



COUNTY OF TULARE  
**BOARD OF RETIREMENT**

**David J. Kehler**  
Retirement Administrator

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**MINUTES OF THE BOARD OF RETIREMENT**  
**ADMINISTRATIVE COMMITTEE MEETING**  
**Thursday, October 18, 2018 at 2:00 p.m.**  
TCERA Executive Room, 136 N. Akers Street, Visalia, CA 93291

**I. CALL TO ORDER**

The meeting was called to order at 2:01 p.m. In the absence of Committee Chair, Wayne Ross, Pete Vander Poel chaired the meeting.

**II. ROLL CALL**

In attendance: Pete Vander Poel, Acting Chair; Gary Reed; Patte Crawford; Dave Kehler; Leanne Malison.

**III. PUBLIC COMMENT**

None.

**IV. AGENDA ITEMS**

**1. Review of Committee Minutes from the meeting of September 20, 2018.**

A motion to approve the minutes as presented was made by Mr. Reed and seconded by Ms. Crawford. Motion approved.

**2. Discussion and possible action regarding the following items:**

**a. Financial and Budget reports for the period ending July 31 and August 31, 2018.**

A motion to recommend approval of the reports for July and August was made by Mr. Reed and seconded by Ms. Crawford. Motion approved.

**b. Benefit overpayments made and remaining amounts owed to former TCERA members, deceased retirees, and beneficiaries.**

Discussion was held regarding the language changes proposed by Staff to the TCERA Board's "Correction of Errors and Omissions" policy. The Committee members indicated support for the revisions and will recommend that they are approved by the full Board.

**c. Review of TCERA policy regarding travel reimbursements.**

Discussion was held regarding the language of the current policy and concern expressed by some TCERA trustees that the section regarding meal reimbursements for trustees traveling on TCERA related business should be revised. Following the discussion, the Committee was of the opinion that the current language is adequate and will not recommend any changes to the policy at this time. TCERA staff will be responsible for reviewing the travel policy guidelines with the Board on a periodic basis.

**d. Ratify Retirement Administrator expense reports.**

A motion to approve was made by Mr. Reed and seconded by Ms. Crawford. Motion approved.

**V. UPCOMING MEETING**

**1. To Be Determined.**

Due to the Thanksgiving Day holiday, the Committee will next meet on Monday, November 19, 2018 at 2:00 p.m.

**VI. ADJOURN**

The meeting was adjourned at 2:28 p.m.

Approved: \_\_\_\_\_  
Pete Vander Poel, Acting Chair

\_\_\_\_\_ date