

**SANTA BARBARA COUNTY
EMPLOYEES' RETIREMENT SYSTEM**

3916 State Street Suite 210
Santa Barbara, CA 93105

Phone (805) 568-2940
Fax (805) 560-1086

Gary A. Amelio
Chief Executive Officer



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

**MINUTES OF THE BOARD OF RETIREMENT
OPERATIONS COMMITTEE**

March 11, 2014

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

ROLL CALL 2:00 p.m.

Members Present:	Hagen, Cholmondeley, Rotella
Alternate Present:	Paul
Counsel Present:	Blakeboro
Clerk Present:	Bignell

PUBLIC COMMENT

There was no general public comment.

MINUTES

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

MOTION: Approve Minutes of October 16, 2013 Operations Committee.

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

OPERATIONS

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

MOTION: The Operations Committee recommends that the Board of Retirement adopt and approve the Communications Policy as presented by Staff and Counsel.

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

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

MOTION: The Operations Committee recommends that the Board of Retirement adopt and approve the Conflict of Interest Code, as presented by Staff and Counsel.

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

4. **Charters**—Staff and Counsel

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

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

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

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

MOTION: The Operations Committee recommends that the Board of Retirement adopt and approve the Chair Charter, as presented by Staff and Counsel.

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

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

MOTION: The Operations Committee recommends that the Board of Retirement adopt and approve the Vice Chair Charter, as presented by Staff and Counsel.

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

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

MOTION: The Operations Committee recommends that the Board of Retirement adopt and approve the Secretary Charter, as presented by Staff and Counsel.

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

E. **CEO Charter**—Staff and Counsel

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

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

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

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

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

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

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

MOTION: The Operations Committee recommends that the Board of Retirement adopt and approve the Trustee Travel Policy, as presented by Staff and Counsel.

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

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

MOTION: The Operations Committee recommends that the Board of Retirement adopt and approve the Code of Conduct, as presented by Staff and Counsel.

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

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

MOTION: 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.

Rotella/Hagen Approved by voice vote.
Yes: Hagen, Rotella
No: Cholmondeley

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

MOTION: 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 by the Operations Committee.

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

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

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

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

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

11. **Bylaws**—Staff and Counsel

DISCUSSION: CEO Gary A. Amelio introduced item and along with Legal Counsel Blakeboro addressed issues raised by the Committee.

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

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

The meeting adjourned at 5:30 p.m.

ATTEST:

Clerk

Chair