



## ADMINISTRATIVE COMMITTEE

348 West Hospitality Lane, First Floor  
San Bernardino, California 92415

### Meeting Minutes - Draft

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**Thursday, August 15, 2019**

**9:00 AM**

**Board Room**

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#### **Trustees Present:**

JANICE RUTHERFORD, Committee Chair  
MARC BRACCO, Committee Member  
SEAN FLYNN, Committee Member  
VERE WILLIAMS, Committee Member

#### **Others Present:**

DEBBY CHERNEY, Chief Executive Officer  
BARBARA HANNAH, Chief Counsel  
AMY MCINERNY, Chief Financial Officer  
JOSEPH MICHAEL, Chief Information Officer  
DONALD PIERCE, Chief Investment Officer  
CHRISTA JAMES, Recorder  
STACEY BARNIER, Director of Human Resources and Risk Management  
COLIN BISHOP, Chief of Member Services  
DAVID LANTZER, Sr. Staff Counsel  
MICHAEL TAMONY, Communications Officer  
MARK TAYLOR, County of San Bernardino

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

Committee Chair Rutherford called the meeting to order at 9:01 AM, and led the Pledge of Allegiance.

#### **PUBLIC COMMENT**

No Public Comment was provided.

### ACTION ITEMS

1. Approve minutes of Administrative Committee meeting of July 18, 2019. [19-480](#)

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

**Ayes:** 4 - Rutherford, Bracco, Flynn and Williams

2. Recommend that the Board rescind General Policy No. 001 - Mission Statement as the Mission Statement was updated as part of the Triennial Strategic Plan for Fiscal Years 2020-2022 and a separate policy is unnecessary and redundant. [19-481](#)

Cherney, Staff, reviewed. The Committee amended to correct a typographical error.

A motion was made by Bracco, seconded by Flynn, that this amended agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 9/5/2019. The motion carried by the following vote:

**Ayes:** 4 - Rutherford, Bracco, Flynn and Williams

3. Recommend that the Board approve new General Policy No. 020 - Participating Employer Termination and Terminal Funding Obligation. [19-482](#)

McInerney and Pierce, Staff, reviewed.

A motion was made by Williams, seconded by Flynn, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 9/5/2019. The motion carried by the following vote:

**Ayes:** 4 - Rutherford, Bracco, Flynn and Williams

4. Recommend that the Board rescind Benefits Policy No. 022 - Standard for Determining Whether A Minor Child is Regularly Enrolled as Full-Time Student, and replace with Benefits Policy No. 029 - Standard for Determining the Eligibility of a Continuance for a Survivor Benefit. [19-487](#)

Hannah, Staff, reviewed and suggested the inclusion of a 7th bullet point

to add an exception for a fully disabled child. The Committee suggested the following amendment on page 1, bullet point 3 "As used herein, an accredited school includes an institution of learning that is **accredited by an agency whose decisions are accepted by local and state governments.**"

A motion was made by Williams, seconded by Bracco, that this amended agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 9/5/2019. The motion carried by the following vote:

**Ayes:** 4 - Rutherford, Bracco, Flynn and Williams

5. Recommend that the Board approve a proposed contract with ACCO Engineered Systems to provide heating and air conditioning installation services in the sum of \$134,571, plus a project contingency of \$15,429 for total project costs not to exceed \$150,000. [19-467](#)

Michael, Staff, reviewed.

A motion was made by Bracco, seconded by Flynn, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 9/5/2019. The motion carried by the following vote:

**Ayes:** 4 - Rutherford, Bracco, Flynn and Williams

6. Recommend that the Board approve a proposed contract with Allied-Universal Protection for building security enhancements to 348 West Hospitality Lane in the sum of \$156,951.37, plus a project contingency of \$8,058.63 for total project costs not to exceed \$165,000. [19-468](#)

Michael, Staff, reviewed.

A motion was made by Flynn, seconded by Bracco, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 9/5/2019. The motion carried by the following vote:

**Ayes:** 4 - Rutherford, Bracco, Flynn and Williams

7. Recommend that the Board approve proposed contracts for tenant improvements at 348 West Hospitality Lane, as follows: [19-466](#)
- UPRITE Construction in the sum of \$792,415.79 for general

construction services;

- Level 3 Project Management in the sum of \$29,483.35 for construction management services;
- Sisson Design Group in the sum of \$44,900.00 for architecture and design services (unused funds carryover from existing approved contract);
- SI Testing in the sum of \$32,029.50 for data center generator connection services;
- Western Audio Video in the sum of \$95,922.20 for audio/visual services; and
- G/M Business Interiors in the sum of \$283,157.76 for furnishings.

In addition, recommend that the Board approve a project contingency of \$63,892 for a total project cost not to exceed \$1,341,800, approve the use of contingency funds not to exceed \$190,000 to cover project costs in excess of Fiscal Year 2019-20's budgeted amount; grant the Chief Executive Officer authority to sign change orders up to \$5,000, and approve the joint authority of the Board Chair and Chief Executive Officer to approve change orders that exceed \$5,000.

Michael, Staff, reviewed. The Committee requested that, during the duration of the project, a report be included on the monthly board agendas summarizing any change orders approved by the Chief Executive Officer and/or the Board Chair.

A motion was made by Bracco, seconded by Williams, that this amended agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 9/5/2019. The motion carried by the following vote:

**Ayes:** 4 - Rutherford, Bracco, Flynn and Williams

### **ADJOURN**

Committee Chair Rutherford adjourned the meeting at 9:57 AM.

## Exhibit A: Page 5

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Respectfully submitted,

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JANICE RUTHERFORD, Committee  
Chair

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DEBBY CHERNEY, Board Secretary

DATED:\_\_\_\_\_