CALL TO ORDER

ROLL CALL

MINUTES
August 21, 2019 Finance and Risk Management Committee meeting

A. OPEN TIME FOR PUBLIC EXPRESSION
   Note: The public may also address the Committee regarding any agenda item when the Committee considers the item.

   Open time for public expression, from three to five minutes per speaker, on items not on the Committee Agenda. While members of the public are welcome to address the Committee during this time on matters within the Committee’s jurisdiction, except as otherwise permitted by the Ralph M. Brown Act (Government Code Sections 54950 et seq.), no deliberation or action may be taken by the Committee concerning a non-agenda item. Members of the Committee may (1) briefly respond to statements made or questions posed by persons addressing the Committee, (2) ask a question for clarification, or (3) provide a reference to staff for factual information.

B. NEW BUSINESS
   1. Administrative Budget Fiscal Year 2019/20 Quarterly Review
      Consider and review expenses for quarter ending September 30, 2019

   2. Non-budgeted Expenses
      Consider and review non-budgeted expenses for the quarter
3. **Quarterly Checklist**  
Consider, review and updates on the following:

a. MCERA educational and event-related expenses  
b. Continuing Trustee Education Log  
c. Other expenses per Checklist Guidelines  
d. Variances in the MCERA administrative budget in excess of 10%  
e. Vendor services provided to MCERA  
f. MCERA staffing status  
g. Internal controls, compliance activities and capital calls  
h. Audits, examinations, investigations or inquiries from governmental agencies  
i. Other items from the Administrator related to risk and finance

4. **Annual Audit of Financial Statements Update**  
Update on audit process

5. **Future Meetings**  
Consider possible agenda topics for future meetings

**Note on Process:** Items designated for information are appropriate for Committee action if the Committee wishes to take action.

Late agenda material can be inspected in the Retirement office between the hours of 8:00 a.m. and 5:00 p.m. The Retirement office is located at One McInnis Parkway, 1st Floor, San Rafael.

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Copies of documents used in this meeting are available in accessible formats upon written request.  
The agenda is available on the Internet at [http://www.mcera.org](http://www.mcera.org)