

SANTA BARBARA COUNTY EMPLOYEES' RETIREMENT SYSTEM

MEETING MATERIAL DISTRIBUTION POLICY

I. PURPOSE AND OBJECTIVES

The purpose of this Meeting Material Distribution Policy is to establish guidelines and procedures for Board members and staff of the Santa Barbara County Employees' Retirement System ("SBCERS") to comply with the California Brown Act and also to implement the efficient use of technology in receiving and reviewing board meeting materials. In this context, SBCERS recognizes the efficiency and environmental stewardship that results from limiting the distribution of paper materials.

II. POLICY GUIDELINES

A. Information Access, Retention and Meeting Noticing

1. A complete meeting Agenda of all SBCERS board meetings shall be posted outside of the Santa Barbara County Administration building at least 72 hours prior to any meeting of the Board of Retirement or any standing committee meeting of the Board of Retirement.
2. SBCERS Board Meeting Docket ("the Docket") shall refer to meeting materials for regular and special meetings of the Retirement Board and any standing committees (e.g. Operations Committee). As general practice, the Docket is planned to be distributed to the Board of Retirement and made public (excluding closed session materials) six (6) days in advance of every regularly scheduled Board of Retirement meeting or standing committee meeting. The general practice notwithstanding, from time to time certain materials may be distributed after that date due to availability.
 - a. The Docket will be placed and maintained by SBCERS staff, on a secure website, which shall be available via a link from the SBCERS website. Public docket material on such website shall be accessible to members of the public, trustees and staff.
 - b. A soft (electronic) copy of the Docket shall also be maintained on SBCERS secure file servers and backed up routinely.
3. Board members may request that hard copies of the materials be provided in lieu of soft copies. As a general practice, such materials will be sent to trustees six days prior to the meeting date.

4. From time to time it may be necessary to correct specific information in a docket. When such corrections are made, revised copies of such materials shall be appended to each file maintained pursuant to A.2.a and A.2.b above.
5. Confidential non – disability related closed session materials will be handled separately from the portion of the Docket that is public record. Such closed session materials will be distributed separately, clearly marked attorney client privilege or subject to another Brown Act/Public Records Act exemption (e.g. Personnel records) and not placed on the file server as set forth in A.2.b. Such files generally include documents containing legal advice, personnel records and documents related to contract negotiations exempted from disclosure under the Board Act/Public Records Act.
6. Disability retirement materials are closed hearing materials and include medical reports and information regarding members that shall be distributed along with public docket materials, but in a separate section of the secure website identified in A.2.a and marked as disability materials that are not available to the public or non-disability staff. Disability materials are not placed on the file server as set forth in A.2.b but maintained in a separate area of the file server accessible only to disability staff. Such materials will be deleted from the docket accessible on the secured website after the item disposition has been finalized and minutes memorializing the Board of Retirement findings on the matter have been approved.

B. Handling of Closed Session Materials

Trustees and staff are encouraged to destroy all closed session materials in their personal possession immediately after the conclusion of Board consideration of such materials. Trustees are encouraged to provide such materials to staff at the conclusion of closed sessions to be destroyed in a secure manner. Trustees and staff who retain such documents are advised of their responsibility to maintain the security and confidentiality of such materials. When eventually discarding such documents, Board members should either return the documents to staff for destruction or dispose of them by shredding or other means such that member confidential information is not compromised.

C. Tablet Program

1. Upon membership to the SBCERS Board of Retirement, one tablet, with accessories will be issued to each Board member upon request. The SBCERS CEO shall be responsible for identifying a common tablet specification (e.g iPad II) for use in conducting SBCERS business. All tablets purchased or leased shall be consistent with that specification. Special purchases of alternative tablet types or brands is not authorized. Tablets issued to Board members are the property of SBCERS and Board members have no ownership, interest, or right to title of the

tablets or any information stored or annotated on the device. Upon receipt of an tablet from SBCERS, Board members agree to return such tablet to SBCERS upon demand.

2. Designated SBCERS staff, at the discretion of the CEO, may be issued an tablet with accessories. tablets issued to designated staff are the property of SBCERS and staff has no ownership, interest, or right to title of the tablet, or any information stored or annotated on the device. Staff shall return such tablet to SBCERS upon the direction of the CEO or Assistant CEO.
3. All Board members and staff members who accept a tablet from SBCERS agree and acknowledge that any information contained in such tablet, including annotations stored on the secured website is subject to incidental review by SBCERS IT staff, regardless of whether the information is SBCERS related or personal in nature.
4. The security and care of each tablet and the information stored or annotated on it is the responsibility of each Board and staff member respectively while it is issued to that person.
5. All tablets will be covered by applicable warranty and technical support plans. Any technical, warranty or repair issues relating to such tablets shall be sent to the CEO or an Assistant CEO. Notwithstanding warranty repairs, tablets may be considered for upgrade or replacement after no less than three years of service and upon request of Board members or staff in order to maintain currency and technical compatibility.
6. Upon the expiration of a Board Member's or staff member's service to SBCERS, their tablet shall be returned to the CEO or Assistant CEO whose designee will appropriately wipe (see section G. 2, below) all stored information from the tablet and reissue such tablet in accordance with this policy.
7. Departing Board Member's or staff may request to purchase their tablet for personal use, subject to approval of the CEO. The purchase price shall be determined by the return credit offered by the tablet provider upon submission of the tablet for exchange.

D. Tablet License Agreements

SBCERS is the sole licensee of the software included with the tablet. Any copying, modification, merging or distribution of the software by the Board member or staff person, including written documentation is prohibited. Any individual issued an tablet is responsible for complying with any and all hardware, software and service provider license agreements, terms of use, and applicable state and federal copyright laws, as well as any other intellectual

property protections. Violations of any such licenses, terms or laws shall constitute a violation of this policy and may subject the user to revocation of such privileges.

E. Tablet Liability

1. Board Members and staff members are responsible for all materials sent by and/or stored or annotated on the tablet issued to them. The users accept responsibility for taking reasonable measures to keep the tablet free from all inappropriate or dangerous files.
2. SBCERS is not liable for any material sent by, or any material stored on, tablets issued to Board members or designated staff other than SBCERS data loaded on the tablet in connection with SBCERS business.

F. Tablet Acceptable Use

1. SBCERS only authorizes use of its tablets in a manner that supports its mission.
2. Personal use is permissible, but it may not interfere with the Board's mission or interfere with or negatively impact any other person's or entity's rights, nor conflict with any laws, or Retirement System policies.
 - a. Notwithstanding the above, SBCERS tablets are not to be used for personal profit or non-profit business purposes, including but not limited to advertising, rentals, selling or buying goods or services or solicitations.
 - b. SBCERS tablets are not to be used for any illegal activities, including, but not limited to the storage or transmission of copyrighted materials not in the name of SBCERS or the individual board member.
3. Installation of any applications on an issued tablet that results in a cost to SBCERS is prohibited.

G. Tablet Loss or Damage

1. Board members and staff members are responsible for the safety and security of their assigned tablets.
2. Theft or loss of, or damage to, a SBCERS tablet must be reported immediately to the CEO or Assistant CEO. In any of these instances, such tablet will be remotely wiped for the purpose of removing any sensitive or confidential data. Also, for security purposes, SBCERS tablets will be wiped if an incorrect password is attempted more than 4 times. SBCERS is not responsible for any loss, cost or harm resulting from the wiping of any data or information stored on

the tablet. Wiped, for purposes of this policy, means to erase all information. Data that may be wiped includes annotations input by tablet holders into the secured website.

3. Board members and staff must not modify, upgrade or attempt to repair tablets issued under this policy without the express advance permission of the SBCERS CEO or Assistant CEO. All repairs must be made through the applicable warranty and technical support plan.

H. Internet Access

SBCERS will provide tablet holders with internet access through Wi-Fi only; no data plan will be provided.

III. REVIEW

The Retirement Board shall review the Meeting Material Distribution Policy at least once every three (3) years to ensure that it remains relevant and appropriate.

IV. AMENDMENT HISTORY

This Policy was adopted by the Retirement Board on October 23, 2013 and amended on April 25, 2018.