



COUNTY OF TULARE  
**BOARD OF RETIREMENT**

**David J. Kehler**  
Retirement Administrator

136 N. AKERS STREET  
VISALIA, CA 93291

TELEPHONE (559) 713-2900  
FAX (559) 730-2631  
WEBSITE: www.tcera.org

**MINUTES OF THE BOARD OF RETIREMENT**  
ADMINISTRATIVE COMMITTEE MEETING  
**Thursday, August 31, 2017 @ 3:00 p.m.**  
TCERA Executive Room, 136 N. Akers Street, Visalia, CA 93291

**I. CALL TO ORDER**

The meeting was called to order at 3:00 p.m.

**II. ROLL CALL**

Present: Mike Watson, Chair; Frank Embrey, Jim Young, Pete Vander Poel (departed 3:25)  
Leanne Malison

**III. PUBLIC COMMENT**

None

**IV. AGENDA ITEMS**

1. Review of Committee Minutes from the meeting of June 26, 2017.

Motion to approve minutes as presented:

Motion: Vander Poel

Second: Young

Motion approved unanimously

2. Discussion and possible action regarding the following items:

a. Preliminary financial and budget reports for the period ending June 30, 2017.

The Committee reviewed the financial and budget reports as presented. The information is preliminary, pending final accruals and interest posting. Updated reports will be provided when those transactions are complete. No action is required.

b. TCERA technology configuration and technical support.

Ms. Malison reviewed the issues regarding TCERA's technology configuration and technical support as outlined in the agenda memo. The Committee discussed the recent service experience with TCiCT and the benefits of consolidating TCERA's technology support.

Motion to recommend that the Board of Retirement approve consolidation of TCERA's technology support and authorize full TCERA technology access for TCiCT. The relationship is to be reviewed in one year.

Motion: Vander Poel

Second: Embrey

Motion approved unanimously

c. Ratify TCERA staff actions regarding monies owed from deceased retirees.

Ms. Malison reviewed the actions taken by staff to write off monies owed after taking all available action to collect the funds. All the transactions were within the Administrator's authorized limit.

Motion to ratify the staff actions as presented.

Motion: Young

Second: Embrey

Motion approved unanimously (absent Vander Poel)

d. Review of TCERA Travel Reimbursement Policy.

The Committee discussed the travel reimbursement policy. Ms. Malison provided some information on the history of the reimbursement process at TCERA, the issues associated with direct reimbursement, and the current per diem process. The Committee directed Staff to research the IRS per diem guidelines. The Committee members will also bring back information available to them regarding per diem rates paid by other entities. The item will be brought back for further discussion at the next Committee meeting.

e. County Counsel invoices for the period ending July 31, 2017.

The Committee reviewed the County Counsel invoices. Ms. Malison confirmed that Staff reviewed the charges.

Motion to approve the County Counsel invoices as presented.

Motion: Embrey

Second: Young

Motion approved unanimously (absent Vander Poel)

f. Ratify the Retirement Administrator expense report.

The Committee reviewed the Retirement Administrator's expense report.

Motion to approve the expense report as presented.

Motion: Embrey

Second: Young

Motion approved unanimously (absent Vander Poel)

## V. UPCOMING MEETING

1. Monday, September 25, 2017 at 3:00 p.m.

## VI. ADJOURN

The meeting was adjourned at 3:56 p.m.

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Mike Watson, Chair

1. *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Secretary of the Board of Retirement at (559) 713-2900. Public documents relating to the items on this agenda may be reviewed at TCERA (see address on p. 1)*