

**SANTA BARBARA COUNTY
EMPLOYEES' RETIREMENT SYSTEM**

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Lila E. Deeds
Interim Chief Executive Officer



BOARD OF RETIREMENT

Chair – Zandra Cholmondeley
Vice Chair – Ward Rafferty
Secretary - Darryl Scheck
Harry Hagen
Donald Kendig
Vanessa Patterson
Steve Robel
Al Rotella
Janet Wolf
John McMillin
Frederick Tan

**MINUTES OF THE BOARD OF RETIREMENT
OPERATIONS COMMITTEE
September 7, 2011
SBCERS Conference Room
3916 State Street, Suite 210
Santa Barbara, California**

ROLL CALL 2:01 p.m.

Member Present: Hagen, Rotella, Scheck
Alternate Present: Cholmondeley

PUBLIC COMMENT

There was no general public comment.

MINUTES

1. Approve Minutes of:

a) Operations Committee meeting of June 28, 2011

MOTION: Approve Minutes of Operations Committee meeting of June 28, 2011 as amended.

Rotella/Cholmondeley Approved by voice vote.

Yes: Cholmondeley, Hagen,
Rotella

Abstain: Scheck

b) Operations Committee meeting of July 6, 2011

MOTION: Approve Minutes of Operations Committee meeting of July 6, 2011 as amended.

Scheck/Rotella Approved by unanimous voice vote of all present.
Yes: Hagen, Rotella, Scheck

c) Operations Committee meeting of July 14, 2011

MOTION: Approve Minutes of Operations Committee meeting of July 14, 2011 as amended.

Scheck/Cholmondeley Approved by voice vote.
Yes: Cholmondeley, Hagen,
Scheck
Abstain: Rotella

d) Operations Committee meeting of August 8, 2011

MOTION: Approve Minutes of Operations Committee meeting of August 8, 2011 as amended.

Cholmondeley/Hagen Approved by voice vote.
Yes: Cholmondeley, Hagen
Abstain: Rotella, Scheck

OPERATIONS COMMITTEE

4. Receive policy review plan summary, and review and revise policies as recommended and/or deemed appropriate:
- a) Board Policy Development Process – no changes
 - b) Communications – revised

The committee discussed revisions and instructed staff to incorporate suggested revisions in a new draft to be considered at the committee's next meeting.

c) Trustee Education – updated

MOTION: Approve Trustee Education Policy as amended.

Rotella/Scheck Approved by unanimous voice vote of all present.
Yes: Hagen, Rotella, Scheck

d) Trustee Elections – no changes

MOTION: Approve Trustee Elections Policy.

Rotella/Scheck Approved by unanimous voice vote of all present.
Yes: Hagen, Rotella, Scheck

e) Code of Conduct – revised

The committee discussed revisions and instructed staff to incorporate suggested revisions in a new draft to be considered at the committee's next meeting.

2. Consider and approve draft Governance Charter for the Board of Retirement.

The committee discussed revisions and instructed staff to incorporate suggested revisions in a new draft to be considered at the committee's next meeting.

3. Consider and approve draft Governance Charters, as desired, for:
 - a) Board Chair
 - b) Board Vice-Chair

The committee discussed revisions and instructed staff to incorporate suggested revisions in a new draft to be considered at the committee's next meeting.

The meeting adjourned at 5:02 p.m.

ATTEST:

Clerk

Chair