



COUNTY OF TULARE  
**BOARD OF RETIREMENT**

**Leanne Malison**  
Retirement Administrator

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**MINUTES OF THE BOARD OF RETIREMENT**  
**ADMINISTRATIVE COMMITTEE MEETING**  
**Thursday, February 27, 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, Mike Watson  
Paul Sampietro, Alternate, David Vasquez, Alternate  
Mary Warner, Leanne Malison

**III. PUBLIC COMMENT**

None

**IV. AGENDA ITEMS**

1. Review of Committee Minutes from the meeting of January 16, 2020.  
Motion to approve minutes as presented.  
Motion: Cook  
Second: Young  
Motion approved unanimously.
2. Discussion and possible action regarding the following items:
  - a. TCERA and TCERA Property, Inc. Preliminary Financial Statements – December 31, 2019  
The Committee reviewed the preliminary financial statements for December 31st. Ms. Warner stated that the reports are preliminary at this time and will remain so until the December 31, 2019 interest figure is approved by the Board and posted to TCERA's member accounts and reserves. She responded to questions related to items of interest. Ms. Warner indicated that the reports will come back before the Committee once finalized with the 12/31/19 interest posting.  

No action taken.
  - b. 2020 Administrative Committee Schedule  
Ms. Hernandez stated she wanted to bring this forward in case there were any issues. No issues were reported with the schedule.  

No action taken.
  - c. TCERA's 75<sup>th</sup> Anniversary Celebration  
Ms. Warner stated that staff would like guidance regarding a possible celebration. Ms. Hernandez suggested a resolution or proclamation. The Committee members discussed possible options, dates, costs and attendees.

Motion to recommend to the Board of Retirement that TCERA host a luncheon on July 1, 2020 and invite the current and former Trustees, the Board of Supervisors and staff. The budgeted amount is \$750.

Motion: Young

Second: Cook

Motion approved unanimously.

d. Hearing Officer Compensation Review

Ms. Warner gave a brief overview of why the staff is requesting an increase in the hearing officer rates. Mr. Watson asked what Kern and Fresno are paying. Ms. Warner gave the amounts. Ms. Malison also discussed upcoming recommendations for hearing officer minimum qualifications. She is working with legal counsel on this project.

Motion to recommend the Board of Retirement adopt a new rate of compensation for Hearing Officers equal to \$250 per hour with a cancellation fee of three hours at the hourly rate in effect at the time of cancellation.

Motion: Watson

Second: Hernandez

Motion approved unanimously.

e. County Counsel Invoices for the month ending January 31, 2020

The committee discussed billing and the current attendance of three attorneys at Board Meetings. Ms. Malison stated that we are only charged for one attorney for Board Counsel work. Our current legal counsel will be retiring soon and her current back up will be taking her place. The third attorney will be the new back up. Motion to approve County Counsel invoices as presented.

Motion: Hernandez

Second: Young

Motion approved unanimously.

f. Ratify Assistant Retirement Administrator Expenses

Ms. Warner gave a brief review of why the travel 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: Young

Second: Cook

Motion approved unanimously.

## V. UPCOMING MEETING

1. Thursday, March 26, 2020 @ 3:00 p.m.

## VI. ADJOURN

The meeting was adjourned at 3:45 p.m.

  
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Laura Hernandez, Chair