



## ADMINISTRATIVE COMMITTEE

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

### Meeting Minutes

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Thursday, October 17, 2019

9:00 AM

Board Room

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#### Trustees Present:

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

#### Others Present:

DEBBY CHERNEY, Chief Executive Officer  
BARBARA HANNAH, Chief Counsel  
COLIN BISHOP, Chief of Member Services  
AMY MCINERNEY, Chief Financial Officer  
JOSEPH MICHAEL, Chief Information Officer  
CHRISTA JAMES, Recorder  
YOLANDA BULLOCK, Sr. Legal Secretary  
DAWN DUROCHER, Paralegal  
ANTHONY ESPARZA, Disability Retirement Specialist  
SONYA HOLMES, Office Specialist  
SYLVIA HUBBARD, Disability Retirement Specialist  
DAVID LANTZER, Sr. Staff Counsel  
SARA NYDAM, Disability Retirement Specialist  
DANIELA PAZ, Information Services Coordinator  
DAWN PETERSON, Disability Retirement Supervisor  
DONALD PIERCE, Chief Investment Officer  
MICHAEL TAMONY, Communications Officer  
MARK TAYLOR, County of San Bernardino  
AMIT THANKI, Senior Investment Officer  
IVETTE VEGA, Office Specialist  
ZOILA VILLALOBOS, Legal Secretary  
LAURA VOSSMAN, Senior Investment Officer

#### Not Present:

MARC BRACCO, Committee Member

## **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 August 15, 2019. [19-583](#)

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

**Ayes:** 3 - Rutherford, Flynn and Williams

**Absent:** 1 - Bracco

2. Recommend that the Board approve a proposed contract with Secureworks in the sum of \$38,988 (plus applicable sales taxes) to provide cybersecurity detection and prevention and endpoint threat monitoring. [19-568](#)

Michael, 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 11/7/2019. The motion carried by the following vote:

**Ayes:** 3 - Rutherford, Flynn and Williams

**Absent:** 1 - Bracco

3. Recommend that the Board rescind Administration Policy No. 008 (Privacy and Confidentiality) and replace with Administration Policy No. 021 (Handling of Personally Identifiable Information (PII)). [19-576](#)

Bishop, 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 11/7/2019. The motion carried by the following vote:

**Ayes:** 3 - Rutherford, Flynn and Williams

**Absent:** 1 - Bracco

4. Recommend that the Board rescind Administration Policy No. 010 (Electronic Board and Committee Agenda Materials Policy). [19-570](#)

Michael, staff, reviewed.

A motion was made by Flynn, seconded by Williams, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on

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11/7/2019. The motion carried by the following vote:

**Ayes:** 3 - Rutherford, Flynn and Williams

**Absent:** 1 - Bracco

5. Recommend that the Board approve updates to Benefits Policy No. 023 (Adjustment to the Pensionable Compensation Limit Policy). [19-573](#)

Bishop, staff, reviewed.

A motion was made by Flynn, seconded by Williams, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 11/7/2019. The motion carried by the following vote:

**Ayes:** 3 - Rutherford, Flynn and Williams

**Absent:** 1 - Bracco

6. Recommend that the Board approve updates to Benefits Policy No. 025 (Requests for Pension Benefits and the Presentation of Supporting Information) including renaming the policy to Requests and Appeals for Pension Benefits. [19-580](#)

Hannah, 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 11/7/2019. The motion carried by the following vote:

**Ayes:** 3 - Rutherford, Flynn and Williams

**Absent:** 1 - Bracco

7. Recommend that the Board approve the proposed changes to the Procedures for Disability Retirement Applications and Formal Hearings. [19-421.1](#)

Hannah, staff, reviewed. The committee discussed and directed staff to re-word Item K on the staff report and to research industry standards regarding the presence of a non-attorney (i.e. spouse, friend, relative, or other support person) in closed session for a disability retirement case.

A motion was made by Williams that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 11/7/19, with the inclusion of a new rule providing a seven-minute time limit for applicants to present in closed session. The motion died for a lack of a second.

A motion was made by Flynn, seconded by Rutherford, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 11/7/2019, keeping the current practice of a three-minute time limit for applicants to present in closed session. The motion carried by the following vote:

**Ayes:** 2 - Rutherford and Flynn

**Nays:** 1 - Williams

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**Absent:** 1 - Bracco

8. Consider a Minor Revision to Education and Training Policy No. 003 (Trustee Travel and Expense). [19-578](#)

Cherney, staff, reviewed.

A motion was made by Flynn, seconded by Williams, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 11/7/2019. The motion carried by the following vote:

**Ayes:** 3 - Rutherford, Flynn and Williams

**Absent:** 1 - Bracco

9. Consider the Board's use of Rosenberg's Rules of Order, as modified by SBCERA, and discuss whether other parliamentary procedures, such as Robert's Rules of Order, should be adopted by the Board. [19-586](#)

The Committee discussed.

A motion was made by Williams that the Board of Retirement adopt Roberts Rules of Order as its parliamentary procedures. The motion died for a lack of a second.

### **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

No suggestions for future agenda items were provided.

### **ADJOURN**

Committee Chair Rutherford adjourned the meeting at 10:20 AM.

Respectfully submitted,

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JANICE RUTHERFORD, Committee  
Chair

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DEBBY CHERNEY, Board Secretary

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