

AGENDA

FINANCE AND RISK MANAGEMENT COMMITTEE MEETING MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (MCERA)

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

August 19, 2020 – 9:30 a.m.

This meeting will be held via teleconference 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.

The public may listen to and observe the meeting on YouTube at <https://youtu.be/F2MujmyCxEU>.

If members of the public wish to comment, those comments may be submitted to MCERA via email at MCERABoard@marincounty.org. This account will be monitored prior to and for the duration of the meeting. If the comment pertains to a particular agenda item, please identify that item number and the comment will be read to the Board during that discussion. Otherwise, the comment will be read under Item A, Open Time for Public Expression. All public comments submitted before or during the meeting that pertain to topics within the jurisdiction of the MCERA Board and otherwise comply with MCERA guidelines will be read in open session and kept as part of the permanent record.

The Board of Retirement encourages a respectful presentation of public views to the Committee. The Committee, 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 Committee meetings.

CALL TO ORDER

ROLL CALL

A. OPEN TIME FOR PUBLIC EXPRESSION

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

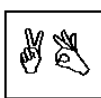
Open time for public expression, from three to five minutes per speaker, on items not on the Committee Agenda. While members of the public are welcome to address the Committee during this time on matters within the Committee's jurisdiction, except as otherwise permitted by the Ralph M. Brown Act (Government 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 June 30, 2020
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. Threat to Services Provided by MCERA (Gov. Code sec. 54957(a)) (Closed Session)
Consultation with: Cyber security consultant Peter Dewar, Linea Secure
5. Information Technology Security Assessment Report
Staff report on risk planning and processes for MCERA
6. Annual Audit of Financial Statements Update
Update on audit process
7. 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.



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 require American Sign Language interpreters, assistive listening devices or other accommodations to participate in this meeting, these may be requested by calling (415) 499-7331 (voice) or (415) 499-6172 (TTY) at least 72 hours in advance.

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

B.1

	FY 18/19 Actual Expenses	FY 19/20 Approved Budget	April	May	June	4th Qtr. Total	Percentage of Budget used	NOTES
Salaries and Benefits		26 PP	2 PP	3 PP	2 PP	7 PP		QTD - Quarter-to-Date SL - Straight Line WCI - Workers' Como Ins FTE - Full Time Equivalent PP - Payperiod
Regular Staff Salaries	1,601,465	1,935,105	130,399	195,890	130,675	456,964	23.6%	
Extra-Hire	5,225	0	0	0	0	0	0.0%	
Overtime	1,429	0	0	0	0	0	0.0%	
Employee Benefits	218,829	319,486	18,349	27,529	18,353	64,231	20.1%	
Retirement Benefits	326,923	427,995	24,878	36,732	24,467	86,077	20.1%	
Retirement Benefits - OPEB	158,261	196,750	13,967	20,983	13,989	48,939	24.9%	
Ret POB Debt Svc. Misc.	79,883	97,866	6,859	10,304	6,869	24,032	24.6%	
Auto Allowance	9,598	9,950	738	1,108	738	2,584	26.0%	
Unused Fringe Benefits	22,152	0	1,436	2,155	1,436	5,027	0.0%	
Workers Comp. Insurance	17,724	71,003	5,273	7,922	(4,903)	8,292	11.7%	Includes \$10.2K QTD credit for WCI refund.
Medicare	23,485	28,612	1,898	2,851	1,906	6,655	23.3%	
Total Salaries and Benefits	2,464,974	3,086,767	203,797	305,474	193,530	702,801	22.8%	QTD actual is 2.2% under SL budget due to WCI credit.
Services and Supplies								
Professional Services	45,833	47,200	0	4,659	5,249	9,908	21.0%	
Innovest - Retiree payroll processing	34,703	37,000	2,727	2,739	5,491	10,957	29.6%	
Records Retention	2,617	2,700	255	255	255	765	28.4%	
Bank Charges	7,515	8,500	539	0	1,452	1,991	23.4%	
Insurance Premiums	72,023	72,000	0	0	0	0	0.0%	
Utilities (1 McInnis owner allocation)	136,245	151,200	15,974	0	15,924	31,898	21.1%	
Memberships & Dues	11,375	12,000	0	160	4,563	4,723	39.4%	
Subscriptions	1,166	5,000	244	0	212	456	9.1%	
Conferences/Training	16,880	23,000	0	0	250	250	1.1%	
Travel and Mileage	29,061	30,000	594	800	0	1,394	4.6%	
Document Reproduction Costs	24,787	30,300	4,468	2,492	2,257	9,217	30.4%	
Medical Examinations	3,648	12,000	388	0	0	388	3.2%	
Investigations	1,122	4,500	0	0	0	0	0.5%	Investigations, Transcribing, Medical Record Review and Hearings budget used.
Transcribing/Medical Record Review	201,251	217,000	196	0	50	246		
Hearings	38,270	55,000	75	225	750	1,050		
Board Election Fees	200	800	0	0	0	0	0.0%	
Board Remuneration (gross pay)	8,600	10,000	365	731	365	1,461	14.6%	
Board Pmt (ER Liab., ADP & Bank fees)	1,967	0	74	319	160	553	0.0%	
Office Expense and Supplies	8,206	12,700	126	32	666	824	6.5%	
Office expenses - phone	1,946	1,400	252	0	263	515	36.8%	
Electronic Supplies	16,623	500	5,218	0	2,451	7,669	1533.9%	QTD is over the SL budget due to the mandatory purchase of MCERA electronic equipment to support effective staff telework, due to shelter-in-place state/county order.
Ergonomic Supplies	956	500	0	0	0	0	0.0%	
Office Supplies - Postage	2,711	4,000	81	36	97	214	5.3%	
Miscellaneous - Food	7,211	8,000	0	0	0	0	0.0%	
Depreciation Expense	467,051	462,492	(346,869)	0	479,930	133,061	28.8%	QTD expense of \$133.1K is sum of the FYTD accrual reversal of (\$346.8K) and FYTD Depreciation expense of \$479.9K.
Total Services and Supplies	1,141,967	1,207,792	(315,293)	12,448	520,385	217,540	18.0%	QTD actual is 7.0% under SL budget due to Services & Supplies category trending lower than anticipated.
Interdepartmental Charges								
Personal Computers Lease (Reclassified to Non-Admin)	2,550	11,700	0	0	0	0	0.0%	
Telephone Charged	25,900	25,900	(6,475)	0	0	(6,475)	-25.0%	QTD of (\$6.5K) is the prior quarter's accrual reversal.
Cost Allocation Plan (CAP) - County-wide Indirect	287,915	316,714	0	0	0	0	0.0%	
Total Interdepartmental Charges	316,365	354,314	(6,475)	0	0	(6,475)	-1.8%	QTD actual is 26.8% under the SL budget due to telephone accrual reversal and no CAP expense.
TOTAL	3,923,306	4,648,873	(117,971)	317,922	713,915	913,866	19.7%	QTD actual is 5.3% under the SL budget.

B.1

	FY 18/19 Actual Expenses	FY 19/20 Approved Budget	1st Qtr. Total	2nd Qtr. Total	3rd Qtr. Total	4th Qtr. Total	FYTD Total	Percentage of Budget used
Salaries and Benefits		26 PP	6 PP	7 PP	6 PP	7 PP	26 PP	
Regular Staff Salaries	1,601,465	1,935,105	294,614	424,653	364,272	456,964	1,540,503	80%
Extra-Hire	5,225	0	0	0	0	0	0	0%
Overtime	1,429	0	60	0	0	0	60	0%
Employee Benefits	218,829	319,486	40,743	59,362	53,385	64,231	217,721	68%
Retirement Benefits	326,923	427,995	56,881	80,741	69,264	86,077	292,963	68%
Retirement Benefits - OPEB	158,261	196,750	31,039	45,329	38,886	48,939	164,193	83%
Ret POB Debt Svc. Misc.	79,883	97,866	15,319	22,260	19,095	24,032	80,706	82%
Auto Allowance	9,598	9,950	1,845	2,584	2,214	2,584	9,227	93%
Unused Fringe Benefits	22,152	0	4,131	5,782	3,681	5,027	18,621	0%
Workers Comp. Insurance	17,724	71,003	11,950	8,968	2,816	8,292	32,026	45%
Medicare	23,485	28,612	4,309	6,203	5,289	6,655	22,456	78%
Total Salaries and Benefits	2,464,974	3,086,767	460,891	655,882	558,902	702,801	2,378,476	77%
Services and Supplies								
Professional Services	45,833	47,200	45,012	0	2,475	9,908	57,395	122%
Innovest - Retiree payroll processing	34,703	37,000	8,126	8,253	14,236	10,957	41,572	112%
Records Retention	2,617	2,700	1,052	951	1,021	765	3,789	140%
Bank Charges	7,515	8,500	101	343	335	1,991	2,770	33%
Insurance Premiums	72,023	72,000	5,662	0	70,937	0	76,599	106%
Utilities (1 McInnis owner allocation)	136,245	151,200	37,905	37,885	63,796	31,898	171,484	113%
Memberships & Dues	11,375	12,000	4,000	5,747	2,069	4,723	16,539	138%
Subscriptions	1,166	5,000	2,739	1,036	2,905	456	7,136	143%
Conferences/Training	16,880	23,000	5,199	9,105	4,420	250	18,974	82%
Travel and Mileage	29,061	30,000	1,779	10,262	3,119	1,394	16,554	55%
Document Reproduction Costs	24,787	30,300	7,141	7,504	8,909	9,217	32,771	108%
Medical Examinations	3,648	12,000	875	0	8,000	388	9,263	77%
Investigations	1,122	4,500	513	0	399	0	912	20%
Transcribing/Medical Record Review	201,251	217,000	41,618	46,353	8,397	246	96,614	45%
Hearings	38,270	55,000	6,230	32,250	9,025	1,050	48,555	88%
Board Fees	200	800	550	0	0	0	550	69%
Board Fees (gross pay)	8,600	10,000	2,200	2,416	1,783	1,461	7,860	79%
Board Fees (ER Liab., ADP & Bank fees)	1,967	0	473	258	761	553	2,045	0%
Office Expense and Supplies	8,206	12,700	2,987	5,144	2,381	824	11,336	89%
Office expenses - phone	1,946	1,400	638	733	857	515	2,743	196%
Electronic Supplies	16,623	500	1,031	1,519	49	7,669	10,268	2054%
Ergonomic Supplies	956	500	0	0	0	0	0	0%
Office Supplies - Postage	2,711	4,000	430	314	481	214	1,439	36%
Miscellaneous - Food	7,211	8,000	1,820	1,546	3,246	0	6,612	83%
Depreciation Expense	467,051	462,492	115,623	115,623	115,623	133,061	479,930	104%
Total Services and Supplies	1,141,967	1,207,792	293,704	287,242	325,224	217,540	1,123,710	93%
Interdepartmental Charges								
Personal Computers Lease (Reclassified to Non-Admin)	2,550	11,700	0	0	0	0	0	0%
Telephone Charged	25,900	25,900	6,475	6,475	6,475	(6,475)	12,950	50%
Cost Allocation Plan (County-wide Indirect)	287,915	316,714	79,179	79,179	149,538	0	307,896	97%
Total Interdepartmental Charges	316,365	354,314	85,654	85,654	156,013	(6,475)	320,846	91%
TOTAL	3,923,306	4,648,873	840,249	1,028,778	1,040,139	913,866	3,823,032	82%

MCERA Non-Budgeted Expenses
FY 19/20 Quarter Ending June 30, 2020, by month

B.2

	April	May	June	4th Qtr. Expenses
Retiree Payroll	13,485,620	13,477,788	13,426,090	40,389,498
Retiree Death benefit paid	10,000	40,000	20,000	70,000
Active member death benefit	0	0	156,672	156,672
Refund of Contributions	89,636	61,022	78,661	229,319
Total Retirement member expense	13,585,256	13,578,810	13,681,423	40,845,489
Personal Computer Lease (Accrual)	(8,775)	0	0	(8,775)
CPAS(Avenue)	0	0	0	0
Business Systems (Accountmate)	0	0	0	0
IBM - Cognos systems	0	0	0	0
Oracle America	(2,317)	0	0	(2,317)
Total Computer expense	(11,092)	0	0	(11,092)
Linea Secure, LLC (Cybersecurity)	0	0	0	0
Insight Public Sector, Inc.	24,450	0	8,150	32,600
Total Security Services	24,450	0	8,150	32,600
Legal	2,161	44,414	57,305	103,880
County Counsel	(28,431)	16,674	18,556	6,799
Ice Miller LP	0	0	364	364
Nossaman	30,592	27,740	38,385	96,717
Cheiron Inc. (Actuary)	0	0	22,314	22,314
Appraisals (1 McInnis)	0	0	0	0
Investment Managers	(19,832)	0	2,739,810	2,719,978
Callan (Investment Consultant)	0	0	115,500	115,500
State Street (Custodian)	0	0	104,598	104,598
Woodmont Consulting Services	5,291	0	2,188	7,479
Investment Education Expense	0	0	0	0
Total Legal, Actuary & Investment expense	(12,380)	44,414	3,041,715	3,073,749
Total Fund Expenses	13,586,234	13,623,224	16,731,288	43,940,746
Nossaman				
General Counsel	30,489	23,110	33,813	87,412
1 McInnis Parkway Leasing	0	3,907	3,404	7,311
Investment	0	0	0	0
MAPE	0	0	56	56
Greene	7,362	0	0	7,362
Brown	(7,259)	167	1,112	(5,980)
Rose	0	556	0	556
Total Nossaman Expense	30,592	27,740	38,385	96,717
Reimbursement from Hudson Ins. regarding V. Greene	0	0	0	0
D. Brown	0	(200)	(440)	(640)
Total Legal Reimbursement	0	(200)	(440)	(640)

B.2

MCERA Non-Budgeted Expenses FY 19/20 Quarter Ending June 30, 2020, by quarter

	FY18/19 Actual Expenses	1st Qtr. Expenses	2nd Qtr. Expenses	3rd Qtr. Expenses	4th Qtr. Expenses	FYTD Total
Retiree Payroll	148,160,700	38,598,543	39,005,736	38,902,648	40,389,498	156,896,425
Retiree Death benefit paid	325,000	55,000	35,000	90,000	70,000	250,000
Active member death benefit	51,813	167,432	0	0	156,672	324,104
Refund of Contributions	965,727	431,580	171,875	98,238	229,319	931,012
Total Retirement member expense	149,503,240	39,252,555	39,212,611	39,090,886	40,845,489	158,401,541
Personal Computer Lease (Accrual)	0	2,925	2,925	2,925	(8,775)	0
CPAS	299,375	24,450	24,450	131,541	0	180,441
Business Systems (Accountmate)	3,735	113	2,125	113	0	2,351
IBM - Cognos systems	17,890	0	19,315	0	0	19,315
Oracle America	2,409	2,409	2,409	2,409	(2,317)	4,910
Total Computer expense	323,409	29,897	51,224	136,988	(11,092)	207,017
Linea Secure, LLC (Cybersecurity)	0	0	40,000	26,500	0	66,500
Insight Public Sector, Inc.	0	0	8,457	16,300	32,600	57,357
Total Security expense	0	0	48,457	42,800	32,600	123,857
Legal	475,944	90,767	139,107	118,302	103,880	452,056
County Counsel	97,715	16,117	41,779	28,431	6,799	93,126
Ice Miller LP	892	0	491	3,309	364	4,164
Nossaman	377,337	74,650	96,837	86,562	96,717	354,766
Cheiron Inc. (Actuary)	256,608	29,901	56,339	44,125	22,314	152,679
Appraisals (1 McInnis)	3,000	0	3,000	0	0	3,000
Investment Managers	11,634,764	2,875,049	2,975,494	2,937,339	2,719,978	11,507,860
Callan (Investment Consultant)	308,250	73,750	90,500	75,500	115,500	355,250
State Street (Custodian)	410,596	103,197	103,655	103,847	104,598	415,297
Woodmont Consulting Services	26,606	7,875	15,575	0	7,479	30,929
Investment Education Expense	0	2,350	7,500	0	0	9,850
Total Legal, Actuary & Investment expense	13,115,768	3,182,889	3,391,170	3,279,113	3,073,749	12,926,921
Total Fund Expenses	\$162,942,417	42,465,341	42,703,462	42,549,786	43,940,747	171,659,336
Nossaman						
General Counsel	308,794	51,012	37,257	64,355	87,412	240,036
One McInnis Parkway Leasing	0	13,329	31,436	12,089	7,311	64,165
Investment	38,272	391	1,561	0	0	1,952
MAPE	2,516	0	0	334	56	390
Greene	21,592	4,490	215	0	7,362	12,067
Brown	4,449	5,234	26,368	6,223	(5,980)	31,845
Rose	1,714	194	0	3,561	556	4,311
Total Nossaman Expense	377,337	74,650	96,837	86,562	96,717	354,766
Reimbursement from Hudson Ins. regarding V. Greene	(14,232)	(50)	(2,883)	0	0	(2,933)
David Brown	0	(3,574)	(13,279)	(13,279)	(640)	(30,772)
Total Legal Reimbursement	(14,232)	(3,624)	(16,162)	(13,279)	(640)	(33,705)

B.2

Investment Manager's Fees FY19/20 4th quarter ending June 30, 2020

Fees:

<u>Investment Manager</u>	<u>Market Value</u>	<u>Annualized %</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Quarter Total</u>	<u>FY 18/19 IM fees</u>
AEW Core Property	104,155,826	0.8900%	0	0	231,759	231,759	902,093
Abbott Fund VI	52,372,892	0.9583%	41,826	41,826	41,826	125,478	557,688
Abbott Fund VII	35,875,318	0.9477%	28,333	28,333	28,333	84,999	339,996
Abbott Investors 2016	34,070,052	0.7778%	22,083	22,083	22,083	66,249	231,876
Abbott Investors 2017	7,217,444	1.0391%	6,250	6,250	6,250	18,750	46,878
Artisan International Growth Fund	180,855,895	0.7419%	0	0	335,444	335,444	1,324,911
BlackRock TIPS	40,903,273	0.0296%	0	0	3,024	3,024	12,914
BlackRock US Real Estate	34,847,579	0.0591%	0	0	5,147	5,147	27,062
Colchester Global Investors	140,991,205	0.4117%	47,080	49,371	48,667	145,118	522,466
DFA Small Cap Core	209,163,281	0.3193%	0	0	166,980	166,980	530,889
Eaton Vance Structured	89,414,557	0.7478%	0	0	167,160	167,160	791,568
Invesco	38,396,983	0.6511%	19,880	20,989	21,635	62,504	269,476
KBI Global Resources Solutions	43,568,544	0.7785%	0	0	84,795	84,795	353,080
Morgan Stanley	167,731,915	0.5426%	0	0	227,525	227,525	927,047
Parametric (overlay program)	56,686,325	0.2606%	0	0	36,930	36,930	144,263
Pathway Fund 2008	53,144,793	1.0161%	0	0	135,000	135,000	673,533
Pathway I7-3	34,185,219	0.9215%	0	0	78,750	78,750	315,000
Pathway I8-9	41,353,736	0.9758%	0	0	100,887	100,887	403,548
Pathway I9-3	6,374,349	1.7893%	0	0	28,514	28,514	64,452
SSgA S&P 500 Index Strategy	542,972,194	0.0322%	0	0	43,750	43,750	49,932
TimesSquare	100,394,617	0.7426%	61,295	58,738	66,347	186,380	125,381
UBS Realty Investment	118,717,063	0.6366%	0	0	188,941	188,941	971,621
Wellington	273,830,766	0.1807%	0	0	123,670	123,670	427,917
Western Asset	147,417,554	0.2498%	0	0	92,056	92,056	332,817
Total	\$2,554,641,380	0.4290%	226,747	227,590	2,285,473	2,739,810	\$10,346,408

Terminated Managers/Investment Vehicles

Columbus Circle	371,716
DFA Small Cap Value	209,193
Fidelity Small Cap International	674,307
SSgA S&P 500 Fund	102,242
Total Terminated Managers	\$1,357,458
Total	\$11,703,866

**MCERA Education and Due Diligence Expense Summary
FY 19/20 Quarter Ending June 30, 2020**

B.3.a

<u>Trustee</u>	<u>Date</u>	<u>Conference</u>	<u>Location</u>	<u>1st quarter</u>	<u>2nd quarter</u>	<u>3rd quarter</u>	<u>4th quarter</u>	<u>Year to Date</u>
S. Block	9/4/2019	Nossaman Fiduciaries' Forum	Berkeley, CA	395.00				\$ 395.00
T. Werby	11/12-15/2019	SACRS Fall Conference	Monterey, CA		861.10			\$ 861.10
L. Murphy	11/12-15/2019 3/7-10/2020	SACRS Fall Conference CALAPRS General Assembly	Monterey, CA Rancho Mirage, CA		120.00	792.30	593.93	\$ 1,386.23
D. Jones	9/4/2019 5/7-10/2019 11/12-15/2019	Nossaman Fiduciaries' Forum SACRS 2019 Spring Conference SACRS Fall Conference	Berkeley, CA Lake Tahoe, CA Monterey, CA	395.00 444.57	412.16 836.12			\$ 807.16 \$ 444.57 \$ 836.12
S. Silberstein	9/4/2019 9/16/2019 5/7-10/2019 9/16-18/2019 10/25/2019 11/12-15/2019 3/9-11/2020	Nossaman Fiduciaries' Forum CII Master Class SACRS 2019 Spring Conference CII Fall 2019 Conference CALAPRS Trustees' Roundtable SACRS Fall Conference CII Conference Master Class	Berkeley, CA Minneapolis, MN Lake Tahoe, CA Minneapolis, MN Oakland, CA Monterey, CA Washington, DC	395.00 295.00 444.57		1,415.72 125.00 1,275.56		\$ 395.00 \$ 295.00 \$ 444.57 \$ 1,415.72 \$ 125.00 \$ 1,275.56 \$ 2,249.95
C. Cooper	11/12-15/2019	SACRS Fall Conference	Monterey, CA		888.60	386.96		\$ 1,275.56
P. Thomas	7/23-24/2019 5/7-10/2019 11/12-15/2019	Callan Institute SACRS 2019 Spring Conference SACRS Fall Conference	San Francisco, CA Lake Tahoe, CA Monterey, CA	66.42 444.57		1,275.56		\$ 66.42 \$ 444.57 \$ 1,275.56
Trustee expense				\$ 2,880.13	\$ 7,209.82	\$ 2,629.50	\$ 1,393.64	\$ 14,113.09
<u>Administrator</u>	<u>Date</u>	<u>Conference</u>	<u>Location</u>	<u>1st quarter</u>	<u>2nd quarter</u>	<u>3rd quarter</u>	<u>4th quarter</u>	<u>Year to Date</u>
J. Wickman	9/4/2019 9/26-28/2019 6/21/2019 11/12-15/2019 3/12/2020	Nossaman Fiduciaries' Forum CALAPRS Administration Institute 2019 CALAPRS Administrators' Round Table SACRS Fall Conference CALAPRS Retirement System General Assembly 2020	Berkeley, CA Carmel, CA San Jose, CA Monterey, CA Rancho Mirage, CA	430.00 1,250.00 228.91		1,087.59	1,067.13	\$ 430.00 \$ 1,250.00 \$ 228.91 \$ 1,087.59 \$ 1,067.13
Employee								
L. Martinez	9/19/2019	CALAPRS Disability Staff Training	Oakland, CA	250.00	64.05			\$ 314.05
K. Hawkins	9/20/2019	CALAPRS Accountants Round Table	Oakland, CA	195.05				\$ 195.05
L. Jackson	9/20/2019 12/11-13/2019	CALAPRS Accountants Round Table CALAPRS Advanced Course in Retirement Plan Administration	Oakland, CA Oakland, CA	125.00	54.05 608.10			\$ 179.05 \$ 608.10
L. Marshall	6/20/2019 9/20/2019 10/22/2019 4/20-21/2020 6/11-12/2020	Government Finance Officers Association Class Registration CALAPRS Accountants Round Table GFOA CAFR Training CALAPRS Management Academy Module 1 Brown Armstrong Continuing Professional Education Registration Fee	Internet Training Oakland, CA Orange County, CA Pasadena, CA Online	199.00 169.05		963.37	3,000.00 250.00	\$ 199.00 \$ 169.05 \$ 963.37 \$ 3,000.00 \$ 250.00
K. Bowden	9/11-18/2019	MUNIS Training (COM)	San Rafael, CA		12.00			\$ 12.00
T. Miller	9/24/2019 2/26/2020	ATOM Training (COM) ATOM Project Update Meeting	San Rafael, CA San Rafael, CA		8.00	15.60		\$ 8.00 \$ 15.60
E. Zhuang	9/20/2019	CALAPRS Accountants Round Table	Oakland, CA	125.00	54.05			\$ 179.05
R. Sanders	10/16-18/2019	CALAPRS Intermediate Staff Training	San Jose, CA	500.00	902.68			\$ 1,402.68
C. Martinez	10/16-18/2019 12/11-13/2019	CALAPRS Intermediate Staff Training CALAPRS Advanced Course in Retirement Plan Administration	San Jose, CA Oakland, CA	500.00	940.68 108.10	500.00		\$ 1,440.68 \$ 608.10
Administrator and Employee expense				\$ 3,972.01	\$ 4,802.67	\$ 4,582.73	\$ 250.00	\$ 13,607.41
A. Dunning	6/7/2019 9/20/2019 3/26/2020	CALAPRS Attorneys' Round Table CALAPRS Attorneys' Round Table CALAPRS Attorneys' Round Table	Burbank, CA Oakland, CA Costa Mesa, CA	125.00		125.00	125.00	\$ 125.00 \$ 125.00 \$ 125.00
Cortex	10/29/2019	Cortex on-site education session and off-site professional services	San Rafael, CA		7,229.58			\$ 7,229.58
CALAPRS	3/7-10/2020	CALAPRS General Assembly	Rancho Mirage, CA			201.94		\$ 201.94
Counsel/Other expense				\$ 125.00	\$ 7,354.58	\$ 326.94	\$ -	\$ 7,806.52
TOTAL MCERA Education and Due Diligence Expense				\$ 6,977.14	\$ 19,367.07	\$ 7,539.17	\$ 1,643.64	\$ 35,527.02

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**MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
CONTINUING TRUSTEE EDUCATION SUMMARY
Tuesday, June 30, 2020**

24 hours required by September 1, 2020

Trustee Jones 53.15

24 hours required by November 1, 2020

Trustee Thomas 77.24

24 hours required by December 31, 2020

Trustee Cooper 45.25

Trustee Given 25.67

Trustee Shaw 25.92

24 hours required by January 24, 2021

Trustee Silberstein 27.62

24 hours required by August 25, 2021

Trustee Murphy 13.67

24 hours required by October 17, 2021

Trustee Klein 7.17

24 hours required by November 1, 2021

Trustee Block 7.67

Trustee Gladstern 5.17

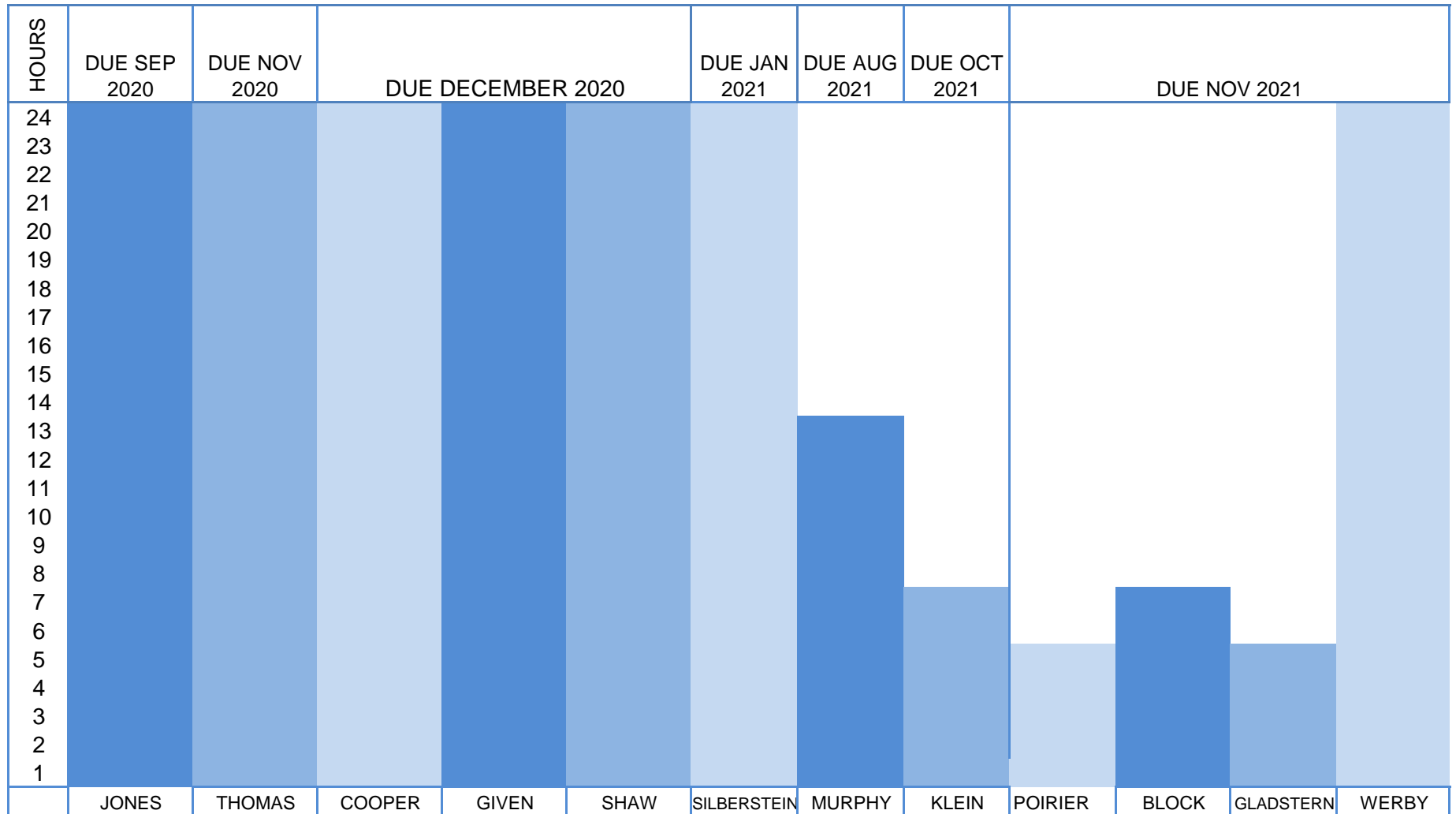
Trustee Poirier 5.17

Trustee Werby 26.17

B.3.b

**CONTINUING TRUSTEE EDUCATION
QUARTERLY SUMMARY CHART**

Tuesday, June 30, 2020



B.3.b

MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

				TOPIC							
HOURS	DATE	SPONSOR	EVENT/SEMINAR	PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
	<i>Note: Online Certified Public Service Ethics Education in individual tabs only.</i>										
24.00	HOURS DUE by >		The later of December 31, 2014, or two years after assuming office, and biannually thereafter.								
			<i>See prior reports by date for earlier data.</i>								
0.50	1/10/2018	MCERA	Preliminary Valuation Report				X				
0.50	1/24/2018	MCERA	Education on Small Cap Equity Allocation Vehicles			X					
1.25	1/30/2018	Callan	National Conference: What's Next? Making Sense of a Global Economy			X					
1.00	1/30/2018	Callan	National Conference: Callan's EDD Talk on Investment Theory and Design			X					
1.25	1/30/2018	Callan	National Conference: Hidden Brain & Finance			X					
1.00	var	Callan	National Conference: Workshops - Private Equity - The Art (and Science) of Implementation			X					
1.00	var	Callan	National Conference: 10-Year Anniversary of the Global Financial Crisis: Is this rising tide lifting all boats?			X					
1.00	1/30/2018	Callan	National Conference: Beyond the Yale: Other Portfolio Options for Endowments and Foundations			X					
1.25	1/31/2018	Callan	National Conference: Cybersecurity					X			
1.00	1/31/2018	Callan	National Conference: Facing the Facts: How Misperceptions About Aging Impact Financial Decisions					X			
0.50	2/14/2018	MCERA	Actuarial Valuation Report				X				
1.00	3/4/2018	CalAPRS	General Assembly: Creating a Team Culture							X	
1.00	3/4/2018	CalAPRS	General Assembly: The Resilience of Public Pensions - Economic Outlook			X					
1.25	3/5/2018	CalAPRS	General Assembly: Setting Retirees Up for Success					X			
0.90	3/5/2018	CalAPRS	General Assembly: The Canadian Model - An Approach to Investments			X					
0.90	3/5/2018	CalAPRS	General Assembly: Investment Risk Mitigation			X					
1.25	3/5/2018	CalAPRS	General Assembly: Why I'm Your Most Essential Advisor					X			
1.00	3/5/2018	CalAPRS	General Assembly: Felony Forfeitures	X							
1.00	3/6/2018	CalAPRS	General Assembly: The Behavioral Level of Financial Decision-Making			X					
1.00	3/6/2018	CalAPRS	General Assembly: Cybersecurity					X			
5.00	3/12/2018	CII	Trustee Training							X	
2.25	3/12/2018	CII	Master Class: Activist Investing, Shareholder Proxy Contest Decision-Making and Board Dynamics							X	
0.50	3/12/2018	CII	Plenary 1: Interview with the SEC Chairman							X	
0.50	3/12/2018	CII	Plenary 2: The Role of Index Providers in a Changing World of Investments, Part I			X					
1.00	3/12/2018	CII	Plenary 3: Board Members Speak: Board Oversight of Corporate Culture							X	
0.25	3/13/2018	CII	Plenary 4: Board Accountability 2.0 and Other Topics							X	
0.25	3/13/2018	CII	Plenary 5: Washington Update by Jeff Mahoney	X							

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MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

HOURS	DATE	SPONSOR	EVENT/SEMINAR	TOPIC							
				PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
0.50	3/13/2018	CII	Plenary 6: The Role of Index Providers in a Changing World of Investments, Part II			X					
0.75	3/13/2018	CII	Plenary 7: Emerging Markets: Governance and Investment							X	
1.00	3/13/2018	CII	Breakout 1: Executive Pay							X	
1.00	3/13/2018	CII	Breakout 2: The Rise of the Working Class Shareholder							X	
1.00	3/13/2018	CII	Breakout 3: Dual Class Stock: Are Sunset Provisions the Way Forward?							X	
1.00	3/14/2018	MCERA	Form 700 Refresher							X	
1.50	3/28/2018	CalAPRS	Advanced Principles of Pension Management: Keynote Address - Effective Board Decision Making							X	
3.00	3/29/2018	CalAPRS	Advanced Principles of Pension Management: Keynote Address - Policy-Focused Boards - Introduction							X	
1.75	3/29/2018	CalAPRS	Advanced Principles of Pension Management: Keynote Address - Economics Update and Forecast			X					
1.25	3/29/2018	CalAPRS	Advanced Principles of Pension Management: Keynote Address - Good Governance and the Investment Team			X					
1.25	3/29/2018	CalAPRS	Advanced Principles of Pension Management: Keynote Address - Wearing the Right Hat at the Right Time - The Fiduciary Duties of Public Pension System Board Members							X	
2.00	3/30/2018	CalAPRS	Advanced Principles of Pension Management: Keynote Address - Advanced Actuarial Principles				X				
1.25	3/30/2018	CalAPRS	Advanced Principles of Pension Management: Keynote Address - Policy-Focused Boards - Effective Planning							X	
46.55	Hours for Quarter Ending March 31, 2018										
0.50	4/17/2018	MCERA	Strategic Workshop: Statistics and Probabilities		X						
1.50	4/17/2018	MCERA	Strategic Workshop: Capital Markets Update and Asset Allocation Review			X					
1.00	4/17/2018	MCERA	Strategic Workshop: Proxy Voting Advisory Services							X	
1.00	4/17/2018	MCERA	Strategic Workshop: Investments - Pros and Cons of Different Legal Structures			X					
1.50	4/17/2018	MCERA	Strategic Workshop: Domestic Equity Structure and Manager Review			X					
1.50	4/18/2018	MCERA	Strategic Workshop: Disability Process Review and Discussion						X		
1.00	4/18/2018	MCERA	Strategic Workshop: Open Public Meeting Requirements	X							
1.00	4/18/2018	MCERA	Strategic Workshop: Securities Lending Overview			X					
1.25	5/14/2018	NCPERS	Annual Conference: 2018 Economic Outlook			X					
0.75	5/14/2018	NCPERS	Annual Conference: Legal Panel: Securities Litigation	X							
0.50	5/14/2018	NCPERS	Annual Conference: Managing Costs and Optimizing Performance		X						
1.00	5/14/2018	NCPERS	Annual Conference: Actuarial Hot Spots in 2018				X				
1.00	5/14/2018	NCPERS	Annual Conference: Key Issues Impacting Real Estate Investing Strategies			X					
1.00	5/14/2018	NCPERS	Annual Conference: ESG Investing: Buzzwords or Better Investing?			X					

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MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

HOURS	DATE	SPONSOR	EVENT/SEMINAR	TOPIC							
				PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
1.00	5/14/2018	NCPERS	Annual Conference: Dual Approaches to Improving Portfolio Outcomes			X					
1.00	5/14/2018	NCPERS	Annual Conference: Harnessing the Future in Emerging Markets			X					
1.00	5/14/2018	NCPERS	Annual Conference: The Rise of Corporate Governance Cases to Effect Social Change							X	
0.75	5/15/2018	NCPERS	Annual Conference: The Outlook for Public Plan Investments: A Conversation with Chief Investment Officers		X						
0.50	5/15/2018	NCPERS	Annual Conference: Advancing Secure Savings and Investment for Pension Funds through Innovation		X						
0.50	5/15/2018	NCPERS	Annual Conference: Public Plan Funding Standards				X				
0.50	5/15/2018	NCPERS	Annual Conference: You've had a Cyber Breach...What's Next?					X			
1.00	5/15/2018	NCPERS	Annual Conference: The Case for International Smaller-Cap Equities			X					
1.00	5/15/2018	NCPERS	Annual Conference: How to Protect YOU in Today's Data Breach World					X			
1.00	5/15/2018	NCPERS	Annual Conference: ESG Investing and Fiduciary Duty							X	
1.00	5/15/2018	NCPERS	Annual Conference: Plan Sustainability versus Plan Solvency					X			
1.00	5/15/2018	NCPERS	Annual Conference: Populism and Public Policy in the 21st Century: How Investors Can Be Part of the Solution							X	
0.50	5/16/2018	NCPERS	Annual Conference: Infrastructure Investing in the US from a Canadian Institutional Investor			X					
0.75	5/16/2018	NCPERS	Annual Conference: Legal Panel: Benefits, Tax & Regulations	X							
0.25	5/16/2018	NCPERS	Annual Conference: Unintended consequences: How Scaling Back Public Pensions Puts Government Revenues at Risk					X			
1.00	5/16/2018	NCPERS	Annual Conference: Change for the Greater Good: Why Change is in the Best Interest of Your Members					X			
1.00	5/16/2018	NCPERS	Annual Conference: Negative Net Cash Flow: Red Flag or Red Herring?					X			
1.00	5/16/2018	NCPERS	Annual Conference: Finding Value in the High Yield Bond Market			X					
0.50	5/16/2018	NCPERS	Annual Conference: An Institutional Approach to the Climate Transition							X	
0.50	5/16/2018	NCPERS	Annual Conference: Disruptive Trends in Emerging Markets Private Equity			X					
0.50	5/16/2018	NCPERS	Annual Conference: Mining for Gems - What are Secondaries and How Do They Add Value?			X					
0.50	5/16/2018	NCPERS	Annual Conference: Can I Successfully Reduce My Equity Risk Without Reducing Long-Term Return Potential?			X					
0.50	5/16/2018	NCPERS	Annual Conference: Global Economic and Market Update: Can Strong Run Continue or is This as Good as it Gets			X					
0.50	5/16/2018	NCPERS	Annual Conference: Can Absolute Return Strategies Protect Against a Comeback in Volatility?			X					

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MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

HOURS	DATE	SPONSOR	EVENT/SEMINAR	TOPIC							
				PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
1.00	5/16/2018	NCPERS	Annual Conference: Understanding the Connection Between Pension Shareholder Activism and Pension Reform							X	
		SACRS	ANNUAL CONFERENCE								
2.00	5/15/2018	SACRS	Certified Public Service Ethics Education							X	
2.00	5/15/2018	SACRS	3 P's of Disability: Policy, Procedure and Process Ability						X		
2.00	5/15/2018	SACRS	#MeToo/Time's UP/It's On Us! Sexual Harassment Prevention Training for Local Agency Officials							X	
2.00	5/15/2018	SACRS	Ethics for Public Officials - What Public Retirement System Officials Need to Know							X	
1.00	5/16/2018	SACRS	General Session: The Resource Efficiency Revolution: How It's Changing the Global Economy			X					
1.00	5/16/2018	SACRS	General Session: The David Rubenstein Peer to Peer Conversations					X			
1.00	5/16/2018	SACRS	General Session: Speaker Todd Buchholz, Economist			X					
3.50	5/16/2018	SACRS	Breakout - Ops/Benefits& Disability						X		
3.50	5/16/2018	SACRS	Breakout - Investment			X					
3.50	5/16/2018	SACRS	Breakout - Trustee					X			
3.50	5/16/2018	SACRS	Breakout - Safety					X			
1.00	5/16/2018	SACRS	General Session: Don't Be A Bystander: Be the Spark that Ignites Change							X	
1.00	5/17/2018	SACRS	General Session: The Proof Is In The Results!			X					
1.00	5/17/2018	SACRS	Is Goldilocks In For Some Cold Porridge?			X					
1.00	5/17/2018	SACRS	Concurrent Session A: Managing Investment Consultant Conflicts of Interest							X	
1.00	5/17/2018	SACRS	Concurrent Session B: Disruptive Innovation: The Greatest Opportunity & Risk in Our Lifetime			X					
1.00	5/17/2018	SACRS	Concurrent Session C: Legislation to Operation	X							
1.00	5/17/2018	SACRS	Concurrent Session A: Truth Tellers			X					
1.00	5/17/2018	SACRS	Concurrent Session B: Legislative Update 2018	X							
1.00	5/18/2018	SACRS	General Session: Can You Risk Ignoring the Biggest Risk							X	
			ESG Investing								
0.50	5/17/2018	Pensions & Investments	Keynote Interview: Betty Yee, Controller, State of California							X	
0.30	5/17/2018	Pensions & Investments	Presentation: Harnessing ESG as an Alpha Source in Active Quantitative Equities			X					
0.30	5/17/2018	Pensions & Investments	Presentation: Public Equities as Impact Investment							X	
0.65	5/17/2018	Pensions & Investments	Panel Discussion: Integrating ESG throughout the Investment Process							X	

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MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

				TOPIC							
HOURS	DATE	SPONSOR	EVENT/SEMINAR	PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
0.65	5/17/2018	Pensions & Investments	Panel Discussion: ESG as a Risk Management Strategy			X					
0.50	5/17/2018	Pensions & Investments	Keynote Interview: Jagdeep Singh Bachher, CIO, University of California							X	
30.75	5/21-25/18	Wharton	Investment Strategies and Portfolio Management - Program Overview, Modern Portfolio Management Theory, Evaluating Managers and Strategies, Advanced Asset Allocation, Bond Management, Behavioral Finance, Derivatives and Their Use, Investment Policy, Real Estate, International Markets, Hedge Funds, Private Equity, Outlook for the Economy and Navigating Its Risks, Review of Content			X					
3.00	5/21-25/18	Wharton	Investment Strategies and Portfolio Management - Performance Measurement		X						
103.90	Hours for Quarter Ending June 30, 2018										
	7/15/2018	SACRS	PUBLIC PENSION INVESTMENT MANAGEMENT PROGRAM								
1.50	7/15/2018	SACRS	Pension Fund and Investment Basics			X					
1.50	7/15/2018	SACRS	Return, Risk and Diversification			X					
1.50	7/15/2018	SACRS	Practical Mean-Variance Analysis			X					
1.50	7/15/2018	SACRS	CAPM and Luck vs. Skill			X					
1.75	7/16/2018	SACRS	Financial Economics for Pensions: Forecasting Assets Cook County Case			X					
1.50	7/16/2018	SACRS	Forecasting Liabilities: Actuarial Science				X				
1.50	7/16/2018	SACRS	Portfolio Management and Performance Measurement		X						
1.50	7/16/2018	SACRS	Systematic Risk and Luck vs. Skill: DFA Case Discussion			X					
1.25	7/17/2018	SACRS	Disruptive Technologies: Transforming the Future of Investment			X					
1.00	7/17/2018	SACRS	Keynote Speaker - Robert Reich			X					
1.50	7/17/2018	SACRS	Real Assets			X					
1.25	7/17/2018	SACRS	Alternative Investment Strategies: PE Case Discussion			X					
1.50	7/17/2018	SACRS	Alternative Investment Strategies: Hedge Funds			X					
1.25	7/18/2018	SACRS	ESG Case Discussion: Norway SWF and Walmart Case			X					
1.75	7/18/2018	SACRS	Pension Fund Governance Panel							X	
1.00	7/18/2018	SACRS	Behavioral Finance: Overconfidence and Expertise							X	
1.50	7/18/2018	SACRS	Leadership and the Role of the Trustee							X	
2.00	8/9/2018	FPPC	Certified Public Service Ethics Education							X	
1.25	9/10/2018	Committee on Workers' Capital	Roundtable Discussion: Addressing labour Issues in Your Investments: Recent Trustee Experiences							X	

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MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

				TOPIC							
HOURS	DATE	SPONSOR	EVENT/SEMINAR	PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
1.25	9/10/2018	Committee on Workers' Capital	Asset Manager Accountability: Moving Managers from Talk to Action							X	
28.75	Hours for Quarter Ending September 30, 2018										
2.00	10/5/2018	FPPC	Certified Public Service Ethics Education							X	
0.75	10/15/2018	CRCEA	Public Employee Pension Rights Under Judicial Attack - Will the "California Rule" Survive?	X							
2.00	10/18/2018	Nossaman	Fiduciaries' Forum: Key Pension Litigation Nationally with a Focus on California, etc.	X							
2.50	10/18/2018	Nossaman	Fiduciaries' Forum: Keynote Presentation: Expert's Insights - New Composition of the U.S. Supreme Court	X							
1.00	10/19/2018	Nossaman	Fiduciaries' Forum: A Look at the Standard of Care in Private Fund Documentation and How This Plays Out in Litigation							X	
0.50	10/19/2018	Nossaman	Fiduciaries' Forum: Key Intellectual Property Issues for Public Agencies	X							
0.50	10/19/2018	Nossaman	Fiduciaries' Forum: Recent Market Trends in Private Fund Investment Transactions			X					
0.25	10/19/2018	Nossaman	Fiduciaries' Forum: Tax Code Challenges as We Head Into 2019	X							
1.00	10/19/2018	Nossaman	Fiduciaries' Forum: Defense and Indemnification Rights of Trustees and Staff: How Protected Are You?	X							
1.00	10/19/2018	Nossaman	Fiduciaries' Forum: How Technological Changes and Cyber Vulnerabilities Change the Risk Matrix for Investors			X					
30.75	10/22-26/18	Wharton	Investment Strategies and Portfolio Management - Program Overview, Modern Portfolio Theory, Evaluating Managers and Strategies, Advanced Asset Allocation, Investment Policy, Behavioral Finance, Bond Management, Derivatives and Their Use, Private Equity, International Markets, Hedge Funds, Real Estate, Outlook for the Economy and Navigating Its Risks, Review of Content			X					
3.00	10/22-26/18	Wharton	Investment Strategies and Portfolio Management - Performance Measurement		X						
		CII	CII FALL 2018 CONFERENCE								
1.00	10/23/2018	CII	Principles, Best Practices and Updates on Virtual Shareholder Meetings							X	
1.00	10/23/2018	CII	Task Force on Climate Related Disclosures (TCFD) Recommendations: Driving Climate Risk into Mainstream Reporting			X					
1.00	10/23/2018	CII	Uncovering the Plastics Problem: Reg. Impacts, Areas of Engagement, Investment Risk & Opportunity			X					
0.50	10/23/2018	CII	Improving Information for Investors in the Digital Age			X					

B.3.b

MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

				TOPIC							
HOURS	DATE	SPONSOR	EVENT/SEMINAR	PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
0.50	10/23/2018	CII	ESG, Public Sector and Fixed Income: A Conversation with Chicago Treasurer Kurt Summers			X					
0.50	10/23/2018	CII	Virtual Currencies, Blockchain, ICOs and Financial Regulation			X					
0.90	10/24/2018	CII	ESG Integration: A Progress Report			X					
0.50	10/24/2018	CII	The Perils of Dual-Class			X					
0.50	10/24/2018	CII	Index Providers in a Changing Investment World, Part III: An Interview with Alex Matturi of S&P			X					
0.90	10/24/2018	CII	Breakout 1: Executive Compensation - A Fork in the Road?							X	
0.90	10/24/2018	CII	Breakout 2 - Cybersecurity Risk - What's at Stake for Investors			X					
1.75	10/24/2018	CII	Luncheon Keynote & Interview							X	
1.00	10/24/2018	CII	Addressing Portfolio ESG Risk Through Active Stewardship							X	
1.00	10/24/2018	CII	The Growing Risk of Sexual Harassment in the Workplace							X	
1.00	10/24/2018	CII	Understanding Climate Change-related Risks and Opportunities with Portfolio Holdings			X					
1.00	10/25/2018	CII	Shareholder Activism Abroad							X	
1.33	10/25/2018	CII	Promoting Racial and Ethnic Diversity on Public Company Boards & Shareholder Initiatives							X	
1.00	10/26/2018	CalAPRS	Trustee Roundtable: Leveraging Your Manager's Best Ideas - Managed Custody Accounts and the Role of Partnership in Dynamic Portfolio Management			X					
1.25	10/26/2018	CalAPRS	Trustee Roundtable: Cybersecurity for Trustees - What to Know, What to Ask, What to Do							X	
1.00	10/26/2018	CalAPRS	Trustee Roundtable: Cryptocurrency, Blockchain and how Blockchain is being applied in the Real Estate Industry			X					
1.00	10/30/2018	MCERA	Strategic Workshop: Board Governance at MCERA							X	
1.00	10/30/2018	MCERA	Strategic Workshop: Fat Tails and Black Swans - Risk Mitigation Strategies			X					
1.00	10/30/2018	MCERA	Strategic Workshop: Asset Allocation Case Study - Functionally Focused Portfolio			X					
1.50	10/30/2018	MCERA	Strategic Workshop: Quantitative and Qualitative Factors for Hiring Investment Managers			X					
1.00	10/31/2018	MCERA	Strategic Workshop: Corporate Governance - General Education and Legal Requirements							X	
1.00	10/31/2018	MCERA	Strategic Workshop: Corporate Governance - Pension System View of Good Governance							X	
1.00	10/31/2018	MCERA	Strategic Workshop: A Private Equity Primer on the Beginning, the Middle and the End			X					
			FALL SACRS CONFERENCE								
2.00	11/13/2018	SACRS	Advanced Trustee Training							X	

B.3.b

MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

				TOPIC							
HOURS	DATE	SPONSOR	EVENT/SEMINAR	PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
2.00	11/13/2018	SACRS	Disability-Ops - The Heart, Cancer, Blood-borne Infectious Diseases, and Biochemical Substances Presumptions Under CERL						X		
1.00	11/14/2018	SACRS	General Session - Navigating Global Economic Uncertainty: An Unconventional Approach			X					
1.00	11/14/2018	SACRS	General Session - Midterm Elections	X							
3.00	11/14/2018	SACRS	Concurrent Session - Ops-Benefits Breakout and Disability Breakout					X			
3.00	11/14/2018	SACRS	Concurrent Session - Trustee Breakout - How Boards Can Work Through Challenging Meetings Together							X	
3.00	11/14/2018	SACRS	Concurrent Session - Safety Breakout					X			
0.83	11/15/2018	SACRS	General Session - Don't Waste an Opportunity			X					
0.83	11/15/2018	SACRS	General Session - More People, More Jobs, More Market Volatility, More Tariffs: Why Real Estate, Why Now in Your Portfolio			X					
1.00	11/15/2018	SACRS	Concurrent Session A - SACRS Legislative 2018 Update	X							
1.00	11/15/2018	SACRS	Concurrent Session B - Investing in a Low-Return, Rising-Rate Environment			X					
1.00	11/15/2018	SACRS	Concurrent Session C - Real Talk: Developing & Retaining the Next Generation of Leaders							X	
1.00	11/15/2018	SACRS	Concurrent Session A - Sleeping Tiger - Growing Importance of China A Shares			X					
1.00	11/15/2018	SACRS	Concurrent Session B -Block Chain - Bit Coin - Handle with Extreme Care! Cryptocurrencies			X					
1.00	11/15/2018	SACRS	Concurrent Session C - Real Talk: Developing & Retaining the Next Generation of Leaders							X	
0.83	11/16/2018	SACRS	General Session - Cyber Security at the Retirement System					X			
0.25	12/12/2018	MCERA	Actuarial Audit				X				
0.25	12/12/2018	MCERA	GASB 67-68 Reports				X				
95.28 Hours for Quarter Ending December 31, 2018											
3.00	1/15/2019	Nossaman	2019 ILPA Roundtable - Investment Advisor Alignment Act, Fiduciary Duty issues at the SEC, ILPA Model LPA, GP-led secondaries and LPACs, Principles 3.0							X	
1.25	1/29/2019	Callan	National Conference - Global Economic Outlook - the Opportunities and Challenges			X					
1.00	1/29/2019	Callan	National Conference - Callan's EDD Talk on Investment Theory and Design			X					
1.25	1/29/2019	Callan	National Conference - Social Intelligence			X					
1.25	1/29/2019	Callan	National Conference - Workshop - The Evolution of Strategic Allocations: What's Next?			X					
1.25	1/29/2019	Callan	National Conference - Workshop - Private Equity: Primary Investment Opportunities and Considerations			X					
1.25	1/30/2019	Callan	National Conference - Income Inequality Panel							X	

B.3.b

MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

HOURS	DATE	SPONSOR	EVENT/SEMINAR	TOPIC							
				PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
1.25	1/30/2019	Callan	National Conference - Condoleezza Rice			X					
1.00	1/30/2019	Callan	National Conference - Workshop - The Evolution of Strategic Allocations: What's Next?			X					
1.00	1/30/2019	Callan	National Conference - Workshop - Market Intelligence Panel - Live!			X					
0.25	2/13/2019	MCERA	Form 700 Refresher							X	
0.50	2/13/2019	MCERA	Actuarial Valuation Report				X				
2.00	3/4/2019	CII	Spring Conference - Master Class, How to Achieve Engaged Ownership							X	
1.00	3/4/2019	CII	Spring Conference - Directors as Change Agents							X	
0.50	3/4/2019	CII	Spring Conference - Interview with Hiro Mizuno of Japan's GPIF							X	
0.50	3/4/2019	CII	Spring Conference - Interview with Sarah Williamson: Focusing Capital on the Long Term			X					
1.00	3/4/2019	CII	Spring Conference - Human Capital Management Risks in the Gig Economy							X	
0.50	3/5/2019	CII	Spring Conference - Blockchain and Securities Trading			X					
0.50	3/5/2019	CII	Spring Conference - SEC Commissioner Hester Peirce							X	
0.75	3/5/2019	CII	Spring Conference - Panel: Pay Pioneers							X	
0.50	3/5/2019	CII	Spring Conference - Focusing on the "S" in ESG							X	
0.75	3/5/2019	CII	Spring Conference - Engaging in Market Policy Reform to Enhance Long-Term Performance							X	
1.50	3/5/2019	CII	Spring Conference - Luncheon Keynote: Leadership							X	
1.00	3/5/2019	CII	Spring Conference - Corporate Governance in Emerging Markets: What Matters Most?							X	
0.83	3/6/2019	CII	Spring Conference - Drivers of EM Capital Flows - Global Governance Developments							X	
0.67	3/6/2019	CII	Spring Conference - Investor Sentiment on Executive Pay Design							X	
1.00	3/6/2019	CII	Spring Conference - Investors Engage on #MeToo - CII Member Proxy Season Initiatives							X	
27.25	Hours for Quarter Ending March 31, 2019										
0.50	4/9/2019	Pension Bridge	Keynote Speaker - Macroeconomic View			X					
0.83	4/9/2019	Pension Bridge	The Deepening Crisis of Unfunded Pension Plans and its Far Reaching Effects of Fiscal Distress				X				
0.75	4/10/2019	Pension Bridge	Real Estate			X					
0.25	4/10/2019	Pension Bridge	Investing in Farmland			X					

B.3.b

MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

				TOPIC							
				PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
HOURS	DATE	SPONSOR	EVENT/SEMINAR								
0.25	4/10/2019	Pension Bridge	Investing in Water			X					
1.00	4/16/2019	MCERA	Strategic Workshop: Capital Markets Update			X					
1.50	4/16/2019	MCERA	Strategic Workshop: Asset Liability Review and Discussion			X					
1.50	4/16/2019	MCERA	Strategic Workshop: Fixed Income Role of Central Banks			X					
1.00	4/16/2019	MCERA	Strategic Workshop: Domestic Relations Orders Processing					X			
1.00	4/17/2019	MCERA	Strategic Workshop: Actuarial Assumptions - How Changes Impact the Plan's Liabilities				X				
1.00	4/17/2019	MCERA	Strategic Workshop: Cybersecurity Considerations					X			
1.00	4/17/2019	MCERA	Strategic Workshop: Public Retirement System Trustee Do's and Don'ts							X	
2.00	5/2/2019	MCERA	Sexual Harassment Prevention Training							X	
		SACRS	Spring Conference								
2.00	5/7/2019	SACRS	Sexual Harassment Prevention Training							X	
2.00	5/7/2019	SACRS	Ethics Training for Public Officials							X	
1.00	5/8/2019	SACRS	General Session - Retirement Readiness for Life After Full-Time Work					X			
1.00	5/8/2019	SACRS	General Session - Risks and Opportunities in the Current Macro Environment			X					
1.00	5/8/2019	SACRS	General Session - China - The Great Disruptor			X					
1.00	5/8/2019	SACRS	General Session - The Enterprise Risks Facing California's Pension Systems			X					
1.75	5/8/2019	SACRS	Ops/Benefits & Disability Breakout						X		
1.75	5/8/2019	SACRS	Investment Breakout		X						
1.75	5/8/2019	SACRS	Trustee Breakout							X	
1.75	5/8/2019	SACRS	Safety Breakout							X	
1.00	5/9/2019	SACRS	General Session - General Wesley Clark			X					
1.00	5/9/2019	SACRS	General Session - A Q&A with Robert Smith of Vista Equity Partners							X	
1.00	5/9/2019	SACRS	General Session - An Insiders View of Washington D.C.			X					
1.00	5/9/2019	SACRS	Concurrent Session A - The Case for Non-US Equities			X					
1.00	5/9/2019	SACRS	Concurrent Session B - Why Public Fund Investors Should Consider Renewable Energy			X					
1.00	5/9/2019	SACRS	Concurrent Session C - California Supreme Court to Decide: What's Next for the 'California Rule' and Public Employee Pensions as Vested Rights	X							
1.00	5/9/2019	SACRS	Concurrent Session A - Private Equity: Primary Investment Opportunities and Considerations			X					
1.00	5/9/2019	SACRS	Concurrent Session B - Legislative Update	X							
1.00	5/10/2019	SACRS	General Session - Investing in Infrastructure			X					
0.75	5/20/2019	NCPERS	Annual Conference - Five-Year Outlook: Strategic Themes & Tactical Opportunities			X					

B.3.b

MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

				TOPIC							
HOURS	DATE	SPONSOR	EVENT/SEMINAR	PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
0.75	5/20/2019	NCPERS	Annual Conference - Legal Panel: Securities Litigation	X							
0.50	5/20/2019	NCPERS	Annual Conference - Artificial Intelligence (AI) Made Easy			X					
1.00	5/20/2019	NCPERS	Annual Conference - Adverse Scenarios and Pension Plan Health				X				
1.00	5/20/2019	NCPERS	Annual Conference - Why Costs Matter		X						
1.00	5/20/2019	NCPERS	Annual Conference - Responsible Real Estate Investing: A Primer for Public Fund Trustees and Staff			X					
0.75	5/21/2019	NCPERS	Annual Conference - Legal Panel: Benefits, Tax & Regulations	X							
0.75	5/21/2019	NCPERS	Annual Conference - Investing in a Low Growth World			X					
0.75	5/21/2019	NCPERS	Annual Conference - The Future of Public Plans in Post-Janus Decision	X							
1.00	5/21/2019	NCPERS	Annual Conference - It's Much More Than Money							X	
1.00	5/21/2019	NCPERS	Annual Conference - Informed Opportunities with Multi-Asset Strategies			X					
1.00	5/21/2019	NCPERS	Annual Conference - Social Security and Retirement Planning App					X			
0.50	5/22/2019	NCPERS	Annual Conference - The Case for New Pension Accounting Standards	X							
0.50	5/22/2019	NCPERS	Annual Conference - ESG Integration: Expanding the Toolkit for Investment Research and Portfolio Management			X					
0.75	6/12/2019	MCERA	Actuarial Amortization and Funding Policy Review				X				
48.58 Hours for Quarter Ending June 30, 2019											
2.00	7/2/2019	MCERA	Sexual Harassment Prevention Training							X	
1.75	7/23/2019	Callan	Introduction to Investments - The Role of the Fiduciary and Investment Policy Statements			X					
1.50	7/23/2019	Callan	Introduction to Investments - Capital Market Theory and Asset Allocation			X					
1.50	7/23/2019	Callan	Introduction to Investments - Manager Structure - Defined Benefit			X					
0.75	7/23/2019	Callan	Introduction to Investments - Manager Structure - Defined Contribution			X					
1.50	7/24/2019	Callan	Introduction to Investments - Manager Search			X					
1.75	7/24/2019	Callan	Introduction to Investments - Performance Measurement		X						
2.00	8/2/2019	Marin County	Workplace Harassment Prevention							X	
2.00	9/4/2019	Nossaman	U.S. Pubic Pension Handbook: A Comprehensive Guide for Trustees and Staff					X			
0.83	9/5/2019	Nossaman	California Public Pension Litigation Update	X							
0.50	9/5/2019	Nossaman	Practical Considerations for Retirement System Trustees and Staff After the Supreme Court Rules in <i>Alameda</i>	X							
0.83	9/5/2019	Nossaman	Roles and Responsibilities of Consultants, Managers, and Investors/LPACs							X	
1.00	9/5/2019	Nossaman	Discussion of Institutional Limited Partners Association 3.0	X							
0.67	9/5/2019	Nossaman	Overview of Open-Ended vs. Close-Ended Funds	X							
0.50	9/5/2019	Nossaman	Alternative Investment Issues in PPMs, LPAs, and Subscription Agreements			X					
0.33	9/5/2019	Nossaman	Key Legal Considerations for Investments in Real Assets	X							
0.33	9/5/2019	Nossaman	Current Legal Issues in PAS System Administration and Privacy	X							

B.3.b

MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

				TOPIC							
				PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
HOURS	DATE	SPONSOR	EVENT/SEMINAR								
0.33	9/5/2019	Nossaman	Twists in Public Pension System Insurance Coverage for Fiduciaries	X							
0.92	9/5/2019	Nossaman	Roundtable: Top Fiduciary Issues for Public Plans							X	
2.00	9/16/2019	CII	Fall Conference - Master Class: Evaluating Pay for Performance							X	
0.75	9/16/2019	CII	Fall Conference - Dual Class Stock and the Future of Corporate Governance			X					
0.75	9/16/2019	CII	Fall Conference - Evolving the Board							X	
0.75	9/17/2019	CII	Fall Conference - Fiduciary Duty and ESG in Investment: CIO Perspectives							X	
0.50	9/17/2019	CII	Fall Conference - Public Company Accounting Oversight: Key Issues and Developments								X
0.50	9/17/2019	CII	Fall Conference - Gender Pay Equity							X	
0.25	9/17/2019	CII	Fall Conference - Lessons from the front Lines: Challenges in Renewable Energy Deployment & Transitions			X					
1.00	9/17/2019	CII	Fall Conference - Member-Hosted Panel: Forced Arbitration Clauses & the Repercussions for Institutional Investors	X							
1.75	9/17/2019	CII	Fall Conference - Luncheon Keynote: The Secret and Benefits of Understanding Motivation at Work							X	
1.00	9/17/2019	CII	Fall Conference - Breakout: Auditing Issues and Proxy Voting							X	
30.24 Hours for Quarter Ending September 30, 2019											
2.00	10/4/2019	TalentQuest	Preventing Discrimination and Harassment - Supervisors							X	
1.00	10/25/2019	CalAPRS	Trustees' Roundtable - Evolving themes in Environmental, Social and Governance (ESG) investing			X					
0.50	10/25/2019	CalAPRS	Trustees' Roundtable - ESG performance and integration		X						
1.00	10/25/2019	CalAPRS	Trustees' Roundtable - Inside ESG, screening metrics, performance, opportunities and investment vehicles		X						
1.00	10/25/2019	CalAPRS	Trustees' Roundtable - Practical matters of ESG including innovations and integration			X					
		SACRS	SACRS FALL CONFERENCE								
2.00	11/12/2019	SACRS	Trustee Training							X	
1.00	11/13/2019	SACRS	General Session - Keynote Speaker Danny Glover			X					
1.00	11/13/2019	SACRS	General Session - Disruptive Technologies and Their Impact on Pension Plan Decisions			X					
1.00	11/13/2019	SACRS	General Session - Up in Smoke			X					
3.00	11/13/2019	SACRS	Safety Breakout					X			
3.00	11/13/2019	SACRS	Trustee Breakout							X	
3.00	11/13/2019	SACRS	Attorney Breakout	X							
1.00	11/14/2019	SACRS	General Session - Managing Hyper-Growth and Innovation			X					
1.00	11/14/2019	SACRS	General Session - Current Economic and Financial Outlook			X					

B.3.b

MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

HOURS	DATE	SPONSOR	EVENT/SEMINAR	TOPIC							
				PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
1.00	11/14/2019	SACRS	General Session - The What, Why and How of Diversity and Inclusion in the Public Pension Industry Workplace							X	
1.00	11/14/2019	SACRS	Concurrent Session A - Building a Private Credit Portfolio: Implementation Approaches, Considerations and Challenges			X					
1.00	11/14/2019	SACRS	Concurrent Session B - Pursuing What You're Due - One Retirement System's Experience Suing Its Carrier	X							
1.00	11/14/2019	SACRS	Concurrent Session C - 130-30 strategies are back. Exploring the benefits of active equity extension in today's investment landscape.			X					
1.00	11/14/2019	SACRS	Concurrent Session A - Changing Consumer Patterns - The Impact on Retail and Industrial Real Estate			X					
1.00	11/14/2019	SACRS	Concurrent Session C - CalPERS & SACRS - Reciprocity, Do I Get It? Part 1 of 2 - Legal, CalPERS Guest Panels at SACRS					X			
1.00	11/14/2019	SACRS	Concurrent Session B - Risk, Mortality and Other Things That Only an Actuary Can Love				X				
1.00	11/14/2019	SACRS	General Session - SACRS System Highlights & Key Takeaways					X			
2.00	11/16/2020	FPPC	Certified Public Service Ethics Training							X	
0.67	12/11/2019	MCERA	GASB 67-68 Report				X				
0.25	12/11/2019	MCERA	Audited Financial Statements								X
0.50	12/11/2019	MCERA	Preliminary Valuation Results				X				
30.92	Hours for Quarter Ending December 31, 2019										
		Callan	CALLAN NATIONAL CONFERENCE								
1.25	1/28/2020	Callan	Keynote Speaker: Dr. Moyo			X					
1.25	1/28/2020	Callan	Vivek Wadhua on how technologies will change the world			X					
1.00	1/28/2020	Callan	Diversifying Strategies in Alternatives			X					
1.00	1/28/2020	Callan	Fee Study: What Institutional Investors are Actually Paying		X						
1.25	1/29/2020	Callan	Joseph Caughlin on how global demographics, technology and changing generational behaviors are transforming business and society			X					
1.25	1/29/2020	Callan	EDD Talk on Investment Theory and Design			X					
1.75	1/29/2020	Callan	Frank Abagnale on cybersecurity and fraud prevention					X			
1.00	1/28/2020	Callan	Diversifying Strategies in Alternatives			X					
1.00	1/28/2020	Callan	Market Intel Live!			X					
2.00	various	FPPC	Public Service Ethics Training							X	
2.00	2/4/2020	MCERA	Prevention of Sexual Harassment Training							X	
0.25	2/12/2020	MCERA	Annual Cost of Living Adjustment					X			
1.00	2/12/2020	MCERA	Actuarial Valuation Report as of June 30, 2019				X				
0.50	2/12/2020	MCERA	Form 700 Refresher							X	

B.3.b

MCERA CONTINUING TRUSTEE EDUCATION LOG

TRUSTEE Master Log

				TOPIC							
HOURS	DATE	SPONSOR	EVENT/SEMINAR	PENSION LAW	INVESTMENT PERFORMANCE MEASUREMENT	ASSET ALLOCATION AND INVESTMENT MANAGEMENT	ACTUARIAL EVALUATION AND PROCESS	BENEFITS ADMINISTRATION	DISABILITY RETIREMENT	BOARD GOVERNANCE, ETHICS, & FIDUCIARY ORGANIZATION	BUDGET & AUDIT PROCEDURES
		CalAPRS	GENERAL ASSEMBLY								
2.00	3/8/2020	CalAPRS	Ethics in Public Service							X	
0.75	3/8/2020	CalAPRS	Fund Governance War Stories							X	
1.25	3/8/2020	CalAPRS	6 Years Post-PEPRA - Are we getting the savings as promised?					X			
1.00	3/9/2020	CalAPRS	The Canadian Model			X					
1.00	3/9/2020	CalAPRS	Revisiting Simplicity in Investing			X					
1.00	3/9/2020	CalAPRS	Lessons from China			X					
1.00	3/9/2020	CalAPRS	Economic Outlook			X					
1.00	3/9/2020	CalAPRS	Updates About National Trends			X					
1.00	3/10/2020	CalAPRS	Disaster Recovery: Lessons Learned from New Orleans and Sonoma Retirement Systems					X			
1.00	3/10/2020	CalAPRS	Governance Best Practices							X	
		CII	SPRING CONFERENCE								
2.00	3/9/2020	CII	Master Class: 31 Flavors of Stewardship - Proxy Voting, Engagement and Sustainability							X	
1.00	3/9/2020	CII	SDG Adoption on a Global Scale: A Case Study							X	
1.00	3/9/2020	CII	Panel: How to Hold BRT Members to Account on Business Purposes							X	
1.00	3/9/2020	CII	Panel: Engaging Private Fund Managers on ESG Issues							X	
1.00	3/9/2020	CII	Panel: The Scope of Rule 10b-5 after Lorenzo v. SEC	X							
0.75	3/9/2020	CII	The Future for IPOs			X					
0.67	3/9/2020	CII	Accounting for Climate Change Risks			X					
0.50	3/9/2020	CII	Human Capital and the Future of Work								X
0.75	3/10/2020	CII	What's Next at the SEC							X	
0.75	3/10/2020	CII	How Boards are Grappling with Oversight of Human Capital Management								X
0.75	3/10/2020	CII	What's Next at the PCAOB							X	
1.00	3/10/2020	CII	Panel: Is It Time for Employee Representatives on Company Boards?							X	
1.00	3/10/2020	CII	Panel: Global Trends in Ownership and Control							X	
1.00	3/10/2020	CII	Panel: Corporate Governance and Climate Action: What Should Shareowners Seek							X	
1.45	3/10/2020	CII	Keynote: Top 10 Trends of the 2020's							X	
1.00	3/10/2020	CII	Breakout Panel: Cyber Threats to Long-term Performance					X			
1.00	3/10/2020	CII	Breakout Panel: Exchange Innovations - Speed Bumps and Predictions							X	
1.00	3/10/2020	CII	Breakout Panel: U.S. Policy Impacts on Pension Fund Investments in China			X					
1.00	3/11/2020	CII	Global Perspectives on Executive Compensation & Corporate Purpose							X	
1.00	3/11/2020	CII	Perspectives of Faith-Based Investors			X					
1.50	3/11/2020	CII	Shareholder Advocacy Committee Plenary and Lightning Round							X	

**B.3.c
Receipt**

April 18, 2020 - May 17, 2020

<u>Posting Date</u>	<u>Transaction Date</u>	<u>Vendor</u>	<u>Amt. Charged</u>	<u>(Yes/No/Other)</u>	<u>For (dept.or area served)</u>	<u>Reason (or item purchased)</u>
Jeff 3902						
5/5/2020	5/4/2020	ZOOM.US	\$ 74.95	Yes	MCERA Board	Social distance meetings
		Total:	\$ 74.95			
Kiana 8171						
4/20/2020	4/19/2020	Amazon	\$64.26	Yes	MCERA Staff	Laptop supplies
4/21/2020	4/19/2020	Office Depot	\$35.52	Yes	MCERA Staff	Office supplies
4/22/2020	4/20/2020	Office Depot	\$20.54	Yes	MCERA Staff	Office supplies
4/27/2020	4/25/2020	Amazon	\$33.92	Yes	MCERA Staff	Laminate for public postings
5/4/2020	5/3/2020	Amazon	\$195.11	Yes	MCERA Staff	Amazon Business subscription
5/7/2020	5/6/2020	EBAY	\$324.82	Yes	MCERA Staff	Video chat camera
5/11/2020	5/8/2020	EBAY	\$136.25	Yes	MCERA Staff	Video chat camera
5/11/2020	5/8/2020	EBAY	\$403.30	Yes	MCERA Staff	Video chat camera
5/11/2020	5/9/2020	Wall Street Journal	\$143.47	Yes	MCERA Board	Chris Cooper subscription
5/11/2020	5/9/2020	CISCO WEBEX	\$14.95	Yes	MCERA Board	Social distance meetings
		Total:	\$1,372.14			
		Balance Total:	\$1,447.09			

B.3.c

May 18, 2020 - June 17, 2020

Receipt

Posting Date	Transaction Date	Vendor	Amt. Charged	(Yes/No/Other)	For (dept.or area served)	Reason (or item purchased)
Dale 6670						
5/18/2020	5/15/2020	LOGMEIN GoToMeeting	\$ 76.00	Yes	MCERA Board	Video Meetings
		Total:	\$ 76.00			
Kiana 8171						
6/1/2020	5/30/2020	Amazon	(\$35.81)	Yes	MCERA Staff	Credit for banker boxes never received
6/1/2020	5/30/2020	Amazon	(\$35.81)	Yes	MCERA Staff	Credit for banker boxes never received
6/1/2020	5/30/2020	Amazon	(\$35.81)	Yes	MCERA Staff	Credit for banker boxes never received
6/1/2020	5/30/2020	Amazon	(\$35.81)	Yes	MCERA Staff	Credit for banker boxes never received
6/1/2020	5/30/2020	Amazon	(\$35.81)	Yes	MCERA Staff	Credit for banker boxes never received
6/1/2020	5/30/2020	Amazon	(\$35.81)	Yes	MCERA Staff	Credit for banker boxes never received
6/1/2020	5/30/2020	Amazon	(\$35.81)	Yes	MCERA Staff	Credit for banker boxes never received
6/1/2020	5/30/2020	Amazon	(\$35.81)	Yes	MCERA Staff	Credit for banker boxes never received
5/18/2020	5/14/2020	Office Depot	\$162.40	Yes	MCERA Staff	Office supplies
5/22/2020	5/21/2020	SIGN.COM	\$149.34	Yes	MCERA Staff	Office signs for COVID
5/25/2020	5/21/2020	Office Depot	\$62.99	Yes	MCERA Staff	Office supplies
5/28/2020	5/27/2020	Amazon	\$358.10	Yes	MCERA Staff	Banker boxes
5/28/2020	5/27/2020	The Economist	\$69.00	Yes	MCERA Board	Chris Cooper subscription
6/1/2020	5/30/2020	Amazon	\$65.38	Yes	MCERA Staff	COVID supplies face masks
6/4/2020	6/3/2020	EBAY	\$305.20	Yes	MCERA Staff	Video chat camera
6/9/2020	6/8/2020	CISCO WEBEX	\$14.95	Yes	MCERA Board	Social distance meetings
6/11/2020	6/10/2020	ADOBE	\$449.00	Yes	MCERA Staff	Subscription for Crystal Martinez
6/11/2020	6/10/2020	Network Solutions	\$512.79	Yes	MCERA Admin	Web Domain renewal MCERA.com/org
		Total:	\$1,862.67			
Jeff 3902						
6/1/2020	5/31/2020	GEMI Utility	\$83.43	Yes	MCERA Admin	Managing LEI
6/5/2020	6/4/2020	Zoom.US	\$74.95	Yes	MCERA Staff	Video Chat Subscription
		Total:	\$158.38			
6/1/2020	6/1/2020	Internal Transaction Fee	\$2.51	n/a	BOA	Fees/Charges
		Balance Total:	\$2,099.56			

B.3.c
Receipt

June 18, 2020 - July 17, 2020

<u>Posting Date</u>	<u>Transaction Date</u>	<u>Vendor</u>	<u>Amt. Charged</u>	<u>(Yes/No/Other)</u>	<u>For (dept.or area served)</u>	<u>Reason (or item purchased)</u>
Jeff 3902						
7/6/2020	7/4/2020	ZOOM.US	\$ 74.95	Yes	MCERA Board	Subscription
7/8/2020	7/7/2020	Apple Store	\$ 156.96	Yes	MCERA Board	iPad supplies
7/16/2020	7/15/2020	Marin Ace Hardware	\$ 10.88	Yes	MCERA Staff	Office supplies
		Total:	\$ 242.79			
Kiana 8171						
6/29/2020	6/26/2020	Office Depot	\$233.24	Yes	MCERA Staff	Office supplies
7/1/2020	6/29/2020	Office Depot	\$34.84	Yes	MCERA Staff	Office supplies
7/2/2020	6/30/2020	Office Depot	\$61.52	Yes	MCERA Staff	Office supplies
7/6/2020	7/3/2020	Wall Street Journal	\$116.97	Yes	MCERA Staff	J. Wickman subscription
7/7/2020	7/6/2020	TechSmith	\$481.12	Yes	MCERA Staff	Snagit subscription
7/17/2020	7/15/2020	Office Depot	\$59.78	Yes	MCERA Staff	Office supplies
7/17/2020	7/16/2020	Amazon	\$32.04	Yes	MCERA Staff	Office supplies
7/17/2020	7/16/2020	Office Depot	\$94.01	Yes	MCERA Staff	Office supplies
		Total:	\$1,113.52			
		Balance Total:	\$1,356.31			

B.3.g

MCERA Investment Manager Capital Calls, Distributions & Other Transfers FY19/20 Year-to-Date ending June 30, 2020

Abbott Fund VI			
Date	Capital Call	Distribution	Initial Commitment
			100,000,000
8/22/2019	250,000	(3,000,000)	
9/24/2019	0	(3,000,000)	
11/12/2019	0	(2,000,000)	
12/23/2019	250,000	(2,393,939)	
2/14/2020	0	(2,500,000)	
3/18/2020	0	(1,000,000)	
Total	500,000	(13,893,939)	100,000,000
Abbott Fund VII			
Date	Capital Call	Distribution	Initial Commitment
			35,000,000
8/13/2019	700,000	(1,400,000)	
11/8/2019	525,000	(1,050,000)	
12/24/2019	1,050,000	(1,050,000)	
6/16/2020	350,000	(1,050,000)	
Total	2,625,000	(4,550,000)	35,000,000
Abbott Investors 2016			
Date	Capital Call	Distribution	Initial Commitment
			50,000,000
7/16/2019	1,016,250	0	
9/18/2019	1,112,500	(625,000)	
10/11/2019	841,250	0	
11/12/2019	837,500	0	
11/21/2019	887,500	0	
12/17/2019	1,187,500	0	
2/6/2020	1,203,750	0	
3/23/2020	1,037,500	0	
4/7/2020	1,291,250	0	
6/11/2020	800,000	0	
Total	10,215,000	(625,000)	50,000,000
Abbott Investors 2017			
Date	Capital Call	Distribution	Initial Commitment
			15,000,000
9/26/2019	359,063	0	
10/15/2019	235,313	0	
11/15/2019	258,750	0	
11/20/2019	150,000	0	
12/18/2019	345,000	0	
2/14/2020	352,500	0	
2/25/2020	112,500	0	
4/1/2020	393,750	0	
Total	2,206,876	0	15,000,000
Total Abbott Commitment	15,546,876	(19,068,939)	200,000,000

B.3.g

MCERA Investment Manager Capital Calls, Distributions & Other Transfers FY19/20 Year-to-Date ending June 30, 2020

Pathway Fund 2008			
Date	Capital Call	Distribution	Initial Commitment
			100,000,000
7/31/2019	504,814	(1,388,488)	
8/30/2019	43,944	(1,050,596)	
9/30/2019	282,053	(1,312,021)	
10/31/2019	156,033	(1,797,768)	
11/27/2019	157,077	(424,584)	
12/31/2019	0	(1,703,258)	
1/31/2020	203,565	(381,933)	
2/28/2020	0	(1,503,602)	
4/30/2020	149,025	(1,713,947)	
5/26/2020	52,671	(516,837)	
6/30/2020	0	(1,260,278)	
Total	1,549,182	(13,053,312)	100,000,000
Pathway Fund I7-3			
Date	Capital Call	Distribution	Initial Commitment
			35,000,000
7/31/2019	78,750	(539,299)	
8/30/2019	0	(104,103)	
9/30/2019	0	(1,065,250)	
10/31/2019	78,750	(929,109)	
11/27/2019	0	(515,003)	
12/31/2019	0	(286,329)	
1/31/2020	562,105	(815,872)	
2/28/2020	0	(233,516)	
4/30/2020	169,734	(855,554)	
5/29/2020	0	(518,443)	
6/30/2020	613,804	(741,355)	
Total	1,503,143	(6,603,833)	35,000,000
Pathway Fund I8-9			
Date	Capital Call	Distribution	Initial Commitment
			50,000,000
7/9/2019	100,887	0	
8/13/2019	772,125	0	
9/30/2019	225,000	(251,971)	
10/18/2019	460,012	0	
12/31/2019	287,500	(379,072)	
1/7/2020	1,981,887	0	
2/28/2020	0	(123,249)	
4/21/2020	1,225,887	0	
Total	5,053,298	(754,292)	50,000,000
Pathway Fund I9-3			
Date	Capital Call	Distribution	Initial Commitment
			15,000,000
8/5/2019	271,390	0	
10/3/2019	496,785	0	
12/24/2019	1,249,845	(125,970)	
3/19/2020	315,012	0	
4/30/2020	193,911	0	
6/25/2020	856,824	(342,212)	
Total	3,383,767	(468,182)	15,000,000
Total Pathway Commitment	11,489,390	(20,879,619)	200,000,000
Total Private Equity	27,036,266	(39,948,558)	400,000,000

**MCERA Investment Manager Capital Calls, Distributions & Other Transfers
FY19/20 Year-to-Date ending June 30, 2020**

Other Transfers and Portfolio Rebalance

February 2020 rebalancing

BlackRock REIT	
Date	Amount
2/4/2020	(6,500,000)
Invesco Balanced-Risk Commodity	
Date	Amount
2/5./2020	6,500,000
SSgA S & P 500	
Date	Amount
2/26/2020	(80,000,000)
Colchester Global Fixed Income	
Date	Amount
2/27/2020	20,000,000
Wellington	
Date	Amount
2/27/2020	40,000,000
Western	
Date	Amount
2/27/2020	20,000,000

March 2020 rebalancing

Wellington	
Date	Amount
3/27/2020	(15,000,000)
BlackRock TIPS	
Date	Amount
3/30/2020	(8,000,000)
Western	
Date	Amount
3/31/2020	(5,000,000)
Colchester	
Date	Amount
4/3/2020	(10,000,000)
MCRG - STIF Account	
Date	Amount
3/31/2020	18,000,000
Parametric Margin Account	
Date	Amount
3/31/2020	8,000,000
Parametric Margin Account	
Date	Amount
4/6/2020	12,000,000

Confidential Matter
Threat to Services Provided by MCERA
Agenda Item B.4

Board Meeting
August 19, 2020

Recusals:
None



Phone 415 473-6147
Fax (benefits) 415 473-3612
Fax (admin) 415 473-4179
MCERA.org

Date: August 14, 2020

To: Finance and Risk Management Committee
Marin County Employees' Retirement Association (MCERA)

From: Michelle Hardesty
Assistant Retirement Administrator

Subject: Information Technology Risk Assessment Report FYE 2019

The attached document reports the results of MCERA's Information Technology (IT) Risk Assessment as of June 30, 2019. The assessment evaluates MCERA's compliance with the policies and procedures documented in the IT Security Assessment. The report includes a description of the techniques used, the outline of the risk model, and the detailed findings and recommended controls.

MCERA's 2019 Information Technology Risk Assessment identified one finding that was resolved. This item, as well as several areas with potential risk that should be monitored during the next fiscal year, is noted at the end of the report in Section 3.

The County of Marin began a third-party risk assessment on June 12, 2019 and the results will be reviewed as part of MCERA's IT Risk Assessment Report as of June 30, 2020. Also included in the 2020 report will be a review of the findings from the cybersecurity assessment conducted by Linea Secure as well as risk-mitigation measures planned to address those findings.

Marin County Employees' Retirement Association IT Risk Assessment Report as of June 30, 2019

Summary

The Marin County Employees' Retirement Association (MCERA) utilizes a number of electronic business tools directly and indirectly to administer the pension plan. This risk assessment documents the status of MCERA's information technology (IT) security risks and compliance with policies and procedures as of June 30, 2019.

The assessment identified one finding that was resolved. This item as well as several areas with potential risk next fiscal year are listed at the end of this report in Section 3.

1. Introduction

1.1 Purpose

The purpose of the risk assessment was to identify vulnerabilities related to MCERA's electronic business tools and recommend an action plan to mitigate any security exposures. In addition, the assessment included a review of policies and procedures related to each business tool to confirm that the information was current and ensure compliance with the requirements.

1.2 Scope

MCERA's electronic business tools are primarily housed, directed and/or controlled by other business entities. As a result, MCERA does not have direct control over security requirements of these business tools and a limited ability to make changes. This risk assessment primarily covers what is under MCERA's control.

The scope of this assessment includes review of the MCERA business tools below:

- A. County of Marin Network
- B. Juniper VPN
- C. CPAS Database
- D. CPAS Employer Portal
- E. OnBase
- F. County VPN
- G. Accountmate
- H. SAP
- I. Retirement Board iPads
- J. Innovest

2. Risk Assessment Approach

2.1 Risk Assessment Team

- Syd Fowler, Department Analyst II
- Vladimir Matyurin, Business Systems Analyst
- Cookie Shamrock, Senior Retirement Benefits Technician
- Michelle Hardesty, Assistant Retirement Administrator

2.2 Techniques Used

Review of Documentation: The assessment team reviewed the IT Security Assessment Policies and Procedures document and updated it where necessary.

Risk Assessment Questionnaire: The assessment team used a customized questionnaire that assisted the team in determining level of compliance and identifying risks. The questionnaire is included in this report as Appendix A.

2.3 Risk Model

In determining risks associated with administering the plan using MCERA's electronic business tools, we utilized the following model for classifying risk:

$$\text{Risk} = \text{Threat Likelihood} \times \text{Magnitude of Impact}$$

and the following definitions:

Threat Likelihood

Likelihood (Weight Factor)	Definition
High (1.0)	The policy and/or procedure has not been followed and the controls in place are ineffective in reducing vulnerability.
Medium (0.5)	The policy and/or procedure has not been followed but controls are in place that may reduce vulnerability.
Low (0.1)	The policy and/or procedure has not been followed but controls are in place to eliminate, or at least significantly reduce, vulnerability.

Magnitude of Impact

Impact (Score)	Definition
High (100)	The loss of confidentiality, integrity, or availability could be expected to have a <i>severe or catastrophic</i> adverse effect on organizational operations, organizational assets, or individuals.
Medium (50)	The loss of confidentiality, integrity, or availability could be expected to have a <i>serious</i> adverse effect on organizational operations, organizational assets, or individuals.
Low (10)	The loss of confidentiality, integrity, or availability could be expected to have a <i>limited</i> adverse effect on organizational operations, organizational assets, or individuals.

Risk was calculated as follows:

Threat Likelihood	Impact		
	<i>Low (10)</i>	<i>Medium (50)</i>	<i>High (100)</i>
<i>High (1.0)</i>	Low Risk (10 x 1.0 = 10)	Medium Risk (50 x 1.0 = 50)	High Risk (100 x 1.0 = 100)
<i>Medium (.5)</i>	Low Risk (10 x .5 = 5)	Medium Risk (50 x .5 = 25)	High Risk (100 x .5 = 50)
<i>Low (.10)</i>	Low Risk (10 x .1 = 1)	Medium Risk (50 x .1 = 5)	High Risk (100 x .1 = 10)

[Risk Scale: High (>50 to 100); Medium (>10 to 50); Low (1 to 10)]

3. Risk Assessment Results

The findings from the risk assessment are detailed below. The complete assessment questionnaire is included in this report as Appendix A.

3.1 Current Year Findings

During this Risk Assessment we discovered that an active CPAS Employer Portal account existed for a terminated employee. A review of the login records for the portal confirmed that the user's last log in date was November 15, 2018, prior to their termination date of February 23, 2019, and no attempts to access the system using the person's login credentials were made following termination. The login access for this user was inactivated immediately upon discovery.

3.2 *Anticipated Areas of Risk for the Next Fiscal Year*

Business Tool A: County Network

- County IST plans to expand their security resources following a department reorganization. Additional changes include acquisition of a Security Incident and Event Management solution for enhanced monitoring and incident response, as well as implementation of a Mobile Device Management solution to make administration of mobile devices easier.
- The County began a third-party risk assessment on June 12, 2019. The results will be reviewed by MCERA in the next fiscal year report.

Business Tool C: CPAS Database

- MCERA is considering shifting to cloud-based Oracle hosting services for the CPAS system.


Business Tool G: Accountmate

MCERA plans to issue a Request for Proposal for new financial accounting software to replace Accountmate.

Business Tool H: SAP

The County plans to phase out SAP and use MUNIS for human resource functions. This is scheduled for completion by June 30, 2020.

APPENDIX A
IT Security Risk Assessment Questionnaire

	Assessment Completed By: SF, MH, VM, LS Period of Assessment: As of 6/30/2019	
MULTIPLE BUSINESS TOOLS		
POLICY/PROCESS REVIEW	YES/NO	NOTES
Were there any changes to the County Password Policy?	No	
Were there any changes to the MCERA's Employee Access Form?	No	
Business Tool A: COUNTY NETWORK		
POLICY/PROCESS REVIEW	YES/NO	NOTES
Was there a change to the administration of the network?	No	
Was there a change to PMR 23?	No	
Was there a change to the Acceptable Use Policy?	No	
Was there a change to the Employee Electronic Media Agreement and Application Form?	No	
Was there a change to the Data backup Policy?	No	
Was there a change to the IST Datacenter Security Policy?	No	
Was there a change to the password policy?	No	
Was there a change to the Electronic Data Removal and Destruction Policy?	No	
Was there a change to the Computer Room and Data Closet Security Policy?	No	
Was there a change to the Network Device Access Policy?	No	
Was there a change to the IST Workstation Patch Management Policy?	No	
Were any new policies or procedures implemented since the prior assessment period?	No	
Were there any changes to the infrastructure?	No	
Were there any other key changes during the fiscal year?	Yes	The County completed the migration to Office 365
Are any changes anticipated in the next fiscal year?	Yes	Expansion of security resources, acquisition of incident response tool, implementation of MDM.
Was a risk assessment performed?	Yes	Assessment began 6/12/2019. Results will be available for the FYE2020 risk assessment.
Were there changes to the risk assessment procedures?	No	
COMPLIANCE WITH POLICY/PROCESS	YES/NO	NOTES
Did all employees complete and sign the Employee Electronic Media Agreement and Application Form?	Yes	
Was the Employee Access Form completed for new employees?	Yes	K Hawkins, L Detwiler
Were new employees given access to the County network according to the procedures set forth in PMR 23, Section 23.5, Electronic Media Procedure for New Employees?	Yes	
Was the Employee Access Form revised for terminated employees?	Yes	S Hemphill, L Ballard, J Bamford, L Nann
Were terminated employee accounts deleted as specified on the revised Employee Access Form?	Yes	S Hemphill, L Ballard, J Bamford, L Nann

APPENDIX A
IT Security Risk Assessment Questionnaire

Business Tool B: JUNOS PULSE VPN (formerly JUNIPER VPN)		
POLICY/PROCESS REVIEW	YES/NO	NOTES
Was there a change to the administration of the VPN client?	No	
Was there a change to the MCERA VPN Secured Architecture document?	No	
Was there a change to the password policy?	No	
Were any new policies or procedures implemented since the prior assessment period?	No	
Are any changes anticipated in the next fiscal year?	Yes	We anticipate shifting to a cloud-hosted environment in FY 19/20
COMPLIANCE WITH POLICY/PROCESS	YES/NO	NOTES
Was the Employee Access Form completed for new employees?	Yes	K Hawkins, L Detwiler
Were new employees given access to the VPN as specified on the Employee Access Form?	Yes	K Hawkins, L Detwiler
Was the Employee Access Form revised for terminated employees?	Yes	S Hemphill, L Ballard, J Bamford, L Nann
Were terminated employee accounts deleted as specified on the revised Employee Access Form?	Yes	S Hemphill, L Ballard, J Bamford, L Nann
Business Tool C: CPAS DATABASE		
POLICY/PROCESS REVIEW	YES/NO	NOTES
Was there a change to the administration of the database?	No	
Was there a change to the Hosting and Support Service Agreement?	No	
Was there a change to the list of User Roles?	No	
Was there a change to the Password Policy?	No	
Were any new policies or procedures implemented since the prior assessment period?	No	
Were there any other key changes during the fiscal year?	No	
Are any changes anticipated in the next fiscal year?	Yes	We anticipate shifting to a cloud-hosted environment in FY 19/20
COMPLIANCE WITH POLICY/PROCESS	YES/NO	NOTES
Are staff members assigned the appropriate User Role?	Yes	
Do staff passwords comply with the Password Policy?	Yes	
Was the Employee Access Form completed for new employees?	Yes	K Hawkins, L Detwiler
Were new employees given access to CPAS as specified on the Employee Access Form?	Yes	K Hawkins, L Detwiler
Was the Employee Access Form revised for terminated employees?	Yes	S Hemphill, L Ballard, J Bamford, L Nann
Were terminated employee accounts deleted as specified on the revised Employee Access Form?	Yes	S Hemphill, L Ballard, J Bamford, L Nann

APPENDIX A
IT Security Risk Assessment Questionnaire

Business Tool D: CPAS EMPLOYER PORTAL		
POLICY/PROCESS REVIEW	YES/NO	NOTES
Was there a change to the administration of the portal?	No	
Was there a change to the Password Policy?	No	
Were there any other key changes during the fiscal year?	No	
Were any new policies or procedures implemented since the prior assessment period?	No	
COMPLIANCE WITH POLICY/PROCESS	YES/NO	NOTES
Did we confirm that all users were current?	Yes	COM user Sbarrett was not deleted following termination. Confirmed there were no logins following termination.
Do employer CPAS passwords comply with the Password Policy?	Yes	
Were any new employer user accounts added?	Yes	Jvalenti, Cwalraven, Wfry, Rkouch
Were any employer user accounts deleted?	No	
Are any changes anticipated in the next fiscal year?	No	
Business Tool E: ONBASE		
POLICY/PROCESS REVIEW	YES/NO	NOTES
Was there a change to the administration of OnBase?	No	
Was there a change to the County Document Imaging Policy and Standards document?	No	
Was there a change to the list of User Roles?	No	
Were any new policies or procedures implemented since the prior assessment period?	No	
COMPLIANCE WITH POLICY/PROCESS	YES/NO	NOTES
Are staff members assigned the appropriate User Role?	Yes	
Was the Employee Access Form completed for new employees?	Yes	K Hawkins, L Detwiler
Were new employees given access to OnBase as specified on the Employee Access Form?	Yes	K Hawkins, L Detwiler
Was the Employee Access Form revised for terminated employees?	Yes	S Hemphill, L Ballard, J Bamford, L Nann
Were terminated employee accounts deleted as specified on the revised Employee Access Form?	Yes	S Hemphill, L Ballard, J Bamford, L Nann
Are any changes anticipated in the next fiscal year?	No	
Business Tool F: COUNTY VPN		
POLICY/PROCESS REVIEW	YES/NO	NOTES
Was there a change to the administration of the County VPN?	No	
Was there a change to the Virtual Private Network Policy?	No	
Was there a change to the Remote Access Agreement?	No	
Were any new policies or procedures implemented since the prior assessment period?	Yes	County changed VPN software from Checkpoint to Cisco Anyconnect
COMPLIANCE WITH POLICY/PROCESS	YES/NO	NOTES
Were employees given access to the County VPN?	Yes	La Valda Marshall eff 11/19/2018
Was County VPN access removed for any employees?	No	
Are any changes anticipated in the next fiscal year?	No	

APPENDIX A
IT Security Risk Assessment Questionnaire

Business Tool G: ACCOUNTMATE		
POLICY/PROCESS REVIEW	YES/NO	NOTES
Was there a change to the administration of Accountmate?	No	
Was there a change to the security settings or logon policy?	No	
Was there a change to the Password Policy?	No	
Were any new policies or procedures implemented since the prior assessment period?	No	
COMPLIANCE WITH POLICY/PROCESS	YES/NO	NOTES
Do staff passwords comply with the Password Policy?	Yes	
Was the Employee Access Form completed for new employees?	Yes	K Hawkins
Were new employees given access to Accountmate as specified on the Employee Access Form?	Yes	K Hawkins
Was the Employee Access Form revised for terminated employees?	Yes	S Hemphill, L Ballard, L Nann
Were terminated employee accounts deleted as specified on the revised Employee Access Form?	Yes	S Hemphill, L Ballard, L Nann
Are any changes anticipated in the next fiscal year?	No	
Business Tool H: SAP		
POLICY/PROCESS REVIEW	YES/NO	NOTES
Was there a change to the administration of SAP?	No	
Was there a change to data hosting?	No	
Was there a change to the firewall?	No	
Was there a change to the backup schedule?	No	
Was there a change to the County Project MERIT Role Change Request Form?	No	
Was there a change to the Password Policy?	No	
Were any new policies or procedures implemented since the prior assessment period?	No	
Are any changes anticipated in the next fiscal year?	Yes	The County will phase out SAP and use MUNIS for all finance and human resource functions.
COMPLIANCE WITH POLICY/PROCESS	YES/NO	NOTES
Do staff passwords comply with the Password Policy?	Yes	
Was the Employee Access Form completed for new employees?	Yes	K Hawkins, L Detwiler
Was the Project Merit Role Change Request Form completed for new employees?	Yes	K Hawkins, L Detwiler
Were new employees given access to SAP as specified on the forms?	Yes	K Hawkins, L Detwiler
Was the Employee Access Form revised for terminated employees?	Yes	S Hemphill, L Ballard, J Bamford, L Nann
Was the Project Merit Role Change Request Form revised for terminated employees?	Yes	S Hemphill, L Ballard, J Bamford, L Nann
Were terminated employee accounts deleted as specified on the forms?	Yes	S Hemphill, L Ballard, J Bamford, L Nann

APPENDIX A
IT Security Risk Assessment Questionnaire

Business Tool I: RETIREMENT BOARD IPADS		
POLICY/PROCESS REVIEW	YES/NO	NOTES
Was there a change to the administration of the security policies?	No	
Was there a change to the administration of device hardware or software?	No	
Was there a change to the administration of email accounts?	No	
Was there a change to the Portable Electronic Device Policy?	No	
Was there a change to the security settings for email accounts?	No	
Was there a change to the security settings for the devices?	Yes	Websites are no longer restricted and additional apps are available
Was there a change to the process for remotely wiping the device?	No	
Was there a change to the password policy?	No	
Was there a change to the Trustee iPad Configuration Checklist?	Yes	Checklist was updated for new iOS
Were any new policies or procedures implemented since the prior assessment period?	No	
COMPLIANCE WITH POLICY/PROCESS	YES/NO	NOTES
Did users comply with the Password Policy?	Yes	
Was the Trustee iPad Configuration Checklist used when preparing a device for new trustees?	Yes	
Were new trustees provided with a copy of the Portable Electronic Device Policy?	Yes	
If a trustee left the Board, was the serial number on the returned device compared with the serial number recorded on the Trustee iPad Configuration Checklist?	Yes	
Were email accounts deleted for past trustees?	Yes	
Were returned devices wiped and reset?	Yes	
Business Tool J: Innovest		
POLICY/PROCESS REVIEW	YES/NO	NOTES
Was there a change to the administration of Innovest?	No	
Was there a change to the Security Program Policy?	No	
Was there a change to the Organizational and Information Security Policy?	No	
Was there a change to the Physical and Environmental Security Policy?	No	
Was there a change to the Access Controls Policy?	No	
Was there a change to the Password Policy?	No	
Were any new policies or procedures implemented since the prior assessment period?	No	
Any other key changes during the fiscal year?	No	
Anticipated changes for next fiscal year?	Yes	
COMPLIANCE WITH POLICY/PROCESS	YES/NO	NOTES
Do staff passwords comply with the Password Policy?	Yes	
Was the Employee Access Form completed for new employees?	No	No new access granted
Were new employees given access to Accountmate as specified on the Employee Access Form?	No	No new access granted
Was the Employee Access Form revised for terminated employees?	Yes	S Hemphill, L Nann
Were terminated employee accounts deleted as specified on the revised Employee Access Form?	Yes	S Hemphill, L Nann

B.6 Annual Audit of Financial Statements Update

This is a discussion with no backup.

B.7 Future Meetings

This is a discussion with no backup.