



San Bernardino County Employees'
Retirement Association

ADMINISTRATIVE COMMITTEE

348 W. Hospitality Lane, 1st Floor, San Bernardino, CA 92408

Live stream access: <https://sbcera.legistar.com/calendar.aspx>

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Meeting Minutes

Thursday, November 16, 2023

9:00 AM

Board Room

Trustees Present:

NEAL WANER, Committee Chair

JEAN-RENE BASLE, Alternate Committee Member

LOUIS FIORINO, Committee Member

Others Present:

DEBBY CHERNEY, Chief Executive Officer

BARBARA HANNAH, Chief Counsel

DAVID LANTZER, Senior Staff Counsel

JOE MICHAEL, Chief Information Officer

CHRISTA JAMES, Clerk of the Board

Absent:

HARRY HATCH, Committee Member

DAWN ROWE, Committee Member

*In the absence of Committee Members Hatch and Rowe, Trustee Basle sat in as Alternate Committee Member for this meeting.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order at 9:01 AM. Chair Waner led the Pledge of Allegiance and announced protocol regarding Public Comment.

PUBLIC COMMENT

No Public Comment was provided.

ACTION ITEMS

1. Approve minutes of Administrative Committee meeting conducted on [23-422](#)
August 17, 2023.

A motion was made by Fiorino, seconded by Basle, that this agenda item be Approved. The motion carried by the following vote:

Ayes: 3 - Fiorino, Basle and Waner

- 2. Recommend that the Board approve and adopt changes to Administration Policy No. 005 (Records Retention Policy). [23-423](#)

Hannah & Lantzer, staff, reviewed.

A motion was made by Basle, seconded by Waner, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 12/7/2023. The motion carried by the following vote:

Ayes: 3 - Fiorino, Basle and Waner

- 3. Recommend that the Board approve and adopt updates to the Procedure for Disability Retirement and Formal Hearings. [23-424](#)

Hannah & Lantzer, staff, reviewed.

A motion was made by Basle, seconded by Fiorino, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 12/7/2023. The motion carried by the following vote:

Ayes: 3 - Fiorino, Basle and Waner

- 4. Recommend that the Board approve a one-year contract with Forrester Research, Inc. for information technology research and consulting services in the amount of \$129,417.18; authorize the Chief Executive Officer to execute an agreement with Forrester Research, Inc. in a form approved by Chief Counsel. [23-421](#)

Michael, staff, reviewed.

A motion was made by Basle, seconded by Waner, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 12/7/2023. The motion carried by the following vote:

Ayes: 3 - Fiorino, Basle and Waner

SUGGESTIONS FOR FUTURE AGENDA ITEMS

No future agenda items were suggested.

ADJOURN

The meeting was adjourned at 9:40 AM.

Respectfully submitted,

NEAL WANER, Committee Chair

DEBBY CHERNEY, Board Secretary

DATED: _____