AGENDA

REGULAR BOARD MEETING MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (MCERA)

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

August 11, 2021 – 9:00 a.m.

This meeting will be held via videoconference pursuant to Executive Order N-25-20, issued by Governor Newsom on March 12, 2020, Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, and Executive Order N-35-20, issued by Governor Newsom on March 21, 2020.

Instructions for watching the meeting and/or providing public comment, as well as the links for access, are available on the <u>Watch & Attend Meetings</u> page of MCERA's website. Please visit https://www.mcera.org/retirementboard/agendas-minutes/watchmeetings for more information.

The Board of Retirement encourages a respectful presentation of public views to the Board. The Board, staff and public are expected to be polite and courteous, and refrain from questioning the character or motives of others. Please help create an atmosphere of respect during Board meetings.

CALL TO ORDER

ROLL CALL

MINUTES

July 14, 2021 Board meeting

A. OPEN TIME FOR PUBLIC EXPRESSION

Note: The public may also address the Board regarding any agenda item when the Board considers the item.

Open time for public expression, from three to five minutes per speaker, on items not on the Board Agenda. While members of the public are welcome to address the Board during this time on matters within the Board'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 Board concerning a non-agenda item. Members of the Board may (1) briefly respond to statements made or questions posed by persons addressing the Board, (2) ask a question for clarification, or (3) provide a reference to staff for factual information.

B. BOARD OF RETIREMENT MATTERS

- 1. Administrator's Report
 - a. Administrator's Update
 - b. Staffing Update
 - c. Facility Use Report
 - d. Future Meetings
 - August 18, 2021 Finance and Risk Management Committee
 - September 8, 2021 Board
- 2. Trustee Comments
 - a. Educational Training: Reports by Trustees and Staff
 - b. Other Comments

C. DISABILITY CONSENT AGENDA (TIME CERTAIN: 9:30 a.m.) (Action)

Any item that a Board member requests be pulled from the Disability Consent Agenda will be considered in Closed Session under the authority of Government Code section 54957(b), unless the applicant specifically waives confidentiality and requests that their application be considered in Open Session.

1. Richard Hopkins

Service-connected

Novato Fire Protection District

Adopt Administrative Recommendation to grant service-connected disability retirement application.

D. <u>NEW BUSINESS</u>

1. Public Employee Performance Evaluation

Title: Retirement Administrator (**CLOSED SESSION** pursuant to Government Code section 54957(b)(1))

2. Future Meetings

Consider and discuss agenda items for future meetings.

E. OTHER INFORMATION

1. Training Calendar (**Action**)

F. CONSENT CALENDAR (Action)

Note on Process: Items designated for information are appropriate for Board action if the Board wishes to take action. Any agenda item from a properly noticed Committee meeting held prior to this Board meeting may be considered by the Board.

Note on Voting: As provided by statute, the Alternate Safety Member votes in the absence of the Elected General or Safety Member, and in the absence of both the Retired and Alternate Retired Members. The Alternate Retired Member votes in the absence of the Elected Retired Member. If both Elected General Members, or the Safety Member and an Elected General

Member, are absent, then the Elected Alternate Retired Member may vote in place of one absent Elected General Member.











Agenda material is provided upon request. Requests may be submitted by email to MCERABoard@marincounty.org, or by phone at (415) 473-6147.

MCERA is committed to assuring that its public meetings are accessible to persons with disabilities. If you are a person with a disability and require an accommodation to participate in a County program, service, or activity, requests may be made by calling (415) 473-4381 (Voice), Dial 711 for CA Relay, or by email at least five business days in advance of the event. We will do our best to fulfill requests received with less than five business days' notice. Copies of documents are available in alternative formats upon request.

The agenda is available on the Internet at http://www.mcera.org

MINUTES

REGULAR BOARD MEETING MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (MCERA)

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July 14, 2021 - 9:00 a.m.

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EVENT CALENDAR

9 a.m. Regular Board Meeting

CALL TO ORDER

Chair Silberstein called the meeting to order at 9:01 a.m.

ROLL CALL

PRESENT: Block, Cooper, Given, Gladstern, Jones (alternate retired), Klein, Murphy, Shaw

(ex officio alternate), Silberstein, Werby

ABSENT: Poirier (alternate safety)

MINUTES

Retirement Administrator Jeff Wickman proposed a one-word edit to the June 9, 2021 Board Meeting Minutes presented to the Board.

It was M/S Gladstern/Murphy to approve the June 9, 2021 Board Meeting Minutes as amended per discussion. The motion was approved by a vote of 8-0 as follows:

AYES: Block, Cooper, Given, Gladstern, Klein, Murphy, Silberstein, Werby

NOES: None ABSTAIN: None ABSENT: Poirier

It was M/S Given/Murphy to approve the June 16, 2021 Investment Committee Meeting Minutes as submitted. The motion was approved by a vote of 8-0 as follows:

AYES: Block, Cooper, Given, Gladstern, Klein, Murphy, Silberstein, Werby

NOES: None ABSTAIN: None ABSENT: Poirier

A. OPEN TIME FOR PUBLIC EXPRESSION

Note: The public may also address the Board regarding any agenda item when the Board considers the item.

Open time for public expression, from three to five minutes per speaker, on items not on the Board Agenda. While members of the public are welcome to address the Board during this time on matters within the Board'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 Board concerning a non-agenda item. Members of the Board may (1) briefly respond to statements made or questions posed by persons addressing the Board, (2) ask a question for clarification, or (3) provide a reference to staff for factual information.

No members of the public provided comment.

B. BOARD OF RETIREMENT MATTERS

1. Administrator's Report

a. Administrator's Update

Mr. Wickman said the Board of Supervisors affirmed sole nominees Alternate Eighth Member Dorothy Jones for her renewed term of office and Amanda Tomlin as the Third Member, who will immediately fill the position and serve out the term of office expiring October 31, 2023. The Administrator will be meeting with Ms. Tomlin for new trustee orientation this week. Ballots for the Eighth Member election were mailed on July 9 and are due back to the Register of Voters on August 13, 2021.

Based on California's reopening plan MCERA is following revised operating guidelines issued by the California Occupational Safety and Health Administration (OSHA) that masks are not required for employees and visitors who have been vaccinated. Masks are still required if not fully vaccinated. Updated signage has been placed throughout the office.

There have been no changes with regard to the current hybrid staffing model. The Administrator will be meeting with staff to discuss results of the remote work survey. Survey results show that remote work is important strategy to keep in place while also balancing the need for staff to feel connected to the office and their fellow co-workers.

b. Business Objectives Review

Mr. Wickman reported on the status of current Business Objectives. The key Benefit Administration objective is to establish the new employer audit program. The pilot employer audit has been conducted with the Tamalpais Community Services District. A draft report of the audit results is being developed. The goal to improve education material for MCERA's employers is making good progress. The employer website

portal will be completed in the coming few months and will include among other things requirements for reporting active member payroll data and retirees who have returned to work.

Trustee Gladstern asked about the in-person seminars that were provided for members. Mr. Wickman replied staff will be transitioning to creating short videos on different retirement topics that will be available at any time on MCERA's website. In-person seminars will return at some point but providing seminars virtually will be a secondary focus for staff.

In Performance Management most goals are being met, with the exception of being slightly below the goal on retirement estimates. All estimates are back at being 100% completed within the expected timeframe.

In Business Management the primary goal is to follow up on the Linea Secure Cybersecurity Risk Assessment conducted last year. New policies are under development to address the high and medium critical items from the assessment. The key policies are personal security, physical security, system configuration management, and annual risk assessment. Although the project is slightly behind the target completion date, good progress is being made.

In the Investments area objectives have been completed or will be met. A proxy voting service has been engaged and the Governance Committee will receive an update on proxy voting services from ISS at its fall meeting. Staff have completed and executed agreements with new Opportunistic managers and executed subscription agreements for new private equity vehicles with Abbott Capital Management and Pathway Capital Management. Side letter negotiations are ongoing with Fidelity for the transition of the emerging markets portfolio. Staff are still working on implementing the Investment Committee's decision to transition the large cap domestic equity portfolio from the S&P 500 Index to the Russell 1000 Index.

At One McInnis all space reduction plans for MCERA's suite have been completed. The external water proofing project is underway and will be completed this month. Leasing activities are ongoing. The Board chambers upgrade project will be initiated this week and completed in September so in-person meetings can be held.

Turning to Communication and Education the Administrator reported an enhancement for annual member benefit statements is completed and a plan overview booklet and actuarial brochure will be completed at the end of July.

The Finance and Accounting goal of completing the custodial search begun in 2020 will be restarted in the fourth quarter of this year once the new Senior Accountant has been hired and trained.

Human Resource Management objectives center around remote work and COVID-19 California OSHA safety protocols. MCERA is still utilizing remote work which staff wants to continue along with reconnecting with staff in the office some of the time.

Mr. Wickman invited questions from the trustees. Trustee Gladstern asked about prior discussions on replacing CPAS. Mr. Wickman replied it would be a significant project to replace CPAS. A number of changes to the system have been made that hopefully will improve the quality and timeliness of MCERA's annual projects like the annual benefit statements, actuarial reporting and GASB 67/68. Mr. Wickman said he wanted to assess how the system performs this fall and then revisit with Assistant Administrator Hardesty the discussion of starting a search for new system. Trustee Gladstern asked what peer systems are using CPAS and he replied there are about three other County Employees Retirement Law (CERL) systems that use CPAS. Chair Silberstein asked about other benefit management systems in use and Mr. Wickman said Pension Gold is the most common system in use with CERL systems. Chair Silberstein asked if CPAS is offering a new system and Ms. Hardesty explained CPAS provides upgrades that MCERA implements, most recently CPAS 5.8 which has additional options for workload tracking. Trustee Gladstern pointed to ownership changes for CPAS and the Administrator said Avenu Insights & Analytics, a private equity firm, has been the current owner for a couple of years which has provided some stability to the company. Ms. Hardesty added staff are working with CPAS to make improvements to current processes which include online training tools for staff. Trustee Werby asked if MCERA is requiring vaccinations and Mr. Wickman said MCERA follows Marin County guidelines for all COVID matters and to date there has been no discussion about requiring vaccinations.

c. Staffing Update

Accounting Unit Manager La Valda Marshall has conducted interviews for the Senior Accountant position and will be making an official offer this month.

d. Facility Use Report

No facility use in the period.

e. Future Meetings

- August 4, 2021 Audit Committee
- August 11, 2021 Board
- August 18, 2021 Finance and Risk Management Committee

2. Trustee Comments

a. Educational Training: Reports by Trustees and Staff

Reporting on the CalAPRS Administrators' Roundtable, Mr. Wickman said the first discussion was on when the Governor's emergency declaration regarding being able to conduct virtual meetings with limited exceptions to the Brown Act might be lifted. This issue has since been resolved. The administrators discussed how different systems are

planning for their staff to return back to work. A number of CERL systems have been physically closed since March of 2020 and are engaged in the process of opening back up, either with hybrid work plans or having all staff back in the office.

Mr. Wickman said the group discussed the impacts of windfall protection provisions on members who earned retirement benefits when they did not pay into Social Security. Social security benefits for members of pension systems like MCERA that do not pay into Social Security can be impacted by offsets. Other discussions included whether paid leave provided under the Family First Coronavirus Response Act was pensionable compensation. Further discussions included the security around providing member self-service access into benefit management systems, changes in discount rates and actuarial assumptions, communication tools used by staff, and diversity and inclusion which is a new area of emphasis for CalAPRS.

Chair Silberstein asked which public pension systems provide self-service to members and Mr. Wickman replied one system that he knows of provides full member services and he believes a handful provide limited service. Trustee Gladstern asked which systems have lowered discount rates to 6.75%. The Administrator replied that he is aware of one CERL system considering a change to 6.75 and another that may be considering a phased approach to 6.25%.

b. Other Comments

No other comments.

C. NEW BUSINESS

1. Investment Policy Statement Updates (Action)

Consider and take possible action on recommended amendments to Investment Policy Statement re:

Mr. Wickman stated at its June Investment Committee meeting the Committee voted to transition the large cap domestic equity portfolio from the S&P 500 Index to the Russell 1000 Index. MCERA has a separate account with State Street Global Advisors (SSGA) which is managed through an Investment Management Agreement (IMA). The IMA includes MCERA's Investment Policy Statement (IPS) and the guidelines SSGA is to follow. In order for SSGA to effect the change adopted by the Board, the IPS needs to be revised to include new guidelines for the Russell 1000. The Administrator presented an updated version of the IPS which included modifications to targets and ranges for large cap and small cap domestic equities to reflect the new 75/25% respective split.

It was M/S Gladstern/Murphy to approve updates to the Investment Policy Statement listed in Agenda Items C.1.a and b below and as amended per discussions. The motion was approved by a vote of 8-0 as follows:

AYES: Block, Cooper, Given, Gladstern, Klein, Murphy, Silberstein, Werby

NOES: None ABSTAIN: None ABSENT: Poirier

- a. <u>General Investment Objectives and Guidelines, Equity Portfolios: Change Domestic</u> Equity Portfolio, Large Cap Stocks from S&P 500 Index to Russell 1000 Index.
- b. Appendix B-1, State Street Global Advisors, Statement of Objectives, Guidelines & Procedures: Change S&P 500 Index to Russell 1000 Index.

D. OTHER INFORMATION

1. Training Calendar (Action)

Mr. Wickman reviewed several updates to events and attendance on the Training Calendar.

It was M/S Murphy/Werby to approve the Training Calendar as submitted. The motion was approved by a vote of 8-0 as follows:

AYES: Block, Cooper, Given, Gladstern, Klein, Murphy, Silberstein, Werby

NOES: None ABSTAIN: None ABSENT: Poirier

E. CONSENT CALENDAR (Action)

It was M/S Cooper/Werby to approve the June 16, 2021 Consent Calendar as submitted. The motion was approved by a vote of 8-0 as follows:

AYES: Block, Cooper, Given, Gladstern, Klein, Murphy, Silberstein, Werby

NOES: None ABSTAIN: None ABSENT: Poirier

CONSENT CALENDAR

MCERA BOARD MEETING, WEDNESDAY, JULY 14, 2021

June 2021

	RETURN OF CONTRIBUTIONS	
Ambar Chavez	Full Refund - Termination	\$ 37,291.70
Felix Flynn	Full Refund - Termination	\$ 5,066.74
Robert Schroedl	Full Refund - Termination	\$ 17,133.13
	BUYBACKS	
Ian Adams		\$ 20,000.00

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Sharon Blakley County of Marin - Public Works
Thomas Buell County of Marin - Public Works

Christine Gimmler County of Marin - Community Development

Paul Jensen City of San Rafael

Meloni Page County of Marin - Human Resources
Joshua Todt County of Marin - Sheriff/Coroner

DECEASED RETIREES

Mary Arlott County of Marin - Public Works
Roger Garcia County of Marin - Beneficiary
Martin Groginsky County of Marin - Beneficiary

Ed Meagor City of San Rafael

Joan Mow County of Marin - Health & Human Services

Mark Sanders County of Marin - Fire

Beverly Williams

County of Marin - Information Services &

Technology

Linda Wilson County of Marin - Health & Human Services

Xiaohong Zeng City of San Rafael

There being no further business, Chair Silberstein adjourned the meeting at 9:48 a.m.

Jeff Wickman, Retirement Administrator

Michelle Hardesty, Assistant Retirement

On behalf of:

Administrator
On behalf of:

Steve Silberstein, Board Chair Laurie Murphy, Secretary

B.1 Administrator's Report

This is a discussion with no backup.





2021 National Conference - Agenda

July 19-21 | Grand America Hotel | Salt Lake City, Utah

Monday, July 19	
12:00 pm Hotel Courtyard	Registration Table Opens Attendees will come at their requested timeslot to pick up their registration packets which will be in sealed packets alphabetically on tables in courtyard.
5:30 – 9:00 pm Hotel Courtyard	Welcome Reception, Appetizers, and Food Stations Attendees will join in the outdoor courtyard with badges and masks. Socially distancing will be required and we will not have formal seating, but vignettes of seating options.
Tuesday, July 20	
7:00 am Hotel Courtyard	Registration and Continental Breakfast
8:30 am Grand Ballroom	Welcome and Introduction Greg Allen, CEO, Chief Research Officer, Callan Jim Callahan, CFA, President, Callan
9:15 am Grand Ballroom	Keynote Speaker: Niall Ferguson, MA, D.Phil. Senior Fellow of the Hoover Institution, Stanford and the Belfer Center for Science and International Affairs, Harvard; Historian; Visionary; One of Time Magazine's most influential people of the world Moderator: Greg DeForrest, CFA, Callan
10:30 am	Break
10:45 am Grand Ballroom	Diversity, Equity, and Inclusion Panel Marques Benton, Chief Diversity, Equity, and Inclusion Officer, Loomis Sayles Colonel Diane Ryan, Ph.D., Faculty, Thayer Leadership Moderator: Lauren Mathias, CFA, Callan
12:00 pm Hotel Courtyard	Lunch
1:15 pm Grand Ballroom	Afternoon Speaker: Janet Napolitano 20th President of the University of California (2013-2020); Secretary of Homeland Security (2009-2013); Governor of Arizona (2003-2009) Moderator: Elizabeth Hood, CFA, Callan
2:30 pm	Break

Tuesday, July 20									
2:30 pm	Break								
3:00 pm <i>Grand Ballroom - 3 Imperial Ballroom</i>	 Callan Workshops Callan's Fund Sponsor Cost of Doing Business Survey Results Defined Contribution: Are Managed Accounts Adding Value? How to Navigate Your Corporate DB Plan in This Low-Rate Era The Role of Real Estate and Infrastructure Debt In a Portfolio 								
	Workshop Adjourns								
5:30 – 10:00 pm Hotel Courtyard	Cocktail Reception with Food Stations NAMETAG REQUIRED FOR ENTRY								
Wednesday, July 21									
8:00 am	Breakfast								
9:00 am Grand Ballroom	Keynote Speaker: Scott Gottlieb, M.D., American physician who served as the 23rd Commissioner of the U.S. Food and Drug Administration. Resident fellow at the American Enterprise Institute, member of the board of directors of drug maker Pfizer, and member of the board of directors of the biotech company Illumina Moderator: Millie Viqueira, Callan								
10:15 am	Break								
10:30 am Grand Ballroom	Final Speaker – Climate Change and The Impact on Capital Markets Moderator: Jay Kloepfer, Callan								
11:45 am Hotel Courtyard Imperial Ballroom	Lunch								
1:30 pm Sunset Court Breakout Rooms	 Callan Workshops Callan's Fund Sponsor Cost of Doing Business Survey Results Defined Contribution: Are Managed Accounts Adding Value? How to Navigate Your Corporate DB Plan in This Low-Rate Era The Role of Real Estate and Infrastructure Debt In a Portfolio 								
2:30 pm Courtyard	Workshop Adjourns and Closing Reception								
3:30 pm	Conference Adjourns								

B.2.b Other Comments

This is a discussion with no backup.

CONFIDENTIAL DISABILITY MATTER

RICHARD HOPKINS

D.1 Public Employee Performance Evaluation

This agenda item is in Closed Session.

D.2 Future Meetings

This is a discussion with no backup.

E.1 MCERA CONFERENCE AND TRAINING CALENDAR August 2021

Block	Cooper	Given	Gladstern	Jones	Klein	Murphy	Poirier	Shaw	Silberstein	Tomlin	Werby	Wickman	Hardesty	Dunning	Matyurin	Marshall	DATE	APPROVED	SPONSOR	PROGRAM	LOCATION
																	8/17/21	*	Callan	Introduction to Investments	Virtual
																	8/22-24/21	*	NCPERS	Public Pension Forum	New York, NY
																	8/23-9/2/21	*	CalAPRS	Management Academy	Virtual
																	9/9/21	*	CalAPRS	Investments Round Table	Virtual
																0	9/14/21	*	CalAPRS	Accountants' Round Table	Virtual
													٥				9/17/21	*	CalAPRS	Benefits Round Table	Virtual
														•			9/17/21	*	CalAPRS	Attorneys' Round Table	Virtual
												٥					9/22-24/21	*	CalAPRS	Administrators' Institute	Virtual
									O								9/22-24/21	*	CII	Fall Conference	Chicago, IL & Virtual
																	9/26-28/21	*	NCPERS	Fall Conference	Scottsdale, AZ
																	9/28-30/21	*	CalAPRS	Principles of Pension Governance for Trustees	Virtual
																	10/8/21	*	CalAPRS	Disability Retirement Administration	Virtual
																	10/19-20/21	*	Callan	Alternative Investments	Virtual
															•		10/22/21	*	CalAPRS	Information Technology Round Table	Virtual
																	10/22/21	*	CalAPRS	Administrative Assistants' Round Table	Virtual
																	10/26/21	*	Callan	Introduction to Investments	Virtual
						_					_						10/29/21	*	CalAPRS	Trustees' Round Table	Virtual

E.1

Block	Cooper	Given	Gladstern	səuof	Klein	Murphy	Poirier	Shaw	Silberstein	Tomlin	Werby	Wickman	Hardesty	Dunning	Matyurin	Marshall	DATE	APPROVED	SPONSOR	PROGRAM	LOCATION
																	11/3-5/21	*	CalAPRS	Intermediate Course in Retirement Plan Administration	Virtual
																	11/7-10/21	**	CRCEA	Fall Conference	Long Beach, CA
																	11/9-12/21	*	SACRS	Fall Conference	Hollywood, CA
																	12/8-10/21	*	CalAPRS	Advanced Course in Retirement Plan Administration	Virtual
																	3/5-8/22	*	CalAPRS	General Assembly	TBD
																	3/7-9/22	*	CII	Spring Conference	Washington, DC
																	3/30-4/1/22	*	CalAPRS	Advanced Principles of Pension Governance for Trustees	Los Angeles, CA
																	5/22-25/22	*	NCPERS	Annual Conference	Washington, DC
																	5/22-25/22	*	NCPERS	Program for Advanced Trustee Studies	Washington, DC
																	9/20-22/22	*	CII	Fall Conference	Boston, MA

*Pre-approved events: CalAPRS; Callan; CII; Nossaman LLP; NASRA; NCPERS; SACRS – ** Board-approved events – New event or attendee

CALLAN

Callan College
http://www.callan.com/education/college
Callan investment Institute
http://www.callan.com/education/cii/conferences.asp

NCPERS SACRS National Conference of Public Employee Retirement Systems State Association of County Retirement Systems http://www.sacrs.org

CONSENT CALENDAR MCERA BOARD MEETING, WEDNESDAY, AUGUST 11, 2021

July 2021

	RETURN OF CONTRIBUTIONS	
Linn Celani	Partial Refund - 30 year overpayment	\$ 16,050.63
Ryan Kirkpatrick	Full Refund - Termination	\$ 237,020.31
Irene Mariani	Partial Refund - 30 year overpayment	\$ 3,633.44
Rick Spaelti	Full Refund - Termination	\$ 2,010.93
Charles David Varela	Full Refund - Termination	\$ 5,309.09
Adam Wilson	Partial Refund - Age change	\$ 1,078.54

BUYBACKS

None

RETIREES RETURNING TO ACTIVE MEMBERSHIP

Ted Peterson Novato Fire

NEW RETIREES

Nancy Aduna County of Marin - Health & Human Services

Jonathan Alper Southern Marin Fire

Angela Arenas County of Marin - Health & Human Services
Jairo Leiva County of Marin - Health & Human Services

Donna Marks County of Marin - Library

Sheila McBrien County of Marin - Assessor-Recorder-County Clerk

Yzaida Miranda County of Marin - Health & Human Services
Sigmund Okuri-Bido County of Marin - Health & Human Services
Glenn Sterling County of Marin - Health & Human Services

Andrew Thompson City of San Rafael

DECEASED RETIREES

Emilio Augustine County of Marin - Probation

James Baker County of Marin - Sheriff/Coroner

Brian Card County of Marin - Beneficiary

Sharon Cleary Novato Fire - Beneficiary

Esther Davidson County of Marin - Department of Finance
Hiram Elliott County of Marin - Health & Human Services

Nancy Hilty County of Marin - Beneficiary

Michael Meadows County of Marin - Health & Human Services

Jerome Parke City of San Rafael

Kenneth Pors County of Marin - Public Works
Curtis Shadduck County of Marin - Public Works
Barbara Weisner City of San Rafael - Beneficiary