

VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

BOARD OF RETIREMENT

DISABILITY MEETING

NOVEMBER 5, 2018

AGENDA

PLACE: Ventura County Employees' Retirement Association
Second Floor Boardroom
1190 South Victoria Avenue
Ventura, CA 93003

TIME: 9:00 a.m.

Members of the public may comment on any item under the Board's jurisdiction by filling out a speaker form and presenting it to the Clerk. Unless otherwise directed by the Chair, comments related to items on the agenda will be heard when the Board considers that item. Comments related to items not on the agenda will generally be heard at the time designated for Public Comment.

ITEM:

I.	<u>CALL TO ORDER</u>	Master Page No.
II.	<u>APPROVAL OF AGENDA</u>	1 – 2
III.	<u>APPROVAL OF MINUTES</u>	
	A. Disability Meeting of October 8, 2018.	3 – 10
	B. Business Meeting of October 22, 2018.	11 – 18
IV.	<u>RECEIVE AND FILE PENDING DISABILITY APPLICATION STATUS REPORT</u>	19 – 53
V.	<u>APPLICATIONS FOR DISABILITY RETIREMENT</u>	
	A. Application for Service-connected Disability Retirement-Wade, Stephen H.; Case No. 18-001.	54 – 229
	1. Application for Service-connected Disability Retirement, filed January 11, 2018.	
	2. Medical Analysis and Recommendation, including Supporting Medical Documentation, submitted by County of Ventura, Risk Management, in support of the Application for Service-connected Disability Retirement, dated October 29, 2018.	

V. APPLICATIONS FOR DISABILITY RETIREMENT (continued)

3. Hearing Notice, dated October 30, 2018.

B. Application for Service-Connected Disability Retirement-Janeen R. Bittmann; 230 – 233
Case No. 17-014.

1. Risk Management’s Request for an Extension-Amended to submit
Medical Analysis through September 2019.

2. Hearing Notice, dated November 1, 2018.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

A. Recommendation to Approve 2nd Contract Amendment with Brentwood IT.
RECOMMENDED ACTION: Approve.

1. Staff Letter. 234

2. Draft Contract. 235

B. Recommendation for Authorization for Accounting Manager, Karen Scanlan
and Sr. Accountant, Nida Williams to Attend the CALAPRS Advanced
Course in Retirement Plan Administration, Glendale, CA, December 5 - 7,
2018.

RECOMMENDED ACTION: Approve.

1. Staff Letter. 236

2. CALAPRS Advanced Course in Retirement Plan Admin. Agenda. 237

VIII. INFORMATIONAL

IX. PUBLIC COMMENT

X. STAFF COMMENT

XI. BOARD MEMBER COMMENT

XII. ADJOURNMENT

VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

BOARD OF RETIREMENT

DISABILITY MEETING

OCTOBER 8, 2018

MINUTES

**DIRECTORS
PRESENT:**

William W. Wilson, Vice Chair, Public Member
Steven Hintz, Treasurer-Tax Collector
Mike Sedell, Public Member
Robert Bianchi, Public Member
Ed McCombs, Alternate Public Member
Craig Winter, General Employee Member
Maeve Fox, General Employee Member
Arthur E. Goulet, Retiree Member
Will Hoag, Alternate Retiree Member
Chris Johnston, Safety Employee Member

**DIRECTORS
ABSENT:**

Peter C. Foy, Public Member

**STAFF
PRESENT:**

Linda Webb, Retirement Administrator
Lori Nemiroff, General Counsel
Henry Solis, Chief Financial Officer
Dan Gallagher, Chief Investment Officer
Shalini Nanna, Retirement Benefits Specialist
Vickie Williams, Retirement Benefits Manager
Karen Scanlan, Accounting Manager I
Donna Edwards, Retirement Benefits Specialist
Nancy Jensen, Retirement Benefit Specialist
Stephanie Berkley, Retirement Benefit Specialist
Chris Ayala, Program Assistant
Sierra Walsh, Office Assistant III-C

PLACE:

Ventura County Employees' Retirement Association
Second Floor Boardroom
1190 South Victoria Avenue
Ventura, CA 93003

TIME:

9:00 a.m.

**BOARD OF RETIREMENT
DISABILITY MEETING**

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ITEM:

I. CALL TO ORDER

Vice-Chair Wilson called the Disability Meeting of October 8, 2018, to order at 9:00 a.m.

II. APPROVAL OF AGENDA

Ms. Webb noted that she had a correction to the agenda, on item VII.B.1. She that the agenda item states that the staff letter was from C.F.O., Henry Solis, when in fact the letter was from her.

After discussion by the Board, the following motion was made:

MOTION: Approve with corrections.

Moved by Bianchi, seconded by Fox.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, Johnston, McCombs, Sedell, Wilson, Winter

No: -

Absent: Foy

Abstain:

III. APPROVAL OF MINUTES

A. Business Meeting and Board Retreat of September 24, 2018.

Ms. Webb offered a correction to the minutes, saying that the Board had adjourned in memory of Judy Michaels. She said that the last name was inadvertently misspelled and should have said Mikels.

MOTION: Approve with Correction.

Moved by Bianchi, seconded by Goulet.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, McCombs, Wilson, Winter

No: -

Absent: Foy

Abstain: Johnston, Sedell

Trustees Johnston and Sedell abstained from the vote because they did not attend the Business Meeting and Board Retreat of September 24, 2018.

IV. RECEIVE AND FILE PENDING DISABILITY APPLICATION STATUS REPORT

MOTION: Receive and File.

Moved by Goulet, seconded by McCombs.

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Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, Johnston, McCombs, Sedell, Wilson, Winter

No: -

Absent: Foy

Abstain:

V. APPLICATIONS FOR DISABILITY RETIREMENT

A. Application for Service-connected Disability Retirement - Young, Gary T.; Case No. 17-011.

1. Application for Service-connected Disability Retirement, filed June 21, 2017.
2. Medical Analysis and Recommendation, including Supporting Medical Documentation, submitted by County of Ventura, Risk Management, in support of the Application for Service-connected Disability Retirement, dated September 21, 2018.
3. Hearing Notice, dated September 25, 2018.

Catherine Laveau was present on behalf of County of Ventura Risk Management. Michael Treger, Attorney at Law, was present on behalf of the applicant. The applicant, Gary T. Young, was also present.

Mr. Treger made a statement saying that he would like the Board to adopt the recommendation by the Risk Management Office staff and doctor involved with the case.

Ms. Laveau declined to make a statement.

Trustee Goulet remarked that the sequence of events regarding the case was of interest to him. He said throughout the year 2016, the applicant was under the care of Orthopedic Surgeon, Dr. Horn, and the applicant worked full duty until January 2017, when he went out on a temporary disability because he had exacerbated a previous wrist injury. He had seen Dr. Cohen for the wrist injury who stated that if he ever had surgery for it, he would not be able to continue working as a firefighter. The applicant had surgery on his wrist in February 2017, and later in June 2017 Dr. Cohen told the applicant that he could go back to work because his wrist was no longer an impediment, but instead of returning to work, he filed for a disability retirement in late June 2017. Since the applicant was able to work full duty except for the wrist injury, and that was resolved, why should he be eligible for a disability retirement?

Ms. Laveau said that the applicant had permanent restrictions that did not allow Mr. Young to perform the full range of duties as a firefighter.

Trustee Goulet said that permanent medical restrictions were established by the Qualified Medical Examiner after the disability application had been filed, but the applicant was doing his job before he went on temporary disability for his wrist.

Ms. Laveau said that he was performing a modified version of his job, but not all of the assigned functions.

After discussion by the Board, the following motion was made:

MOTION: Approve Application for Service-Connected Disability Retirement.

Moved by Johnston, seconded by Bianchi.

Vote: Motion carried

Yes: Bianchi, Fox, Hintz, Johnston, McCombs, Sedell, Wilson, Winter

No: -

Absent: Foy

Abstain: Goulet

Trustee Goulet said that he was abstaining because of the concern he expressed regarding the applicant's ability to perform his job duties.

- B. Application for Service-connected Disability Retirement - Grant, Jacqueline (Jackie).;
Case No. 17-024.
1. Application for Service-connected Disability Retirement, filed November 16, 2017.
 2. Medical Analysis and Recommendation, including Supporting Medical Documentation, submitted by County of Ventura, Risk Management, in support of the Application for Service-connected Disability Retirement, dated September 24, 2018.
 3. Hearing Notice, dated September 25, 2018.

Catherine Laveau was present on behalf of County of Ventura Risk Management. The applicant, Jacqueline Grant, was also present.

Ms. Grant said that she deferred to the statement she had made in her disability application.

Ms. Laveau declined to make a statement.

Trustee Goulet said that the applicant had previously received a disability retirement in 1992 from the City of Compton, but there was no discussion about it in Risk Management's report or the Medical Examiner's report. He said he would like to know if that was a contributing factor to what the Medical Examiner said was, "cumulative injury". Further, the report contained a statement that the County could not accommodate Ms. Grant, but there was no indication of an interactive process or a definitive statement regarding accommodation from the District Attorney's Office. He then said that he believed the report to be incomplete and should not be heard by the Board that day.

Ms. Laveau said the District Attorney's Office did conduct an interactive process, and that the Board needs to consider in disability cases related to safety members was the position requirements for sworn safety officers and if they were to return to work, they would be required to perform all associated duties in emergency situations, unless there was an allowance for them to do lesser, which currently there was not. In regard to Ms. Grant's case, her current work restrictions did not allow for her to perform all functions of her sworn position.

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Trustee Goulet said that the Mansberger decision states that the applicant would need to be able to perform only a substantial amount of the duties. He then asked if Risk Management had performed a Mansberger analysis.

Ms. Laveau stated that they had, and one of the duties Ms. Grant was unable to do, but was required to do at all times, was to carry a firearm in public.

Trustee Goulet said Ms. Grant stated she was able to qualify on a shooting range, but could not hold her firearm two-handed, but could qualify single handed.

Ms. Laveau replied that, Ms. Grant had not qualified on the shooting range during her time working in a modified capacity, and working with the gun restriction would put the County of Ventura in a position of liability if they ignored the restriction, this would be a liability not only to Ms. Grant but to the community as well.

Trustee Goulet said that Risk Management's report should have stated if Mansberger was applied and there was still the issue of the previous disability retirement.

Ms. Laveau said that was part of the analysis, and the report did address the fact that Risk Management did not believe she could perform the majority of her essential job functions, which equated to the Mansberger decision. She said that it could be specifically addressed going forward.

Ms. Laveau said that as for the previous disability retirement, even if the report did not specifically address that opinion, this was an employee who had worked a substantial amount of time for the County and the prior disability retirement did not have a bearing on her ability to perform her job duties in her position. It was their belief that there was not any factor related to the prior disability retirement that would alter their current recommendation.

Trustee Goulet said that he had asked Risk Management previously to review any recreational activities that the applicant did on their own time that could have contributed to injuries. In the case where an applicant had been temporarily accommodated, there should have been a discussion of the interactive process and a definitive statement from the agency regarding the possibility of accommodation, which the Board had not received from the District Attorney's Office.

Ms. Laveau said that in every one of the reports, the section titled, "Causation" had been expanded, and when she reviewed the issues relative to causation she had put forth factors that could contribute to the applicant's injuries, and where there had been such factors, it had been provided in the report.

Trustee Sedell remarked that though he understood Trustee Goulet's concerns, he believed the injury that occurred and was clearly work related and he had also seen the prior disability retirement, which transpired roughly 36 years ago. He did not see a problem in approving Ms. Grant's disability retirement application.

After discussion by the Board, the following motion was made:

MOTION: Approve Application for Service-Connected Disability Retirement.

Moved by Sedell, seconded by Johnston.

Vote: Motion carried

Yes: Bianchi, Fox, Hintz, Johnston, McCombs, Sedell, Wilson, Winter

No: Goulet

Absent: Foy

Abstain:

Trustee Goulet stated that he voted "no" because he felt the report was incomplete.

VI. OLD BUSINESS

A. Employer-Filed Disability Retirement Application.

RECOMMENDED ACTION: Receive and File.

1. Staff Letter.
2. Application Form.

Ms. Webb informed the Board that an Employer-Filed Disability Retirement Application had been utilized by other retirement systems, but not yet by VCERA.

Trustee Fox asked why the document had not been adopted by the Board of Retirement before.

Ms. Nemiroff said the application did not need to be adopted by the Board because under the California Employees Retirement Law (CERL), if an employer believes that an employee was not fulfilling the duties of their job, they could file for a disability retirement on the employee's behalf, since they are not allowed to terminate them, and VCERA had always had this option. Recently, Risk Management's Office had brought to staff's attention that the form being used was tailored more for an employee who was filing for a disability retirement, and not an employer. So, staff created an application that was designed for this purpose.

Ms. Webb said that the options on page 2 were being clarified. She said the application was a vehicle for the employer to move things along, while still retaining employees' options and rights.

Trustee Johnston said that he would just like to have the application revised so that the employees' options are very clear to them.

Trustee Winter asked if staff could bring back the application so that the Board could review the revised version.

Ms. Webb said that she would bring it back to the Board for review and discussion.

Trustee Goulet offered a few suggestions for revising the application.

VII. NEW BUSINESS

A. Request for Authorization to Conduct On-Site Due Diligence Visits to Prudential and Harbourvest.

RECOMMENDED ACTION: Approve.

1. Staff Letter by C.I.O., Dan Gallagher.

MOTION: Approve Up to Two Trustees and CIO to Attend Due Diligence Trips to Prudential and Harbourvest.

Moved by Sedell, seconded by Goulet.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, Johnston, McCombs, Sedell, Wilson, Winter

No: -

Absent: Foy

Abstain:

Ms. Webb reminded the Board the Education & Travel discouraged the same Trustees from attending multiple due diligence meetings.

B. Recommendation for Authorization for Accounting Manager, Karen Scanlan and Sr. Accountant, Nida Williams to Attend the CALAPRS Intermediate Course in Retirement Plan Administration, Glendale, CA, October 17 - 19, 2018.

Recommended Action: Approve.

1. Staff Letter.
2. CALAPRS Intermediate Course in Retirement Plan Admin. Agenda.

After discussion by the Board, the following motion was made:

MOTION: Approve.

Moved by Johnston, seconded by Fox.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, Johnston, McCombs, Sedell, Wilson, Winter

No: -

Absent: Foy

Abstain:

VIII. INFORMATIONAL

A. Article, "Tough Year for Globalists".

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Vice-Chair Wilson said that he would like to have this item on the agenda for the next business meeting, so that the Board can hear NEPC's comments on it.

IX. PUBLIC COMMENT

None.

X. STAFF COMMENT

Ms. Webb reported that VCERA has just hired a Chief Technology Officer, Leah Oliver, who would start work on November 5th. Also, the Real Estate Committee was making progress and should have a recommendation for the Board soon. Lastly, the Elections Office had certified the General Member Election and Dan Shapiro had won the election and would be starting his term on the Board in January.

XI. BOARD MEMBER COMMENT

Trustee Goulet expressed a technical issue with the Board Books software.

Ms. Webb said that she could have Diligent look into the issue.

XII. ADJOURNMENT

The meeting was adjourned at 9:28 a.m.

Respectfully submitted,



LINDA WEBB, Retirement Administrator

Approved,

WILLIAM W. WILSON, Vice-Chairman

VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

BOARD OF RETIREMENT

BUSINESS MEETING

OCTOBER 22, 2018

MINUTES

TRUSTEES
PRESENT: William W. Wilson, Vice Chair, Public Member
Steven Hintz, Treasurer-Tax Collector
Robert Bianchi, Public Member
Craig Winter, General Employee Member
Maeve Fox, General Employee Member
Arthur E. Goulet, Retiree Member
Will Hoag, Alternate Retiree Member
Chris Johnston, Safety Employee Member
Ed McCombs, Alternate Public Member

TRUSTEES
ABSENT: Peter Foy, Public Member
Mike Sedell, Public Member

STAFF
PRESENT: Linda Webb, Retirement Administrator
Lori Nemiroff, County Counsel
Dan Gallagher, Chief Investment Officer
Julie Stallings, Chief Operations Officer
Shalini Nunna, Retirement Benefits Manager
Karen Scanlan, Accounting Manager I
Donna Edwards, Retirement Benefits Specialist
Nancy Jensen, Retirement Benefits Specialist
Chris Ayala, Program Assistant
Shalaine Nolan, Office Assistant III-C

PLACE: Ventura County Employees' Retirement Association
Second Floor Boardroom
1190 S. Victoria Avenue
Ventura, CA 93003

TIME: 9:00 a.m.

**BOARD OF RETIREMENT
BUSINESS MEETING**

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ITEM:

I. CALL TO ORDER

Vice-Chair Wilson called the Business Meeting of October 22, 2018, to order at 9:00 a.m.

II. APPROVAL OF AGENDA

MOTION: Approve.

Moved by Bianchi, seconded by Fox.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, Johnston, McCombs, Wilson, Winter

No: -

Absent: Foy, Sedell

Abstain:

III. APPROVAL OF MINUTES

A. Disability Minutes of October 8, 2018.

Ms. Webb said there were some suggested corrections to that minutes that were submitted after posting, therefore staff recommends that the minutes be tabled to the next meeting.

After discussion by the Board, the following motion was made:

MOTION: Table the Disability Minutes of October 8, 2018 to the Disability Meeting of November 5, 2018.

Moved by Goulet, seconded by Bianchi.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, Johnston, McCombs, Wilson, Winter

No: -

Absent: Foy, Sedell

Abstain:

IV. CONSENT AGENDA

A. Approve Regular and Deferred Retirements and Survivors Continuances for the Month of September 2018.

B. Receive and File Report of Checks Disbursed in September 2018.

C. Receive and File Budget Summary for FY 2018-19 Month Ending September 30, 2018.

D. Receive and File Statement of Fiduciary Net Position, Statement of Changes in Fiduciary Net Position, Statement of Investments, Cash, and Cash Equivalents, and Schedule of Investment Management Fees for the Period Ending September 30, 2018.

MOTION: Receive and File.

Moved by Goulet, seconded by Fox.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, Johnston, McCombs, Wilson, Winter

No: -

Absent: Foy, Sedell

Abstain:

V. INVESTMENT MANAGER PRESENTATIONS

- A. Receive Annual Presentation from Abbott Capital Management, Young Lee and Matthew M. Smith.

Young Lee and Matthew M. Smith reviewed Abbott Capital Management's organizational changes, and discussed the firm's investment outlook, portfolio strategy, composition and performance.

- B. Receive Annual Investment Presentation from Reams Asset Management, Clark W. Holland.

Clark W. Holland reviewed Reams Asset Management's organizational changes, and discussed the firm's investment outlook, portfolio strategy, composition and performance.

The Board took a break at 10:10 a.m., after the presentation by Reams Asset Management.

The Board returned from break at 10:21 a.m.

- C. Receive Annual Presentation from Western Asset Management, Travis Carr, and Ronnie A. Amici.

Travis Carr and Ronnie Amici reviewed Western Asset Management's organizational changes, and discussed the firm's investment outlook, portfolio strategy, composition and performance.

Following this presentation, the Board advanced to agenda item, VI.A.2. "Preliminary Performance Report Month Ending September 30, 2018".

VI. INVESTMENT INFORMATION

- A. NEPC – Allan Martin.
VCERA – Dan Gallagher, Chief Investment Officer.

1. CA Govt. Code Section 7514.7 Annual Report.
RECOMMENDED ACTION: Receive and file.

MOTION: Receive and File CA Govt. Code Section 7514.7 Annual Report.

Moved by Goulet, seconded by Fox.

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Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, Johnston, McCombs, Wilson, Winter

No: -

Absent: Foy, Sedell

Abstain:

Following the vote on this item, the Board advanced to agenda item, VII.A. "Review of Draft Amendments to Bylaws for Submission to the County for Review and Discussion".

2. Preliminary Performance Report Month Ending September 30, 2018.

RECOMMENDED ACTION: Receive and file.

Mr. Gallagher presented the Preliminary Performance Report for September 2018 to the Board, in absence of Mr. Martin from NEPC.

Trustee Johnston expressed his disappointment with Hexvest's performance.

After discussion by the Board and staff the following motion was made:

MOTION: Receive and File the Preliminary Performance Report Month Ending September 30, 2018.

Moved by Winter, seconded by Bianchi.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, Johnston, McCombs, Wilson, Winter

No: -

Absent: Foy, Sedell

Abstain:

Following the vote on this item, the Board returned to agenda item, VI.A.1. "CA Govt. Code Section 7514.7 Annual Report".

VII. OLD BUSINESS

- A. Review of Draft Amendments to Bylaws for Submission to the County for Review and Discussion.

RECOMMENDED ACTION: Approve.

1. Staff Letter.
2. Attachment A.
3. Proposed Bylaws (Redline).

Ms. Webb said the VCERA's bylaws had not changed significantly for many years; however, there had been discussions regarding overdue updates recently. Staff, with input from Trustee Goulet, had worked on proposed revisions based on those discussions, one of which being the dropping of the disability procedures addendum to make changes to the procedures easier and more efficient. Staff requested Board feedback on the proposed

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revisions before sending them to the County for any discussion. After that, staff return to the Board for final approval before submission to the Board of Supervisors.

After discussion by the Board, the following motion was made:

MOTION: Approve Authorization to Transmit the Approved Draft to the Ventura County CEO's Office.

Moved by Goulet, seconded by McCombs.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, Johnston, McCombs, Wilson, Winter

No: -

Absent: Foy, Sedell

Abstain:

VIII. NEW BUSINESS

A. Recommendation to Approve Application for Reinstatement to Active Membership Pursuant to GC 31680 & 31680.5 – McGrath, Monica J.

RECOMMENDED ACTION: Approve.

1. Staff Letter.
2. Request from Ms. McGrath.
3. Offer of Employment.
4. Medical Clearance.

MOTION: Approve Application of Reinstatement to Active Membership for Monica J. McGrath.

Moved by Bianchi, seconded by Johnston.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, Johnston, McCombs, Wilson, Winter

No: -

Absent: Foy, Sedell

Abstain:

B. Report & Recommendation on PEPPRA Pensionable Compensation Analysis for Pay Codes Implemented Since January 23, 2017.

RECOMMENDED ACTION: Approve.

1. Staff Letter, with Pay Code Analysis.

Ms. Webb said that since the last time the Board reviewed pay codes in January 2017, the County of Ventura and Ventura Regional Sanitation District (VRSD), have created several new pay codes. Staff was in agreement with the County regarding pensionability under PEPPRA and the Board's Resolution. If the Board were to approve the proposed

**BOARD OF RETIREMENT
BUSINESS MEETING**

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amendments, the addendums to the Pensionable Compensation Resolution would be updated to add those meeting the criteria.

Trustee Johnston left at 11:09 a.m., prior to the vote on this item.

MOTION: Approve and Adopt Recommendation of Pay Codes to be Included and Excluded from Pensionable Compensation Under PEPRA and Board Resolution.

Moved by McCombs, seconded by Fox.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, McCombs, Wilson, Winter

No: -

Absent: Foy, Johnston, Sedell

Abstain:

C. SACRS Business Meeting Agenda Items.

RECOMMENDED ACTION: Give Direction to Voting Delegate.

1. Legislative Proposal Materials for the November 17, 2018 SACRS Business Meeting.

Ms. Webb informed the Board that the legislation previously proposed by the Orange County Employees' Retirement system had been withdrawn, and the voting delegates would simply be voting on consent agenda items.

D. Proposed Board of Retirement Meetings Calendar.

RECOMMENDED ACTION: Approve.

1. Staff Letter.
2. Proposed Board Meeting Calendar for 2019.

Ms. Webb said the proposed 2019 Board of Retirement Meeting Calendar was created in accordance with the VCERA bylaws and past tradition, with meetings to be held on the 1st and 3rd Mondays of the month, avoiding holidays and consecutive Mondays. Also, combined meetings in April and December and traditional break in August were also incorporated.

After discussion by the Board, the following motion was made:

MOTION: Approve Proposed Board of Retirement Meetings Calendar for 2019.

Moved by Hintz, seconded by Bianchi.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, McCombs, Wilson, Winter

No: -

Absent: Foy, Johnston, Sedell

Abstain:

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- E. Quarterly Retirement Administrator's Report for July – September 2018.
RECOMMENDED ACTION: Receive and file.

MOTION: Receive and File the Quarterly Retirement Administrator's Report for July – September 2018.

Moved by Winter, seconded by Bianchi.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, McCombs, Wilson, Winter

No: -

Absent: Foy, Johnston, Sedell

Abstain:

- F. Quarterly Chief Investment Officers Report for July – September 2018.
RECOMMENDED ACTION: Receive and file.

MOTION: Receive and File the Quarterly Chief Investment Officers Report for July – September 2018.

Moved by Goulet, seconded by Winter.

Vote: Motion carried

Yes: Bianchi, Fox, Goulet, Hintz, McCombs, Wilson, Winter

No: -

Absent: Foy, Johnston, Sedell

Abstain:

IX. INFORMATIONAL

None.

X. PUBLIC COMMENT

The Board received public comment from Michael C. Pineschi, Ganga Regmi, and Vikas Mohite from Unite Here, who were present to update the Board regarding the labor agreement between the Baltimore Marriott Waterfront hotel and its employees, and their request for unionization.

XI. STAFF COMMENT

None.

XII. BOARD MEMBER COMMENT

None.

XIII. ADJOURNMENT

**BOARD OF RETIREMENT
BUSINESS MEETING**

OCTOBER 22, 2018

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The meeting was adjourned at 11:27 a.m.

Respectfully submitted,



LINDA WEBB, Retirement Administrator

Approved,

WILLIAM WILSON, Vice-Chairman



November 5, 2018

Board of Retirement
Ventura County Employees' Retirement Association
1190 South Victoria Avenue, Suite 200
Ventura, CA 93003

SUBJECT: RECOMMENDATION TO EXTEND AGREEMENT WITH BRENTWOOD IT DURING I.T. TRANSITION AND THROUGH FISCAL YEAR END

Dear Board Members:

Today marks the first day of work for VCERA's new Chief Technology Officer (CTO), Leah Oliver. We are pleased to reach this milestone and to have an in-house dedicated CTO going forward.

For the past several years, Brentwood IT staff is performing vital functions for VCERA, and has done an outstanding job attending to VCERA's security, networking, and other needs. As staff explained when the 2018-2019 budget was adopted, it is important for a certain "overlap" to take place to help transition the responsibilities fully to Ms. Oliver, and for key knowledge transfer to be successful.

Staff recommends that VCERA continue to engage Jo Ford of Brentwood IT for 1-2 days per week on a part time basis through the end of the calendar year. After that time, we recommend that the contract remain open through the end of the fiscal year as a means for VCERA staff to consult on an as needed basis.

The existing agreement expired on December 31, 2017, and though continued engagement with Brentwood IT was discussed during the budget process, staff did not return to the board to request an approval and an extension past that time. Staff requests that the board approve the contract extension retroactively for this reason.

The cost of such an extension will be covered by salary savings, as well as already budgeted I.T. expenses.

RECOMMENDATION: AUTHORIZE RETIREMENT ADMINISTRATOR TO EXECUTE EXTENSION OF I.T. SERVICES AGREEMENT WITH BRENTWOOD I.T. THROUGH JUNE 30, 2019, RETROACTIVE TO JAN. 1, 2018.

Staff will be pleased to answer any questions at the September 11, 2017 disability meeting.

Sincerely,

Linda Webb
Retirement Administrator

AMENDMENT TO THE PROFESSIONAL SERVICES CONTRACT
BY AND BETWEEN
VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
AND
BRENTWOOD IT

This Amendment to the Professional Services Contract effective as of January 1, 201~~8~~⁷ by and between Ventura County Employees' Retirement Association ("Client") and Brentwood IT ("CONTRACTOR") is effective as of J~~anuary~~^{anuary} 1, 201~~8~~⁷.

WHEREAS, the parties to the Agreement desire to amend the Agreement as provided herein;

1. The single sentence in the "Performance Period" section on page 1 of the Agreement is replaced with the following:

This contract will be effective as of January 1, 2017 and will be for the period January 1, 2017 through ~~December-June 30~~^{June 30}, 201~~7~~⁷.

This Amendment shall amend and is incorporated into and made part of the Agreement.

IN WITNESS WHEREOF the parties have caused this Amendment to be executed in duplicate by their duly authorized officers, who represent that they have the authority sufficient to do so, as of the Effective Date.

Brentwood IT

Ventura County Employees' Retirement Association

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



November 5, 2018

Board of Retirement
Ventura County Employees' Retirement Association
1190 South Victoria Avenue, Suite 200
Ventura, CA 93003

SUBJECT: AUTHORIZATION FOR FISCAL STAFF KAREN SCANLAN AND NIDA WILLIAMS TO ATTEND CALAPRS ADVANCED COURSE IN RETIREMENT PLAN ADMINISTRATION DECEMBER 5-7, 2018, IN GLENDALE, CALIFORNIA

Dear Board Members:

Pursuant to Education & Travel Policy, staff recommends and requests authorization for Karen Scanlan and Nida Williams, fiscal staff, to attend CALAPRS Advanced Course in Retirement Plan Administration December 5-7, 2018, in Glendale, California. The estimated cost for both employees to attend is approximately \$2,000, including, registration, hotel, meals and other related expenses. Funds were included in the adopted budget for this request.

VCERA staff will be pleased to respond to any questions you may have on this matter at the November 5, 2018 disability meeting.

Sincerely,

Linda Webb
Retirement Administrator



Advanced Course in Retirement Plan Administration

Wednesday, December 5 – Friday, December 7, 2018
Hilton Los Angeles North/Glendale, 100 West Glenoaks Boulevard, Glendale, California 91202

AGENDA

Wednesday, December 5	
12:00 – 1:00 PM	Welcome Lunch for all participants
1:00 – 2:30 PM	Measuring the Life of a Public Pension <i>Robert Palmer, Course Coordinator</i>
2:30 – 3:30 PM	Introduction to the CAFR and PAFR (Popular Annual Financial Report) <i>Harsh Jadhav, Chief of Internal Audit, Alameda County Employees' Retirement Association</i>
3:30 – 3:45 PM	Break
3:45 – 5:30 PM	Quality Assurance and Metrics <i>Derwin Brown, Division Chief for Quality Assurance, Los Angeles County Employees' Retirement Association</i> <i>Arlene Owens, Senior Quality Auditor Quality Assurance, Los Angeles County Employees' Retirement Assoc.</i> <i>Louis Gittens, Section Head in Benefits, Los Angeles County Employees' Retirement Association</i>
Thursday, December 6	
7:00 – 8:00 AM	Breakfast
8:00 – 9:00 AM	The Future Survival of Computer Technology <i>Rich Rogers, Client Services Coordinator, Cornerstone Solutions</i>
9:00 – 10:00 AM	2018 Pension Legislation, Fall Elections and the World of Sacramento <i>Barry Lew, Legislative Affairs Officer; Los Angeles County Employees' Retirement Association</i>
10:00 – 10:15 AM	Morning Break
10:15 – 11:15 AM	Administrative Challenges to Converting a Public Pension <i>Gregg Rademacher, Chief Executive Officer, San Diego City Employees' Retirement System</i>
11:15 AM – 12:15 PM	Recent and Upcoming California Supreme Court Decisions in Vested Rights Cases and the Future of Public Pension Litigation in California <i>Peter Mixon, Partner; Nossaman LLP</i>
12:15 – 1:00 PM	Lunch
1:00 – 2:15 PM	Understanding the Responsibilities of Participating in a DC Plan <i>Carl Nelson, Executive Secretary & Chief Investment Officer, San Luis Obispo County Pension Trust</i>
2:15 - 2:30 PM	Break
2:30 – 5:30 PM	Actuarial 101 (Part 1) Pension Funding and Actuarial Valuations <i>Paul Angelo, Senior VP & Actuary, Segal Consulting</i>
5:30 – 6:30 PM	Mixer and Table Topics <i>Bob Palmer, Course Coordinator</i>
Friday, December 7	
7:30 – 8:30 AM	Breakfast
8:30 – 10:30 AM	Actuarial 101 (Part 2) Pension Funding and Actuarial Valuations <i>Paul Angelo, Senior VP & Actuary, Segal Consulting</i>
10:30 - 10:45 AM	Morning Break
10:45 AM – 12:00 PM	The Role of a Pension Trustee vis-vis Pension Staff <i>Al David, Elected Trustee, San Mateo County Employees' Retirement Association</i>
12:00 PM	Presentation of Certificates and Boxed Lunches