



STANISLAUS COUNTY
EMPLOYEES' RETIREMENT ASSOCIATION
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BOARD OF RETIREMENT MINUTES

Amended

OCTOBER 12, 2005

Members Present:

Maria DeAnda, Mike Fisher, Gordon Ford,
Darin Gharat, Wes Hall, Mike Lynch, and Ron Martin

Members Absent:

Jim DeMartini, Steve Yauch

Alternate Members Present:

Linda Stotts-Burnett (Alternate Retiree Representative)

Others Present:

Kelly Cerny, Carol Dunbar, Patty Hill-Thomas, Kathy
Herman, Deirdre McGrath, Monica Nino-Reid, Hank Skau,
Tom Watson, and Donna Wood

1. Meeting called to order at 2:02 p.m. by Chair Darin Gharat

2. **Announcements**

Tom Watson announced that the last Strategic Planning Session –
Goals & Priorities is on Friday, October 14, 2005. The meeting will be held in Room 2008
at Tenth Street Place, 10:00 a.m. to 2:00 p.m.

Hank Skau, Operations Manager, introduced Donna Wood, the newest staff member of
Retirement. Donna joined Retirement in May 2005 as a Confidential Assistant II. She
was recently promoted to a Confidential Assistant III effective October 15, 2005.

3. **Public Comment**

None.

4. **Consent Items**

Motion was made by Maria DeAnda and seconded by Ron Martin to approve the
following items as listed.

Motion carried.

a. Approval of the September 27, 2005 Minutes

4. **Consent Items (cont.)**

- b. Approval of Service Retirement(s) – Sections 31499.14, 31760.1, 31662.2 & 31810
 - 1. Monica Ebert, Effective 10-22-05
 - 2. Brenda Hicks, Effective 10-05-05
 - 3. JoAnne Pontes, Effective 10-15-05

- c. Approval of Deferred Retirement(s) – Section 31700
 - 1. Timothy J. Kerr, Effective 06-27-05
 - 2. Kenneth Miller, Effective 09-03-05
 - 3. Carolyn Murphy, Effective 09-03-05
 - 4. Alex Ramos, Effective 08-20-05
 - 5. Maria Trujillo, Effective 09-09-05

- d. Approval of Death Benefit
 - 1. E. Pamela Craig, Deceased September 24, 2005, Active Member, Options Pursuant to Government Code Sections 31781, 31781.1 and 31781.3

Gordon Ford arrived at 2:05 p.m.

5. **Administrator**

- a. 12th Street Office Update – County Report by Patty Hill-Thomas, Chief Operating Officer

This item was taken out of order and heard at 3:06 p.m.

Patty Hill Thomas, County Chief Operating Officer gave the Board a thorough overall update of the 12th Street Office Building project. Patty distributed a schematic of the sixth floor along with a StanCERA Tenant Improvement Schedule.

Patty apologized for the delay of occupancy in the building, which culminated in an aggregate of factors beyond the construction management team's sphere. Some of the factors include a buried tank, weather, construction material shortages, and other tenants' design requirements.

A tour of the building for Board members was scheduled for 9:00 a.m., Friday, October 14, 2005. Beginning Friday, October 14, 2005, and every Friday thereafter, there will be a meeting with all tenants of the building to keep them apprised of the building's progress.

5. **Administrator (cont.)**

b. StanCERA Complaint Log Review by Hank Skau, Operations Manager

Hank Skau gave a brief summary of StanCERA's complaint log that the Board had received. Hank said StanCERA's complaint log was created in the fall of 2003. It covers a variety of categories of issues such as customer service, disability retirement, health insurance, payroll, benefits contribution statements, and other – those that do not fit in these categories. Although the log had been used infrequently, in the spring of 2005 it was determined to log all complaints. This first summary includes complaints from September 2003 through September 2005. Board members will begin receiving a copy of the complaint log quarterly, for review.

Maria DeAnda said the Retiree Benefits Committee had reviewed the log and thought it was well-formatted. Mike Lynch said it was informative and easy to read.

c. Benefit Management Technology, Inc. (BMTI) Complaint Log Review by Hank Skau, Operations Manager

Hank gave a brief summary of BMTI's complaint log of January 1, 2005 through September 30, 2005. BMTI uses a format of four separate documents to log their complaints. This includes a summary listing of the types of complaints and the number received by each type; a summary showing the amount of days taken to resolve the complaint using percentages; a detailed summary of the complaints; and a background summary of the complaints that take more than 15 days to resolve. BMTI will supply StanCERA with a monthly report of their complaints. The Board will review BMTI's complaint log quarterly.

The Board suggested staff share StanCERA's complaint log format with BMTI for reference.

d. Update of Retirement Administrator's 2005 Goals

Tom Watson, Administrator gave a written update of the progress of the Administrator's Goals through September 30, 2005.

e. Update of 2005 Calendar of Events through September 30, 2005

Tom Watson, Administrator gave a written update of the administrative staff 2005 Calendar of Events for quarter ending September 30, 2005.

5. **Administrator (cont.)**

- f. Verbal Update of Staff Activity (Settlement Notification, Retiree Health Insurance Open Enrollment, and Pre-Retirement Seminars)

Tom Watson, Administrator, gave a verbal summary of recent staff activity. Approximately 8,000 post-Ventura settlement notices were folded and inserted in envelopes and mailed and distributed to all members in the first part of October. The Retiree Health Insurance Open Enrollment packets were assembled by 8 to 10 retirees who volunteered to insert the insurance enrollment form, insurance booklet, letter, envelope and a survey into the mailing envelope to mail to all retirees. Two Pre-Retirement sessions were organized and scheduled for Thursday, October 13, 2005. Due to the overwhelming response, a second session was added to accommodate everyone that was interested, approximately 400 employees and spouses. The Fall newsletter was mailed today.

Wes Hall requested staff to provide a paper copy of the most current Bylaws.

Hank Skau mentioned that new to the website is the quarterly Investment Performance Analysis, for quarter ending June 30, 2005. This is up to date information of all of StanCERA's financial holdings for the listed quarter.

A break was taken at 2:57 p.m.

Members returned from break at 3:06 p.m.

6. **Correspondence**

None.

7. **Committee Reports and Recommendations for Action**

STANDING COMMITTEES

- a. Retiree Benefits Committee - Wes Hall, Chair

- i. Report of the September 7, 2005 Committee Meeting

Wes Hall, Chair, informed the Board they had received a copy of the Committee's notes of their September 7, 2005 meeting.

- b. Bylaws Committee – Ron Martin, Chair

Ron Martin, Chair, said the Committee would try to schedule a meeting in November.

7. **Committee Reports and Recommendations for Action (cont.)**

STANDING COMMITTEES (cont.)

- c. Due Diligence Committee – Darin Gharat, Chair
 - i. Verbal Report of Due Diligence Visit to Charlotte Capital, Charlotte, North Carolina, October 5-7, 2005

Darin Gharat, Chair, reported to the Board on the Due Diligence Committee's recent trip to Charlotte Capital. The Board also received Paul Harte's (Strategic Investment Solutions- SIS) written report.

Darin said Charlotte Capital has gone through some changes in the past three years, most recently the loss of their largest client, a long-time research analyst, and a weak market for small cap value. The Committee has concerns regarding Charlotte Capital's future and it will continue to be under review.

- d. Education Committee, Maria DeAnda, Chair

No Report.

AD-HOC COMMITTEES

- a. Independence Committee – Darin Gharat, Chair
 - No Report.
- b. Disability Retirement Accountability Committee – Mike Fisher, Chair
 - No Report.

8. **Members' Forum (Information and Future Agenda Requests Only)**

Deirdre McGrath shared a brochure from Steefel, Levitt & Weiss on an upcoming seminar entitled "Public Pension Fund Fiduciary Symposium in San Francisco, January 19-20, 2006.

Linda Stotts-Burnett informed the Board that the California Retired County Employees Association's (CRCEA) Fall Conference would be held at the Modesto DoubleTree Hotel, October 17-19, 2005. Linda said there might be some educational sessions of interest to Board members and staff.

9. **Adjournment**

Meeting adjourned at 3:57 p.m.

Respectfully submitted,

Hank Skau, Operations Manager

APPROVED AS TO FORM:
MICHAEL KRAUSNICK, COUNTY COUNSEL

Deirdre McGrath, Deputy County Counsel