



ADMINISTRATIVE COMMITTEE

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

Meeting Minutes

Thursday, July 18, 2019

9:00 AM

Board Room

Trustees Present:

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

Others Present:

DEBBY CHERNEY, Chief Executive Officer
BARBARA HANNAH, Chief Counsel
STACEY BARNIER, Director of Human Resources & Risk Management
COLIN BISHOP, Chief of Member Services
JOSEPH MICHAEL, Chief Information Officer
CHRISTA JAMES, Recorder
YOLANDA BULLOCK, Sr. Legal Secretary
DAWN DUROCHER, Paralegal
ANTHONY ESPARZA, Disability Retirement Specialist
HARRY HATCH, Retiree
SYLVIA HUBBARD, Disability Retirement Specialist
DAVID LANTZER, Sr. Staff Counsel
AMY MCINERNEY, Chief Financial Officer
PHIL PAULE, County of San Bernardino
DAWN PETERSON, Disability Retirement Supervisor
MICHAEL TAMONY, Communications Officer
TRACY WILLIAMS, Staff Counsel

Not Present:

SEAN FLYNN, Committee Member

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Committee Chair Rutherford called the meeting to order at 9:03 AM, and led the Pledge of Allegiance.

PUBLIC COMMENT

No Public Comment was provided.

ACTION ITEMS

1. Approve minutes of Administrative Committee meeting of April 18, 2019. [19-425](#)

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

Ayes: 2 - Rutherford and Bracco

Absent: 1 - Flynn

Abstain: 1 - Williams

2. Approve engagement with Agency: ETA for graphic design services in an amount not to exceed \$72,000. [19-415](#)

Bishop, staff, reviewed.

A motion was made by Bracco, seconded by Williams, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 8/1/2019. The motion carried by the following vote:

Ayes: 3 - Rutherford, Bracco and Williams

Absent: 1 - Flynn

3. Recommend that the Board approve the purchase of a Cisco ASR 1001-HX router along with Licensing and Services and Maintenance from CDWG in the amount of \$79,083.35. [19-417](#)

Michael, staff, reviewed.

A motion was made by Bracco, seconded by Williams, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 8/1/2019. The motion carried by the following vote:

Ayes: 3 - Rutherford, Bracco and Williams

Absent: 1 - Flynn

4. Recommend that the Board rescind Benefits Policies Nos. 017 through 020 (Required Minimum Distribution Rules, Compensation Limit, Rollovers, and Internal Revenue Code §415 - Annual Limit), and replace with a consolidated version, proposed Benefits Policy No. 031 (Tax Compliance). [19-418](#)

Bishop, staff, reviewed. The Committee discussed and directed staff to include a table of contents to enable good search terms.

A motion was made by Williams, seconded by Bracco, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 8/1/2019. The motion carried by the following vote:

Ayes: 3 - Rutherford, Bracco and Williams

Absent: 1 - Flynn

5. Recommend that the Board review and approve updates to Benefits Policy No. 021 (Distribution Restrictions). [19-416](#)

Bishop, staff, reviewed.

A motion was made by Bracco, seconded by Williams, that this agenda item be Recommended for approval to the BOARD OF RETIREMENT, meeting on 8/1/2019. The motion carried by the following vote:

Ayes: 3 - Rutherford, Bracco and Williams

Absent: 1 - Flynn

6. Recommend that the Committee provide guidance on potential changes to the Procedures for Disability Retirement Applications and Formal Hearings. [19-421](#)

Hannah, Lantzer and Williams, staff, reviewed. Harry Hatch, retiree, provided public comment. The Committee reviewed and directed staff to incorporate their comments into a revised set of disability procedures to be brought back to the October 17, 2019 Administrative Committee meeting.

7. Recommend that the Board approve the 2020 performance evaluation process and timing for the Chief Executive Officer and Chief Counsel. [19-413](#)

Barnier, staff, reviewed. The Committee directed staff to amend the proposed timeline to account for staff input on the performance evaluation process.

The Committee unanimously continued this item to a future ADMINISTRATIVE COMMITTEE meeting. The motion carried by the following vote:

Ayes: 3 - Rutherford, Bracco and Williams

Absent: 1 - Flynn

ADJOURN

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

Respectfully submitted,

JANICE RUTHERFORD, Committee
Chair

DEBBY CHERNEY, Board Secretary

DATED: