



# 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, November 19, 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  
Paul Sampietro, Alternate; David Vasquez, Alternate  
Mary Warner, Leanne Malison (participating remotely)

## III. PUBLIC COMMENT

None

## IV. AGENDA ITEMS

1. Review of Committee Minutes from the meeting of October 22, 2020.  
**Motion to approve minutes as presented.**  
Motion: Polk  
Second: Young  
Motion approved unanimously.
2. Discussion and possible action regarding the following items:
  - a. **TCERA and TCERA Property, Inc. Financial Statements – September 30, 2020**  
The Committee reviewed the financial statements for September.  
**Motion to recommend approval of the September 30, 2020 financial statements as presented.**  
Motion: Young  
Second: Cook  
Motion approved unanimously.
  - b. **County Counsel Invoice \$7,624.60 for the month ending October 31, 2020**  
The Committee reviewed the County Counsel invoice for October.  
**Motion to approve County Counsel invoice in the amount of \$7,624.60 as presented.**  
Motion: Polk  
Second: Young  
Motion approved unanimously.

**c. Ratify Retirement Administrator actions regarding retiree death cases – no response or unable to locate beneficiary**

Ms. Warner informed the Committee that Ms. Malison has authorized staff to consider the listed death cases closed to further action due to lack of response or inability to locate a beneficiary. Staff members have followed and documented the required steps to contact the beneficiary as prescribed by TCERA policy. The cases will be formally retired after the five-year waiting period required by law.

**Motion to ratify the Retirement Administrator actions.**

Motion: Polk

Second: Young

Motion approved unanimously.

**d. Service Agreement with the County of Tulare**

Due to a conflict of interest under Government Code Section 1091, both Cass Cook and Paul Sampietro recused themselves and left the meeting at 3:20 p.m. The Committee reviewed the Service Agreement with the County of Tulare. Ms. Warner informed the Committee that the current Service Agreement with the County was approved by the Board of Retirement back in 2012 and there have been changes over the years to the services that are provided to TCERA. In addition, the costs of providing such services has changed. Outside Legal counsel has completed their review of the proposed Service Agreement and staff are comfortable with the changes.

**Motion to recommend approval of the Service Agreement with the County of Tulare as presented.**

Ayes: Young, Polk, Hernandez

Recused: Cook

Motion passed.

**V. UPCOMING MEETING**

1. Thursday, December 17, 2020 @ 3:00 p.m.
2. Mr. Polk notified the Committee that he will not be able to attend the December 17, 2020 meeting.

**VI. ADJOURN**

The meeting was adjourned at 3:36 p.m.



*Laura Hernandez, Chair*