



COUNTY OF TULARE
BOARD OF RETIREMENT

Leanne Malison
Retirement Administrator

136 N AKERS STREET
VISALIA, CALIFORNIA 93291

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

MINUTES OF THE BOARD OF RETIREMENT
ADMINISTRATIVE COMMITTEE MEETING
Thursday, July 23, 2020 @ 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 3:02 p.m.

II. ROLL CALL

Present: Laura Hernandez, Chair; Cass Cook, Jim Young, Nathan Polk
David Vasquez, Alternate
Mary Warner, Leanne Malison (via conference call)

III. PUBLIC COMMENT

None

IV. AGENDA ITEMS

1. **Review of Committee Minutes from the meeting of June 25, 2020.**
Motion to approve minutes as presented.
Motion: Polk
Second: Cook
Motion approved unanimously.
2. Discussion and possible action regarding the following items:
 - a. **TCERA and TCERA Property, Inc. Financial Statements – May 31, 2020**
The Committee reviewed the financial statements for April 30th.
Motion to recommend approval of the May 31, 2020 financial statements as presented.
Motion: Cook
Second: Polk
Motion approved unanimously.
 - b. **County Counsel Invoices \$5,724.10 for the month ending June 30, 2020**
The Committee reviewed the County Counsel invoices for June 30th.
Motion to approve County Counsel invoices as presented.
Motion: Young
Second: Polk
Motion approved unanimously.

c. **TCERA Board Room Technology Upgrade**

The committee reviewed the proposal from Serban Sound, Staff's recommended vendor. Ms. Warner explained that Serban Sound has experience with Tulare County and provided the most comprehensive, competitive, and responsive proposal. In addition, Tulare County Information Technology and Communications (TCiCT) had reviewed all the information submitted and concurs with Staff's recommendation. The proposal was structured in a building block format, allowing the committee to determine the level of investment that is most desirable and beneficial. All options include installation of equipment and required cabling. In addition, on-site training and support for implementation is included. After a lengthy discussion over the different technology options the committee decided that Option D, would be the best option for the Board Room. Option D entails the following: Upgrade speaker, microphones, and recording/teleconferencing system to be managed using a Creston touch screen device. Install flat screen television and related equipment for internet connectivity and presentations. Cost for this option is \$53,364.32. This amount is over the estimated amount of \$46,000 that was budget. The overage will be pulled from TCERA's special projects budget of \$20,000.

Motion to recommend to the Board of Retirement the proposal from Serban Sound Option D for TCERA's Board Room technology upgrade.

Motion: Young

Second: Polk

Motion approved unanimously.

d. **Ratify Administrator Action for Surplus Equipment**

Ms. Warner informed the committee that the policy regarding the disposal of TCERA assets that grants the Administrator the authority to make decisions regarding equipment with an estimated value of \$500 or less per item. The policy also requires that such actions be reported to the Administrative Committee for ratification. Attached is two lists of equipment that the Administrator has authorized to be transferred to the Tulare County Surplus Store.

Motion to ratify Administrator actions regarding disposal of inoperable and obsolete equipment.

Motion: Cook

Second: Polk

Motion approved unanimously.

V. UPCOMING MEETING

1. Thursday, August 27, 2020 @ 3:00 p.m.

VI. ADJOURN

The meeting was adjourned at 3:50 p.m.


Laura Hernandez, Chair