



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

AGENDA OF THE BOARD OF RETIREMENT
ADMINISTRATIVE COMMITTEE MEETING
Wednesday, July 28, 2021 @ 10:30 p.m.
TCERA Executive Room, 136 N. Akers Street, Visalia, CA 93291

NOTICE OF TEMPORARY PROCEDURES FOR BOARD OF RETIREMENT MEETINGS

On March 17, 2020, California Governor Gavin Newsom issued Executive Order N-29-20, relating to the convening of public meetings in light of the COVID-19 pandemic. The Tulare County Employees' Retirement Association (TCERA) hereby provides notice that it will continue to convene its regularly scheduled public meetings of the Board of Retirement in the Board Room at 136 N. Akers Street, Visalia, as provided in the publicly posted agenda notice, and until further notice.

Persons who wish to address the Board of Retirement during public comment or regarding an item that is on the agenda may address the Board of Retirement in person at the meeting. Members of the public may also submit public comment via email to BORPublicComment@tcera.org before the meeting. The comments received via email before the meeting will be read to the Board of Retirement in open session during the meeting as long as the comments meet the requirements for Public Comments as posted in the agenda. Persons wishing to listen to the meeting and/or participate in public comment remotely may call the TCERA Office during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.) within 48 hours of the meeting at 559-713-2900 for login information. Public comments are limited to any item of interest to the public that is within the subject matter jurisdiction of the Board of Retirement. (Gov't Code Section 54954.3(a).)

I. CALL TO ORDER

II. ROLL CALL

1. As a courtesy to those in attendance, all individuals are requested to place cell phones and other electronic devices in the non-audible alert mode.

III. PUBLIC COMMENT

1. At this time, members of the public may comment on any item not appearing on the agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration. Any person addressing the Board will be limited to a maximum of five (5) minutes so that all interested parties have an opportunity to speak. Please state your name for the record.

IV. AGENDA ITEMS

1. Review of Committee Minutes from the meeting of June 23, 2021.
2. Discussion and possible action regarding the following items:
 - a. Retirement Board Meeting Access and Participation Considerations
 - b. Ratify Retirement Administrator Expenses

V. UPCOMING MEETING

1. Wednesday, August 25, 2021 @ 10:30 a.m.

VI. ADJOURN

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. Notification 48 hours prior to the meeting will help enable staff to make reasonable arrangements to ensure meaningful access. Documents related to the items on this Agenda submitted after distribution of the Agenda packet are available for public inspection at TCERA, 136 N. Akers Street, Visalia, CA. during normal business hours.*



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MINUTES OF THE BOARD OF RETIREMENT
ADMINISTRATIVE COMMITTEE MEETING
Wednesday, June 23, 2021 @ 10:30 a.m.
TCERA Executive Room, 136 N. Akers Street, Visalia, CA 93291

I. CALL TO ORDER

The meeting was called to order at 11:01 a.m.

II. ROLL CALL

Present: David Kehler, Chair; Jim Young, Laura Hernandez, Paul Sampietro
George Finney (alternate – participating remotely)
Leanne Malison, Mary Warner

III. PUBLIC COMMENT

None

IV. AGENDA ITEMS

1. Review of Committee Minutes from the meeting of May 26, 2021.
Motion to approve minutes as presented.
Motion: Hernandez
Second: Young
Motion approved unanimously.
2. Discussion and possible action regarding the following items:
 - a. **TCERA and TCERA Property, Inc. Financial Statements – May 31, 2021**
The Committee reviewed the financial statements for May. Ms. Warner pointed out on the Balance sheet the significant increase in assets of 21.69% over the prior year year-to-date total. On the P&L, that the Dividend Income more than doubled and the large increase in Other Investment Income was from KBI. \$275k.
Motion to recommend approval of the April 30, 2021 financial statements as presented.
Motion: Young
Second: Hernandez
Motion approved unanimously.
 - b. **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 a list 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: Hernandez

Second: Sampietro

Motion approved unanimously.

c. Ratify Assistant Retirement Administrator Expenses

Ms. Warner gave a brief review of why the expenses of both the Retirement Administrator and the Assistant Retirement Administrator must be ratified by the Administrative Committee.

Motion to ratify Assistant Administrator expenses as presented.

Motion: Sampietro

Second: Young

Motion approved unanimously.

V. UPCOMING MEETING

1. Wednesday, July 28, 2021 @ 10:30 a.m.

VI. ADJOURN

The meeting was adjourned at 11:08 a.m.

Approved: _____
David Kehler, Chair

_____ Date



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TCERA, Board of Retirement Administrative Committee

Agenda Item # IV.2.a

Agenda Date: July 28, 2021

Subject: Retirement Board Meeting Access and Participation Considerations

Requests:

That the Administrative Committee:

1. Discuss the Board's options for meeting access and participation when the Brown Act provisions are reinstated.
2. Provide a recommendation to the Board regarding meeting access and participation.

Summary:

In response to the COVID pandemic, the Governor of California temporarily removed certain restrictions under California's Ralph M. Brown Act that governs TCERA's Board meetings. Under these changes, TCERA has implemented remote access, via Zoom or WebEx, for meeting participation for trustees, staff, and members of the public. The original restrictions will be reinstated as of September 30, 2021. Staff is requesting guidance regarding Board meeting access and participation for meetings held after September 30, 2021.

The most significant change for trustees will affect remote participation in meetings. TCERA Board members will no longer be able to participate in Board meetings remotely unless the location of the trustee is posted as a meeting site with public access. TCERA will no longer be required to provide remote access and participation options for members of the public.

Possible options for Board meeting access and participation allowed under the reinstated restrictions include:

1. Return to pre-pandemic procedures – No remote access, no live stream, no recording posted on website. All public comment must be made in person. An audio recording of the meeting is available to the public for 30 days after the meeting.
2. Continue with full remote access and participation for the public. An audio recording of the meeting is available to the public for 30 days after the meeting.
3. Continue with full remote access and participation for the public. An audio recording of the meeting is posted to TCERA's website.

4. Eliminate the remote access and participation for the public except for vendor presentations pre-approved by the Board of Retirement. Initiate a non-interactive live stream for the public with a recording to be posted to the website after the meeting. Public comment must be made in person.
5. Eliminate the remote access and participation except for vendor presentations pre-approved by the Board of Retirement. Members of the public could participate via phone and e-mail. Initiate a non-interactive live stream for the public with a recording to be posted to the website after the meeting. Public comment must be made in person.
6. Eliminate the Zoom access and participation except for vendor presentations pre-approved by the Board of Retirement. Record the meeting (audio and video) with the recording to be posted to the website after the meeting. Public Comment must be made in person.
7. Eliminate the Zoom access and participation except for vendor presentations pre-approved by the Board of Retirement. Record the meeting (audio and video) with the recording to be posted to the website after the meeting. Members of the public could participate via phone and e-mail.
8. Items 3-6 above with no posting of a recording to the website.
9. Other combinations of the above.

Prepared by: Leanne Malison



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**TCERA, Board of Retirement
Administrative Committee**

Agenda Item # IV.2.b.

Agenda Date: July 28, 2021

Subject: Ratify Retirement Administrator Expense

Requests:

That the Administrative Committee:

1. Review and ratify the expense reimbursement to the Retirement Administrator.

Summary:

Board of Retirement policy requires that expense reimbursements to the Retirement Administrator be reviewed and ratified by the Administrative Committee. Prior to payment the expenses were reviewed and approved by a second member of management as required by the policy.

Prepared by: Mary Warner

BOARD OF RETIREMENT - TRAVEL EXPENSE CLAIM

Name :	Leanne Malison		
Address :			
Cty, St. Zip:			
Dept.:	RETIREMENT		
Vendor No. :	TCERA	Alt. Addr. :	

MW #:	108364
Date:	7-22-2021
Acct Prd:	01
Check Category:	01

Description	FUND	AGCY	ORGN	Sub-Org	OBJT	RPTG	BS Acct	AMOUNT
	815	815	2350		7030			\$274.42
					QB's			
					5680			

Per Diem Information			Other Expenses Claimed		
Date	Description of Meeting	Number of Miles	Description of Expenses	Amount	Total for Line
7/6/2021	Travel to		Per diem first & last day traveled	45.75	91.50
to	Boston (Meketa and NEPC)		Per diem ea. 24 hr period in between	61.00	122.00
7/9/2021	and Seattle (Verus)				
			Less Breakfast	-14.00	
			Less Lunch	-16.00	
			Less Dinner	-26.00	
	Roundtrip Mileage to Fresno Airport	82			
			Taxi Cab(s)		
			Tips for maid service	15.00	15.00
			Tips for luggage service		
			Tips for valet service		
Keyed To AFIN					
Date	Initials				
7/22/21	FM	Total Miles Claimed:	82	Amount of Miles @ \$.56	\$45.92
Keyed to QB's		AFIN Scheduled		Total Other Expenses Claimed:	228.50
Date	Initials	Date	Initials	Total Amount Claimed:	\$274.42
7/22/21	FM	7/22/21	FLG		

I certify that I had a valid California Driver's License and that the vehicle used was insured pursuant to County policy and State law during all mileage claimed. I also certify that this claim is a full, true and accurate statement of expenditures necessarily incurred by me.

Leanne Malison 7/13/21
 Claimant Signature Date

I certify the above to be full, true and accurate statement of expenditures constituting a valid charge against the Retirement Office.

Mary Wanner 7/16/21
 Department Head Signature Date