

MINUTES

COMMUNICATIONS AND MEMBER SERVICES COMMITTEE MEETING MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

Retirement Board Conference Room
One McInnis Parkway, 1st Floor
San Rafael, CA

April 5, 2011 - 9:00 A.M.

CALL TO ORDER

Chair Karen Wofford called the meeting to order at 9:16 A.M.

ROLL CALL

PRESENT: Roy Given (ex-officio), Howard McFarland, Karen Wofford

ABSENT: Greg Brenk, Jim Phillips, Sean Webb

MINUTES

It was M/S McFarland/Wofford to approve the January 4, 2011, Communications and Member Services Committee Meeting Minutes as submitted. The motion was approved by unanimous vote.

A. OPEN TIME FOR PUBLIC EXPRESSION

No public comment.

B. OLD BUSINESS

1. Update on joint pre-retirement and benefits workshop with plan sponsors

Retirement Administrator Jeff Wickman said that discussions continue with the City of San Rafael about joint presentations on pre-retirement and post-retirement medical benefits.

2. Update on involvement with Marin County's Public Information Team

Communications staff member Syd Fowler reported that the County Public Information Team is conducting monthly training sessions on communications. It was noted that Marin County has established social media pages, and the advantages and disadvantages of communicating through various social networks were discussed by the Committee.

C. NEW BUSINESS

1. Spring MCERA newsletter

Discuss and potentially approve topics and copy to recommend to Board (**Action**)

An article on retirement plan knowledge led to a discussion among Committee members about system processes including how retirement benefits are calculated. The Committee discussed the need for careful articulation of these complex issues. Guiding members to additional sources of information was encouraged by the Committee.

Featured articles included an overview of the responsibilities of MCERA Trustees, notice of Retirement Board election, and a description of the role of MCERA's investment consultant. Staff reviewed the articles and Committee members considered preferred edits.

Chair Wofford expressed approval of the newsletter layout, and there was further discussion about the use of four colors and design. Staff noted that no additional cost would be incurred to print future issues of the newsletter in full color.

It was M/S Given/McFarland to recommend that the Board approve the Spring newsletter topics and copy as amended. The motion was approved by unanimous vote.

2. Report on upcoming Communication priorities

A Disposition of Retirement Contributions booklet is in development. Mr. Wickman pointed out the challenges employees face when having to make financial decisions under stressful employment situations, like a reduction in force, and noted that the new booklet will address these issues for employees who have separated from their MCERA plan sponsor. Committee Chair Karen Wofford agreed and acknowledged the continued efforts of MCERA staff on behalf of members.

Ms. Fowler presented staff's progress on a revised MCERA website. New features will include sections for at-a-glance notices and upcoming events, a revised format for posting Retirement Board agendas and minutes, and a complete library of forms. Ms. Fowler also pointed out that a list of MCERA advisors has been added to the current Web site. Chair Wofford and Committee members reacted favorably to the proposed enhancements.

3. Discuss agenda topics for next meeting.

No discussion.

There being no further business, Chair Wofford adjourned the meeting at 10:39 A.M.

Karen Wofford, Chair

Attest: Jeff Wickman, Retirement Administrator