



COUNTY OF TULARE  
**BOARD OF RETIREMENT**

**Leanne Malison**  
Retirement Administrator

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**MINUTES OF THE BOARD OF RETIREMENT**  
**ADMINISTRATIVE COMMITTEE MEETING**  
**Thursday, September 24, 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  
Mary Warner, Leanne Malison (participating remotely)

**III. PUBLIC COMMENT**

None

**IV. AGENDA ITEMS**

1. Review of Committee Minutes from the meeting of August 27, 2020.  
**Motion to approve minutes as presented.**  
Motion: Young  
Second: Cook  
Motion approved unanimously.
2. Discussion and possible action regarding the following items:
  - a. **TCERA and TCERA Property, Inc. Preliminary Financial Statements – July 31, 2020**  
The Committee reviewed the preliminary financial statements for July 31st. Ms. Malison noted the Market Stabilization account on the Combined Balance Sheet is a key number to review. This is the account that was discussed at yesterday's Board Meeting.  
**No action taken.**
  - b. **County Counsel Invoice \$4,745.50 for the month ending August 31, 2020**  
**Motion to approve County Counsel invoice in the amount of \$4,745.50 as presented.** Mr. Young asked about our current assigned attorneys. Ms. Malison stated that Marit Erickson is our primary and Jennifer Shiffert is the back up.  
  
Motion: Young  
Second: Polk  
Motion approved unanimously.

**c. TCERA's Website Redesign**

Ms. Warner explained to the Committee that after the 3 RFP's were received, staff decided to enlist the help of TCICT to analyze the proposals. At the end of a joint meeting to review their analysis, TCICT brought up the fact that they also offer this service. They have been doing it for years, have multiple departments that use their service and could possibly do it for free. Staff then requested a formal proposal. Ms. Warner went on to say that after reviewing their proposal and surveying other departments, TCERA staff are recommending moving forward with the proposal from TCICT.

**Motion to recommend to the Board of Retirement the TCICT Website Redesign Proposal as presented.**

Motion: Cook

Second: Polk

Motion approved unanimously.

**d. TCERA Trustee Election – No qualified candidate**

The Committee reviewed and discussed the possible options when there are no qualified candidates at the close of the second Nomination period. Staff recommends that no change be made to the Trustee Election procedures. Action should be specific to that election and to that seat. The Board does not have the authority to make an appointment except for the Retiree Alternate seat. The language in the procedures should stand as is and the Board should determine the best action to take at that time.

**No action taken.**

**V. UPCOMING MEETING**

1. Thursday, October 22, 2020 @ 3:00 p.m.

**VI. ADJOURN**

The meeting was adjourned at 3:42 p.m.



*Laura Hernandez, Chair*