



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>

### Agenda

---

**Thursday, May 22, 2025**

**9:00 AM**

**Board Room**

---

#### **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

#### **PUBLIC COMMENT**

Members of the public who wish to provide public comment have three options:

1. Public may submit written comments before the commencement of each meeting, on our website at [www.sbcera.org/publiccomment](http://www.sbcera.org/publiccomment).
2. Public may also provide comment, during this general public comment time, by phone by dialing (877) 853-5257, and entering the meeting ID - 857 5854 3193 # #.
3. Public may also provide comment by appearing in-person.

Persons wishing to address the Board in-person should provide notice to the Clerk of the Board prior to the beginning of the meeting. The Board will provide an opportunity for the public to address any subject, within the jurisdiction of the Board, which is not already scheduled on this agenda. Members of the public are required to limit comments to three minutes.

#### **ACTION ITEMS**

1. Approve minutes of Administrative Committee meeting conducted on March 20, 2025. [25-192](#)
2. Recommend that the Board approve and adopt SBCERA Resolution No. 2025-2: Approve the Transfer of 348 W. Hospitality Lane to SBCERA, and the Dissolution of Hospitality Office, Inc. [25-190](#)
3. Recommend that the Board approve and adopt SBCERA Resolution No. 2025-3: Reconfirming and Restating Inclusion of its Employees within the Coverage of Article 15.6 of County Employees' Retirement Law. [25-200](#)

4. Recommend that the Board approve and adopt updates to Education and Training Policy No. 001 (Trustees Education/Training Policy). [25-193](#)
5. Recommend that the Board approve and adopt updates to General Policy No. 016 (Solicitation). [25-194](#)
6. Recommend that the Board approve and adopt updates to Administration Policy No. 018 (Staff Performance and Evaluation Planning Policy). [25-098](#)
7. Recommend that the Board approve and adopt updates to Benefits Policy No. 016 (Standard for Determining Whether a Member is Incapable of Gainful Employment). [25-199](#)
8. Recommend that the Board approve and adopt Procedures for SBCERA Administrative Appeal Hearings. [25-201](#)
9. Recommend that the Board approve a contract for services with LCS Record Retrieval; authorize the Chief Executive Officer to execute an agreement with LCS in a form approved by Chief Counsel. [25-202](#)
10. Recommend that the Board approve a contract for services with Access Employment Network (AEN) for vocational assessment services in the context of disability retirement applications; authorize the Chief Executive Officer to execute an agreement with AEN in a form approved by Chief Counsel. [25-203](#)
11. Recommend that the Board approve the proposed Annual Budget for the Fiscal Year Ending June 30, 2026. [25-196](#)

**SUGGESTIONS FOR FUTURE AGENDA ITEMS****ADJOURN****NOTES**

SBCERA conducts its meetings in accordance with Rosenberg's Rules of Order, as revised by SBCERA.

The term "Action" in the wording of any Agenda item contained herein serves as notice that the Board may, in its discretion, dispose of any item by any action in the following non-exclusive list: approve, disapprove, modify, defer, table, take no action, and receive and file.

The Board of Retirement meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the

public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the meeting. The Clerk of the Board telephone number is (909) 885-7980 and the office is located at 348 West Hospitality Lane, 1st Floor, San Bernardino, California 92408.

**UPCOMING MEETINGS**

Administrative Committee Meeting\*

Thursday, June 12, 2025

10:30AM