



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**  
**Monday, November 19, 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 2:00 p.m.

**II. ROLL CALL**

In attendance: Wayne Ross, Chair; Pete Vander Poel; Gary Reed; Dave Kehler; Leanne Malison.

**III. PUBLIC COMMENT**

None.

**IV. AGENDA ITEMS**

**1. Review of Committee Minutes from the meeting of October 18, 2018.**

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

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

**a. Financial and Budget reports for the period ending September 30, 2018.**

A motion to recommend approval of the September financial and budget reports was made by Mr. Vander Poel and seconded by Mr. Reed. Motion approved.

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

Mr. Kehler reported that on the list of overpayments made to beneficiaries of deceased retired members, TCERA staff has attempted to contact each of the individuals involved but with no success in achieving further recovery. Due to the length of time since the errors occurred, Staff recommends that these amounts be written off. The Committee agreed

Mr. Kehler reported that seven former members on the list received overpayments as part of individual refunds of member contributions and interest. Staff has not yet attempted to reach this group of former members. The Committee acknowledged that a long period of time that has transpired since the errors were made but directed staff to make a final attempt at contacting the former member for possible recovery of the overpayments.

**c. Transition to Tulare County Active Directory domain.**

Ms. Malison described the steps taken to this point for TCERA to comply with the changes that will be needed for TCERA to transition to a new server environment that will allow for coordination with Tulare County Information Technology. The options recommended by Staff will allow for continued support and security, while also providing for flexibility in the future should TCERA decide to make additional changes to the handling of servers, data coordination with the County, and for handling email messaging.

A motion to recommend approval of the Staff proposal was made by Mr. Vander Poel and seconded by Mr. Ross. Motion approved.

**d. County Counsel invoices for the month ending October 31, 2018.**

A motion to approve payment of the County Counsel invoices for the period ending October 31<sup>st</sup> was made by Mr. Reed and seconded by Mr. Vander Poel. Motion approved.

**V. UPCOMING MEETING**

**1. To Be Determined.**

The next meeting of the Committee is to be held on Thursday, December 20, 2018 at 2:00 p.m.

**VI. ADJOURN**

The meeting was adjourned at 2:23 p.m.

Approved: \_\_\_\_\_  
Wayne Ross, Chair

\_\_\_\_\_ date