

**SANTA BARBARA COUNTY
EMPLOYEES' RETIREMENT SYSTEM**

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Gary A. Amelio
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BOARD OF RETIREMENT

Chair-Ward Rafferty
Vice Chair-Jennifer Christensen
Secretary-Frederick Tan
Zandra Cholmondeley
Harry Hagen
Mark A. Paul
Al Rotella
Janet Wolf
Steven Johnson
John McMillin

**AGENDA OF THE BOARD OF RETIREMENT
OPERATIONS COMMITTEE MEETING**

March 11, 2014

**SBCERS Conference Room
3916 State Street, Suite 210
Santa Barbara, California**

The Santa Barbara County Employees' Retirement System is committed to:

- *fulfilling its fiduciary responsibility by providing the highest quality of service to all members and plan sponsors; and*
 - *protecting promised benefits through prudent investing; and*
 - *ensuring reasonable expenses of administration.*

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, or if translation assistance is requested, please contact the Clerk of the Board of Retirement at 805-568-2915.

Persons desiring to speak on any matter must complete and deliver to the Clerk the form available at the conference room entrance. Matters not listed on the agenda may be addressed at the public comment period.

Roll Call at **2:00 p.m.**

Pledge of Allegiance led by Chair

PUBLIC COMMENT

Receive public comment

MINUTES

1. Approve Minutes of October 16, 2013 Operations Committee meeting.

OPERATIONS

2. **Communications Policy**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Communications Policy, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

3. **Conflict of Interest Code**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Conflict of Interest Code, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

4. **Charters:**

- A. **Board Charter**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Board Charter, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

- B. **Chair Charter**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Chair Charter, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

C. **Vice Chair Charter**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Vice Chair Charter, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

D. **Secretary Charter**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Secretary Charter, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

E. **CEO Charter**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the CEO Charter, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

5. **Budget Approval Process**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Budget Approval Process, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

6. **Trustee Travel Policy**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Trustee Travel Policy, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

7. **Code of Conduct**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Code of Conduct, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

8. **Guidelines for Retention and Assignment of Referees**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Guidelines for Retention and Assignment of Referees, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

9. **Disability Retirement Effective Dates**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Disability Retirement Effective Dates, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

10. **Trustee Elections Policy**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Trustee Elections Policy, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.

11. **Bylaws**—Staff and Counsel

DISCUSSION AND ACTION

RECOMMENDATION: The Operations Committee recommends that the Board of Retirement adopt and approve the Bylaws, as presented by Staff and Counsel and modified, if at all, by the Operations Committee.