



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, July 18, 2024

9:00 AM

Board Room

Trustees Present:

NEAL WANER, Committee Chair
HARRY HATCH, Committee Member
DAWN ROWE, Committee Member
DAWN STAFFORD, Alternate Committee Member

Other Present:

DEBBY CHERNEY, Chief Executive Officer
BARBARA HANNAH, Chief Counsel
JOE MICHAEL, Chief Information Officer
SCOTT VANHORNE, Government Affairs Manager
CHRISTA JAMES, Clerk of the Board

Absent:

VACANT, General Member

*With the vacancy of the General Member seat, Trustee Stafford participated as Alternate Committee Member for this meeting.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order at 9:00 AM. Committee 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 May 16, 2024. [24-228](#)
A motion was made by Stafford, seconded by Rowe, that this agenda item be Approved. The motion carried by the following vote:
Ayes: 4 - Waner, Hatch, Rowe and Stafford

2. Recommend that the Board approve an initial three-year contract for services with Palo Alto Networks for Zero Trust Network Access (ZTNA) and Secure Access Service Edge (SASE) services via a National Association of State Procurement Officials (NASPO) contract for a cost not to exceed \$570,000; authorize the Chief Executive Officer to execute an agreement with Carahsoft Technology Corporation thru their local reseller Netsync Network Solutions in a form approved by Chief Counsel. [24-269](#)

Michael, staff, reviewed.

A motion was made by Hatch, seconded by Rowe, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 8/1/2024. The motion carried by the following vote:

Ayes: 4 - Waner, Hatch, Rowe and Stafford

3. Recommend that the Board approve and adopt updates to General Policy No. 002 (Statement of Governance Principles and Code of Ethics). [24-286](#)

Hannah, staff, reviewed. Trustee Hatch stated that he would like to discuss the frequency of Trustee travel for education and due diligence purposes, and thought this policy might need amendment. Chief Counsel mentioned that staff is researching this topic and will bring a discussion item back to the Administrative Committee along with the appropriate policy.

A motion was made by Hatch, seconded by Rowe, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 8/1/2024. The motion carried by the following vote:

Ayes: 4 - Waner, Hatch, Rowe and Stafford

4. Recommend that the Board approve and adopt updates to Actuary & Audit Policy No. 002 (Interest Crediting Procedures and Undesignated Excess Earnings Allocation). [24-281](#)

McInerny, staff, reviewed. Trustees Stafford and Hatch stated that they would like to discuss the possibility of amending the excess earning language to allow for an Ad Hoc COLA. Chief Executive Officer mentioned that staff will communicate with the actuary and bring this item back to a future Administrative Committee meeting with its findings.

A motion was made by Waner, seconded by Hatch, to continue this item to a future Administrative Committee meeting. The motion carried by the following vote:

Ayes: 4 - Waner, Hatch, Rowe and Stafford

5. Recommend that the Board approve and adopt updates to Administration Policy No. 019 (Capital & Controlled Assets). [24-284](#)

McInerny, staff, reviewed.

Trustee Rowe left the meeting at 9:37 AM and returned at 9:39 AM

A motion was made by Hatch, seconded by Stafford, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 8/1/2024. The motion carried by the following vote:

Ayes: 3 - Waner, Hatch and Stafford

Absent: 1 - Rowe

6. Recommend that the Board approve and adopt updates to General Policy No. 010 (Pre-Funding Of Contributions). [24-285](#)

McInerny, staff, reviewed.

A motion was made by Hatch, seconded by Rowe, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 8/1/2024. The motion carried by the following vote:

Ayes: 4 - Waner, Hatch, Rowe and Stafford

7. Recommend that the Board approve and adopt updates to Administration Policy No. 013 (Expenditure Budget Approval). [24-287](#)

McInerny, staff, reviewed.

A motion was made by Hatch, seconded by Rowe, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 8/1/2024. The motion carried by the following vote:

Ayes: 4 - Waner, Hatch, Rowe and Stafford

INFORMATION ITEMS

8. Receive update on retirement support initiatives. [24-223](#)

Vanhorne, staff, presented.

SUGGESTIONS FOR FUTURE AGENDA ITEMS

Trustee Hatch suggested a future agenda item to discuss the frequency of Trustee travel for education and due diligence purposes.

Trustee Stafford suggested a future agenda item to discuss excess earning and the possibility of implementing an Ad Hoc COLA for retirees.

ADJOURN

Committee Chair Waner adjourned the meeting at 10:05 AM.

Respectfully submitted,

NEAL WANER, Committee Chair

DEBBY CHERNEY, Board Secretary

DATED:_____