

**SANTA BARBARA COUNTY  
EMPLOYEES' RETIREMENT SYSTEM**

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**Gregory E. Levin, CPA  
Chief Executive Officer**



**BOARD OF RETIREMENT**

Chair- Frederick Tan  
Vice Chair- Harry E. Hagen  
Secretary- Pancho Occiano II  
Trent Benedetti  
Zandra Cholmondeley  
Steve Lavagnino  
Laura Robinson  
Ted Sten  
Michael Vidal  
**Alternates**  
Gary Blair  
Ryan Sullivan

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

**March 13, 2019**

**SBCERS Conference Room  
3916 State Street, Suite 100  
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 **9:02 a.m.**

Members Present: Cholmondeley, Robinson, Sten  
Alternate Present: Hagen  
Counsel Present: Blakeboro  
Clerk Present: Couture

Pledge of Allegiance led by Chair

**PUBLIC COMMENT**

No public comment.

## MINUTES

1. Approve Minutes of the September 12, 2018 Operations Committee meeting.

Motion: Robinson

Second: Sten

Approved by voice vote.

Yes: Robinson, Sten

Abstain: Cholmondeley

## OPERATIONS

2. **Review of Operations Committee 2019 Work plan** - Staff  
Presentation from Gregory Levin, CPA CEO on the 2019 work plan for the Operations Committee.

**DISCUSSION:** Gregory Levin presented the item and responded to questions from the Committee.

**MOTION:** Receive and file the report and direct staff to prepare materials for presentation to the Board of Retirement that it approve a work plan for the Operations Committee for 2019 including the following: (a) review existing policies subject to triannual review, including the Pension Enhancement Review Policy and Employer Records Audit Policy; (b) continue review of the CEO Review Guidelines last amended in 2018 pursuant to prior Board direction; (c) review existing policies not subject to triannual review including the Record Retention Policy and the Public Records Act Policy; and (d) consider adoption of new policies including a Felony Forfeiture Policy and a Member Services and Privacy Policy.

Motion: Robinson

Second: Sten

Approved by voice vote.

Yes: Cholmondeley, Robinson, Sten

3. **Earnings Code Review**—Staff  
Presentation from Member Services Director Rebekah Bardakos and General Counsel Alan Blakeboro on the Earnings Code Schedule and consideration of classification of certain special district plan sponsor Earnings Codes.

**DISCUSSION:** Member Services Director Rebekah Bardakos and General Counsel Alan Blakeboro presented the item and responded to questions from the Committee.

**MOTION:** Recommend to the Board of Retirement a resolution and attached tables of Special District items of pay as follows:

- A. The table incorporated as **Table 1 Carpinteria Summerland Fire Protection District** in the Board of Retirement's Resolution 19-01 be adopted as the newly reviewed and table of components of pay either approved as compensation earnable pursuant to Government Code Section 31461 and/or pensionable compensation pursuant to Government Code Section 7522.34 or disapproved as to both categories.
- B. The table incorporated as **Table 2 Santa Barbara County Association of Governments** in the Board of Retirement's Resolution 19-02 be adopted as the newly reviewed and table of components of pay either approved as compensation earnable pursuant to Government Code Section 31461 and/or pensionable compensation pursuant to Government Code Section 7522.34 or disapproved as to both categories.
- C. The tables incorporated as **Table 3 Small Special Districts**, which includes the Santa Maria Cemetery District, Goleta Cemetery District, Oak Hill Cemetery District, Carpinteria Cemetery District, Summerland Sanitary District and the Mosquito and Vector Management District of Santa Barbara, in the Board of Retirement's Resolution 19-03 be adopted as the newly reviewed and table of components of pay either approved as compensation earnable pursuant to Government Code Section 31461 and/or pensionable compensation pursuant to Government Code Section 7522.34 or disapproved as to both categories.

Motion: Sten

Second: Robinson

Approved by voice vote.

Yes: Cholmondeley, Robinson, Sten

4. **CEO Review Policy**—Staff

Receive presentation on the CEO Review Policy.

**DISCUSSION:** CEO Greg Levin presented the item and responded to questions from the Committee. General Counsel Alan Blakeboro also responded to questions from the Committee. Committee members suggested revisions to the draft prepared by staff.

**MOTION:** Recommend staff make amendments to the CEO Review Policy to review at the next Operations Committee meeting.

Motion: Robinson

Second: Sten

Approved by voice vote.

Yes: Cholmondeley, Robinson, Sten

The meeting adjourned at 11:49 a.m.

ATTEST:

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Clerk

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Chair