



Marin County Employees' Retirement Association

RETIREMENT BOARD ELECTION INFORMATION

Consolidated Election
Third General Member 2023

CONSOLIDATED RETIREMENT BOARD ELECTION FOR THIRD GENERAL MEMBER

The County of Marin Elections Department is conducting an election to fill the vacancy in the Third General Member position on the Board of Retirement for the Marin County Employees' Retirement Association (MCERA). This is a consolidation of two elections: 1) the Special Election to complete the current term of office, which expires October 31, 2023; and 2) the regular election for the next three-year term, which Begins November 1, 2023. The elected candidate will assume the vacant Third Member seat immediately to complete the current term and will also serve a new three-year term that expires October 31, 2026.

If you are an active MCERA member in a General retirement tier and would like to participate in the governance and oversight of MCERA and contribute to the system's administration and investment of its assets, you are encouraged to seek office for the Third General Member position.

Any questions you have about the position should be directed to MCERA. Any questions regarding the election process or the procedure for filing nomination petitions should be directed to the County of Marin Elections Department.

Contact MCERA:

Jeff Wickman, Retirement Administrator
(415) 473-3733

Sydney Fowler-Pata, Communications
(415) 473-4014

Main: (415) 473-6147
MCERABoard@marincounty.org
<http://MCERA.org>

One McInnis Parkway
Suite 100
San Rafael, CA 94903

Contact the Elections Department:

(415) 473-6456
DanMiller@marincounty.org
<http://MarinVotes.org>

Physical address:
3501 Civic Center Drive
Room 121
San Rafael CA 94903

Mailing address:
PO Box E
San Rafael, CA 94913

More information on this opportunity is available on the Elections page of MCERA's website, MCERA.org.

ABOUT THE ELECTION

Eligibility

Candidates for the Third General Member position on the Board of Retirement must be active General members working for one of MCERA's participating employers.

Nomination

Nomination petitions may be obtained from the County of Marin Elections Department beginning at 8:00 AM on Wednesday, March 29, 2023. Petitions must be signed by at least ten active General members of MCERA and filed with the County of Marin Elections Department by 4:30 PM on Wednesday, April 19, 2023.

In the event there is only one nominee, no election will be held and the nominee shall be declared elected.

Candidates are encouraged to call Elections at (415) 473-6456, or email Dan Miller (danmiller@marincounty.org) to initiate the nomination process and receive instructions for completing and filing petitions.

Candidate's Statement

Candidates who wish to submit a statement of their qualifications for office may do so at the time of filing their nomination. The statement may include the name, age and occupation of the candidate and a brief description, no more than 200 words in length, of the candidate's qualifications. Candidate statements will be sent to each voter with the official ballot.

Election Schedule

March 29, 2023	Nomination petitions available from the County of Marin Elections Department beginning at 8:00 AM.
April 19, 2023	Nomination petitions must be filed with the County of Marin Elections Department by 4:30 PM.
April 28, 2023	If there is more than one candidate, ballots will be mailed to all eligible voters on or before this date.
May 26, 2023	Voted ballots must be received by the County of Marin Elections Department by 4:30 PM.

ABOUT THE RETIREMENT BOARD

The MCERA Board of Retirement is a nine-member body with three alternate positions. The Board consists of four trustees who are appointed by the Marin County Board of Supervisors, four trustees who are elected by the MCERA membership (two general, one safety and one retiree), and the Director of Finance for the County of Marin. The safety and retiree positions have elected alternate members. The Director of Finance may also appoint an alternate ex-officio member. Except the County Director of Finance, all trustees serve a three-year term with no limit on the number of terms that can be served.

Responsibilities of the Board

The Board has a fiduciary responsibility to manage the retirement system for the exclusive benefit of MCERA members and beneficiaries. The Board sets policy for the operation of MCERA, considers applications for disability retirement, determines employer and employee contribution rates on the basis of actuarial studies, controls the investment of assets and authorizes all disbursements of MCERA funds.

Among other requirements, all Retirement Board trustees:

- Are prohibited from selling or providing investment products to any public retirement system in California.
- Are required to file an annual Statement of Economic Interests (Form 700) with the California Fair Political Practices Commission.
- Must complete the education and training as outlined in MCERA's Education Policy. This includes a minimum of 24 hours of training every two years.
- Must annually attest to their compliance with key policies (see MCERA's Policy Regarding Annual Affirmation as to Key Policies for more information).

Board Meetings

Regular Board meetings are held on the second Wednesday of the month at 9:00 a.m., unless otherwise indicated on the Board's meeting calendar. All Board and Committee meetings are open to the public and normally held in the MCERA Board Room, located at One McInnis Parkway, Suite 100, in San Rafael, California. Board meetings are also accessible to the public via live streams on Zoom and YouTube.

Board Committees

The Retirement Board has four standing committees. The Investment Committee is comprised of the full Board and all investment related decisions are made at Committee meetings. The Finance and Risk Management, Governance, and Audit Committees meet on a regular schedule or as needed and report their findings and recommendations to the Board of Retirement for action. All standing committees follow the open meeting requirements of the Brown Act and are public meetings. Ad hoc committees are formed for a specific subject and for

limited terms. Ad Hoc committees are made up of less than a quorum of the Board and are not subject to the Brown Act.

Current Meeting Calendar

The following schedule is current as of March 20, 2023.

2023	REGULAR	INVESTMENT	AUDIT	FINANCE & RISK MGMT	GOVERNANCE	STRATEGIC WORKSHOP
January 11	■					
January 18		■				
February 8	■					
March 1	■					
March 22				■		
March 29		■				
April 12	■					
April 19					■	
May 3	■					
May 16-17						■
May 17			■			
May 24				■		
June 14	■					
June 21		■				
July 12	■					
August 9	■					
August 15			■			
August 16				■		
September 13	■					
September 27		■				
October 4					■	
October 11	■					
October 17-18						■
November 1	■					
November 15				■		
November 29			■			
December 6		■				
December 13	■					

DUTIES AND ANTICIPATED TIME COMMITMENTS

Official Duties

The official duties of Board members include, and are not limited to, the following:

- Preparation for and attendance at twelve regular monthly Board meetings
- Preparation for and attendance at six investment committee meetings
- Strategic workshops, typically in the spring and fall
- Board committees as assigned by the Board Chair
- Ad hoc committee meetings as assigned by the Board Chair
- Special Board meetings, if necessary

The meetings involve duties such as the selection and monitoring of investment managers, consideration of and action on disability retirement applications, the review and adoption of actuarial studies and the general administration of the retirement system.

Time Commitment Related to Meetings

Regular Meetings

The Board generally holds its regular meetings on the second Wednesday of each month, except in May and November, when the regular meeting is usually moved to the first or third Wednesday. Meetings begin at 9 AM unless otherwise posted, and generally end before 1 PM.

Special Meetings

From time to time, a “special meeting” of the Board may be convened on at least 24-hour notice.

Investment Committee Meetings

The Investment Committee generally meets every other month, one to two weeks after the regular monthly Board meeting. Meetings begin at 9 AM unless otherwise posted, and generally end before 1 PM.

Strategic Workshops

Board workshops are held in the spring and fall and are 1-2 days in length. The workshops generally focus on educational topics for the Board.

Time Commitment Related to Preparation and Education

Meeting Preparation

Board members should generally expect to spend three to four hours in preparation for Board and Committee meetings. For example, Board members are provided investment-related materials relevant to the administration of MCERA's investments. Spending 1-3 hours per week reviewing such materials would not be unusual.

Training and Education

California law requires that MCERA Board members complete a minimum of 24 hours of education within two years of joining the Retirement Board and thereafter on a biannual basis. Ethics certification is mandated within one year of assuming office then once every two years, and Prevention of Sexual Harassment training is required within six months of assuming office then once every two years. Board members are also expected to complete training on the Brown Act (California's open meetings law).

Board members may spend from 7-10 days, plus travel time, attending educational conferences and seminars each year. In addition, Board members who assume leadership positions in organizations that serve public pension funds typically spend several additional days on that work.

ABOUT MCERA

Our Mission

Our mission is to provide superior customer service to members and beneficiaries of the Marin County Employees' Retirement Association through efficient benefits administration and a commitment to integrity and prudent financial management.

Plan Structure

The Marin County Employees' Retirement Association (MCERA) is a governmental pension plan established by the County of Marin on July 1, 1950, under the County Employees Retirement Law of 1937 (California State Government Code Section 31450 et. seq., also referred to as the 1937 Act). MCERA is also governed by the California Constitution and the regulations, procedures and policies adopted by MCERA's Retirement Board. MCERA also operates as a 401(a) plan under the regulations established in the Internal Revenue Code. The Marin County Board of Supervisors may also adopt resolutions, as permitted by the 1937 Act, which may affect the benefits of MCERA members.

MCERA Staff

MCERA staff, under direction from the Retirement Administrator, administer the day to day operations and execute the direction provided by the Board of Retirement Board. In executing its responsibility MCERA collects contributions from members and employers, calculates retirement benefits, pays monthly retirement benefits, processes contribution refunds, determines service purchase costs and pays death benefits. MCERA staff also maintain the accounting records for the system's assets and investments.

Participating Employers

MCERA's membership includes active, deferred and retired members and beneficiaries of the following nine agencies and organizations:

- City of San Rafael
- County of Marin
- LAFCO
- Marin City Community Services District
- Marin/Sonoma Mosquito & Vector Control District
- Marin Superior Court
- Novato Fire Protection District
- Southern Marin Fire Protection District
- Tamalpais Community Services District