



COUNTY OF TULARE BOARD OF RETIREMENT

Leanne Malison
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**MINUTES OF THE BOARD OF RETIREMENT
ADMINISTRATIVE COMMITTEE MEETING
Wednesday, February 24, 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 11:58 a.m.

II. ROLL CALL

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

III. PUBLIC COMMENT

None

IV. AGENDA ITEMS

1. Review of Committee Minutes from the meeting of January 27, 2021.
Motion to approve minutes as presented.
Motion: Young
Second: Hernandez
Motion approved unanimously.
2. Discussion and possible action regarding the following items:
 - a. **TCERA and TCERA Property, Inc. Preliminary Financial Statements – December 31, 2020**
The Committee reviewed the preliminary financial statements for December. Ms. Warner stated that the reports are preliminary at this time and will remain so until the December 31, 2020 interest figure is approved by the Board and posted to TCERA's member accounts and reserves. Ms. Warner indicated that the reports would come back before the Committee once finalized with the 12/31/20 interest posting.
No action taken.
 - b. **County Counsel Invoice \$5,148.00 for the month ending January 31, 2021**
The Committee reviewed the County Counsel invoices for January.
Motion to approve County Counsel invoices in the amount of \$5,148.00 as presented.
Motion: Young
Second: Hill
Motion approved unanimously.

c. TCERA Electronic Signature Policy

The Committee reviewed and discussed the Electronic Signature Policy. Ms. Warner stated that during the pandemic it has become apparent it would be beneficial for TCERA to be able to accept documents containing electronic signatures utilizing secure electronic signature technology. Ms. Malison added that this would be beneficial even after the pandemic. The implementation of this policy would facilitate the timely acceptance of documents from members and vendors thereby improving our service and streamlining processes. During Ms. Malison's review of DocuSign and Adobe Sign she found them to be very similar in functionality. If the policy is approved, she will be in communication with TCiCT regarding participating in the County's Enterprise license for DocuSign. Mr. Kehler asked how staff will determine the criteria is being met? Ms. Malison replied that the software verifies everything.

Motion to recommend to the Board to approve the Electronic Signature Policy as presented.

Motion: Hernandez

Second: Young

Motion approved unanimously.

V. UPCOMING MEETING

1. Wednesday, March 24, 2021 @ 10:30 a.m.

VI. ADJOURN

The meeting was adjourned at 12:11 p.m.



David Kehler, Chair