa County
Good, Casey R.	7830	S/D	09/01/17	San Ramon Valley Fire Protection District
Guzman, Lilia I.	85257	P5.2	09/01/17	Contra Costa County

Key:

I = Tier I	P4.2 = PEPRA Tier 4 (2% COLA)	S/A = Safety Tier A
II = Tier II	P4.3 = PEPRA Tier 4 (3% COLA)	S/C = Safety Tier C
III = Tier III	P5.2 = PEPRA Tier 5 (2% COLA)	S/D = Safety Tier D
	P5.3 = PEPRA Tier 5 (3% COLA)	S/E = Safety Tier E

CERTIFICATION OF MEMBERSHIPS

<i>Name</i>	<i>Employee Number</i>	<i>Tier</i>	<i>Membership Date</i>	<i>Employer</i>
Hardin, Tamra	85226	P5.2	09/01/17	Contra Costa County
Herendeen, Brett R.	7830	S/D	09/01/17	San Ramon Valley Fire Protection District
Hicks, Brandon Z.	7830	S/D	09/01/17	San Ramon Valley Fire Protection District
Hill, Barbara M.	81889	P5.2	09/01/17	Contra Costa County
Holmen, Leif T.	84666	P5.2	09/01/17	Contra Costa County
Insixiengmay, Kathy T.	85175	P5.2	09/01/17	Contra Costa County
Irwin, Charles	85060	P5.2	09/01/17	Contra Costa County
Issa, Mervat	81274	P5.2	09/01/17	Contra Costa County
Jaschek, Cecelia D.	85140	P5.2	09/01/17	Contra Costa County
Jennings, Diana K.	85192	P5.2	09/01/17	Contra Costa County
Jung, Judy L.	85250	P5.2	09/01/17	Contra Costa County
Kingsley, Stephanie N.	85148	P5.2	09/01/17	Contra Costa County
Kumar, Kelvin H.	85136	P5.2	09/01/17	Contra Costa County
Lamark-Singleton, Roberta A.	85249	P5.2	09/01/17	Contra Costa County
Laniohan, Ricky J.	7830	S/D	09/01/17	San Ramon Valley Fire Protection District
Lee, Hazel A.	85243	P5.2	09/01/17	Contra Costa County
Lopez, Daniel P.	85209	P5.2	09/01/17	Contra Costa County
Macedo, Paula A.	3301	P5.3	09/01/17	Contra Costa Mosquito & Vector Control District
Mai, My T.	75130	P5.2	09/01/17	Contra Costa County
Mantia, Timisha M.B.	85258	P5.2	09/01/17	Contra Costa County
Mariscal, Leticia C.	83159	P5.2	09/01/17	Contra Costa County
Maxwell, Justin C.	85122	P4	09/01/17	Contra Costa County Fire Protection
Melendres, Deborah L.	85165	P5.2	09/01/17	Contra Costa County
Mercer, Justin D.	3406	P4	09/01/17	Central Contra Costa Sanitary District
Merritt Armas, Nicole R.	85176	P5.2	09/01/17	Contra Costa County
Mickle, Sheryl K.	79751	P5.2	09/01/17	Contra Costa County
Morley, Michael D.	81689	S/E	09/01/17	Contra Costa County
Mozzetti, Victoria	67658	III	06/01/16	Contra Costa County
Muya, Herbert G.	79906	P5.2	09/01/17	Contra Costa County
Naranjo, Gustavo	9500	P5.3	09/01/17	Superior Courts
Navida, Ma Del Carmen T.	85171	P5.2	09/01/17	Contra Costa County
Nguyen, Kerri F.	77591	P5.2	09/01/17	Contra Costa County
Omiyale, Olajumoke	85139	P5.2	09/01/17	Contra Costa County
Overholser, Katherine M.	82469	P5.2	09/01/17	Contra Costa County
Palenchar, Kristen L.	85206	P5.2	09/01/17	Contra Costa County
Parkinen, Mitchel J.	72075	P5.2	09/01/17	Contra Costa County
Perea, Lorena M.	71306	III	09/01/17	Contra Costa County
Perez Mejia, Cecilia	85208	P4	09/01/17	First Five of Contra Costa
Polasek, Evan C.	85147	P5.2	09/01/17	Contra Costa County
Quinonez, Robert A.	75316	P5.2	09/01/17	Contra Costa County

Key:

I = Tier I	P4.2 = PEPRA Tier 4 (2% COLA)	S/A = Safety Tier A
II = Tier II	P4.3 = PEPRA Tier 4 (3% COLA)	S/C = Safety Tier C
III = Tier III	P5.2 = PEPRA Tier 5 (2% COLA)	S/D = Safety Tier D
	P5.3 = PEPRA Tier 5 (3% COLA)	S/E = Safety Tier E

CERTIFICATION OF MEMBERSHIPS

<i>Name</i>	<i>Employee Number</i>	<i>Tier</i>	<i>Membership Date</i>	<i>Employer</i>
Ramirez, Stephanie D.	82569	P5.2	09/01/17	Contra Costa County
Ricasata, Joanmarie C.	85157	P5.2	09/01/17	Contra Costa County
Riggs, Thenisha J.	84898	P5.2	09/01/17	Contra Costa County
Rios, Maria G.	68282	III	09/01/17	Contra Costa County
Robinson, Angela A.	76361	P5.2	09/01/17	Contra Costa County
Rubio, Livier	85225	P5.2	09/01/17	Contra Costa County
Salomon, Mariela	76908	P5.2	09/01/17	Contra Costa County
Sanchez, Jonathan N.	85138	P5.2	09/01/17	Contra Costa County
Santiago-Nederveld, Catania Del Consuelo	85178	P5.2	09/01/17	Contra Costa County
Santoyo, Rosa I.	84196	P5.2	09/01/17	Contra Costa County
Saucer, Latonya L.	51860	III	09/01/17	Contra Costa County
Sencion, Laura	85184	P5.2	09/01/17	Contra Costa County
Serrano, Dominique I.	85141	P5.2	09/01/17	Contra Costa County
Sevier, Yahaidy E.	77764	S/C	09/01/17	Contra Costa County
Smith, Shannon L.	81783	P5.2	09/01/17	Contra Costa County
Smith, Susan L.	85186	P5.2	09/01/17	Contra Costa County
Snow, Brian C.	85174	P5.2	09/01/17	Contra Costa County
Sorahan, Nancy S.	79211	P5.2	09/01/17	Contra Costa County
Sorokin, Jeffrey A.	85142	P5.2	09/01/17	Contra Costa County
Sousa, Eddie P.	83967	S/E	09/01/17	Contra Costa County
Speer, Cameron R.	80384	P5.2	09/01/17	Contra Costa County
Sukhu, Deepak P.	85137	P5.2	09/01/17	Contra Costa County
Surges, Julia M.	81042	P5.2	09/01/17	Contra Costa County
Sutherland, Michael T.	83977	S/E	09/01/17	Contra Costa County
Tatum, Chavone D.	85252	P5.2	09/01/17	Contra Costa County
Tawadros, Magda	81846	P5.2	09/01/17	Contra Costa County
Thomas, Eichelle L.	85205	P5.2	09/01/17	Contra Costa County
Thompson, Bobbie J.	66685	III	09/01/17	Contra Costa County
Wahba, Amal M.	83101	P5.2	09/01/17	Contra Costa County
Wayman, Sherrie M.	85166	P5.2	09/01/17	Contra Costa County
Webb, Candice M.	83681	P5.2	09/01/17	Contra Costa County
Webb, Darren R.	85177	P5.2	09/01/17	Contra Costa County
Wilcox, George C.	85121	P4	09/01/17	Contra Costa Fire Protection
Wingert, Lauren M.	85204	P5.2	09/01/17	Contra Costa County
Wingo, Tanya L.	84358	P5.2	09/01/17	Contra Costa County
Winter, Wendy A.	83379	P5.2	09/01/17	Contra Costa County
Wood, Emily E.	85090	P5.2	09/01/17	Contra Costa County
Young, Ebonie R.	85074	P5.2	09/01/17	Contra Costa County

Key:

I = Tier I	P4.2 = PEPRA Tier 4 (2% COLA)	S/A = Safety Tier A
II = Tier II	P4.3 = PEPRA Tier 4 (3% COLA)	S/C = Safety Tier C
III = Tier III	P5.2 = PEPRA Tier 5 (2% COLA)	S/D = Safety Tier D
	P5.3 = PEPRA Tier 5 (3% COLA)	S/E = Safety Tier E

TIER CHANGES

<i>Name</i>	<i>Employee Number</i>	<i>Old Tier</i>	<i>New Tier</i>	<i>Effective Date</i>	<i>Employer</i>	<i>Reason for Change</i>
Neilson, Jersey J.	84716	P5.2	III	08/01/17	Contra Costa County	Reciprocity: Age & Tier Change

Key:

I = Tier I	P4.2 = PEPRA Tier 4 (2% COLA)	S/A = Safety Tier A
II = Tier II	P4.3 = PEPRA Tier 4 (3% COLA)	S/C = Safety Tier C
III = Tier III	P5.2 = PEPRA Tier 5 (2% COLA)	S/D = Safety Tier D
	P5.3 = PEPRA Tier 5 (3% COLA)	S/E = Safety Tier E

Contra Costa County Employees' Retirement Association
Asset Allocation as of September 30, 2017

	Market Value	Percentage of Total Fund	Phase 2b Target Percentage	Phase 2b Over/(Under)	Long Term Target	Long Term Over/(Under)
Liquidity						
Insight	912,652,577	11.0%	12.6%	-1.6%		
Sit	492,220,084	5.9%	6.2%	-0.3%		
Dimensional Fund Advisors	446,571,058	5.4%	6.2%	-0.8%		
Total Liquidity	1,851,443,719	22.4%	25.0%	-2.6%	27.0%	-4.6%
		Range				
		16% - 28%				
Growth						
Domestic Equity						
Boston Partners	379,356,305	4.6%	4.5%	0.1%		
Jackson Square	388,754,424	4.7%	4.5%	0.2%		
BlackRock Index Fund	112,583,795	1.4%	1.3%	0.1%		
Emerald Advisors	268,058,074	3.2%	3.0%	0.2%		
Ceredex	248,362,054	3.0%	3.0%	0.0%		
Total Domestic Equity	1,397,114,652	16.9%	16.3%	0.6%	6.0%	10.9%
Global & International Equity						
Pyrford (BMO)	445,746,577	5.4%	5.2%	0.2%	6.0%	-0.6%
William Blair	472,379,327	5.7%	5.2%	0.5%	6.0%	-0.3%
JPMorgan Global Opportunities	219,748	0.0%	0.0%	0.0%		
First Eagle	354,801,009	4.3%	4.3%	-0.0%		
Artisan Global Opportunities	364,485,435	4.4%	4.3%	0.1%		
PIMCO/RAE Emerging Markets	346,965,219	4.2%	4.2%	-0.0%	5.0%	-0.8%
TT Emerging Markets	326,325,833	3.9%	4.2%	-0.3%	5.0%	-1.1%
Total Global & International Equity	2,310,923,148	27.9%	27.4%	0.5%	22.0%	5.9%
Private Equity						
Private Credit	831,626,000	10.0%	9.6%	0.4%	12.0%	-2.0%
Real Estate - Value Add	159,910,000	1.9%	2.4%	-0.5%	12.0%	-10.1%
Real Estate - Opportunistic & Distressed	161,870,000	2.0%	4.0%	-2.0%	4.0%	-2.0%
Real Estate - REIT (Adelante)	455,800,000	5.5%	4.0%	1.5%	4.0%	1.5%
High Yield (Allianz)	67,110,199	0.8%	1.0%	-0.2%	1.0%	-0.2%
Total Other Growth Assets	364,747,075	4.4%	4.3%	0.1%		
Total Other Growth Assets	2,041,063,274	24.7%	25.3%	-0.6%	33.0%	-8.3%
Total Growth Assets	5,749,101,074	69.4%	69.0%	0.4%	61.0%	8.4%
		Range				
		60% - 80%				
Risk Diversifying						
AFL-CIO	278,535,718	3.4%	3.5%	-0.1%	3.0%	0.4%
Diversifying Strategies (Wellington)	189,363,564	2.3%	2.5%	-0.2%	9.0%	-6.7%
Total Risk Diversifying	467,899,282	5.7%	6.0%	-0.3%	12.0%	-6.3%
		Range				
		0% - 10%				
Cash and Overlay						
Overlay (Parametric)	27,064,194	0.3%	0.0%	0.3%		
Cash	183,109,251	2.2%	0.0%	2.2%	0.0%	2.2%
Total Cash and Overlay	210,173,445	2.5%	0.0%	2.5%	0.0%	2.5%
Total Fund	8,278,617,520	100%	100%	0%	100%	0%

*Phase 2b targets and ranges reflect Phase 2b asset allocation targets accepted by the Board on July 12, 2017 (BOR Resolution 2017-6)

Private Market Investments
As of September 30, 2017

REAL ESTATE - Value Add										
Inception Date	Target Termination	# of Extension	Discretion by GP/LP	New Target Termination	Funding Commitment	Market Value	% of Total Asset	Outstanding Commitment		
10/22/03	04/30/11	3rd 1 YR	GP	4/30/2014	50,000,000	91,000	0.00%			
Invesco REF I										
05/30/07	12/31/15				85,000,000	457,000	0.01%			
Invesco REF II										
08/01/13	08/01/20				35,000,000	15,438,000	0.19%	11,634,000		
Invesco REF III										
12/01/14	12/01/21				35,000,000	21,788,000	0.26%	3,190,000		
Invesco REF IV										
09/30/07	12/30/15				75,000,000	2,465,000	0.03%			
Long Wharf FREG III										
08/14/13	09/30/21				25,000,000	19,253,000	0.23%			
Long Wharf FREG IV										
10/31/16	09/30/24				50,000,000	15,331,000	0.19%	33,355,000		
Long Wharf FREG V										
01/31/12	01/31/19				75,000,000	44,216,000	0.53%	3,946,000		
LaSalle Income & Growth Fund VI										
10/31/16	09/30/24				75,000,000	42,831,000	0.52%	32,234,000		
LaSalle Income & Growth Fund VII										
Outstanding Commitments					505,000,000	161,870,000	1.96%	84,359,000		
Total						84,359,000		246,229,000		

REAL ESTATE - Opportunistic & Distressed										
Inception Date	Target Termination	# of Extension	Discretion by GP/LP	New Target Termination	Funding Commitment	Market Value	% of Total Asset	Outstanding Commitment		
06/30/05	06/30/14	1st 2 YR	GP	6/30/2016	75,000,000	30,206,000	0.36%			
DLJ Real Estate Capital Partners, L.P. III										
12/31/07	09/30/16				100,000,000	87,039,000	1.05%			
DLJ Real Estate Capital Partners, L.P. IV										
07/31/13	12/31/22				75,000,000	33,017,000	0.40%	39,072,000		
DLJ Real Estate Capital Partners, L.P. V										
12/15/11	12/31/16				50,000,000	12,689,000	0.15%			
Oaktree Real Estate Opportunities Fund V										
09/30/13	09/30/20				80,000,000	64,131,000	0.77%	5,682,000		
Oaktree Real Estate Opportunities Fund VI										
02/28/15	02/28/23				65,000,000	3,145,000	0.04%	58,500,000		
Oaktree Real Estate Opportunities Fund VII										
12/31/11	12/31/16				75,000,000	50,819,000	0.61%	11,993,000		
Siguler Guff Distressed Real Estate Opp. Fund										
08/31/13	08/31/20				70,000,000	55,685,000	0.67%	24,867,000		
Siguler Guff Distressed Real Estate Opp. Fund II										
01/31/16	01/31/23				25,000,000	15,123,000	0.18%	10,567,000		
Siguler Guff Distressed Real Estate Opp. II Co-Inv										
11/10/13	11/10/20				20,000,000	21,913,000	0.26%	1,874,000		
Paulson Real Estate Fund II										
12/31/11	12/31/18				80,000,000	44,007,000	0.53%	18,145,000		
Angelo Gordon Realty Fund VIII										
10/10/14	10/10/22				65,000,000	38,026,000	0.46%	31,091,000		
Angelo Gordon Realty Fund IX										
Outstanding Commitments					780,000,000	455,800,000	5.51%	201,791,000		
Total						201,791,000		657,591,000		

PRIVATE CREDIT										
Inception Date	Target Termination	# of Extension	Discretion by GP/LP	New Target Termination	Funding Commitment	Market Value	% of Total Asset	Outstanding Commitment		
09/28/06	09/30/16				128,000,000	44,245,000	0.53%			
Torchlight Debt Opportunity Fund II										
09/30/08	09/30/16				75,000,000	8,499,000	0.10%			
Torchlight Debt Opportunity Fund III										
08/01/12	08/30/20				60,000,000	50,518,000	0.61%	37,500,000		
Torchlight Debt Opportunity Fund IV										
12/31/14	09/17/22				75,000,000	47,509,000	0.57%			
Torchlight Debt Opportunity Fund V										
09/10/15	09/10/20				16,500,000	9,139,000	0.11%			
Angelo Gordon Energy Credit Opportunities										
Outstanding Commitments					354,500,000	159,910,000	1.93%	37,500,000		
Total						37,500,000		197,410,000		

Private Market Investments
As of September 30, 2017

PRIVATE EQUITY	Inception Date	Target Termination	# of Extension	Discretion by GP/LP	New Target Termination	Funding Commitment	Market Value	% of Total Asset	Outstanding Commitment
Adams Street Partners	12/22/95	INDEFINITE				180,000,000	127,615,000	1.54%	76,257,000
Adams Street Secondary II	12/31/08	12/31/20				30,000,000	12,121,000	0.15%	12,637,000
Adams Street Secondary V	10/31/12	10/31/22				40,000,000	20,636,000	0.25%	17,340,000
Adams Street Venture Innovation Fund	03/09/16	03/09/28				75,000,000	3,413,000	0.04%	71,587,000
Bay Area Equity Fund	06/14/04	01/15/13	1st 2 YR	LP	1/15/2015	10,000,000	3,150,000	0.04%	
Bay Area Equity Fund II	2/29/09	12/31/17				10,000,000	8,667,000	0.10%	
Carpenter Community BancFund	01/31/08	01/31/16		LP	11/08/15	30,000,000	23,512,000	0.28%	
EIF USPF I	11/08/02	11/08/12	3rd 1YR			30,000,000	569,000	0.01%	
EIF USPF II	06/15/05	06/15/15				50,000,000	39,702,000	0.48%	
EIF USPF III	02/28/07	02/28/17				65,000,000	58,641,000	0.71%	
EIF USPF IV	06/28/10	06/28/20				50,000,000	49,775,000	0.60%	
Oaktree Private Investment Fund 2009	02/28/10	01/31/17				40,000,000	14,470,000	0.24%	
Ocean Avenue Fund II	06/11/14	05/31/24				30,000,000	21,926,000	0.26%	10,384,000
Ocean Avenue Fund III	06/11/14	05/31/24				50,000,000	10,000,000	0.07%	40,000,000
Paladin III	11/30/07	12/31/17				25,000,000	24,755,000	0.30%	
Pathway	11/09/98	05/31/21				125,000,000	29,409,000	0.36%	14,420,000
Pathway 2008	12/26/08	12/26/23				30,000,000	20,477,000	0.25%	6,019,000
Pathway 6	05/24/11	05/24/26				40,000,000	31,248,000	0.38%	11,999,000
Pathway 7	02/07/13	02/07/23				70,000,000	44,250,000	0.53%	25,050,000
Pathway 8	11/23/15	11/23/25				50,000,000	17,999,000	0.22%	35,576,000
Siguler Guff CCCERA Opportunities	06/03/14	05/31/25				200,000,000	130,230,000	1.57%	94,098,000
Siguler Guff Secondary Opportunities	12/31/16	12/31/26				50,000,000	9,396,000	0.11%	45,682,000
Real Assets									
Aether III & III Surplus	11/30/13	11/30/20				75,000,000	61,933,000	0.75%	16,755,000
Aether IV	01/01/16	01/01/28				50,000,000	15,551,000	0.19%	34,003,000
ARES EIF V	09/09/15	09/09/25				50,000,000	7,365,000	0.09%	38,561,000
Commonfund Capital Natural Resources IX	06/30/13	06/30/20				50,000,000	38,766,000	0.47%	14,625,000
Wastewater Opportunity Fund	12/31/15	11/30/22				25,000,000	6,050,000	0.07%	18,950,000
Outstanding Commitments						1,545,000,000	831,626,000	10.06%	583,943,000
Total							1,415,569,000		

Market value column is the latest ending quarter plus any additional capital calls after the ending quarter.

The Target Termination column is the beginning of liquidation of the fund, however, some funds may be extended for an additional two or three years.



Meeting Date
11/8/17
Agenda Item
#4f.

**Contra Costa County Employees' Retirement Association
Liquidity Report – September 2017**

September 2017 Performance

	Cash Flow	Coverage Ratio
Benefit Cash Flow Projected by Model	\$38,250,000	
Liquidity Sub-Portfolio Cash Flow	\$38,250,000	100%
Actual Benefits Paid	\$36,054,241	106%
<i>Next Month's Projected Benefit Payment</i>	<i>\$38,250,000</i>	

Monthly Manager Positioning - September 2017

	Beginning Market Value	Liquidity Program Cash Flow	Market Value Change/Other Activity	Ending Market Value
Sit	\$493,938,691	(\$750,000)	(\$968,607)	\$492,220,084
DFA	\$460,026,602	(\$12,500,000)	(\$955,544)	\$446,571,058
Insight	\$937,526,309	(\$25,000,000)	\$126,268	\$912,652,577
Liquidity Sub-Portfolio	\$1,891,491,602	(\$38,250,000)	(\$1,797,883)	\$1,851,443,719
Cash	\$161,104,802	\$2,195,759	\$20,063,003	\$183,363,564
Liquidity + Cash	\$2,052,596,404	(\$36,054,241)	\$18,265,120	\$2,034,807,283

Functional Roles

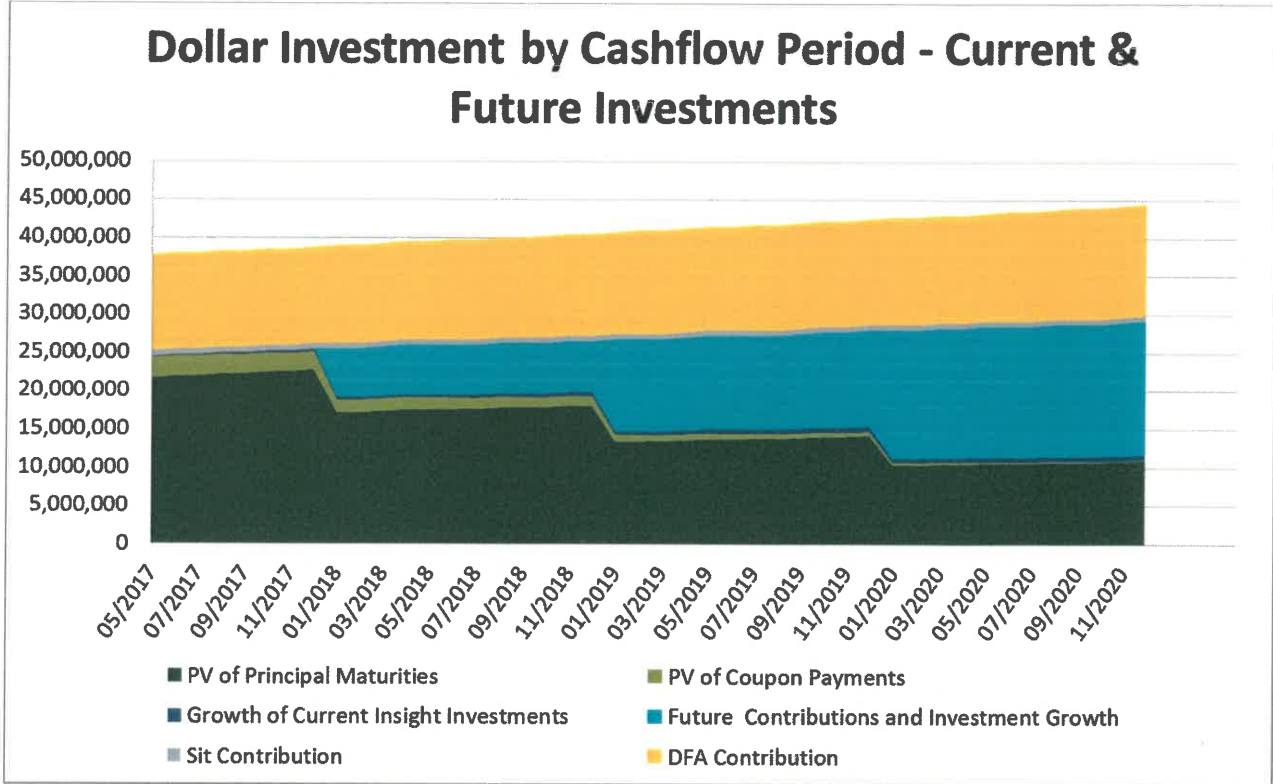
Manager	Portfolio Characteristics	Liquidity Contribution
Sit	High quality portfolio of small balance, government guaranteed mortgages with higher yields.	Pays out net income on monthly basis. We expect this income to rise somewhat in the upcoming year.
DFA	High quality, short duration portfolio of liquid, low volatility characteristics.	Pays out a pre-determined monthly amount. DFA sources liquidity from across their portfolio.
Insight	Buy and maintain (limited trading) portfolio of high quality, short duration, primarily corporates.	Completion portfolio makes a payment through net income and bond maturities that bridges the gap between other managers and projected payment.
Cash	STIF account at custodial bank.	Buffer in the event of any Liquidity shortfall/excess.

Notes

The ninth monthly cash flow from the liquidity program was completed on September 22, 2017 and covered more than the actual benefit payments. The excess cash flow of approximately \$2.2 million was larger than what was observed in August. We continue to monitor the coverage ratio.

Cash Flow Structure

The chart below shows the sources of cash flow for the next several years of CCCERA’s projected benefit payments. This table will change slightly as the model is tweaked and as the portfolios receive new rounds of funding each July as part of the Annual Funding Plan.





Meeting Date
11/8/17
Agenda Item
#7

MEMORANDUM

Date: November 8, 2017
To: CCCERA Board of Retirement
From: Christina Dunn, Deputy Chief Executive Officer
Tim Hoppe, Retirement Services Manager
Subject: Consider and take possible action to Determine whether the Health Insurance Opt-Out Pay Differential Received by James Colon is a Compensation Enhancement

Background

On September 25, 2013 the San Ramon Valley Fire Protection District (SRVFPD) Board of Directors approved an Employee Health Insurance Opt-Out Plan. The Employee Health Insurance Opt-Out Plan offers eligible employees a \$300 per month cash payment for declining District provided medical coverage. To be eligible for the option, the employee must have medical insurance coverage provided by another source (i.e. spouse, parent).

In October 2013, the District contacted CCCERA regarding advice on the pensionability of the \$300 monthly payment. CCCERA responded as follows:

1. For PEPRA Members: this item is excluded from Pensionable Compensation, since it is in excess of base pay. On September 4, 2013, after consideration and analysis of all pay items beyond base pay, the CCCERA Board determined that no pay items beyond base pay will be used in the calculation of the retirement benefit for members covered by the PEPRA benefit formulas, and that all employers should continue to report to CCCERA as pensionable, and collect contributions on, base pay only. Additionally, PEPRA specifically excludes from pensionable compensation cash payments in lieu of previously provided in-kind benefits. (Government Code Section 7522.34(c)(2))
2. For Classic/Legacy Members (i.e. pre-PEPRA tiers): this item is included in Compensation Earnable under CCCERA's current compensation policy. However, CCCERA's determination as to included pay items for legacy members is without prejudice to its rights under law to determine at any time that any included pay item or any portion thereof should be excluded from the member's retirement compensable salary for reasons including, but not limited to, that it was paid to enhance the member's retirement benefit. (Government Code Section 31461(b)(1))

From February 1, 1996 until December 31, 2015, Mr. Colon was enrolled in medical coverage with the SRVFPD. In 2013, when the Health Insurance Opt-Out Pay Differential became available, Mr. Colon did not choose to opt out of coverage. Mr. Colon completed a Medical Insurance Coverage Waiver Form in October 2015, effective January 1, 2016 (Attachment D). Mr. Colon provided documentation that he was enrolling in his spouse's health insurance effective January 1, 2016 and began receiving the Health Insurance Opt-Out Pay Differential of \$300 per month. He renewed this election in 2016 for 2017. At the time of his retirement, Mr. Colon enrolled in the Districts retiree medical plan.

On March 16, 2017, James Colon submitted a Retirement Application with a March 30, 2017 retirement date. In processing Mr. Colon's application it was identified that he had received Health Insurance Opt-Out Pay Differential for the period of January 2016 to March 2017 (15 months prior to retirement). Based on the limited period of time that Mr. Colon participated in this program before his retirement, and information CCCERA had received from the SRVFPD at that time, CCCERA made the initial assessment that Mr. Colon's Health Insurance Opt-Out Pay Differential is an enhancement and should be excluded under the Contra Costa County Employees' Retirement Association Board of Retirement Policy Regarding Assessment and Determination of Compensation Enhancements (Attachment E).

Section I of that policy states:

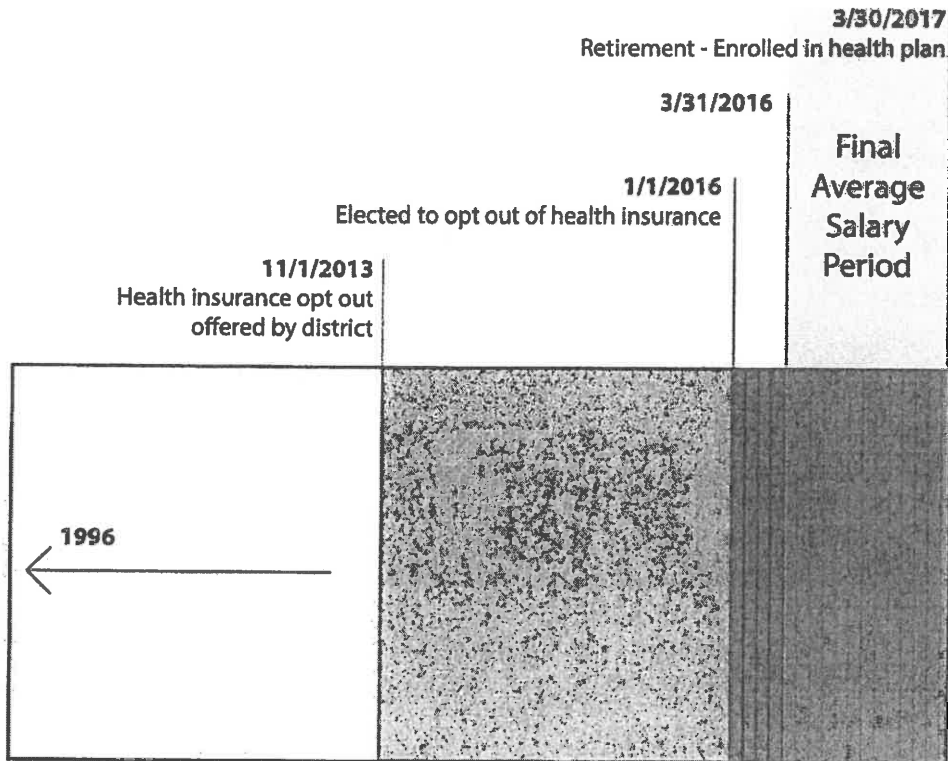
With respect to all retirement applications with an effective date of retirement on or after January 1, 2013, the Board directs CCCERA staff to review all compensation included within the calculation of the member's final compensation within the meaning of California Government Code Sections 7522.32, 7522.34, 31461, 31662, 31462.1, 31462.11, and 31462.2, as applicable, for the purpose of making an initial assessment as to whether any item of compensation included in final compensation was paid to enhance a member's retirement benefit.

Any compensation determined by the CCCERA Board to have been paid to enhance a member's retirement benefit is excluded from "compensation earnable" under the law and Board policy. (Government Code Section 31461(b)(1) and Section III. E. of the Policy On Determining "Compensation Earnable" Under Assembly Bill 197 For Purposes of Calculating Retirement Benefits For "Legacy" (Pre-PEPRA) Members (Attachment F). Particularly relevant here, the law allows such exclusion to apply to: "Compensation that had previously been provided in kind to the member by the employer or paid directly by the employer to a third party other than the retirement system for the benefit of the member, and which was converted to and received by the member in the form of a cash payment in the final average salary period." (Section 31461(b)(1)(a).)

Based on the information and facts provided it appears that the member may have improperly increased his pay at the end of his career which increases his retirement allowance, Mr. Colon and the SRVFPD were notified of CCCERA's initial assessment that the Health Insurance Opt-Out pay he received was considered a compensation enhancement on August 4, 2017

(Attachment A) and it would be excluded in the calculation of his final average salary. Under CERL, Government Code Section 31539, the improperly increased compensation may be excluded from the pension calculation. Mr. Colon and the SRVFPD were provided the opportunity to provide information for CCCERA to consider that may support the inclusion of his Health Insurance Opt-Out Pay Differential as pensionable compensation. The Benefits Communication Network provided a response on Mr. Colon's behalf (Attachment C). The SRVFPD provided a response outlining the timing of Mr. Colon's benefit elections (Attachment B).

Below is a timeline of the Health Insurance Opt-Out Pay Differential Mr. Colon received in relation to Mr. Colon's final average salary period and health plan elections:



Impact on CCCERA

Mr. Colon's election to receive the Health Insurance Opt-Out Pay Differential at the end of his career appears to be an enhancement of his retirement benefit. When a member's compensation increases, the employee and employer contributions to CCCERA also increase. The increase in contributions, however, does not cover the increased cost of the retirement allowance. The increase in contributions, in this case, is only for 15 months, but the retirement allowance is based on the increased compensation multiplied by more than 30 years of service.

The amount of the Health Insurance Opt-Out Pay Differential the member received was \$300 per month or \$3,600 for the 12 month final average salary period. Mr. Colon's calculated lifetime service retirement benefit, excluding the Health Insurance Opt-Out Pay Differential, is \$11,853.28 per month. If \$3,600 (\$300 per month for 12 months) of the compensation received for the Health Insurance Opt-Out Pay Differential is included, Mr. Colon's calculated lifetime service retirement benefit would be \$12,121.95 per month (\$268.67 more per month). The additional \$268.67 per month for the life of the member has not been fully funded through contributions received from the member and employer, therefore an Unfunded Actuarial Accrued Liability would be paid with interest over an 18 year period by the District.

Recommendation

Consider and take possible action to determine whether the Health Insurance Opt-Out Pay Differential received by James Colon is a compensation enhancement and should be excluded from his final average salary, as authorized under Government Code Sections 31461(b)(1) and 31539.

Attachment A

CONTRA
COSTA
COUNTY
CCCERA
Employees' Retirement Association

August 4, 2017

COPY

James Colon


Dear Mr. Colon:

This letter is to inform you of CCCERA's initial assessment regarding the inclusion or exclusion of your opt-out medical pay (Pay code "MOO") in your retirement pension calculation. Based on the information CCCERA has received and reviewed, your opt-out medical pay is currently not considered "compensation earnable" under the Contra Costa County Employees' Retirement Association Board of Retirement Policy On Determining "Compensation Earnable" Under Assembly Bill 197 For Purposes Of Calculating Retirement Benefits For "Legacy" (Pre-PEPRA) Members.

Section III. E. of that policy states:

Applicable Law: "Compensation earnable" does not include, in any case, the following:

Any compensation determined by the board to have been paid to enhance a member's retirement benefit under that system. That compensation may include:

(A) Compensation that had previously been provided in kind to the member by the employer or paid directly by the employer to a third party other than the retirement system for the benefit of the member, and which was converted to and received by the member in the form of a cash payment in the final average salary period.

(G.C. § 31461(b)(1).)

Attachment A of the policy states that "Compensation earnable" ordinary excludes:

The monetary value of advantages received in kind, such as... employer payments to third-party insurers.

Our records indicate that the San Ramon Valley Fire Protection District approved the Employee Health Insurance Opt-Out Plan on September 25, 2013, and that you elected to participate in the program effective January 1, 2016 and retired fifteen months later on March 30, 2017.

August 4, 2017
Mr. James Colon
Page 2

If you and/or your employer have information for CCCERA to consider that supports the inclusion of opt-out medical pay in your retirement benefit, please provide it to CCCERA by August 23, 2017.

If you have any additional questions, please contact me.

Sincerely,



Tim Hoppe
Retirement Services Manager

C: Natalie Korthamar, SRVFPD

Enclosures

1

Attachment B



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

October 17, 2017

Mr. Tim Hoppe
Retirement Services Manager
Contra Costa County Employees' Retirement Association
1355 Willow Way, Suite 221
Concord, CA 94520

Re: Mr. Jim Colon

Tim:

Per your request, below is the information related to Mr. Colon's health enrollment changes:

1/1/96 – Mr. Colon's original enrollment in the District's medical benefit

1/1/13 – Open Enrollment change

1/1/15 – Open Enrollment change

1/1/16 – Mr. Colon opted-out of the District's medical benefit

1/1/17 – Re-elected to opt-out

4/1/17 – Enrolled in the retiree medical benefit

Attached please find emails that were sent to all employees about the medical insurance opt-out program.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Natalie Korthamar Wong".

Natalie Korthamar Wong
Human Resources Director

Martyn, Sonia

From: Martyn, Sonia
Sent: Thursday, October 03, 2013 3:24 PM
To: *ALL
Subject: District Medical Opt Out Plan
Attachments: Opt Out Plan Overview.pdf; Medical Insurance Waiver Option Form.pdf

Good Afternoon --

The District has instituted a medical coverage Opt Out Plan. If you are interested in participating, please take a moment to read the attached plan information, then fill out and return the waiver form to Human Resources by the open enrollment deadline of October 11, 2013, 5:00 p.m.

If you have any questions, feel free to contact either Mike Mohun or me.

Thank you.

Sonia

Sonia Martyn
Human Resources
San Ramon Valley Fire Protection District
(925) 838-6627
(925) 406-0843 (e-Fax)

"One Team, One Mission."



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Employee Health Insurance Opt-Out Plan

The Opt-Out policy for the San Ramon Valley Fire Protection District ("District") is for employees eligible to be enrolled in the Health Benefits Plan under the Public Employees' Medical and Hospital Care Act.

This Opt-Out plan is only available for employees who can provide evidence of coverage under another plan.

An employee may Opt-Out of benefits coverage if they are already covered elsewhere (i.e. under a spouse's or parent's health care plan) under the provisions noted below. The District will reimburse the employee the amount listed below each month through payroll for completely opting out (self coverage plus dependent coverage if applicable) of the Health Benefits Plan under the Public Employees' Medical and Hospital Care Act. In order for employees to participate in the Opt-Out reimbursement plan, employees must annually show proof of coverage for themselves and/or dependents.

The monthly Opt-Out payment effective July 1, 2013 is \$300 per month.

Making false statements about satisfying eligibility criteria, proof of coverage of dependent health care, failing to notify the District of loss of eligibility or loss of coverage elsewhere, and not providing documentation when requested will lead to de-enrollment and possible action to recover amounts paid during the period of ineligibility via payroll deduction.

If at any time during the plan year, the employee loses coverage for themselves or dependants under another plan, the employee shall notify the District within 15 business days. The employee may be required to provide proper documentation to enroll themselves and/or dependant(s) in the District health plans. The District's insurance providers may also require proof of lost coverage.

The choice to opt-out of District medical coverage is an annual election. If an employee chooses to re-enroll into the District's medical insurance plan, they may do so during any annual Open Enrollment period – effective the following January 1.

By signing the *Medical Insurance Coverage Waiver Form*, the employee agrees to the terms and provisions of this Opt-Out policy.



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

MEDICAL INSURANCE COVERAGE WAIVER FORM

Please read and initial all:

- I am currently covered by an alternate medical insurance plan. I would like to waive my District medical insurance benefit and receive \$300 per month in lieu of the District medical insurance benefit.
- I have attached proof of my alternate medical insurance coverage.
- I understand that if I lose my alternate medical insurance coverage, I must notify the District Administrative Services Department within 15 business days.
- I understand that if I lose my alternate medical insurance coverage, I am no longer eligible to receive the \$300 per month benefit; and that if I receive the \$300 per month benefit during any month that I do not have alternate medical insurance coverage I will be held responsible for reimbursing the District for the amount of benefit I received during that time. I understand and agree that reimbursement would be via payroll deduction.
- I understand that if I lose my alternate medical insurance coverage, mid-year, I may qualify to re-enroll into the District's medical insurance plan. I further understand that re-enrolling outside the annual Open Enrollment period must be approved by PERS as a "qualifying event".
- I understand that if I choose to re-enroll into the District's medical insurance plan, I can do so during any annual Open Enrollment period – effective the following January 1.
- I understand that if I retire from the District while participating in the medical insurance waiver option, I can enroll back into the District's retiree medical insurance coverage so long as I retired from the District within 120 days of my last day of work with the District; and that after retirement I can re-enroll into the District's medical insurance plan during any future, annual Open Enrollment period or if I should experience a qualifying event (i.e., loss of other coverage). I further understand that after retirement I am no longer eligible for the \$300 per month benefit.

Employee Name (print): _____ Date: _____

Employee Signature: _____

HR Approval: _____ Date: _____

Finance Approval: _____ Date: _____

Effective date: _____ First Date of Reimbursement: _____

Martyn, Sonia

From: Martyn, Sonia
Sent: Friday, September 12, 2014 11:58 AM
To: *ALL
Subject: District Medical Opt Out Plan
Attachments: Opt Out Plan Overview.pdf; Medical Insurance Waiver Option Form Sept2014.pdf

Good Morning –

In conjunction with the annual medical open enrollment period, the District is once again offering employees the opportunity to participate in the medical coverage Opt Out Plan. If you are interested in participating, please take a moment to read the attached plan information, then fill out and return the waiver form to Human Resources by the open enrollment deadline of October 10, 2014, 5:00 p.m.

For those of you currently participating in the Opt Out Plan, if you would like to continue your participation, you will be required to fill out and return the attached waiver form for the 2015 plan year. Please return the completed waiver form and proof of alternate medical insurance coverage to Human Resources by the open enrollment deadline of October 10, 2014, 5:00 p.m.

Thank you.

Sonia

Sonia Martyn
Human Resources
San Ramon Valley Fire Protection District
(925) 838-6627
(925) 406-0843 (e-Fax)

"One Team, One Mission."



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road, San Ramon, CA 94583

Phone (925) 838-6600 | Fax (925) 838-6629

www.firedepartment.org | info@firedepartment.org

Employee Health Insurance Opt-Out Plan

The Opt-Out policy for the San Ramon Valley Fire Protection District ("District") is for employees eligible to be enrolled in the Health Benefits Plan under the Public Employees' Medical and Hospital Care Act.

This Opt-Out plan is only available for employees who can provide evidence of coverage under another plan.

An employee may Opt-Out of benefits coverage if they are already covered elsewhere (i.e. under a spouse's or parent's health care plan) under the provisions noted below. The District will reimburse the employee the amount listed below each month through payroll for completely opting out (self coverage plus dependent coverage if applicable) of the Health Benefits Plan under the Public Employees' Medical and Hospital Care Act. In order for employees to participate in the Opt-Out reimbursement plan, employees must annually show proof of coverage for themselves and/or dependents.

The monthly Opt-Out payment amount is \$300 per month. Opt-Out payments will commence the month following receipt of the *Medical Insurance Coverage Waiver Form* and termination of health benefits through the District.

Making false statements about satisfying eligibility criteria, proof of coverage of dependent health care, failing to notify the District of loss of eligibility or loss of coverage elsewhere, and not providing documentation when requested will lead to de-enrollment and possible action to recover amounts paid during the period of ineligibility via payroll deduction.

If at any time during the plan year, the employee loses coverage for themselves or dependants under another plan, the employee shall notify the District within 15 business days. The employee may be required to provide proper documentation to enroll themselves and/or dependant(s) in the District health plans. The District's Insurance providers may also require proof of lost coverage.

The choice to opt-out of District medical coverage is an annual election. If an employee chooses to re-enroll into the District's medical insurance plan, they may do so during any annual Open Enrollment period – effective the following January 1.

By signing the *Medical Insurance Coverage Waiver Form*, the employee agrees to the terms and provisions of this Opt-Out policy.



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MEDICAL INSURANCE COVERAGE WAIVER FORM

Please read and initial all:

- I am currently covered by an alternate medical insurance plan. I would like to waive my District medical insurance benefit and receive \$300 per month in lieu of the District medical insurance benefit.
- I have attached proof of my alternate medical insurance coverage.
- I understand that if I lose my alternate medical insurance coverage, I must notify the District Administrative Services Department within 15 business days.
- I understand that if I lose my alternate medical insurance coverage, I am no longer eligible to receive the \$300 per month benefit; and that if I receive the \$300 per month benefit during any month that I do not have alternate medical insurance coverage I will be held responsible for reimbursing the District for the amount of benefit I received during that time. I understand and agree that reimbursement would be via payroll deduction.
- I understand that if I lose my alternate medical insurance coverage, mid-year, I may qualify to re-enroll into the District's medical insurance plan. I further understand that re-enrolling outside the annual Open Enrollment period must be approved by PERS as a "qualifying event".
- I understand that if I choose to re-enroll into the District's medical insurance plan, I can do so during any annual Open Enrollment period – effective the following January 1.
- I understand that if I retire from the District while participating in the medical insurance waiver option, I can enroll back into the District's retiree medical insurance coverage so long as I retired from the District within 120 days of my last day of work with the District; and that after retirement I can re-enroll into the District's medical insurance plan during any future, annual Open Enrollment period or if I should experience a qualifying event (i.e., loss of other coverage).

Employee Name (print): _____ Date: _____

Employee Signature: _____

HR Approval: _____ Date: _____

Finance Approval: _____ Date: _____

Effective date: _____ First Date of Reimbursement: _____

Martyn, Sonia

From: Martyn, Sonia
Sent: Tuesday, September 15, 2015 3:45 PM
To: *ALL
Subject: District Medical Opt Out Plan
Attachments: Opt Out Plan Overview.pdf; Medical Insurance Waiver Option Form.pdf

Good Afternoon –

For those of you who have been considering participating in the District's Medical Opt Out Plan, please take a moment to read the attached plan information, then fill out and return the waiver form to Human Resources by the open enrollment deadline of October 9, 2016, 5:00 p.m.

If you have any questions, please feel free to contact either Marge or I.

Thank you.

Sonia

Sonia Martyn
Human Resources
San Ramon Valley Fire Protection District
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The monthly Opt-Out payment effective July 1, 2013 is \$300 per month.

Making false statements about satisfying eligibility criteria, proof of coverage of dependent health care, failing to notify the District of loss of eligibility or loss of coverage elsewhere, and not providing documentation when requested will lead to de-enrollment and possible action to recover amounts paid during the period of ineligibility via payroll deduction.

If at any time during the plan year, the employee loses coverage for themselves or dependants under another plan, the employee shall notify the District within 15 business days. The employee may be required to provide proper documentation to enroll themselves and/or dependant(s) in the District health plans. The District's insurance providers may also require proof of lost coverage.

The choice to opt-out of District medical coverage is an annual election. If an employee chooses to re-enroll into the District's medical insurance plan, they may do so during any annual Open Enrollment period – effective the following January 1.

By signing the *Medical Insurance Coverage Waiver Form*, the employee agrees to the terms and provisions of this Opt-Out policy.



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MEDICAL INSURANCE COVERAGE WAIVER FORM

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- I understand that if I lose my alternate medical insurance coverage, I am no longer eligible to receive the \$300 per month benefit; and that if I receive the \$300 per month benefit during any month that I do not have alternate medical insurance coverage I will be held responsible for reimbursing the District for the amount of benefit I received during that time. I understand and agree that reimbursement would be via payroll deduction.
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Employee Name (print): _____ Date: _____

Employee Signature: _____

HR Approval: _____ Date: _____

Finance Approval: _____ Date: _____

Effective date: _____ First Date of Reimbursement: _____

Korthamar, Natalie

From: Reed, Marge
Sent: Monday, September 12, 2016 10:18 AM
To: *ALL
Subject: District Medical Opt Out Plan - Active Employees
Attachments: Opt Out Plan Overview.pdf; Medical Insurance Waiver Option Form ACTIVE 2017.pdf

Good Morning –

For those of you who have been considering participating in the District's Medical Opt Out Plan, please take a moment to read the attached plan information, then fill out and return the waiver form to Human Resources by the open enrollment deadline of October 7, 2016, 5:00 p.m.

For those currently participating in the District's Medical Opt Out Plan, you must reaffirm your continued participation each year. Please complete and return the attached waiver form to Human Resources by the open enrollment deadline of October 7, 2016, 5:00 p.m. In addition, you will be required to also submit proof of current valid alternate medical insurance coverage (copy of your medical insurance card). If you will not have proof of other insurance until after open enrollment, please send a copy of proof by 1/1/2017.

If you would like to opt back into District sponsored medical coverage, please submit a CalPERS medical open enrollment form to Human Resources by the October 7th deadline.

If you have any questions, please feel free to contact Sonia or Marge.

Thank you.

Marge

Marge Reed
San Ramon Valley Fire Protection District
Human Resources
(925) 838-6679
(925) 886-8465 (fax)



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Employee Health Insurance Opt-Out Plan

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The monthly Opt-Out payment amount is \$300 per month. Opt-Out payments will commence the month following receipt of the *Medical Insurance Coverage Waiver Form* and termination of health benefits through the District.

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If at any time during the plan year, the employee loses coverage for themselves or dependants under another plan, the employee shall notify the District within 15 business days. The employee may be required to provide proper documentation to enroll themselves and/or dependant(s) in the District health plans. The District's insurance providers may also require proof of lost coverage.

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By signing the *Medical Insurance Coverage Waiver Form*, the employee agrees to the terms and provisions of this Opt-Out policy.



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MEDICAL INSURANCE COVERAGE WAIVER FORM

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- I understand that if I retire from the District while participating in the medical insurance waiver option, I can enroll back into the District's retiree medical insurance coverage so long as I retired from the District within 120 days of my last day of work with the District; and that after retirement I can re-enroll into the District's medical insurance plan during any future, annual Open Enrollment period or if I should experience a qualifying event (i.e., loss of other coverage).

Employee Name (print): _____ Date: _____

Employee Signature: _____

HR Approval: _____ Date: _____

Finance Approval: _____ Date: _____

Effective date: 01/01/2017 First Date of Reimbursement: _____

Attachment C -
Confidential

Attachment D -
Confidential

Attachment E

CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

**POLICY REGARDING ASSESSMENT AND DETERMINATION OF
COMPENSATION ENHANCEMENTS**

PURPOSE:

The CCCERA Board of Retirement is required to establish a procedure for assessing and determining whether an element of compensation was paid to enhance a CCCERA member's benefit. (Government Code Section 31542, eff. January 1, 2013.) In keeping with this requirement, the Retirement Board has set forth the following procedure.

LEGAL AUTHORITY:

Government Code Section 31542 provides:

(a) The board shall establish a procedure for assessing and determining whether an element of compensation was paid to enhance a member's retirement benefit. If the board determines that compensation was paid to enhance a member's benefit, the member or the employer may present evidence that the compensation was not paid for that purpose. Upon receipt of sufficient evidence to the contrary, a board may reverse its determination that compensation was paid to enhance a member's retirement benefits.

(b) Upon a final determination by the board that compensation was paid to enhance a member's retirement benefit, the board shall provide notice of that determination to the member and employer. The member or employer may obtain judicial review of the board's action by filing a petition for writ of mandate within 30 days of the mailing of that notice.

(c) Compensation that a member was entitled to receive pursuant to a collective bargaining agreement that was subsequently deferred or otherwise modified as a result of a negotiated amendment of that agreement shall be considered compensation earnable and shall not be deemed to have been paid to enhance a member's retirement benefit.

POLICY:

The following policies and procedures shall be effective as to the assessment and determination of whether an element of compensation was paid to enhance a member's retirement benefit.

I. STAFF REVIEW AND ASSESSMENT

With respect to all retirement applications with an effective date of retirement on or after January 1, 2013, the Board directs CCCERA staff to review all compensation included within the calculation of the member's final compensation within the meaning of California Government Code Sections 7522.32, 7522.34, 31461, 31462, 31462.1, 31462.11, and 31462.2, as applicable, for the purpose of making an initial assessment as to whether any item of compensation included in final compensation was paid to enhance a member's retirement benefit. In conducting such review and making such initial assessment, staff shall consider:

- a. Whether the item of compensation was earned within the period during which final compensation is to be calculated;
- b. Whether the compensation exceeds a members' base pay, and if so, whether the earnings codes reported are retirement compensable;
- c. Any other factors that cause staff to believe that an item of compensation included in final compensation was paid to enhance a member's retirement benefit; and
- d. Information and explanation provided by the member and the employer in response to CCCERA's request as to the facts and circumstances concerning an item of compensation that staff believes may have been paid to enhance the member's retirement benefit.

A member and the employer shall be given no less than 15 days to respond to such a written request. Staff may conduct such written and oral follow-up communication as staff believes is appropriate in the exercise of reasonable diligence.

II. PREPARATION OF WRITTEN ADMINISTRATIVE RECOMMENDATION AND BOARD ACTION

- a. If after conducting the initial assessment described above, CCCERA staff believes that an item of compensation was paid to enhance a member's retirement benefit, staff shall prepare a written report to the Board of Retirement making an administrative recommendation to the Board that any item not be included in the calculation of the member's retirement benefit. The report shall contain a description of the reasons for staff's recommendation, including the specific facts and circumstances supporting staff's recommendation.
- b. The report shall be noticed and agendized for a regular meeting of the Board, at which time the Board will act upon staff's administrative recommendation. Before the Board acts, CCCERA, the member, and the employer shall be given an opportunity to be heard by the Board.

- c. Written notice of the Board meeting and a copy of staff's report shall be provided to the member and the employer no later than 10 days before the recommendation is presented to the Board for action.
- d. At the meeting, the Board will make a decision as to whether the item of compensation was paid to enhance the member's retirement benefit.
- e. CCCERA will provide the member and the employer written notice of the Board's decision within 5 days, which will inform the member and the employer of their right to seek judicial review of the Board's action by filing a petition for writ of mandate within 30 days after the mailing of that notice.
- f. If the Board finds the item of compensation should be included, staff will adjust the member's benefit to include said item, retroactive to the effective date of retirement.
- g. If the payment of the member's benefit would be delayed by seeking resolution through the administrative processes set forth herein, CCCERA may process the benefit excluding the compensation in question. If it is later determined the compensation should be included, CCCERA will adjust the benefit retroactive to the effective retirement date.

REVIEW

This policy shall be reviewed by the Board at least every three (3) years and may be amended at any time.

HISTORY

Adopted: November 1, 2012 Adopted
Amended: March 8, 2017

Attachment F

CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT

POLICY ON DETERMINING "COMPENSATION EARNABLE"
UNDER ASSEMBLY BILL 197
FOR PURPOSES OF CALCULATING RETIREMENT BENEFITS
FOR "LEGACY" (PRE-PEPRA) MEMBERS

Adopted: 9/10/2014

I. INTRODUCTION

In 1997, the California Supreme Court held that "compensation earnable" used to determine a retiring member's retirement allowance ordinarily includes all cash payments received for services performed, with the exception of overtime pay. *Ventura Deputy Sheriffs' Assn. v. Board of Retirement*, 16 Cal.4th 483 (1997). In 2012, the California Legislature enacted and the Governor signed into law Assembly Bill 197, which changed the way the Board of Retirement must calculate "compensation earnable". The effective date of AB 197 was January 1, 2013, but that date was postponed until July 12, 2014 by an order of the Contra Costa County Superior Court.¹ AB 197 applies to the calculation of benefits for all active or deferred employees who first became CCCERA members before January 1, 2013 ("Legacy Members.") AB 197 does not apply to "New Members," generally those who became members of CCCERA for the first time on or after January 1, 2013. The retirement allowances of "New Members" will be calculated under the provisions of the California Public Employees' Pension Reform Act of 2013 ("PEPRA.")

On May 12, 2014, the Contra Costa County Superior Court issued a final Judgment and Writ interpreting AB 197 and concluding that it was consistent with prior law. The Court's Statement of Decision supporting the Judgment concluded that several of CCCERA's prior practices were not consistent with applicable law — primarily with reference to the inclusion of leave sell-backs and cash-outs for time not both earned and payable annually during the one- or three-year final average salary ("FAS") period. Although the litigation is now on appeal, the Judgment and Writ have not been stayed, and CCCERA is legally bound to apply them to all retirements occurring on or after July 12, 2014.

AB 197 and the Judgment and Writ changed the way CCCERA is obligated to calculate Legacy Members' retirement allowances, primarily by requiring CCCERA to exclude certain elements of compensation that previously were treated as "compensation earnable" if earned or received during the FAS period. AB 197 provides that these exclusions from "compensation earnable" are intended to be consistent with and not in conflict with the holdings in *Salus v. San Diego County Employees Retirement Association*, 117 Cal.App.4th 734 (2004) and *In re Retirement Cases*, 110 Cal.App.4th 426 (2003). (Gov. Code § 31461(c).) These two appellate court decisions held as follows: (1) Compensation that may only be received at termination and never

¹ *Contra Costa County Deputy Sheriffs Association, et al., v. CCCERA, et al.*, Contra Costa County Superior Court, Case No. N12-1870.

during service must be excluded from "compensation earnable"; and (2) Amounts received at the end of a career that "distort" the notion of "average annual compensation" must also be excluded. The Legislature intended that the Board's implementation of AB 197 be guided by these two principles, and the CCCERA Board intends to follow these principles in implementing the requirements of AB 197.

II. PURPOSE

The purpose of this Policy is to set forth what elements of pay constitute "compensation earnable" for Legacy Members under AB 197 and the Superior Court's Final Judgment and Writ.

III. POLICY

This Policy identifies what elements of compensation are now considered "compensation earnable" during the FAS period and sets forth the policies and practices CCCERA intends to follow in implementing the new law. A list of general pay items that are included in, and excluded from, "compensation earnable" by CCCERA effective on and after July 12, 2014 is attached hereto as Attachment A.

Where an item of remuneration is not excluded categorically from "compensation earnable," CCCERA's participating employers will need to collect and pay both employer and employee contributions on such amounts, if and when paid during service.

A. "Compensation Earnable" Is the Average Annual Compensation For the Period Under Consideration.

Applicable Law: *"Compensation earnable" by a member means the average compensation as determined by the board, for the period under consideration upon the basis of the average number of days ordinarily worked by persons in the same grade or class of positions during the period, and at the same rate of pay. The computation for any absence shall be based on the compensation of the position held by the member at the beginning of the absence. Compensation, as defined in Section 31460, that has been deferred shall be deemed "compensation earnable" when earned, rather than when paid. (Gov. Code Section 31461(a).)*

CCCERA Policies and Practices. This provision remains unchanged under AB 197. The section primarily defines what constitutes an ordinary work week, excluding compensation received for non-mandatory "overtime." Consistent with the Supreme Court decision in *Ventura Deputy Sheriffs' Assn. v. Board of Retirement*, 16 Cal.4th 483 (1997), "compensation earnable" ordinarily includes all cash payments received for services performed during normal working hours, and usually does not have to be earned or received by everybody else in the same grade or class. Thus, "compensation earnable" ordinarily includes regular salary, service and skill based differentials (e.g. POST, CPA, bilingual pay), holiday pay, allowances (uniform, automobile). "Compensation earnable" excludes overtime pay.

B. "Compensation Earnable" Excludes Payments For Unused Leave To The Extent They Exceed What Was Both Earned and Could Have Been Sold Back For Cash During Service During The FAS Period

Applicable Law: *"Compensation earnable" does not include, in any case, the following: Payments for unused vacation, annual leave, personal leave, sick leave, or compensatory time off, however denominated, whether paid in a lump sum or otherwise, in an amount that exceeds that which may be earned and payable in each 12-month period during the final average salary period, regardless of when reported or paid. (G.C. § 31461(b)(2).)*

CCCERA Policies and Practices. Every CCCERA employer has policies and memoranda of understanding governing its employees' ability to earn vacation, sick, compensatory and other leave time, and to receive the value of some or all of those accruals in cash in lieu of time off, but not all such cash payment for unused leave can be included as "compensation earnable". Cash payment for unused leave will be included only to the extent it does not exceed that which may be earned and payable in each 12-month period during the final average salary period.

The CCCERA Board has determined that if a Legacy Member has an employment agreement that allows an annual "sell back" of a certain number of leave hours (e.g., every calendar or fiscal year), then the payment to be included in the FAS period will be limited to that same number of hours per year, regardless of whether the member actually cashed out more during the selected one- or three-year FAS period. Thus, if a member earns 240 hours of vacation leave in a calendar year and is allowed to sell back 80 hours of unused leave each calendar year, the amount that can be counted as "earned and payable" during the FAS period will be 80 hours, even if the member chose a FAS period that "straddles" two calendar years and sells back 80 hours twice during that period. This avoids the distortion that could arise between comparable members solely due to the selection of the twelve (or thirty-six) month FAS period, and yields a true "average annual" compensation earnable.

In general, it does not matter whether the member actually received the cash in lieu of time while still employed or at termination. If it was both earned and payable during the FAS period and does not exceed the employment agreement annual sell back limits, it will be "compensation earnable," regardless of when actually paid.

CCCERA will not need to trace the origin of each hour of leave earned, accrued and/or sold during a member's career. CCCERA will look to the applicable employment agreement to determine how much a member may earn and receive in cash in each time period (e.g., each calendar year or fiscal year) during the FAS period to determine how much is to be included in "compensation earnable."

(i) **Exception: "Estoppel Class" Members Are Entitled to Include Additional Leave Cash Out Amounts Beyond What AB 197 Allows.**

Applicable Law. The Judgment and Writ recognize that some Legacy Members of CCCERA may be entitled to include additional leave cash-out amounts in their "compensation earnable" beyond the amounts allowed by AB 197. The requirements are:

- Before Dec. 31, 2012, the member's employer allowed, during employment, a cash out of unused leave time in amounts in excess of the amount of leave time earned in the selected FAS period.
- On Dec. 31, 2012, the member had accrued ("banked") such excess leave time.
- At retirement, the member still has some or all of that banked leave time at commencement of his or her FAS period.
- The member cashes out some or all of that bank during service in the FAS period (not upon termination).

If all the foregoing requirements are met, CCCERA also will include in the Legacy Member's "compensation earnable" for the FAS period the lesser of (a) the accrued bank or (b) the amount of the bank actually cashed out during the FAS period.

The CCCERA Board has determined that the bank can be preserved entirely if the member never uses or sells back more than what the member earns and can sell after December 31, 2012. For example, assume that the member had a bank of 320 hours on December 31, 2012, and prior to the beginning of the final compensation period the member only uses or sells back hours that the member earned after December 31, 2012. If the employer allows the member to sell back 320 hours during the final compensation period, it will all count towards the retirement allowance.

C. **"Compensation Earnable" Excludes Termination Pay.**

Applicable Law: *"Compensation earnable" does not include, in any case, the following: Payments made at the termination of employment, except those payments that do not exceed what is earned and payable in each 12-month period during the final average salary period, regardless of when reported or paid. (G.C. § 31461(b)(4).)*

CCCERA Policies and Practices. AB 197 made clear, based on case law precedent, that payments that are not both earned and payable to the member during service, but only received because of termination of employment, may not be included in the calculation of the retirement allowance. For example, severance pay and termination pay are generally excluded from "compensation earnable." It is recognized, however, that some pay for unused leave that could have been received during service may not be received until termination, solely due to the member's choice not to take it during service. Taking the money in a "lump sum" at termination does not necessarily disqualify it from inclusion in "compensation earnable." So long as the total of leave cashouts received during the FAS period and at termination does not exceed the amount that was both earned and could have been paid in cash during the FAS period, it will be included in calculating the retirement allowance, subject to the annual "sell back" limitation described in

Section III.B. of this Policy. Amounts in excess of that amount will be excluded from "compensation earnable."

D. "Compensation Earnable" Excludes Payments For Additional Services Rendered Outside of Normal Working Hours.

Applicable Law: *"Compensation earnable" does not include, in any case, the following: Payments for additional services rendered outside of normal working hours, whether paid in a lump sum or otherwise. (G.C. § 31461(b)(3).)*

CCCERA Policies and Practices. Pay received for "overtime" is not included in "compensation earnable." To be included, the time for which compensation is received (1) must be the normal working hours set forth in the applicable employment agreement, (2) must be required by the employer to be worked by the employee (as distinguished from voluntarily worked), and (3) must be ordinarily worked by all others in the same grade or classification at the same rate of pay during the FAS period. Pay that will be reviewed under these conditions is often described as "standby" and "on-call." Employers must report to CCCERA as pensionable only that pay for work that is required of and ordinarily served by everyone in the same grade or classification, at the same rate of pay.

E. "Compensation Earnable" Excludes Compensation Determined By the Board To Have Been Paid To Enhance A Member's Retirement Benefits.

Applicable Law: *"Compensation earnable" does not include, in any case, the following: Any compensation determined by the board to have been paid to enhance a member's retirement benefit under that system. That compensation may include:*

(A) Compensation that had previously been provided in kind to the member by the employer or paid directly by the employer to a third party other than the retirement system for the benefit of the member, and which was converted to and received by the member in the form of a cash payment in the final average salary period.

(B) Any one-time or ad hoc payment made to a member, but not to all similarly situated members in the member's grade or class.

(C) Any payment that is made solely due to the termination of the member's employment, but is received by the member while employed, except those payments that do not exceed what is earned and payable in each 12-month period during the final average salary period regardless of when reported or paid.

(G.C. § 31461(b)(1).)

CCCERA Policies and Practices. AB 197 gives the Board authority to review employer pay practices generally, and compensation received individually, to determine if any element of compensation being considered as "compensation earnable" during the FAS period was paid to "enhance" the member's retirement benefit. Examples would include converting from the use of an automobile for many years during service to the sudden receipt of an auto allowance in the year before retirement; converting from employer payments to third-party insurance providers

during a member's career to making direct cash payments to the member instead, and having the member separately purchase insurance coverage with the cash; a bonus received at the end of career solely for announcing one's retirement; retroactive grants of cashable leave time; pay received for voluntary after-hours "on-call" service substantially exceeding the member's practice during his or her career; "termination pay" that could not have been received during service; departmental transfers to higher paying positions in a member's final year after it is known the member is retiring; and similar examples of activities that appear to distort the "average annual" compensation earnable the member would have received had he or she not been nearing retirement.

Before the Board makes a determination under this provision, it will afford the member appropriate due process, including an opportunity to appear before the Board and present evidence to support the inclusion of the pay item in calculating the member's retirement allowance, as set forth in the Policy Regarding Assessment and Determination of Compensation Enhancements.

IV. IMPLEMENTATION BY CCCERA

The Retirement Chief Executive Officer, with assistance from legal counsel, is responsible for implementing the Board's determination related to "compensation earnable." The CEO is authorized to examine new pay codes and determine their pensionability as follows: If new pay codes are substantially similar to ones addressed in this Policy, the CEO is authorized to notify the employer of the pay item's pensionability without taking the item to the Board. If new pay codes are unusual or unique, the CEO will present the pay code to the Board for the Board's determination on pensionability. In all cases, the CEO will keep the Board informed regarding significant ongoing issues and challenges, as appropriate.

This Policy was adopted by the Board of Retirement on September 10, 2014 and supersedes the predecessor "Determining Which Pay Items are 'Compensation' for Retirement Purposes," as amended, and the Addendum thereto.

Attachment A

**CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT**

**CHART OF GENERAL PAY ITEMS THAT ARE INCLUDED IN AND EXCLUDED
FROM "COMPENSATION EARNABLE" EFFECTIVE JULY 12, 2014 UNDER
ASSEMBLY BILL 197 AND THE SUPERIOR COURT'S JUDGMENT AND WRIT
FOR "LEGACY" (PRE-PEPRA) MEMBERS**

The following list applies to the calculation of benefits for all active or deferred employees who first became CCCERA members before January 1, 2013 ("Legacy Members.") New members after that date will have their retirement allowances calculated under the provisions of the California Public Employees' Pension Reform Act of 2013 ("PEPRA.")

"Compensation earnable" ordinarily includes:

- Regular base salary
- FLSA premium pay for regularly scheduled work assignment (fire and law enforcement)
- Longevity pay
- Cash payments for special skills and qualifications and unique services, such as:
 - bilingual pay
 - shift differential
 - special assignment differential
 - holiday pay
- Educational incentive pay (e.g. POST, CPA)
- In-service leave cash outs (earned and payable each year, regardless of when actually paid)
- Allowances (e.g. uniform, automobile)
- Standby or on-call pay (for work during normal working hours, required by the employer and not voluntary, and ordinarily worked by all others in the same grade or classification at the same rate of pay during the FAS period)

"Compensation earnable" ordinarily excludes:

- Overtime pay
- Expense reimbursements
- The monetary value of advantages received in kind, such as:
 - uniforms
 - employer payments to third-party insurers
 - lodging
 - transportation
 - the use of an automobile.
- Employer contributions to deferred compensation plans
- Lump sum at termination for accrued unused leave that could not be cashed out annually during service
- Severance pay

October 18, 2017 Notification
to Member and Former
Employer of upcoming
Board meeting



October 18, 2017

James Colon
[REDACTED]

Dear Mr. Colon:

On August 4, 2017 Contra Costa County Employees' Retirement Association (CCCERA) notified you that upon an initial review of the Health Insurance Opt-Out Pay Differential you received during your final average salary period, the Pay Differential would be excluded from your retirement pension calculation based on the CCCERA Board of Retirement Policy On Determining "Compensation Earnable" Under Assembly Bill 197 For Purposes Of Calculating Retirement Benefits For "Legacy" (Pre-PEPRA) Members.

You were provided the opportunity to provide additional information to CCCERA for consideration of the possible inclusion of the Health Insurance Opt-Out Pay Differential in your calculated retirement pension. CCCERA received a letter on your behalf from the Benefits Communication Network. Your former employer, San Ramon Valley Fire Protection District had the opportunity to provide additional information as well.

The CCCERA Board of Retirement Policy Regarding Assessment and Determination of Compensation Enhancements, Section II, provides that a staff report will be presented to the Board for the Board to determine on whether the item of compensation was paid to enhance the member's retirement benefit. This report will be presented at the Board meeting on November 8, 2017. You will be provided an opportunity to be heard by the Board at this meeting.

NOTICE IS HEREBY GIVEN that the CCCERA Board of Retirement is scheduled to hear the matter of whether the Health Insurance Opt-Out Pay Differential you received should be excluded from your pension calculation as an enhancement at its regular meeting:

November 8, 2017

9:00 a.m.

Contra Costa County Employees' Retirement Association
1355 Willow Way, Suite 221
Concord, California 94520

This meeting is your opportunity to present to the Board your position and any information you believe is relevant to the matter. You may submit written materials relevant to this issue in advance

October 18, 2017

Mr. James Colon

Page 2

of the Board meeting. All such written materials must be delivered to CCCERA, to my attention, on or by October 31, 2017.

Note that Retirement Board meetings are open, public meetings, and any member of the public may comment or present information to the Board.

Enclosed is the information that will be provided to the Board. The correspondence provided on your behalf from the Benefits Communication Network and your signed Health Insurance Opt-Out form will not be released to the public unless you complete and sign the enclosed Release of Information form by October 31, 2017.

If you have any additional questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'THoppe', with a long horizontal flourish extending to the right.

Tim Hoppe
Retirement Services Manager

CC: Chief Meyer, San Ramon Valley Fire Protection District
Natalie Korthamar Wong, San Ramon Valley Fire Protection District

Enclosure

Purpose of the Form

- Use this form to authorize CCCERA to release information pertaining to your accounts and benefits to named individuals.

Instructions

- Complete the form in blue or black ink.

Member Information	
Name – First, Middle, Last	Social Security #

Specific Information to Release and form of Released Information
Release the August 22, 2017 Benefits Communication Network letter regarding James Colon in the
November 8, 2017 Board of Retirement public agenda packet.

Member Authorization		
<p>Completion of this document authorizes the disclosure and/or use of individually identifiable records of the CCCERA member, as set forth on this form, consistent with California and Federal law concerning the privacy of such information. Failure to provide all information requested may invalidate this Authorization.</p> <p>Records Release: Pursuant to Govt. Code § 31532, I hereby give my written consent and authorization for the release and disclosure of my protected sworn statements and individual CCCERA records under County Employees Retirement Law of 1937 ("CERL") (Govt. Code § 31450, et seq.) Such information may be released only to the person(s) designated above.</p> <p>Validity and Revocation: Unless cancelled by the CCCERA Member in writing, this Authorization shall be valid for two years from the date of signature hereon. The CCCERA Member can revoke this Authorization at any time. The revocation must be made in writing, and delivered to CCCERA at 1355 Willow Way, Suite 221, Concord, CA 94520. The revocation will be effective upon actual receipt by CCCERA.</p> <p>I authorize CCCERA to release any and all information pertaining to my account(s), including benefits to which I am or may be entitled to in the future, to the individuals listed above. I further authorize CCCERA staff to discuss my account(s) and benefits with these same individuals.</p> <p>I understand that I have the right to revoke this authorization at any time by notifying CCCERA in writing. I understand that the revocation is only effective after it is received and logged by CCCERA. I understand that any use or disclosure made prior to the revocation under this authorization will not be affected by a revocation.</p> <p>I understand that after this information is disclosed, State and Federal law might not protect it and the recipient might use or disclose it to others with or without my knowledge, consent, or authorization.</p> <p>I have read the above and I fully understand that my authorization of this information release will permit the person(s) listed above to inspect, review, and copy my CCCERA records, for a period of two years from the date of signature hereon.</p>		
<table border="1"> <tr> <td>Signature</td> <td>Date – mm/dd/yyyy</td> </tr> </table>	Signature	Date – mm/dd/yyyy
Signature	Date – mm/dd/yyyy	



October 18, 2017

Paige Meyer, Fire Chief
San Ramon Valley Fire Protection District
1500 Bollinger Canyon Road
San Ramon, CA 94583

Dear Mr. Meyer:

Mr. Colon, a former employee of San Ramon Valley Fire Protection District (District), retired from CCCERA effective March 30, 2017. On August 4, 2017 Contra Costa County Employees' Retirement Association (CCCERA) notified the District and Mr. Colon that upon an initial review of the Health Insurance Opt-Out Pay Differential he received during his final average salary period the Pay Differential would be excluded from his retirement pension calculation based on the CCCERA Board of Retirement Policy On Determining "Compensation Earnable" Under Assembly Bill 197 For Purposes Of Calculating Retirement Benefits For "Legacy" (Pre-PEPRA) Members.

Mr. Colon and the District were provided the opportunity to provide additional information to CCCERA for consideration of the possible inclusion of the Health Insurance Opt-Out Pay Differential in Mr. Colon's calculated retirement pension.

The CCCERA Board of Retirement Policy Regarding Assessment and Determination of Compensation Enhancements, Section II, provides that a staff report will be presented to the Board for the Board to provide a determination on whether the item of compensation was paid to enhance the member's retirement benefit. This report will be presented at the Board meeting on November 8, 2017. Mr. Colon and the District will be provided an opportunity to be heard by the Board at this meeting.

NOTICE IS HEREBY GIVEN that the CCCERA Board of Retirement is scheduled to hear the matter of whether the Health Insurance Opt-Out Pay Differential Mr. Colon received should be excluded from his pension calculation as an enhancement at its regular meeting:

November 8, 2017

9:00 a.m.

Contra Costa County Employees' Retirement Association
1355 Willow Way, Suite 221
Concord, California 94520

Representatives from the District are invited to attend this meeting and provide any information the employer believes is relevant to the Board's determination of whether the Health Insurance Opt-Out Pay Differential Mr. Colon received in his final average salary period should be excluded from his pension calculation as an enhancement. Written materials relevant to this issue may be submitted in advance of the Board meeting. All such written materials must be delivered to CCCERA, to my attention, on or by October 31, 2017.

Note that Retirement Board meetings are open, public meetings, and any member of the public may comment or present information to the Board.

Enclosed is the information that will be provided to the Board. The correspondence provided to CCCERA on Mr. Colon's behalf from the Benefits Communication Network and his signed Health Insurance Opt-Out form will not be released to the public unless Mr. Colon completes and signs a Release of Information form.

If you have any additional questions, please contact me.

Sincerely,



Tim Hoppe
Retirement Services Manager

CC: Natalie Korthamar Wong, San Ramon Valley Fire Protection District

Enclosure



Ralph M. Brown Act

Open Meeting Laws: The Fundamentals

KAREN LEVY, Esq.
General Counsel
November 8, 2017



Ralph M. Brown Act

Open Meeting Laws for Local Legislative Bodies

- The Brown Act sets forth the rules regarding open meetings held by local legislative bodies.
- The CCCERA Board of Retirement is subject to the Brown Act.



Purpose of the Brown Act

- To ensure that agency **actions** are taken openly
- To ensure that agency **deliberations** are conducted openly

Govt. Code § 54950

3



Key Concepts

- Retirement Board meetings must be open and accessible to the public
- A Board meeting agenda must be posted publicly
- During Board meetings, the public must be given an opportunity to comment

4



Retirement Board Meetings must be Open and Accessible to the Public

“Meeting” means any congregation of a majority of the Retirement Board (i.e. five Retirement Board members) at the same place and location (including teleconference locations) to hear, discuss, deliberate or take action on any item within the Retirement Board’s subject matter jurisdiction.

Govt. Code § 54952.2(a)

5



Serial Meetings

- “Meeting” also means any serial use of communication, personal intermediaries, or technological devices through which a majority of the Board’s members discuss, deliberate, or take action on an item
- For example, an unlawful “serial” meeting would occur if Board member A emails Board member B about his or her position on a Retirement Board issue. B forwards A’s email to C, who then forwards to D, who then forwards to E. A mere series of emails or phone calls by a majority of the Board about one of its business items violates the Brown Act

Govt. Code § 54952.2(b)

6



Attendance at Conferences

- A majority of the Retirement Board members may attend a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to other public pension systems, so long as the majority of the board do not discuss among themselves business that is within the subject matter jurisdiction of the Retirement Board
- Examples of such conferences include the State Association of County Retirement Systems (SACRS) and the California Association of Public Retirement Systems (CALAPRS) conferences

Govt. Code § 54952.2(c)(2)

7



Attendance at Purely Social Events

A majority of the Retirement Board members may attend a purely social or ceremonial occasion, provided that the majority of the Retirement Board members do not discuss among themselves business that is within the subject matter of the retirement board

Govt. Code § 54952.2(c)(5)

8



Voting Report Requirement

Board must publicly report any action taken and the vote or abstention of each member present for the action

Govt. Code § 54953(c)(2)

9



Agenda Requirement

- At least 72 hours before a regular meeting of the Retirement Board, an agenda containing a general description of each item of business to be transacted, including items to be discussed, and the time and location of the meeting must be posted in a public location and the CCCERA website
- New for Board meetings occurring on or after January 1, 2019: Agenda must be accessible through a prominent, direct link on the CCCERA website (AB 2257)

Govt. Code § 54954.2(a)

10



Agenda Requirement

- If an item is not included on the agenda, the Retirement Board may not act on or discuss that item, or add that item to the meeting's agenda as an urgency item, subject to limited exceptions.
- As to items that are not included on the agenda, Retirement Board members and staff may ask a question for clarification, make a brief announcement, or make a brief report. Retirement Board members may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Govt. Code § 54954.2

11



Public Comment

- During each meeting, the Retirement Board must allow public comment on each agenda item and on other matters within the jurisdiction of the Board.
- Board may limit time.
- New: If Board limits public comment time, the Board must provide at least twice as much of the allocated time to members of the public who utilize a translator. (AB 1787)

Govt. Code § 54954.3(a)

12



Closed Session

- The Brown Act authorizes the Retirement Board to hold closed sessions to discuss or take action on items under certain enumerated circumstances.
- Examples:
 - The Retirement Board may meet in closed session to deliberate or take action on the purchase or sale of a particular, specific pension fund investment (Govt. Code §54956.81).
 - The Retirement Board may meet in closed session on personnel matters (Govt. Code §54957).
 - The Retirement Board may meet in closed session with CCCERA's designated representatives regarding employees' salaries, benefits but cannot take final action in closed session (Govt. Code §54957.6).
 - The Retirement Board may meet in closed session to confer with legal counsel regarding pending litigation that has been formally initiated, exposure to litigation against the retirement system or the board, and to decide whether to initiate litigation (Govt. Code §54956.9).

13



Closed Session Confidentiality

Board members may not disclose confidential information acquired by being present in a closed session to a person not entitled to receive the information (Govt. Code §54963(a)).

14



Consequence of Violating the Brown Act

- Criminal liability for individual Board members
- Civil remedies: Civil actions to stop, prevent or invalidate of the action of the Board
- Attorneys fees and costs awarded to plaintiff



Consequence of Violating the Brown Act

Individual criminal liability: Each Retirement Board member who attends a Retirement Board meeting where action is taken in violation of any provisions of the Brown Act, and where the member intends to deprive the public of information to which the member knows or has reason to know the public is entitled under the Brown Act, is guilty of a misdemeanor.



Consequence of Violating the Brown Act

Civil remedies: Any person may commence an action by mandamus, injunction, or declaratory relief for the purpose of stopping or preventing violations or threatened violations of the Brown Act.

Govt. Code § 54960

17



Consequence of Violating the Brown Act

- Civil remedies: Any person may commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that an action taken by a legislative body of a local agency is null and void.
- Prior to commencing the action, the person must make a demand of the Board to cure or correct the action.

Govt. Code § 54960.1

18



Consequence of Violating the Brown Act

- A court may award attorney fees and costs to the prevailing plaintiff.
- A court may award attorney fees and cost to a defendant public agency if the court finds that the action against the agency for alleged Brown Act violation was frivolous and lacking in merit.

Govt. Code § 54960.5

19



Questions?

FIDUCIARY AND ETHICS TRAINING
CCCERA BOARD OF RETIREMENT
NOVEMBER 8, 2017

Meeting Date
11/8/17
Agenda Item
#9

HARVEY L. LEIDERMAN, REED SMITH, LLP

1. What are the fundamental fiduciary duties?

EXHIBIT A

- Primary Loyalty Rule
- Exclusive Benefit Rule
- Prudent Expert Rule
- Duty to Diversify the Portfolio
- Duty to Follow the Law

2. What are the requirements of the CCCERA Code of Fiduciary Conduct and Ethics?

EXHIBIT B

- Adhere to fundamental fiduciary duties
- Obey conflict of interest laws and CCCERA's Conflicts Code
- Avoid activities that improperly influence or impair your judgment, or are inconsistent with your duty to act in the best interest of the system
- Disclose conflicting interests; when in doubt, disclose
- Comply with all legal limitations on gifts and things of value
- Honor the "quiet period" during investment manager searches
- Avoid using your public position for private gain or influence
- Maintain the confidentiality of closed sessions
- Conduct yourself civilly and respectfully at board meetings
- Use care in communications with service providers, members and plan sponsors

3. When does a member of the Board or staff have a conflict because his/her outside interests are contrary to the interests of the system?

- Personal financial interests in contracts
- Personal financial interests in other board agenda items
- Litigation against the system or board
- Interests of your "constituency" clouding your independent judgment

4. When should a member of the Board or staff recuse him/herself from considering a matter before the Board?

EXHIBIT C

- "Materiality" rule for government salaries under the Political Reform Act
- "Public generally" rule under the Political Reform Act
- Adverse litigant

5. What and when should a member of the Board or staff disclose so that others are aware of their outside interests?

EXHIBIT D

- Annual Form 700, Statement of Economic Interests
- Content of disclosure for Board meetings
- Timing of disclosure for Board meetings
- Recording of disclosure at Board meetings

6. What obligation does a member of the Board have to keep closed session discussions confidential?

EXHIBITS E, B

- Brown Act section 54963
- CCCERA Code of Fiduciary Conduct and Ethics, Part 7

EXHIBIT A

**THE FUNDAMENTAL FIDUCIARY DUTIES OF TRUSTEES
OF COUNTY EMPLOYEES' RETIREMENT SYSTEMS**

CALIFORNIA CONSTITUTION, ART. XVI, § 17

1. Primary Loyalty Rule

The members of the retirement board of a public pension or retirement system shall discharge their duties with respect to the system solely in the interest of, and for the exclusive purposes of providing benefits to, participants and their beneficiaries, minimizing employer contributions thereto, and defraying reasonable expenses of administering the system. A retirement board's duty to its participants and their beneficiaries shall take precedence over any other duty.

2. Exclusive Benefit Rule

The assets of a public pension or retirement system are trust funds and shall be held for the exclusive purposes of providing benefits to participants in the pension or retirement system and their beneficiaries and defraying reasonable expenses of administering the system.

3. Prudent Person Rule/Duty to Diversify Investments

The members of the retirement board of a public pension or retirement system shall discharge their duties with respect to the system with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with these matters would use in the conduct of an enterprise of a like character and with like aims....[They] shall diversify the investments of the system so as to minimize the risk of loss and maximize the rate of return, unless under the circumstances it is clearly not prudent to do so.

THE COUNTY EMPLOYEES RETIREMENT LAW OF 1937, § 31695

The assets of a public pension or retirement system are trust funds and shall be held for the exclusive purposes of providing benefits to participants in the pension or retirement system and their beneficiaries and defraying reasonable expenses of administering the system....The board and its officers and employees shall discharge their duties with respect to the system:

(a) Solely in the interest of, and for the exclusive purposes of providing benefits to, participants and their beneficiaries, minimizing employer contributions thereto, and defraying reasonable expenses of administering the system.

(b) With the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with these matters would use in the conduct of an enterprise of a like character and with like aims.

(c) Shall diversify the investments of the system so as to minimize the risk of loss and to maximize the rate of return, unless under the circumstances it is clearly prudent not to do so.

Reed Smith, LLP

EXHIBIT B

**CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT
ASSOCIATION**
Code of Fiduciary Conduct and Ethics
Adopted 7/23/03

WHEREAS, the National Conference on Public Employee Retirement Systems has published NCPERS' Model Code of Ethics, the Guiding Principles of which are as follows:

1. Service to the beneficiaries of public pension funds is the primary function of public pension fund trustees.
2. The beneficiaries of public pension funds are sovereign and the trustees of those funds are ultimately responsible to them.
3. In those situations where the law is not clear, the best interests of the fund beneficiaries must be served. Conscience is critical. Good ends never justify unethical means.
4. Efficient and effective administration and investment management is basic to public pension funds. Misuse of influence, fraud, waste or abuse is unacceptable conduct.
5. Safeguarding the trust of fund beneficiaries is paramount. Conflicts of interest, bribes, gifts or favors which subordinate fund trustees to private gains are unacceptable.
6. Service to public pension fund beneficiaries demands special sensitivity to the qualities of justice, courage, honesty, equity, competence and compassion.
7. Timely and energetic execution of fiduciary responsibilities is to be pursued at all times by pension fund trustees.

WHEREAS, the Political Reform Act of 1974 and Government Code section 1090 set forth specific circumstances which require public officials to disqualify themselves from making, participating in, or attempting to influence governmental decisions which may affect any of their financial interests.

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Contra Costa County Employees' Retirement Association (the "Board") hereby adopts the following Code of Fiduciary Conduct and Ethics:

PREAMBLE

The Contra Costa County Employees' Retirement Association ("CCCERA") is a public pension plan organized under the County Employees Retirement Law of 1937. (California Government Code Section 31450, et seq.)

The management of CCCERA is vested in the Retirement Board.

Each member of CCCERA's Board shall discharge his or her duties with respect to the system solely in the interests of, and for the exclusive purposes of providing benefits to, participants and their beneficiaries, minimizing employer contributions thereto, and defraying reasonable expenses of administering the system, with the duty to the participants and beneficiaries taking precedence over any other duty. (California Constitution Article XVI, Section 17(b).)

The members of CCCERA's Board are mindful of the positions of trust and confidence held by them. They adopt this Code to ensure the proper administration of CCCERA, and to foster unquestioned public confidence in CCCERA's institutional integrity as a prudently managed and fiduciarily governed public pension system.

CCCERA's *Code of Fiduciary Conduct and Ethics* provides a fiduciary framework for the proper conduct of CCCERA's affairs.

1. Fiduciary Duties.

Each member of CCCERA's Board shall execute their duties as set forth in the County Employees' Retirement Law of 1937, as amended, with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with these matters would use in the conduct of an enterprise of a like character and with like aims.

Each member of CCCERA's Board shall diligently attend to the business of the Board and shall not leave to other Board members control over the administration of the affairs of the Board.

Each member of CCCERA's Board shall comply with CCCERA's *Code of Fiduciary Conduct and Ethics*.

2. Fiduciary Conflicts of Interest.

Each member of CCCERA's Board shall abide by the provisions of California Government Code Sections 1090 et seq., which prohibit Board Members from being financially interested, directly or indirectly, in any contract made by the Board.

Each member of CCCERA's Board shall abide by the provisions of the Political Reform Act, Government Code sections 81000, et seq, including section 87100 which prohibits Board Members from making, participating in making, or using their positions to influence Board and Association decisions in which they have a financial interest.

No member of CCCERA's Board shall engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, or in conflict with, his or her duties as a member of CCCERA's Board, or with the duties, functions, or responsibilities of CCCERA's Board.

No member of CCCERA's Board shall perform any work, service, or counsel for compensation outside his or her Board responsibilities where any part of his or her efforts will be subject to approval by any other members of the Board on which he or she serves.

Each member of CCCERA's Board shall abide by the provisions of California Government Code Sections 87200 et seq., which require the public disclosure of economic interests as prescribed therein.

In keeping with the provisions of the Government Code, a member of CCCERA's Board shall not become an endorser, surety, or obligor on, or have any personal interest, direct or indirect, in the making of any investment for the Board, or in the gains or profits accruing therefrom. These people are prohibited from having any financial interest in any contract made by them in their official capacity and from making or influencing official decisions in which they have a financial interest.

Each member of CCCERA's Board shall strive to avoid activities which may impair the ability to exercise independent judgment in the discharge of official duties.

In order to maintain the highest standards of conduct and ethics above the minimum requirements of the California Government Code and to avoid even the appearance of a conflict of interest, each member of CCCERA's Board should conduct official and private affairs so as to avoid giving rise to a reasonable conclusion that he or she can be improperly influenced in the performance of his or her public duty.

Members of the CCCERA Board shall be accountable for recognizing a potential or actual conflict of interest and for disqualifying themselves from making, participating in, or attempting to influence Board decisions which may affect any of their financial interests. Immediately prior to the Board's consideration of the matter, a Member shall publicly disclose the actual or potential conflict in detail sufficient to be understood by the public, recuse himself or herself from acting on the matter, and, except in the case of consent agenda items, leave the room until the matter is concluded. Disclosure during Board meetings may be made 1) orally or 2) by handing a written statement to the Chair of the CCCERA Board, with a

copy to all trustees and the Retirement Administrator. Such a disclosure shall be reflected in the official record of the meeting.

3. Limitations on Gifts, Honoraria and Personal Loans; and Disclosure of Gifts on the Record.

Each member of CCCERA's Board and designated staff shall comply with the gift limitation provisions and the prohibition on acceptance of honoraria under California Government Code Sections 89500 et seq.

Each member of CCCERA's Board and designated staff shall abide by the loan limitation provisions of California Government Code Sections 87460 et seq., which prohibits receiving personal loans from any officer, employee, member, consultant, or contractor with the CCCERA.

In addition to the minimum gift limitation requirements of California Government Code Sections 89500 et seq., CCCERA Board Members shall not accept or solicit gifts, favors, services or promises of future benefits which might compromise or impair the Board Member's exercise of independent judgment, or which the Board Member knows, or should know, are being offered with the intent to influence that Board Member's official conduct.

If a Board Member or designated staff has received gifts of \$75.00 or more in the current calendar year from a person, firm or entity conducting business or seeking to conduct business with the CCCERA Board, immediately before the Board considers an item involving that donor, the Board Member or designated staff shall disclose on the record the receipt of the gift(s), the donor's name, and the nature and value of the gift(s).

If CCCERA has received a gift(s) (i.e., of travel, admission to seminars, tickets to events, use of sporting facilities, entertainment) of \$75.00 or more in the current calendar year from a person, firm or entity, at the time the Board considers assignment to a particular Board Member or designated staff, the Retirement Administrator shall disclose on the record the original donor's name, and the nature and value of the gift(s).

4. Contacts with Vendors, Consultants and Advisors.

- (a) **Prospective Vendors, Consultants and Advisors.** During the time when the CCCERA is in the process of selecting a vendor, consultant or advisor (a "service provider"), no member of the CCCERA Board or staff shall accept any gifts, favors, or services from any current or prospective service provider that the Board Member or staff knows has responded to a Request for Proposal, or is otherwise a candidate in a non-RFP selection process. During the time when CCCERA is in the process of selecting a vendor, consultant or advisor, no member of the CCCERA Board or staff shall accept any gift, benefit or service from CCCERA if it was donated to CCCERA by a current or prospective service provider that the Board or

staff knows has responded to a Request for Proposal, or is otherwise a candidate in a non-RFP selection process. Furthermore, each member of the Board shall refrain from any discussions with any current or prospective service provider who is a finalist in the selection process regarding the Request for Proposal outside of an open public meeting, other than as part of a regularly scheduled interview during the selection process.

(b) **Existing Vendors, Consultants and Advisors.** Business meetings and discussions, including meetings which include meals, with current vendors, consultants and advisors (“service providers”) may provide useful information of benefit to the Board member, and are not prohibited by this *Code of Fiduciary Conduct and Ethics*.

5. Use of CCCERA Resources and Facilities for Private Gain.

No member of the CCCERA Board shall use Board consultants or staff, or CCCERA facilities, equipment, materials or supplies for any purpose other than the discharge of his or her responsibilities to the retirement system.

6. Use of Official Position.

No CCCERA Board member shall use his or her Board position either to negotiate on behalf of the CCCERA Board outside of any process established for that purpose or to become involved in personnel matters. Furthermore, no Board member shall use his or her official position to secure a special privilege or exemption for himself or herself or on behalf of others.

7. Confidential Information.

No member of the CCCERA Board shall obtain or use for personal reasons or for private gain any confidential information acquired as a result of his or her position as a member of the Board.

Each Board Member shall abide by the provisions of Government Code section 54963, which prohibits the disclosure of confidential information acquired during authorized closed sessions.

8. Conduct at Retirement Board Meetings.

The CCCERA Board shall provide fair and equal treatment for all persons and matters coming before the Board or any Board committee.

Board members shall listen courteously to all discussions at meetings and avoid interrupting other speakers, including other Board members, staff or committee members, except as may be permitted by established Rules of Order.

Board members shall refrain from abusive or disruptive conduct, personal charges or verbal attacks upon the character, motives, ethics, or morals of others.

9. Communications with Service Providers and other Non-CCCERA Persons and Entities.

A Board member shall be respectful of the Board and its decisions in all external communications, even if he or she disagrees with such decision.

Board members shall indicate when they are speaking in a capacity as a member of the CCCERA Board or in another capacity in their external communications.

A Board member shall not correspond with a non-CCCERA person or entity using CCCERA letterhead or as a spokesperson on behalf of the Board unless the communication is authorized by the Board.

Copies of all written communications from a Board member to a current service provider (vendor, consultant or advisor), or person or entity related to a current service provider, relating to CCCERA's business (other than purely personal or social correspondence) shall be provided to the CCCERA Administrator for subsequent distribution to all members of the Board.

A copy of any written business related communication (other than routine announcements, generally distributed newsletters, and similar material) received by a Board member from a current CCCERA service provider, or person or entity related to a current service provider, and not received by any other Board Member, shall be forwarded to the CCCERA Administrator for subsequent distribution to all members of the Board.

10. Communications with Plan Members.

Board members shall be aware of the risk of communicating inaccurate information to plan members (both active members and retirees), and the potential exposure to liability and possible harm to a plan member that may result from such miscommunications.

Board members shall mitigate the risk of miscommunication with plan members and thereby avoid creating additional plan liability by refraining from providing specific advice or counsel with respect to the rights or benefits to which a plan member may be entitled under the CCCERA plan. **To that end, any Board member communication to three or more members of the public should include the following disclaimer: "The following statement has not been authorized by CCCERA or its Board. It reflects the personal views of the author and should not be construed as an official statement of CCCERA or its Board. Additionally, members of CCCERA should not rely on any factual information contained in the following statement when making retirement related decisions. All inquires relating to a member's retirement should be directed to the CCCERA staff."**

Where explicit advice or counsel, with respect to retirement plan provisions, policies or benefits is needed, Board members will refer inquiries to the CCCERA Administrator or appropriate designee.

11. Non-Compliance Sanctions.

Violation of this *Code of Fiduciary Conduct and Ethics* is grounds to remove the offender from the position of Chair or Vice-Chair of the CCCERA Board, or from any other assignment on behalf of the Board, and may also subject the offender to censure by the Board. The Board may also pursue all of its legal remedies against any Board member who violates the provisions of this *Code of Fiduciary Conduct and Ethics*.

EXHIBIT C

EXCERPTS FROM FPPC REGULATIONS UNDER THE POLITICAL REFORM ACT

CALIFORNIA CODE OF REGULATIONS, TITLE 2

§ 18702.5. Materiality Standard: Financial Interest in a Personal Financial Effect.

(a) A personal financial effect means the financial effect of a governmental decision on the personal finances of a public official or his or her immediate family. The financial effect is material if the official or the official's immediate family member will receive a measurable financial benefit or loss from the decision.

(b) Notwithstanding subdivision (a), a personal financial effect does not include:

(1) Any establishment of or change to benefits provided under an employment or retirement policy for employees or retirees if the financial effect of the decision applies equally to all employees in the same bargaining unit or other representative group.

(2) Payment of any travel expenses, to the extent allowed by law, incurred while attending meetings as an authorized representative of an agency.

(3) Stipends received for attendance at meetings of any group or body created by law or formed by the official's agency for a special purpose, so long as the selecting body posts on its website a form provided by the Commission that includes: a list of each appointed position eligible for a stipend, the amount of the stipend for each position, the name of the public official who has been appointed to the position, the name of the public official, if any, who has been appointed as an alternate, and the term of the position.

(4) The use of any government property, such as automobiles or other modes of transportation, mobile communication devices, or other agency provided equipment for carrying out the official duties of a position, including any nominal, incidental, negligible, or inconsequential personal use while on duty.

(5) Any personal reward received by the official when using a personal charge card or membership rewards program, so long as the reward is no different from the reward offered to the public and is limited to charges made solely for the official's approved travel expenses.

(6) A decision to fill a position on the body of which the official is a member.

(c) If the governmental decision affects a business entity or real property in which the official has a financial interest, this regulation does not apply and materiality is determined under Regulation 18702.1 or 18702.2.

§ 18703. Public Generally.

(a) General Rule. A governmental decision's financial effect on a public official's financial interest is indistinguishable from its effect on the public generally if the official establishes that a significant segment of the public is affected and the effect on his or her financial interest is not unique compared to the effect on the significant segment.

- (b) A significant segment of the public is at least 25 percent of:
- (1) All businesses or non-profit entities within the official's jurisdiction;
 - (2) All real property, commercial real property, or residential real property within the official's jurisdiction; or
 - (3) All individuals within the official's jurisdiction.
- (c) A unique effect on a public official's financial interest includes a disproportionate effect on:
- (1) The development potential or use of the official's real property or on the income producing potential of the official's real property or business entity.
 - (2) An official's business entity or real property resulting from the proximity of a project that is the subject of a decision.
 - (3) An official's interests in business entities or real properties resulting from the cumulative effect of the official's multiple interests in similar entities or properties that is substantially greater than the effect on a single interest.
 - (4) An official's interest in a business entity or real property resulting from the official's substantially greater business volume or larger real property size when a decision affects all interests by the same or similar rate or percentage.
 - (5) A person's income, investments, assets or liabilities, or real property if the person is a source of income or gifts to the official.
 - (6) An official's personal finances or those of his or her immediate family.
- (d) "Jurisdiction" means the jurisdiction of the state or local government agency as defined in Section 82035, or the designated geographical area the official was elected to represent, or the area to which the official's authority and duties are limited if not elected.
- (e) Specific Rules for Special Circumstances. The financial effect on a public official's financial interest is deemed indistinguishable from that of the public generally if the official establishes:
- (1) Public Services and Utilities. The decision establishes or adjusts assessments, taxes, fees, or rates for water, utility, or other broadly provided public services or facilities that are applied equally, proportionally, or by the same percentage to the official's interest and other businesses, properties, or individuals subject to the assessment, tax, fee, or rate.
 - (2) General Use or Licensing Fees. The decision affects the official's personal finances as a result of an increase or decrease to a general fee or charge, such as parking rates, permits, license fees, application fees, or any general fee that applies to the entire jurisdiction.
 - (3) Limited Neighborhood Effects. The decision affects residential real property limited to a specific location, and the decision establishes, amends, or eliminates ordinances that restrict on-street parking, impose traffic controls, deter vagrancy, reduce nuisance or improve public safety, provided the body making the decision gathers sufficient evidence to support the need for the action at the specific location.
 - (4) Rental Properties. The decision affects all renters of residential property within the official's jurisdiction and only interests resulting from the official's leasehold interest in his or her residence are affected.

(5) Required Representative Interest. The decision is made by a board or commission and the law that establishes the board or commission requires certain appointees have a representative interest in a particular industry, trade, or profession or other identified interest, and the public official is an appointed member representing that interest. This provision applies only if the effect is on the industry, trade, or profession or other identified interest represented and there is no unique effect on the official's interest.

(6) State of Emergency. The decision is made pursuant to an official proclamation of a state of emergency when required to mitigate against the effects directly arising out of the emergency and there is no unique effect on the official's interest.

(7) Governmental Entities. The decision affects a federal, state, or local governmental entity in which the official has an interest and there is no unique effect on the official's interest.

EXHIBIT D

CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT

CONFLICT OF INTEREST CODE

Adopted: 02/24/76

Amended: 11/06/02, 11/17/04, 4/8/09, 12/8/10, 09/10/14, 09/28/16

I. AUTHORITY

Pursuant to the provisions of Government Code Sections 87300, *et seq.*, the Board of Retirement of the Contra Costa County Employees' Retirement Association adopts this Conflict of Interest Code. This Conflict of Interest Code and any amendments thereto become effective upon approval by the Contra Costa County Board of Supervisors. (Government Code Sections 87303 and 82011(b).)

II. DESIGNATED POSITIONS AND EMPLOYEES

The positions listed in Appendix "A" attached hereto are "designated positions". Every person holding any designated position is deemed to make, or participate in the making of, decisions which could affect his or her personal economic interests. Designated positions are assigned the disclosure categories set forth in Appendix "A". Each person holding any designated position shall file an annual statement of economic interest disclosing that person's interest in investments, business positions, real property and income designated as reportable under the category to which the employee's position is assigned.

The positions listed in Appendix "B" attached hereto manage public investments for purposes of Section 87200 of the Government Code and are "Code filers." Each Code filer shall file an annual statement of economic interest.

III. INCORPORATION OF FPPC REGULATION 18730

The California Fair Political Practices Commission (FPPC) has adopted Regulation 18730, which contains the terms of a standard conflict of interest code. (2 Cal. Code of Regs. 18730.) Regulation 18730 may be amended from time to time. The terms of Regulation 18730, and any amendments to it duly adopted by the FPPC, are hereby incorporated by reference as Appendix "C".

IV. FPPC FORM 700 – STATEMENT OF ECONOMIC INTEREST

Disclosure statements shall be made on FPPC Form 700 – Statement of Economic Interest. The Form 700 is published annually by the FPPC, available on the FPPC website at fppc.ca.gov and supplied by the Contra Costa County Clerk of the Board of Supervisors. The place and time of filing shall be as follows:

- (a) Every person holding any designated position listed in Appendix "A" shall file the original of his or her statement of financial interests with the Contra Costa County Clerk of the Board of Supervisors.

- (b) Every person holding a position listed in Appendix "B" shall file the original of his or her statement of financial interests with the Contra Costa County Clerk - Elections Division.
- (c) All Form 700 filers must file the Form 700 at the times prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

APPENDIX A

<u>Designated Positions</u>	<u>Disclosure Category</u>
Deputy Chief Executive Officer	General
Accounting Manager	1
Administrative/Human Resources Manager	2
General Counsel and Deputy General Counsel	1
Investment Analyst and Investment Officer	1
Outside fiduciary counsel	1
Outside investment consultant and other consultants	1

- Consultants shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Chief Executive Officer may determine in writing that a particular consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this code. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Disclosure Categories

General:

Employees designated in Disclosure Category “General” above shall complete all schedules of Form 700. An investment, interest in real property, or income is reportable if the business entity in which the investment is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee by virtue of the employee’s position.

Designated Employees in Category 1:

Employees designated in Disclosure Category 1 above shall complete all schedules of Form 700 unless there are no reportable interests for that schedule. A “reportable interest” shall be any business entity or source of income of a type in which the Board is authorized to invest.

Designated Employees in Category 2:

Employees designated in Disclosure Category 2 above shall complete all schedules of Form 700 except those relating to interests in real property (Form 700, Schedules B and C), unless there are no reportable interests for a schedule. A “reportable interest” shall be any business entity or source of income which, within the filing period has contracted, or in the foreseeable future may contract with the Board to provide products or services, to the Retirement System or the Retirement Office.

APPENDIX B

Agency Positions that Manage Public Investments **For Purposes of Section 87200 of the Government Code**

Pursuant to Government Code Section 87314, the following is a list of each position with the Retirement Board and CCCERA for which an individual occupying the position is required to file a Form 700 - Statement of Economic Interests as a public official who manages public investments within the meaning of Government Code Section 87200:

Members of the Board of Retirement, including Alternate Members
Chief Executive Officer
Chief Investment Officer

EXHIBIT E

**THE RALPH M. BROWN ACT ("OPEN MEETINGS LAW")
SECTION 54963**

CONFIDENTIALITY OF CLOSED SESSIONS

(a) A person may not disclose confidential information that has been acquired by being present in a closed session authorized by Section 54956.7, 54956.8, 54956.86, 54956.87, 54956.9, 54957, 54957.6, 54957.8, or 54957.10 to a person not entitled to receive it, unless the legislative body authorizes disclosure of that confidential information.

(b) For purposes of this section, "confidential information" means a communication made in a closed session that is specifically related to the basis for the legislative body of a local agency to meet lawfully in closed session under this chapter.

(c) Violation of this section may be addressed by the use of such remedies as are currently available by law, including, but not limited to:

(1) Injunctive relief to prevent the disclosure of confidential information prohibited by this section.

(2) Disciplinary action against an employee who has willfully disclosed confidential information in violation of this section.

(3) Referral of a member of a legislative body who has willfully disclosed confidential information in violation of this section to the grand jury.

(d) Disciplinary action pursuant to paragraph (2) of subdivision (c) shall require that the employee in question has either received training as to the requirements of this section or otherwise has been given notice of the requirements of this section.

(e) A local agency may not take any action authorized by subdivision (c) against a person, nor shall it be deemed a violation of this section, for doing any of the following:

(1) Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the illegality of an action taken by a legislative body of a local agency or the potential illegality of an action that has been the subject of deliberation at a closed session if that action were to be taken by a legislative body of a local agency.

(2) Expressing an opinion concerning the propriety or legality of actions taken by a legislative body of a local agency in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action.

(3) Disclosing information acquired by being present in a closed session under this chapter that is not confidential information.

(f) Nothing in this section shall be construed to prohibit disclosures under the whistleblower statutes contained in Section 1102.5 of the Labor Code or Article 4.5 (commencing with Section 53296) of Chapter 2 of this code.

MARCH 28-30, 2018

**UCLA LUSKIN CONFERENCE CENTER
LOS ANGELES, CA**



Advanced Principles of Pension Management
for Trustees

FOR THE CALIFORNIA ASSOCIATION OF PUBLIC RETIREMENT SYSTEMS

Advanced Principles of Pension Management *for Trustees*

ADVANCED PRINCIPLES OF PENSION MANAGEMENT

The Advanced course is about building trustee skills and strengthening board governance. Today's pension trustees have many opportunities to learn about the several disciplines required to run a pension system: institutional investing, actuarial science, benefits law, etc. But another highly important area of knowledge is the business of being a trustee and of contributing to a well-functioning board. The **CALAPRS Advanced Principles of Pension Management** course exposes veteran trustees to the most effective pension management thinking to enhance service to their retirement systems.

COURSE RATINGS

100% of last year's participants agreed that the course would "enhance their performance and leadership abilities as a board member," and that they would, "recommend the program to their colleagues."

THE PROGRAM

Course attendees will hear from and discuss issues with top-level presenters in the areas of board/staff roles, governance, pension law, economic forecasting and actuarial science.

CURRICULUM | YOUR COURSE OF STUDY

Over the course of two days, attendees will be immersed in a powerful learning process—acquiring the skills they need to lead their organizations effectively.



The 2018 Program will cover:

- **Policy-Based Boards**
- **Effective Planning**
- **Economics Forecasting Methods and the annual forecast of the UCLA Anderson School**
- **Good Governance & the Investment Team**
- **Wearing the Right Hat at the Right Time — *The Fiduciary Duties of Public Pension System Board Members***
- **Advanced Actuarial Principles**

PARTICIPANTS | WHO IS RIGHT FOR THE PROGRAM?

The program is designed for an experienced group of trustees. Trustees should have already acquired a basic understanding of board governance practices, actuarial and investment principles, and fiduciary responsibility. CALAPRS recommends that newer trustees first attend the trustee training course at Pepperdine University entitled: "Principles of Pension Management for Trustees" which is specifically designed for new trustees. The course was previously held at Stanford University.

EXPERIENCE UCLA'S TRADITION OF EXCELLENCE AT THE LUSKIN CONFERENCE CENTER

In the heart of UCLA's vibrant campus, the new UCLA Meyer and Renee Luskin Conference Center is set amid iconic campus buildings and the exhilarating backdrop of daily student life. The Luskin Conference Center is a place where the best academic minds, innovators, researchers, political leaders, and societal visionaries meet to exchange ideas that help shape the world.



The UCLA Luskin Conference Center is an ideal central meeting place where California's public pension trustees can gather for a transformational academic experience that transcends the acquisition of knowledge, skills, and tools—and fosters professional, intellectual, and personal development.

Participants will receive a Certificate of Completion for this program.

PROGRAM DATES

March 28-30, 2018

LEARNING COMMITMENT

Active involvement in all classroom sessions, case discussions, and other program activities is expected. Participants devote considerable time and intellect to the learning experience. Therefore, they must be free of outside responsibilities during the two days of the program.

THE FACULTY

The Advanced Principles Program is taught by a faculty of highly regarded experts and experienced professionals in the field of public pension management.

TUITION

Program tuition is \$3,100 for CALAPRS members and \$3,400 for non-members and includes all lodging, meals, and materials. Tuition must be paid in full by March 9, 2018.

ACCOMMODATIONS

Program tuition includes all meals and lodging on the nights of March 28 and 29, 2018 at the acclaimed UCLA Luskin Conference Center, located at 425 Westwood Plaza, Los Angeles, CA. To ensure full participation, all participants are required to stay on-site in the provided private, comfortable hotel rooms.

REGISTRATION

Applications must be received by February 16, 2018. Since space is limited, CALAPRS reserves the right to limit the number of trustees accepted from each retirement system, if need be.

Advanced Principles of Pension Management for Trustees

March 28-30, 2018 Los Angeles, CA

APPLICATION FOR ENROLLMENT

Due by February 16, 2018

Applications must be received by February 16, 2018. Since space is limited, CALAPRS reserves the right to limit the number of trustees accepted from each retirement system, if need be. Accepted applicants will be notified via email on February 20, 2018.

Applicant Qualifications: *The Advanced Principles Program is designed for an experienced group of trustees. In evaluating readiness for this program, trustees should have already acquired a basic understanding of board governance practices, actuarial and investment principles, and fiduciary responsibility. CALAPRS recommends that newer trustees first attend the initial trustee training course at Pepperdine University entitled: "Principles of Pension Management for Trustees" that is specifically designed for new trustees. The course was previously held at Stanford University.*

Applicant Information

Trustee's Name (for certificate/name badge): _____

Retirement System: _____

Trustee Type: Elected Appointed Ex-Officio Date Became a Trustee: _____ Date Current Term Expires: _____

Trustee's Mailing Address: _____

Trustee's Phone : _____ Trustee's Email: _____

Emergency Contact (name, phone): _____

Dietary Restrictions (if any): _____

Administrative Contact (name, email): _____

I have **e-mailed** this applicant's biography (≤150 words) to register@calaprs.org for printing in the attendee materials.

Applicant Signature

If admitted, I agree to attend the Advanced Principles program in full and acknowledge that missing one or more sessions may result in forfeiture of my Certificate of Completion, as determined by the Faculty.

Trustee Signature (required) _____ Date: _____

Administrator Approval

Administrator Name: _____ Email: _____

Administrator Signature (required): _____

Tuition Payment

\$3,100 CALAPRS Member \$3,400 Non-member

Program tuition must be paid in full by March 9, 2018. Tuition includes all meals, materials, and mandatory lodging for all participants for the nights of March 28 and 29 in the UCLA Luskin Conference Center. Payable by check only made out and mailed to "CALAPRS". A separate invoice will not be sent.



If, due to a disability, you have any special needs, call 415-764-4860 to let us know. We will do our best to accommodate your needs.

CALAPRS
EDUCATION · COMMUNICATION · NETWORKING
California Association of Public Retirement Systems

Mail, email or fax form and payment to
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San Francisco, CA 94105
Phone: 415-764-4860 Fax: 415-764-4915
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