



AGENDA

RETIREMENT BOARD MEETING

FIRST MONTHLY MEETING
June 10, 2015
9:00 a.m.

Retirement Board Conference Room
The Willows Office Park
1355 Willow Way, Suite 221
Concord, California

THE RETIREMENT BOARD MAY DISCUSS AND TAKE ACTION ON THE FOLLOWING:

1. Pledge of Allegiance.
2. Accept comments from the public.
3. Approve minutes from the March 19 and March 25, 2015 Board meetings.
4. Routine items for June 10, 2015.
 - a. Approve certifications of membership.
 - b. Approve service and disability allowances.
 - c. Accept disability applications and authorize subpoenas as required.
 - d. Approve death benefits.
 - e. Accept Asset Allocation Report.

CLOSED SESSION

5. The Board will go into closed session under Govt. Code Section 54957 to consider recommendations from the Medical Advisor and/or staff regarding the following disability retirement applications:

<u>Member</u>	<u>Type Sought</u>	<u>Recommendation</u>
Khalid Abdul-Majied	Service Connected	Service Connected
Joyce Henkel	Non-service Connected	Non-service Connected

6. The Board will go into closed session under Govt. Code Section 54957 to consider recommendation from hearing officer regarding the disability application of Janice Stogner-Smith.
7. The Board will continue in closed session pursuant to Govt. Code Section 54956.9(d)(1) to confer with legal counsel regarding pending litigation:

In the Matter of the Estate of Margaret O. Richards, Circuit Court of the State of Oregon, Multnomah County, Case No. 14PB01866.

The Retirement Board will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Retirement Office at least 24 hours before a meeting.

8. CONFERENCE WITH LABOR NEGOTIATORS
(Government Code Section 54957.6)

Agency designated representatives:
Gail Strohl, Retirement Chief Executive Officer
Christina Dunn, Retirement Admin/HR Manager
Joe Wiley, CCCERA's Chief Negotiator

Employee Organization: AFSCME Local 2700
Unrepresented Employees: All CCCERA unrepresented positions

OPEN SESSION

9. Consider and take possible action to adopt a hearing policy for non-disability matters.
10. Review of 2014 administrative budget vs. actual report.
11. Market stabilization account report as of December 31, 2014.
12. Legislative Update.
13. Consider authorizing the attendance of Board and/or staff:
 - a. Modern Investment Theory & Practice for Retirement Systems, SACRS, July 26-29, 2015, Berkeley, CA.
 - b. Principles of Pension Management, CALAPRS, August 25-28, 2015, Malibu, CA.
14. Miscellaneous
 - a. Staff Report
 - b. Outside Professionals' Report
 - c. Trustees' comments

The Retirement Board will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Retirement Office at least 24 hours before a meeting.



MINUTES

RETIREMENT BOARD MEETING MINUTES

SPECIAL MEETING

9:00 a.m.

March 19, 2015

Retirement Board Conference Room

The Willows Office Park

1355 Willow Way, Suite 221

Concord, California

Present: Debora Allen, Candace Andersen, Scott Gordon, Brian Hast, Jerry Holcombe, Louie Kroll, John Phillips, Gabe Rodrigues, Todd Smithey, Jerry Telles and Russell Watts

Absent: William Pigeon

Staff: Gail Strohl, Retirement Chief Executive Officer, Kurt Schneider, Deputy Retirement Chief Executive Officer; Timothy Price, Retirement Chief Investment Officer; Karen Levy, Retirement General Counsel; and Christina Dunn, Retirement Administration Manager

Outside Professional Support:

Bob Helliesen

Max Swango

Art Fong

Joe Munoz

Abigail George

Representing:

Milliman

INVESCO

INVESCO

LaSalle

JLL

1. Pledge of Allegiance

Hast led all in the *Pledge of Allegiance*.

2. Accept comments from the public

No members of the public offered comment.

3. Panel discussion with INVESCO Real Estate and LaSalle Real Estate regarding best practices for property owners – Max Swango, Art Fong, Joe Munoz, Abigail George

Price discussed the topic of the day noting the discussion will revolve around the level of involvement from the Board in property management or asset management of assets valued at \$10 million, what the Board's responsibilities should be and what should be outsourced.

Swango introduced Fong and gave a brief overview of their positions at INVESCO.

Munoz introduced George of JLL Property Management, an affiliate of LaSalle, and gave a brief overview of their positions at LaSalle and JLL.

A handout on Management of Property Services was distributed. Fong discussed the strategies of outsourcing to an investment advisor who then outsources to a property management firm. He noted investors are all different, some are more involved and others are not involved at all.

Munoz discussed the differences between rent versus own. It was the consensus of the panel that the owner should not be involved in the day to day activities of the property.

Price noted when CCCERA acquires real estate investments through investment managers CCCERA is not involved in the day to day operations and decisions. Currently, with the Willows Office Park the Board and staff spends a lot of time managing the property. He encouraged the Board to consider a different approach in order to maximize the investment and current resources.

Andersen was present for subsequent discussion and voting.

CLOSED SESSION

The Board moved into closed session pursuant to Govt. Code Section 54956.81.

The Board moved into open session.

4. There was no reportable action related to Govt. Code Section 54956.81.

Watts was no longer present for subsequent discussion and voting.

5. **Consider and take possible action to approve SACRS Board of Director nominees for 2015-2016 elections**

It was **M/S/C** to vote to elect John Kelly as President of SACRS Board of Directors for the 2015-2016 election. (Yes: Allen, Andersen, Gordon, Hast, Phillips, Smithey and Telles. No: Rodrigues).

It was **M/S/C** to vote to elect Gabe Rodrigues as Vice President, Dan McAllister as Treasurer and Art Goulet as Secretary of the SACRS Board of Directors for the 2015-2016 election. (Yes: Allen, Andersen, Gordon, Hast, Phillips, Rodrigues, Smithey and Telles).

6. **Consider authorizing the attendance of Board and/or staff:**

- a. It was **M/S/C** to authorize the attendance of 2 Board members and 1 staff at the Siguler Guff Annual Meeting, April 29-30, 2015, New York, NY. (Yes: Allen, Andersen, Gordon, Hast, Phillips, Rodrigues, Smithey and Telles).

7. **Miscellaneous**

- (a) Staff Report –

Price reported their will be a formal presentation at the next Board meeting from the Wastewater Opportunity Fund noting it is a relatively unique investment; He attended the PIMCO Client Conference where there was generally positive feedback from their clientele and the new strategies on the team were very positive.

Schneider reported the contract has been finalized with Digital Deployment for the website redesign.

Dunn reported the New Roads retiree newsletter has been mailed.

(b) Outside Professionals' Report -

None

(c) Trustees' comments –

Telles noted he had invited Strohl to the CCCREA luncheon and she did a very good job talking about her first 8 months on the job.

Hast welcomed Andersen to the CCCERA Retirement Board.

It was **M/S/C** to adjourn the meeting. (Yes: Allen, Andersen, Gordon, Hast, Phillips, Rodrigues, Smithey and Telles)

Brian Hast, Chairman

Jerry Telles, Secretary

MEETING DATE

JUN 10 2015

AGENDA ITEM
3



MINUTES

RETIREMENT BOARD MEETING MINUTES

SECOND MEETING

9:00 a.m.

March 25, 2015

Retirement Board Conference Room

The Willows Office Park

1355 Willow Way, Suite 221

Concord, California

Present: Debora Allen, Candace Andersen, Scott Gordon, Brian Hast, Jerry Holcombe, Louie Kroll, John Phillips, Gabe Rodrigues, Todd Smithey, Jerry Telles and Russell Watts

Absent: William Pigeon

Staff: Gail Strohl, Retirement Chief Executive Officer, Kurt Schneider, Deputy Retirement Chief Executive Officer; Timothy Price, Retirement Chief Investment Officer; Karen Levy, Retirement General Counsel; Christina Dunn, Retirement Administration Manager; and Chih-chi Chu, Retirement Investment Analyst

Outside Professional Support:
Joe Wiley

Representing:
Wiley Price & Radulovich LLP

1. **Pledge of Allegiance**

Hast led all in the *Pledge of Allegiance*.

2. **Accept comments from the public**

No members of the public offered comment.

Allen was present for subsequent discussion and voting.

CLOSED SESSION

The Board moved into closed session pursuant to Govt. Code Section 54957.6 and 54957.

The Board moved into open session.

3. There was no reportable action related to Govt. Code Section 54957.6.

4. There was no reportable action related to Govt. Code Section 54957.

Allen was no longer present for subsequent discussion and voting.

5. **Consider and take possible action to adopt the CCCERA Employer/Employee Relations Policy**

It was M/S to adopt the CCCERA Employer/Employee Relations Policy. Dunn noted the following changes: Page 2, Number 2.0.B, the last line should be Exhibit B; Page 3, Number 2.0.M, the last

line should be Exhibit C; Page 3, Number 2.0.Q, the last line should be Exhibit D; Page 6, Number 7.0.A, on the last line the word “shall” should be “may”.

An amended motion was M/S/C to adopt the CCCERA Employer/Employee Relations Policy with the changes as noted. (Yes: Andersen, Gordon, Hast, Holcombe, Phillips, Rodrigues, Smithey, Telles and Watts).

Wiley noted that CCCERA has fulfilled its obligation to meet and confer with AFSCME 2700. AFSCME 2700 has agreed to the document as the Board has seen and added that they were very collaborative in the process and that it was a very positive process.

6. Presentation from staff and Wastewater Capital Management regarding Wastewater Opportunity Fund – Jay Pierrepont, Damon Yuzon

Price gave a brief overview of the Wastewater Opportunity Fund noting this entry to the waste and water space is consistent to the deployment strategy laid out in the private real estate asset commitment schedule presented to the Board in November 2014.

Chu reported this commitment is a unique opportunity that will make our real asset portfolio more complete and it is also unique because the market is very local. He reviewed the anaerobic digesting process noting it can produce electricity, biogas and water. He also reviewed the Wastewater Opportunity Fund investment strategy.

The risk factors, specifically the definition of “significant rise in interest rates” were discussed.

Pierrepont, Principal at Equilibrium Capital, gave an overview of his investment background and education.

Yuzon also gave an overview of his investment background and education.

Yuzon reviewed the strategy of the fund noting the portfolio consists of facilities that process food, beverage, agricultural and municipal wastewater. He stated the key take away is that long-term revenue contracts are locked in prior to making an investment.

There was a discussion on the requirements surrounding the disposal of organic waste and the requirements for utilities to purchase renewable energy.

Gordon recused himself from participating in the discussion and decision on this matter. He explained that he represents Republic Services throughout the State of California. The investment would affect a client interest of his and therefore he feels conflicted and would like to avoid the appearance of any impropriety. He stated he has no material financial interest in the investment of this fund indirectly or directly. His recusal is solely due to the possible effect on one or more of his clients.

Pierrepont noted that the Wastewater Capital Projects are beneficial for waste haulers.

Gordon was no longer present for subsequent discussion and voting.

Pierrepont reported the fund has stable cash flows and provides multiple exit opportunities. It is also a cheaper and more efficient disposal method for organic waste. He noted targeted returns are 8% current income and 16-18% net return to investors.

Pierrepont gave an overview of Equilibrium Capital noting they have over \$1 billion in assets under management. He noted organic waste is now mandated in several states noting only 5% of food waste material is currently recycled.

Yuzon reviewed the revenue drivers waste processing and energy. He reported they are focusing on ten core states including northern California where targeted WOF facilities are located. He reviewed the transaction process and their risk management strategies.

Pierrepoint reviewed 3 upcoming closes and the terms of the Fund Terms noting they have raised \$61 million to date.

7. **Consider and take possible action regarding potential commitment to Wastewater Opportunity Fund**

After a discussion on the amount of risk involved, it was M/S/C to make a capital commitment of \$25 million to the Wastewater Opportunity Fund (WOF) sponsored by Equilibrium Capital subject to CCCERA's satisfactory on-site visit and legal review and WOF raising \$100 million or more excluding CCCERA's commitment and authorize the CEO to sign the necessary contracts. (Yes: Andersen, Hast, Holcombe, Smithey, Telles and Watts. No: Phillips and Rodrigues).

8. **Miscellaneous**

(a) Staff Report –

Price reported the final copy of Wurts' negotiated contract is on Gail's desk to be signed.

Strohl acknowledged Karen Davis, the current Benefits Manager, retired after 14 years of service to CCCERA; Base Pay as well as a draft audit committee charter will be on the April 8, 2015 meeting agenda. Kroll would like base pay to be at the beginning of the agenda.

(b) Outside Professionals' Report -

None

(c) Trustees' comments –

None

It was M/S/C to adjourn the meeting. (Yes: Andersen, Hast, Holcombe, Phillips, Rodrigues, Smithey, Telles and Watts)

Brian Hast, Chairman

Jerry Telles, Secretary

CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

BOARD OF RETIREMENT

Page 1

June 10, 2015

Items requiring Board Action

MEETING DATE

A. Certifications of Membership – see list and classification forms.

JUN 10 2015

B. Service and Disability Retirement Allowances:

AGENDA ITEM

4

<u>Name</u>	<u>Number</u>	<u>Effective Date</u>	<u>Option Type</u>	<u>Group</u>	<u>Selected</u>
Albertsen, Janis	60236	03/26/15	SR	III	Unmod
Allen, Christopher	44099	03/27/15	SR	S/A	Unmod
Anderson, Nancy	46491	03/17/15	SR	III	Unmod
Argo, James	71720	09/20/14	SCD	S/A	Unmod
Barton, Joanne	51234	03/26/15	SR	III	Unmod
Bautista, Elisa	52508	03/04/15	SR	II & III	Unmod
Bell, Richard	72421	03/28/15	SR	III	Unmod
Blackshear, Amelia	D7830	03/01/15	SR	S/A	Unmod
Colaizzo, Jose	62594	03/28/15	SR	III	Unmod
Curry, Jerri	68182	03/31/15	SR	III	Unmod
Dimas, Ofelia	48328	03/11/15	SR	II & III	Unmod
Duhaime, Kathy	55554	03/31/15	SR	III	Unmod
Favero, Diane	53590	03/27/15	SR	III	Unmod
Fawal, Gail	60117	03/31/15	SR	III	Unmod
Halterman, Jerry	68010	03/31/15	SR	III	Unmod
Henkel, Joyce	67461	01/28/15	SR	III	Unmod
Hunter, Renee	50895	02/02/15	NSD	II & III	Unmod
Johnstone, Roderick	54231	3//31/15	SR	III	Unmod
Jones, John	50157	03/31/15	SR	III	Unmod
Jones, Lawrence	49675	01/01/15	SR	II & III	Unmod
Martinez, Robert	64230	03/07/15	SR	II & III	Unmod
McCormick, Kenneth	43731	02/28/15	SR	II & III	Option 2
Nurre, Patrick	55060	03/31/15	SR	I	Unmod
Pearson, Martha	61866	02/13/15	SR	II & III	Option 2
Perez, Donaciano	D3414	01/10/15	SR	I	Unmod
Peschel, Denise	52285	03/31/15	SR	II & III	Unmod
Pflager, Peggy	52962	03/31/15	SR	III	Option 1
Pietro, Jeanne	60977	03/31/15	SR	II & III	Unmod
Place, Christopher	65962	01/31/15	SR	I	Option 2
Seifert, Katheryn	D9500	02/28/15	SR	II & III	Unmod
Sheehy, Barbara	66151	03/03/15	SR	III	Unmod
Sherwood, Frank	61865	01/31/15	SR	II & III	Unmod

KEY:

Group
 I = Tier I
 II = Tier II
 III = Tier III
 S/A = Safety Tier A
 S/C = Safety Tier C

Option
 * = County Advance
 Selected w/option

Type
 NSP = Non-Specified
 SCD = Service Disability
 SR = Service Retirement
 NSD = Non-Service Disability

CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

BOARD OF RETIREMENT

Page 2

June 10, 2015

Simonetti, Cynthia	63307	02/28/15	SR	I & II	Option 2
Smith, Robert	45179	03/29/15	SR	S/A	Unmod
Spann, Lonnie	D9990	01/30/15	SR	I	Unmod
Tesch, Patricia	40778	01/30/15	SR	II & III	Unmod
Warner, Elba	68310	02/28/15	SR	III	Unmod
Wyrick, Patricia	64529	03/10/15	SR	III	Unmod

C. Disability Retirement Applications: The Board's Hearing Officer is hereby authorized to issue subpoenas in the following cases involving disability applications:

<u>Name</u>	<u>Number</u>	<u>Filed</u>	<u>Type</u>
Thomas, Leticia	49471	04/29/15	NSCD
Macklin-Bray, Dena	69881	5/8/2015	SCD
Wells, Peter	D7274	05/13/15	SCD

D. Deaths:

<u>Name</u>	<u>Date of Death</u>	<u>Employer</u>
Ainars, Vizma	4/23/2015	Contra Costa County
Armanino, Wilma	5/5/2015	Beneficiary
Armstrong, Catharine	4/20/2015	Beneficiary
Beeman, Norma	4/14/2015	Contra Costa County
Dehring, Nance	5/24/2015	Contra Costa County
Duffer, Lorene	5/15/2015	Contra Costa County
Durham, Dorothy	4/10/2015	Contra Costa County
Gemignani, Marcello	4/20/2015	Contra Costa County
Glibas, Frances	5/2/2015	Contra Costa County
Gregg, Morse	5/13/2015	Contra Costa County
Hodges, Helen	5/9/2015	Contra Costa County
June Hickok	05/10/15	Contra Costa County
Lendrum, Earl	4/22/2015	Contra Costa County
March, Margart	4/19/2015	Contra Costa County
Mercurio, Anthony	4/24/2015	Central Contra Costa Sanitary District
Morgan, Frank	5/23/2015	Delta Diablo Sanitation District
Nielsen, Videan	5/9/2015	Beneficiary
Park, Synghyok	5/8/2015	Contra Costa County
Patton, Joann	1/15/2015	Contra Costa County
Paulick, Stephen	5/19/2015	Contra Costa County
Pierce, Alice	4/22/2015	Beneficiary
Reshatoff, Jack	5/7/2015	Contra Costa County
Riggs, Charlotte	6/1/2015	Beneficiary
Sylva, Melvin	4/16/2015	Beneficiary
Tovani, Ernest	5/13/2015	Contra Costa County
Turner, Byron	4/2/2015	Contra Costa County
Valentine, Phyllis	5/8/2015	Contra Costa County
Varrio, Donna	4/26/2015	Beneficiary
Wilson, Theodore	5/29/2015	Moraga Orinda Fire District

KEY:

Group
 I = Tier I
 II = Tier II
 III = Tier III
 S/A = Safety Tier A
 S/C = Safety Tier C

Option
 * = County Advance
 Selected w/option

Type
 NSP = Non-Specified
 SCD = Service Disability
 SR = Service Retirement
 NSD = Non-Service Disability

CERTIFICATION OF MEMBERSHIPS

<i>Name</i>	<i>Employee Number</i>	<i>Tier</i>	<i>Membership Date</i>	<i>Employer</i>
Allen, Karen	74942	P5.2	04/01/15	Contra Costa County
Alvarado-Jackson, Patricia	81501	P5.2	04/01/15	Contra Costa County
Ballesteros, Karla	81433	P5.3	04/01/15	Contra Costa County
Baughman, Samantha	77531	P5.2	04/01/15	Contra Costa County
Benavides, Nancy	81485	P5.2	04/01/15	Contra Costa County
Bernard, David	81475	P5.2	04/01/15	Contra Costa County
Binsol, Grace	81434	P5.3	04/01/15	Contra Costa County
Briant, Cicily	79912	P5.2	04/01/15	Contra Costa County
Brown, Analisa	81447	P5.2	04/01/15	Contra Costa County
Cho, Christopher	81481	P5.2	04/01/15	Contra Costa County
Chow, Julie	75299	P5.2	04/01/15	Contra Costa County
Cifuentes, Edna	81479	P5.2	04/01/15	Contra Costa County
Colon, Jason	77568	III	04/01/15	Contra Costa County
Crovella, Jennette	81486	P5.2	04/01/15	Contra Costa County
Curtain, Nick	81550	S/E	04/01/15	Contra Costa County
Dias, Pushpa	74684	III	04/01/15	Contra Costa County
Diaz, Geraldly	81474	P5.2	04/01/15	Contra Costa County
Donabedian, Hratch	81504	P5.2	04/01/15	Contra Costa County
Ewenstein, Richard	81478	P5.2	04/01/15	Contra Costa County
Fabia, Joanne	81484	P5.2	04/01/15	Contra Costa County
Favro, Marie	73565	P5.2	04/01/15	Contra Costa County
Flores, Emily	80591	P5.2	04/01/15	Contra Costa County
Franco, Lauren	81477	P5.2	04/01/15	Contra Costa County
Funseth, Katherine	81432	P5.2	04/01/15	Contra Costa County
Gregor, Timothy	D3414	P4.3	04/01/15	Rodeo Sanitary District
Gremillion, Teuna	80653	P5.2	04/01/15	Contra Costa County
Gross, Karin	81448	P4.2	04/01/15	CCC Fire Protection District
Guevara, Mirna	81374	P5.2	04/01/15	Contra Costa County
Halstenson, Carolyn	81505	P5.2	04/01/15	Contra Costa County
Hatefi, Armin	81473	P5.2	04/01/15	Contra Costa County
Heffner, Stefani	80791	P5.2	04/01/15	Contra Costa County
Henry, Lovena	81476	P5.2	04/01/15	Contra Costa County
liams, Amie	79039	P5.2	04/01/15	Contra Costa County

Key:

I = Tier I	P4.2 = PEPRA Tier 4 (2% COLA)	S/A = Safety Tier A
II = Tier II	P4.3 = PEPRA Tier 4 (3% COLA)	S/C = Safety Tier C
III = Tier III	P5.2 = PEPRA Tier 5 (2% COLA)	S/D = Safety Tier D
	P5.3 = PEPRA Tier 5 (3% COLA)	S/E = Safety Tier E

CERTIFICATION OF MEMBERSHIPS

<i>Name</i>	<i>Employee Number</i>	<i>Tier</i>	<i>Membership Date</i>	<i>Employer</i>
Ilagan, Abigail	81020	P5.3	04/01/15	Contra Costa County
Johnson Jr., Michael	81461	P5.2	04/01/15	Contra Costa County
Jones, Donna	81482	P5.2	04/01/15	Contra Costa County
Jones, Ine	79549	P5.3	04/01/15	Contra Costa County
Karnsouvong, Emaly	72834	P5.2	04/01/15	Contra Costa County
Kennerly, Ceara	81452	P5.2	04/01/15	Contra Costa County
Khalil, Caitlin	81455	P5.2	04/01/15	Contra Costa County
Kidd, Jacqueline	81520	P5.2	04/01/15	Contra Costa County
Koayen, Nutia	80648	S/D	04/01/15	Contra Costa County
Kwapnoski, Christine	81483	P5.2	04/01/15	Contra Costa County
Lamberson, Christopher	80064	S/D	04/01/15	Contra Costa County
Lawson, Ethel	79531	P5.3	04/01/15	Contra Costa County
Litman, Sherrie	72514	III	04/01/15	Contra Costa County
Loomis, Richard	81531	P5.2	04/01/15	Contra Costa County
Maglasang, Ma Lora	78704	P5.2	04/01/15	Contra Costa County
Mahler, Stuart Ole	D9500	P5.3	04/01/15	Superior Court
Martinez, Yesenia	81469	P5.2	04/01/15	Contra Costa County
McIntyre, Maria Lourdes	80536	P5.2	04/01/15	Contra Costa County
Milliken, Larry	D3414	P4.3	04/01/15	Rodeo Sanitary District
Morant, Dhana	52489	I	04/01/15	CCCERA
Morse, Cheryl Lynne	81500	P5.2	04/01/15	Contra Costa County
Pacheco, Linda Marie	81442	P5.2	04/01/15	Contra Costa County
Pangilinan, Mayflor	81533	P5.2	04/01/15	Contra Costa County
Papa, Nilwin	74931	P5.2	04/01/15	Contra Costa County
Partida, Claire	74102	P5.2	04/01/15	Contra Costa County
Pelayo, Aurora	78284	P5.2	04/01/15	Contra Costa County
Perez, Ricardo	81547	S/E	04/01/15	Contra Costa County
Ponce, Christina	69642	III	04/01/15	Contra Costa County
Pyrkova-Corotan, Irina	81496	P5.2	04/01/15	Contra Costa County
Ram, Anal	81441	P5.2	04/01/15	Contra Costa County
Ramirez, Clarissa	80605	P5.2	04/01/15	Contra Costa County
Razmi, Haji	81458	P5.2	04/01/15	Contra Costa County
Reiter, Kristian	D9500	P5.3	04/01/15	Superior Court

Key:

I = Tier I	P4.2 = PEPR Tier 4 (2% COLA)	S/A = Safety Tier A
II = Tier II	P4.3 = PEPR Tier 4 (3% COLA)	S/C = Safety Tier C
III = Tier III	P5.2 = PEPR Tier 5 (2% COLA)	S/D = Safety Tier D
	P5.3 = PEPR Tier 5 (3% COLA)	S/E = Safety Tier E

CERTIFICATION OF MEMBERSHIPS

<i>Name</i>	<i>Employee Number</i>	<i>Tier</i>	<i>Membership Date</i>	<i>Employer</i>
Rinaldi, Mario	D9990	P4.3	01/01/15	Housing Authority
Rocamora, Kathleen	80183	P5.3	04/01/15	Contra Costa County
Roth, Morgan	80645	S/D	04/01/15	Contra Costa County
Rowe, Rocelia	73821	III	04/01/15	Contra Costa County
Shakeri, Nooshin	81454	P5.2	04/01/15	Contra Costa County
Sheppard, Keith	81498	S/E	04/01/15	Contra Costa County
Siler, LaSonya	81464	P5.2	04/01/15	Contra Costa County
Spencer, Bruce	77176	S/C	04/01/15	Contra Costa County
Stewart, Thomas	77310	P5.2	04/01/15	Contra Costa County
Su, Cynthia	81446	P5.2	04/01/15	Contra Costa County
Takao, Jeffrey	81453	P5.2	04/01/15	Contra Costa County
Tamayo, Anisia	78613	P5.2	04/01/15	Contra Costa County
Thomas, Christopher	D3406	P4.3	04/01/15	Central Contra Costa Sanitary District
Tran, Bruce	81459	P5.2	04/01/15	Contra Costa County
Trieu, Holly	81499	P5.2	04/01/15	Contra Costa County
Uriarte De Solis, Erika	76906	P5.2	04/01/15	Contra Costa County
Venegas, Elizabeth	81443	P5.3	04/01/15	Contra Costa County
Veran, Maricela	81456	P5.2	04/01/15	Contra Costa County
Weintraub, Sheila	73588	P5.2	04/01/15	Contra Costa County
Wong, Chi Wa	81449	P5.2	04/01/15	Contra Costa County
Xie, Xiaofan	81506	P5.2	04/01/15	Contra Costa County
Xu, Qing	76645	P5.2	04/01/15	Contra Costa County

Key:

I = Tier I	P4.2 = PEPR Tier 4 (2% COLA)	S/A = Safety Tier A
II = Tier II	P4.3 = PEPR Tier 4 (3% COLA)	S/C = Safety Tier C
III = Tier III	P5.2 = PEPR Tier 5 (2% COLA)	S/D = Safety Tier D
	P5.3 = PEPR Tier 5 (3% COLA)	S/E = Safety Tier E

TIER CHANGES

<i>Name</i>	<i>Employee Number</i>	<i>Old Tier</i>	<i>New Tier</i>	<i>Effective Date</i>	<i>Employer</i>	<i>Reason for Change</i>
Burruss, Brandon	80806	S/D	S/A	11/1/2014	CCC Fire Protection District	Reciprocity
Clem, Cody	80808	S/D	S/A	11/1/2014	CCC Fire Protection District	Reciprocity
Dillingham, Jessica	80903	P5.2	III	11/1/2014	Contra Costa County	Reciprocity
Emick, Dustin	80815	S/D	S/A	11/1/2014	CCC Fire Protection District	Reciprocity
Fierner, Kelley	80141	P5.3	III	6/1/2014	Contra Costa County	Reciprocity
Gorton, Mike	80156	S/D	S/A	10/1/2014	CCC Fire Protection District	Reciprocity
Goss, Tom	80811	S/D	S/A	11/1/2014	CCC Fire Protection District	Reciprocity
Simington, Kristi	81141	P5.2	III	1/1/2015	Contra Costa County	Reciprocity

Key:

I = Tier I	P4.2 = PEPR A Tier 4 (2% COLA)	S/A = Safety Tier A
II = Tier II	P4.3 = PEPR A Tier 4 (3% COLA)	S/C = Safety Tier C
III = Tier III	P5.2 = PEPR A Tier 5 (2% COLA)	S/D = Safety Tier D
	P5.3 = PEPR A Tier 5 (3% COLA)	S/E = Safety Tier E

ASSET ALLOCATION

Current Assets (Market Value)

\$7,198,390,000

Reporting Month End: April 30, 2015

Prepared By: Chih-Chi Chu

Robeco

Jackson Square Partners (fka Delaware)

Emerald Advisors

Intech (Core)

PIMCO Stocks+ Absolute Return

Ceredex

Total Domestic Equity

Pyrford (BMO)

William Blair

Total International Equity

JPMorgan Global Opportunities

First Eagle

Artisan Global Opportunities

Intech (Global Low Volatility)

Total Global Equity

Total Equity

AFL-CIO Housing Investment Trust

PIMCO Total Return

GSAM "Park" Portfolio

Goldman Sachs Asset Management

Lord Abbett

Torchlight Debt Opportunity Funds

Total Domestic Fixed Income

Lazard Asset Management

Total Global Fixed Income

Allianz Global Investors (fka Nicholas Applegate)

Total High Yield Fixed Income

Wellington Real Total Return

PIMCO All Asset

Private Real Asset

Total Real Asset

Total Real Estate

Total Alternative Investments

County Treasurer

State Street Bank

Total Cash & Equivalents

Oaktree 2009

Total Market Opportunities

TOTAL ASSETS

MEETING DATE

JUN 10 2015

AGENDA ITEM

4c.

A	B	C	D	C-B	D-A	Range
% of Target	Target Assets	Market Value	Actual Assets	Over (Under)	Over (Under)	
4.3%	309,530,770	302,450,000	4.20%	(7,080,770)	(0.10%)	
4.3%	309,530,770	312,208,000	4.34%	2,677,230	0.04%	
3.0%	215,951,700	223,364,000	3.10%	7,412,300	0.10%	
4.0%	287,935,600	283,582,000	3.94%	(4,353,600)	(0.06%)	
4.0%	287,935,600	272,193,000	3.78%	(15,742,600)	(0.22%)	
3.0%	215,951,700	205,750,000	2.86%	(10,201,700)	(0.14%)	
22.6%	1,626,836,140	1,599,547,000	22.22%	(27,289,140)	(0.38%)	
5.3%	381,514,670	398,420,000	5.53%	16,905,330	0.23%	
5.3%	381,514,670	404,668,000	5.62%	23,153,330	0.32%	
10.6%	763,029,340	803,088,000	11.16%	40,058,660	0.56%	
4.0%	287,935,600	292,464,000	4.06%	4,528,400	0.06%	
4.0%	287,935,600	292,465,000	4.06%	4,529,400	0.06%	
4.0%	287,935,600	304,693,000	4.23%	16,757,400	0.23%	
0.3%	21,595,170	22,599,000	0.31%	1,003,830	0.01%	
12.3%	885,401,970	912,221,000	12.67%	26,819,030	0.37%	
45.5%	3,275,267,450	3,314,856,000	46.05%	39,588,550	0.55%	40% TO 55%
3.3%	237,546,870	233,362,000	3.24%	(4,184,870)	(0.06%)	
5.6%	403,109,840	395,636,000	5.50%	(7,473,840)	(0.10%)	
0.0%	0	4,000	0.00%	4,000	0.00%	
4.6%	331,125,940	324,191,000	4.50%	(6,934,940)	(0.10%)	
4.6%	331,125,940	324,475,000	4.51%	(6,650,940)	(0.09%)	
1.9%	136,769,410	121,461,000	1.69%	(15,308,410)	(0.21%)	
20.0%	1,439,678,000	1,399,129,000	19.44%	(40,549,000)	(0.56%)	
4.0%	287,935,600	275,236,000	3.82%	(12,699,600)	(0.18%)	
24.0%	1,727,613,600	1,674,365,000	23.26%	(53,248,600)	(0.74%)	20% TO 30%
5.0%	359,919,500	343,317,000	4.77%	(16,602,500)	(0.23%)	
5.0%	359,919,500	343,317,000	4.77%	(16,602,500)	(0.23%)	2% TO 9%
0.8%	53,987,925	200,953,000	2.79%	146,965,075	2.04%	
1.8%	125,971,825	124,581,000	1.73%	(1,390,825)	(0.02%)	
2.5%	179,959,750	30,822,000	0.43%	(149,137,750)	(2.07%)	
5.0%	359,919,500	356,356,000	4.95%	(3,563,500)	(0.05%)	0% TO 10%
12.5%	899,798,750	899,854,000	12.50%	55,250	0.00%	10% TO 16%
7.0%	503,887,300	545,792,000	7.58%	41,904,700	0.58%	5% TO 12%
		31,801,000	0.00%			
		31,801,000	0.44%			
0.5%	35,991,950	31,801,000	0.44%	(4,190,950)	(0.06%)	0% TO 1%
0.5%	35,991,950	32,049,000	0.45%	(3,942,950)	(0.05%)	
100.0%	7,198,390,000	7,198,390,000	100%	0	0%	0% TO 5%

UNDER REVIEW:

DBL - Organizational & Personnel, Board Action 7/9/2014

Nogales Investors - Performance, Board Action 05/28/08

Lord Abbett - Personnel, Board Action 10/20/13

PIMCO - Organization & Personnel, Board Action 2/12/14

**Private Real Estate Alternative Investments
As of April 30, 2015**

REAL ESTATE INVESTMENTS

	Inception Date	Target Termination	# of Extension	Discretion by GP/LP	New Target Termination	Funding Commitment	Market Value	% of Total Asset	Outstanding Commitment
DLJ Real Estate Capital Partners, L.P. II	07/31/99	07/31/09	3rd 2 YR	LP	6/30/2015	40,000,000	3,828,000	0.05%	
DLJ Real Estate Capital Partners, L.P. III	06/30/14	06/30/14	1st 2 YR	GP	6/30/2016	75,000,000	47,842,000	0.66%	18,958,000
DLJ Real Estate Capital Partners, L.P. IV	12/31/07	09/30/16				100,000,000	79,226,000	1.10%	19,476,000
DLJ Real Estate Capital Partners, L.P. V	07/31/13	12/31/22				75,000,000	23,858,000	0.33%	48,201,000
Hearthstone Partners II	06/17/98	12/31/09				6,250,000	(32,000)	0.00%	
Invesco IREF I	10/22/03	04/30/11	3rd 1 YR	GP	4/30/2014	50,000,000	9,769,000	0.14%	
Invesco IREF II	05/30/07	12/31/15				85,000,000	37,694,000	0.52%	
Invesco IREF III	08/01/13	08/01/20				35,000,000	25,353,000	0.35%	12,958,000
Invesco IREF IV	12/01/14	12/01/21				35,000,000	7,000,000	0.10%	28,000,000
Long Wharf FREG II	07/18/03	02/28/12	NOT DEF	LP	12/31/2014	50,000,000	794,000	0.01%	
Long Wharf FREG III	03/30/07	12/30/15				75,000,000	25,923,000	0.36%	
Long Wharf FREG IV	08/14/13	09/30/21				25,000,000	18,256,000	0.25%	3,863,000
Oaktree Real Estate Opportunities Fund V	12/15/11	12/31/16				50,000,000	44,547,000	0.62%	
Oaktree Real Estate Opportunities Fund VI	09/30/13	09/30/20				80,000,000	71,100,000	0.99%	17,682,000
Oaktree Real Estate Opportunities Fund VII	02/28/15	02/28/23				65,000,000	0	0.00%	65,000,000
Signer Gulf Distressed Real Estate Opp. Fund	12/31/11	12/31/16				75,000,000	70,893,000	0.98%	19,518,000
Signer Gulf Distressed Real Estate Opp. Fund II	08/31/13	08/31/20				70,000,000	25,886,000	0.36%	63,995,000
Paulson Real Estate Fund II	11/10/13	11/10/20				20,000,000	14,750,000	0.20%	5,800,000
Angelo Gordon Realty Fund VIII	12/31/11	12/31/18				80,000,000	65,279,000	0.91%	18,145,000
Angelo Gordon Realty Fund IX	10/10/14	10/10/22				65,000,000	0	0.00%	65,000,000
LaSalle Income & Growth Fund VI	01/31/12	01/31/19				75,000,000	77,285,000	1.07%	3,946,000
Adelante Capital Management (REIT)						0	165,363,000	2.30%	
INVESCO International REIT						0	75,240,000	1.05%	
Willows Office: \$10,774,100 ***						0	10,000,000	0.14%	
*** Purchase price \$10,600,000 plus acquisition cost and fees \$174,100.									
Outstanding Commitments						1,336,250,000	899,854,000	12.50%	390,542,000
Total						659,251,000	390,542,000		1,290,396,000

PRIVATE DEBT INVESTMENTS

	Inception Date	Target Termination	# of Extension	Discretion by GP/LP	New Target Termination	Funding Commitment	Market Value	% of Total Asset	Outstanding Commitment
Torchlight Debt Opportunity Fund II	09/28/06	09/30/14				128,000,000	57,896,000	0.80%	
Torchlight Debt Opportunity Fund III	09/30/08	09/30/16				75,000,000	12,967,000	0.18%	3,143,000
Torchlight Debt Opportunity Fund IV	08/01/12	08/30/20				60,000,000	50,598,000	0.70%	75,000,000
Torchlight Debt Opportunity Fund V	09/17/14	09/17/22				75,000,000	0	0.00%	
Outstanding Commitments						338,000,000	121,461,000	1.69%	78,143,000
Total						78,143,000	199,604,000		199,604,000

**Private Real Estate Alternative Investments
As of April 30, 2015**

ALTERNATIVE INVESTMENTS	Inception Date	Target Termination	# of Extension	Discretion by GP/LP	New Target Termination	Funding Commitment	Market Value	% of Total Asset	Outstanding Commitment
Adams Street Partners	12/22/95	INDEFINITE				180,000,000	123,697,000	1.72%	105,501,000
Adams Street Secondary II	12/31/08	12/31/20				30,000,000	28,912,000	0.40%	13,283,000
Adams Street Secondary V	10/31/12	10/31/22				40,000,000	14,692,000	0.20%	26,478,000
Pathway	11/09/98	05/31/21				125,000,000	73,424,000	1.02%	18,249,000
Pathway 2008	12/26/08	12/26/23				30,000,000	24,794,000	0.00%	8,737,000
Pathway 6	05/24/11	05/24/26				40,000,000	20,921,000	0.00%	21,683,000
Pathway 7	02/07/13	02/07/28				70,000,000	17,570,000	0.00%	52,329,000
Signaler Guff CCCERA Opportunities	06/03/14	05/31/25				200,000,000	18,689,000	0.00%	181,311,000
EIF USPF I	11/08/02	11/08/12	3rd 1YR	LP	11/08/15	30,000,000	835,000	0.01%	0
EIF USPF II	06/15/05	06/15/15				50,000,000	40,060,000	0.56%	0
EIF USPF III	02/28/07	02/28/17				65,000,000	49,839,000	0.69%	0
EIF USPF IV	06/28/10	06/28/20				50,000,000	24,473,000	0.34%	28,979,000
Nogales Investment	02/15/04	02/15/14				15,000,000	3,342,000	0.05%	1,651,000
Bay Area Equity Fund	06/14/04	01/15/13			UNTIL LIQ	10,000,000	23,266,000	0.32%	0
Bay Area Equity Fund II	2/29/09	12/31/17	1st 2 YR	LP	1/15/2015	10,000,000	11,032,000	0.15%	1,116,000
Paladin III	11/30/07	12/31/17				25,000,000	22,145,000	0.31%	0
Carpenter Community BancFund	01/31/08	01/31/16				30,000,000	38,409,000	0.53%	6,032,000
Ocean Avenue Fund II	06/11/14	05/31/24				30,000,000	9,692,000	0.13%	19,384,000
Total						1,030,000,000	545,792,000	6.31%	484,733,000

Outstanding Commitments
484,733,000
1,030,525,000

MARKET OPPORTUNITIES	Inception Date	Target Termination	# of Extension	Discretion by GP/LP	New Target Termination	Funding Commitment	Market Value	% of Total Asset	Outstanding Commitment
Oaktree Private Investment Fund 2009	02/28/10	01/31/17				40,000,000	32,049,000	0.45%	5,163,000
Total							37,212,000		5,163,000

REAL ASSET INVESTMENTS	Inception Date	Target Termination	# of Extension	Discretion by GP/LP	New Target Termination	Funding Commitment	Market Value	% of Total Asset	Outstanding Commitment
Commonfund Capital Natural Resources IX	06/30/13	06/30/20				50,000,000	14,719,000	0.20%	36,250,000
Aether III & III Surplus	11/30/13	11/30/20				75,000,000	16,103,000	0.22%	59,176,000
Total						125,000,000	30,822,000	0.43%	95,426,000

Outstanding Commitments
95,426,000
126,248,000

Market value column is the latest ending quarter plus any additional capital calls after the ending quarter.
 The Target Termination column is the beginning of liquidation of the fund, however, some funds may be extended for an additional two or three years.

MEMORANDUM

Date: June 10, 2015
To: Board of Retirement
From: Karen Levy, General Counsel
Subject: Consider and Take Possible Action to Adopt a Hearing Policy For Non-Disability Matters

I. Background

The Board of Retirement may refer matters to a referee pursuant to the County Employees Retirement Law of 1937, Government Code Section 31533. On April 8, 2015, the Board referred the matter of call back pay erroneously reported to CCCERA as pensionable to a referee for a hearing relating to the pay at issue for each member who requested an opportunity to present further information regarding the pay at issue. In order to proceed, it is advisable for the Board to consider and adopt a policy governing the hearing process, similarly to the policy already in place governing the disability hearing process.

The proposed Hearing Policy For Non-Disability Matters (enclosed as Attachment A) contains the rules by which administrative hearings for non-disability matters are to be conducted. The Policy would apply to all hearings regarding matters (except disability matters) which the Board determines are necessary or appropriate to send to a referee pursuant to Section 31533. The Policy contains definitions as well as rules for scheduling hearings, obtaining and submitting evidence, hearing officer's findings of fact and recommendation to the Board, objections to the hearing officer's findings and recommendations, and actions the Board may take after the hearing process has been completed. The Policy is similar to and consistent with CCCERA's Disability Retirement Application and Hearing Policy (enclosed as Attachment B).

II. Recommendation

Consider and take possible action to adopt a Hearing Policy For Non-Disability Matters.

Attachment

#A

CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT

HEARING POLICY FOR NON-DISABILITY MATTERS

Adopted: _____

I. INTRODUCTION

This Policy applies to all hearings regarding matters (except disability matters) which the Board of Retirement of the Contra Costa County Employees' Retirement Association ("CCCERA") determines are necessary or appropriate to send to a referee pursuant to Government Code Section 31533. Hearings on disability matters are governed by the separate "Disability Retirement Application and Hearing Policy."

II. PURPOSE

The purpose of this Policy is to set forth procedures to provide the fair, efficient, and equitable consideration of member, survivor and beneficiary benefits matters (except disability matters).

III. DEFINITIONS

"Applicant" means a member, survivor or beneficiary of the Contra Costa County Employees' Retirement Association.

"Board" means the Board of Retirement of the Contra Costa County Employees' Association ("CCCERA").

"Day" means calendar day. When "day" is intended to refer to business day, it is noted in these procedures.

"Hearing Officer" means the person who conducts an administrative hearing on issues related to a matter referred to that person, and who provides a Proposed Recommendation including proposed Findings of Law and Fact to the Board. A Hearing Officer must be an active Applicant of the State Bar of California appointed by the Board pursuant to the provisions of Government Code Section 31533, and may include an Administrative Law Judge designated by the state Office of Administrative Hearings.

IV. POLICY

A. Communication with Board Members.

The Board is the decision-maker for all matters referred to a Hearing Officer pursuant to Government Code Section 31533. As such, any *ex parte* communications between any Board member and any Applicant or other interested parties or their representatives concerning the merits or substance of the matter referred to the referee are forbidden until all proceedings with respect to the matter have concluded. Violations of this rule may result in the Board member being found ineligible to participate in any discussion and vote regarding the matter.

B. Representation by Counsel.

Any Applicant is entitled, at his or her expense, to be represented by counsel. The Applicant must file with CCCERA written notice designating and authorizing counsel to act on Applicant's behalf, and providing the counsel's name, address, and telephone number. Absent such written notice, CCCERA is not obligated to recognize any counsel claiming to represent an Applicant. After notification of representation, all notices and documents shall be sent to that counsel. No Applicant is required to have counsel at any time.

C. Pre-Hearing Process

1. Service of Documents.

When a provision of these procedures requires that parties be served, service shall be made upon all parties who are participating in the proceedings. If the party to be served has an identified counsel of record, service shall be made upon the counsel of record.

Unless otherwise provided in these procedures, service may be made either personally or by mail in accordance with this section. Service may be made by electronic mail and/or by facsimile, if previously agreed to by the parties. Any document served by electronic mail or facsimile must also be sent by regular U.S. Mail with first-class postage fully prepaid, unless the parties otherwise agree.

Service by mail is completed by depositing the envelope in the U.S. Mail with first-class postage fully prepaid, properly addressed to the party to be served at the address latest on file with the CCCERA. Service by mail shall extend applicable time limitations in the manner prescribed in Code of Civil Procedure § 1013. It is the responsibility of the Applicant to notify CCCERA and all parties of any change of address.

When a provision of these procedures requires that parties be served, service shall be made upon all parties who are participating in the proceedings. If the party to be served has an identified counsel of record, service shall be made upon the counsel of record in lieu of service on the represented party.

2. Discovery.

Discovery shall be only as provided in Government Code section 11507.6, except that for good cause shown, the Hearing Officer, on his or her own motion or on the written noticed motion of a party, may make appropriate orders concerning discovery. Whenever possible, informal discovery and exchange of information between the parties is encouraged.

3. Subpoenas.

Each party is responsible for obtaining those subpoenas it deems necessary for the presentation of its evidence at the hearing. Applications for subpoenas may be made to CCCERA. All subpoenas are to be issued in accordance with Government Code Section 31535. Issuance of a subpoena for the attendance of expert witnesses at a hearing or deposition shall be contingent on the requesting party accepting in writing the obligation to pay the expert witness. Before

CCCERA issues any subpoena, proof of payment arrangements for the expert witness may be required. Service of the subpoena is the responsibility of the requesting party.

4. Notice of Hearing before Hearing Officer.

After the matter is referred to hearing, CCCERA shall notify Applicant within 30 days that the matter has been referred to a Hearing Officer, and shall provide a copy of this hearing policy and applicable regulations.

5. Scheduling the Hearing.

The Applicant and, if represented, his or her attorney and the counsel for CCCERA shall arrive at a mutually agreeable hearing date. The Retirement Association will arrange for a certified reporter and notify all parties of the date, time, and location of the hearing, and the identity of the Hearing Officer. If an Applicant fails to respond to the Association's reasonable requests to set a hearing date, the Association may either set a hearing date or notify the Applicant that continued failure to respond to requests to set a hearing date may result in dismissal of the application.

6. Submission of Proposed Evidence.

Each party shall submit all proposed evidence to the Hearing Officer and to the other party no later than fourteen (14) days before the scheduled hearing date, unless the parties mutually agree to a different schedule. The parties will exchange information regarding proposed witnesses (if any) no later than seven (7) days before the hearing, unless they mutually agree to a different schedule. All different schedules are subject to approval by the Hearing Officer.

7. Prehearing Conference.

At the request of any party or on his or her motion, the Hearing Officer may order a prehearing conference for the purpose of resolving or clarifying disputed hearing issues or the admissibility of disputed evidence.

8. Hearing Brief.

Either party may submit a hearing brief prior to the hearing.

D. Hearing Process

1. Rules of Evidence.

The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of various affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing, and irrelevant and unduly repetitious evidence shall be excluded.

2. Affidavits.

At any time twenty (20) or more days prior to a hearing or a continued hearing, any party may mail or deliver to the opposing party a copy of any affidavit which he or she proposes to introduce at the hearing. Unless the opposing party, within ten days after such mailing or delivery, mails or delivers to the proponent a request to cross-examine an affiant, his or her right to cross-examine such affiant is waived and the affidavit, if introduced in evidence, shall be given the same effect as if the affiant had testified orally. If an opportunity to cross-examine an affiant is not afforded after request therefore is made as herein provided, the affidavit may be introduced in evidence, but shall be given only the same effect as other hearsay evidence. The notice referred to above shall be substantially in the following form:

The accompanying affidavit of [insert name of affiant] will be introduced as evidence at the hearing in [insert title of proceeding]. [insert name of affiant] will not be called to testify orally and you will not be entitled to question him or her unless you notify [insert name of proponent or his/her attorney] at [insert address] that you wish to cross-examine him or her. To be effective your request must be mailed or delivered to [insert name of proponent or his/her attorney] on or before [insert a date ten days after the date of mailing or delivering the affidavit to the opposing party].

3. Continuances.

The original hearing date may be continued by the Hearing Officer, at the request of either Party. Any continuance beyond sixty (60) days from the original hearing date must be agreed to by all parties and the Hearing Officer. If the hearing is scheduled before an Administrative Law Judge with the Office of Administrative Hearings, the party seeking the continuance will comply with any procedures required by the Office of Administrative Hearings.

4. Time and Place of Hearing.

The hearing will be set at a time and place determined by CCCERA, and a Notice of Hearing with all pertinent information will be sent to all parties.

The hearing or any proceeding with respect to the application may proceed in the absence of the Applicant who, after due notice, fails to be present or obtain a continuance. A decision on the application shall not be based solely upon the absence of the Applicant.

5. Reporter.

All hearings before a Hearing Officer shall be reported by a stenographic reporter, whose presence will be arranged by CCCERA. The per diem cost of the reporter shall be borne by CCCERA.

6. Issues at Hearing.

The Hearing Officer shall make findings and recommendations on issues as requested by the Board.

7. Order of Business of Hearings.

Unless the Hearing Officer otherwise rules, all hearings shall proceed in the following manner:

The Hearing Officer shall call the case and ask for appearances by all parties.

Relevant documents shall be marked for identification.

The parties may be offered an opportunity to make an oral opening argument or statements.

The Applicant shall present his or her evidence.

CCCERA shall then present its evidence

Rebuttal evidence may then be presented in the same order

The Hearing Officer may allow oral and/or written argument.

8. Close of Record.

The record of the proceedings shall be closed and the matter submitted at the conclusion of the formal hearing, unless further documentary evidence or closing briefs are to be received. If such further evidence or briefing is to be received, the Hearing Officer shall allow such time as deemed necessary for filing and serving copies on all parties. The matter shall be deemed submitted upon such final filing or upon rulings on any objections to the evidence thus filed.

9. Cost of Transcript.

If ordered by CCCERA, the Hearing Officer, or the Board, CCCERA shall pay the cost of a hearing transcript. If ordered by the Applicant or the Applicant's attorney, Applicant shall pay the cost of a transcript. The Applicant or Applicant's attorney and the Retirement Chief Executive Officer may agree in writing to share the cost of a transcript when both parties agree to the preparation of a transcript.

E. Decision.

1. Hearing Officer's Proposed Findings of Fact and Recommended Decision.

After the hearing is concluded and the record closed, the Hearing Officer will send a written report to the Board within 30 days, summarizing the evidence, findings of fact, and making a recommendation to the Board. CCCERA shall serve all parties with the Hearing Officer's Proposed Findings of Fact and Recommended Decision.

2. Objections to Hearing Officer's Proposed Findings of Fact and Recommended Decision.

Any party objecting to a Hearing Officer's Findings of Fact and Recommended Decision has ten (10) days after service of the Findings of Fact and Recommended Decision to submit written objections to CCCERA, which will send copies of the objections to all parties and provide a courtesy copy to the Hearing Officer. CCCERA and any other parties may respond in writing to any objections. Any objections and the responses thereto shall be incorporated into the record to be considered by the Board.

F. Board Consideration and Action.

The Board will consider the Proposed Findings of Fact and Recommended Decision on a date noticed to all parties. Any party or his or her counsel may request the opportunity to make an oral presentation to the Board. No new evidence or witness testimony may be heard or received by the Board. Pursuant to Government Code section 31534, the Board may:

- Approve and adopt the proposed findings and recommendation of the Hearing Officer; or
- Refer the matter back to the Hearing Officer for further proceedings with or without instructions; or
- Require a transcript or summary of all the testimony, plus all other evidence received by the Hearing Officer, and after receipt thereof, the Board shall take such action as it determines is warranted by the evidence; or
- Set the matter for hearing before itself. At such hearing, the Board shall hear and decide the matter as if it had not been referred to the Hearing Officer.

1. Notice of Decision.

The Board shall give written notice of its decision to all parties and their representatives within five (5) days of the date of its decision. Such notice shall be by first class mail and shall include the decision and the date it was rendered.

2. Reconsideration after Board Action on Proposed Decision.

No later than seven (7) calendar days after service of the Notice of Decision, a party may file with the Board a written motion for reconsideration based on one or more of the following reasons:

- Irregularity in the proceedings, or any order, or abuse of discretion, by which the party was prevented from having a fair hearing;
- Accident or surprise; which reasonable diligence and prudence could not have guarded against; and
- The availability of material evidence which, in the exercise of reasonable diligence, could not have been produced at the hearing.

3. Error of Law.

When a party's motion is for a cause mentioned in paragraphs 1, 2, or 3 above, it must be made upon affidavit(s). The Board may on its own motion order reconsideration, but the order must be within seven calendar days of its original decision and on one or more of the causes listed above. If the Board does not rule on a party's motion for reconsideration by its next regular meeting, it shall be deemed denied. When reconsideration is granted, it suspends the original decision, and the Board shall proceed as though the matter was still pending before it for original decision, but the decision on reconsideration becomes final when made. CCCERA shall promptly mail copies to all parties.

4. Finality of Decision.

Except as otherwise provided in section F.5 below entitled "Judicial Review" or section F.2 above entitled "Reconsideration after Board Action on Proposed Decision", action by the Board granting or denying in whole or in part any application for disability retirement shall be deemed to be final and conclusive with regard to any and all issues raised by the application which were either presented to the Board or could have, with the exercise of reasonable diligence, been presented.

5. Judicial Review.

Notice of the right to judicial review of the Board's decision pursuant to Code of Civil Procedure Section 1094.6, and the time limits for filing such review, shall accompany the written notice of the Board's decision.

6. Request for Preparation of Administrative Record.

Any request for the preparation of the administrative record pursuant to Code of Civil Procedure Section 1094.6 shall be made in writing and filed with CCCERA, which shall, within ten (10) days of receiving such a request, notify the requesting party of the estimated cost of preparing the record.

The requesting party shall within ten (10) days of receiving such notification, deposit with CCCERA an amount sufficient to cover the estimated cost. If the cost exceeds the amount deposited, the party shall pay the excess. If the amount deposited exceeds the cost, the difference shall be returned to the party. Upon receiving the required deposit, CCCERA shall promptly prepare the record, including the transcript of the proceedings, all pleadings, all notices and orders, the final decision, all admitted exhibits, all rejected exhibits in the possession of the Board, all written evidence, and any other papers in the case.

Attachment

#B

DISABILITY RETIREMENT APPLICATION AND HEARING POLICY

Adopted 9/5/07

1. GENERAL PROCEDURES

1.1 Purpose.

The purpose of these procedures is to provide for the fair, efficient, and equitable processing and consideration of applications for disability retirement made by members of the Contra Costa County Employees' Retirement Association under the County Employees Retirement Law of 1937 (Government Code section 31450 *et.seq.*).

1.2 Amendments.

These procedures may be amended at any regular or specially noticed meeting of the Contra Costa County Employees' Retirement Association Board of Retirement ("Board") by a majority vote of the Board.

In order to facilitate the orderly and efficient implementation of these procedures, the Board hereby delegates to the Chief Executive Officer the authority to approve amendments of a minor, non-substantive nature that do not alter the fundamental rights and responsibilities of any parties in the disability retirement process. The scope of this delegation of authority includes, but is not limited to, typographical errors, format revisions, conforming terminology, revision of forms, and similar types of amendments.

1.3 Definitions.

"Applicant" means the person or entity filing the application for disability retirement benefits under the County Employees Retirement Law of 1937, which may include the member or any other person or entity entitled to file an application pursuant to Government Code section 31721.

"Application Date" means the date an application meeting all requirements is filed and accepted by the Contra Costa County Employees' Retirement Association.

"Association" or **"Retirement Association"** means the Contra Costa County Employees' Retirement Association ("CCCERA").

"Board" means the Board of Retirement of the Contra Costa County Employees' Retirement Association.

"Day" means calendar day. When "day" is intended to refer to business day, it is noted in these procedures.

"Disability" or "Disabled," for members of the Tier I and Safety Plan, means the permanent incapacity for the performance of duty, defined as the substantial inability of the applicant to perform his or her usual duties: (California Government Code section 31720)

"Disability" or "Disabled," for members of the Tier II and Tier III Plan, means the permanent incapacity to engage in any substantial gainful employment (as defined in "Substantial Gainful Employment" below). (Government Code section 31720.1)

"Hearing Officer" means the person who conducts administrative hearings on issues related to an application for disability retirement and provides a Proposed Recommendation including proposed Findings of Law and Fact to the Board. A Hearing Officer must be a qualified member of the State Bar of California appointed by the Board pursuant to the provisions of Government Code section 31533, including an Administrative Law Judge designated by the state Office of Administrative Hearings.

"Member" means a member of the Contra Costa County Employees' Retirement Association.

"Non-Service Connected Disability Retirement" means a type of disability retirement awarded to a member who becomes permanently incapacitated from a cause that does not arise out of and in the course of his or her employment in accordance with the statutory and case law describing the requirements for finding "service connection." The Tier I or Safety member must have completed five years of service and the Tier II or Tier III member must have completed 10 years of service.

"Service-Connected Disability Retirement" means the type of disability retirement awarded to a member of CCCERA who becomes permanently incapacitated and whose incapacity is the result of an injury or a disease arising out of and in the course of the member's employment. The employment must have contributed substantially to the incapacity, in accordance with the statutory and case law describing the requirements for determining "service connection."

"Substantial Gainful Employment" shall be determined by application of the following criteria, as adopted by the Board on April 16, 1991:

1. **"Substantial employment"** is work activity that involves physical or mental effort, regardless of the time spent.
2. **"Gainful employment"** is work activity that is done for pay or profit, whether or not a profit is realized, including work as a self-employed individual.

In general, employment will be considered gainful if the monthly salary from that employment is equal to or exceeds the greater of either: (a) \$300 a month, or (b) the initial monthly disability retirement benefit that would otherwise be payable.

In general, self-employment will be considered gainful, without regard to income, if the activity is comparable to that of unimpaired individuals who are in the same or similar business as their means of livelihood.

3. Inability will be determined using the following factors:
 - a. Previous work experience
 - b. Education or training whether formally obtained through schooling or informally obtained through work experience.
 - c. Transferability of knowledge, skills and abilities to perform other work.
 - d. The extent to which chronological age affects the ability to adapt to a new work setting.
 - e. The existence of jobs in one or more occupations, having requirements that the member is able to meet and that lie within a 100 mile radius of the member's residence, regardless of whether a specific job vacancy exists, or whether the member would be hired if he or she applied, or whether the member wishes to do a particular job.

1.4 Quorum and Voting Requirements.

Whenever the Board considers any action in a disability matter, a quorum is required. A quorum shall consist of a majority of the entire Board. No motion may be passed in any disability matter without at least five affirmative votes.

1.5 Communication with Board Members.

The Board is the decision-maker for all disability retirement applications. As such, any *ex parte* communications between any Board member and any interested parties or their representatives concerning the merits or substance of an application are forbidden until all proceedings with respect to the application have been concluded. Violations of this rule may result in the Board member being found ineligible to participate in any discussion regarding the application or to vote on the application.

1.6 Representation by Counsel.

Any applicant is entitled, at his or her expense, to be represented by an attorney during the disability retirement process. The party must file with the Retirement Association written notice designating counsel and providing the counsel's name, an address, and telephone number. Absent such written notice, the Retirement Association is not obligated to recognize any attorney claiming to represent a party. After notification of representation, all notices and documents shall be sent to that attorney. No applicant or member is required to have an attorney at any time.

1.7 Stipulations.

No stipulation, agreement, or understanding of the employer or of any other party to a proceeding in a workers' compensation or any other proceeding in which neither the Board nor the Retirement Association is a party, shall be binding upon this Board or Association insofar as it asserts to relate to or affect a disability retirement application or matter of a CCCERA member.

1.8 Service of Documents.

When a provision of these procedures requires that parties be served, service shall be made upon all parties who are participating in the proceedings. If the party to be served has an identified attorney of record, service shall be made upon the attorney of record.

Unless otherwise provided in these procedures, service may be made either personally or by mail in accordance with this section. Service may be made by fax, if previously agreed to by the party to be served. Any document served by fax must also be sent by regular U.S. Mail with first class postage fully prepaid.

Service by mail is completed by depositing the envelope in the U.S. Mail with first class postage fully prepaid, properly addressed to the party to be served at the address latest on file with the Retirement Association. Service by mail shall extend applicable time limitations in the manner prescribed in Code of Civil Procedure § 1013. It is the responsibility of the member to notify the Retirement Association and all parties of any change of address.

1.9 Penalties for Failure to Comply with Disability Retirement Procedures.

Failure of the member or applicant to comply with these procedures may be treated as non-cooperation and may result in dismissal of the application with or without prejudice. Failure to comply includes, but is not limited to, failure to submit to medical examinations, failure to submit documents requested by the Association, failure to cooperate in the formal hearing process, failure to follow any order of the Board or Hearing Officer, and failure to comply with the requirements set forth in these procedures.

1.10 Burden Of Proof.

The applicant has the burden of proving, by a preponderance of the evidence, that the member meets the criteria for a disability retirement, including that she or he has a permanent incapacity in accordance with the statutory standards of the County Employees Retirement Law of 1937 and the standards for Tier I, Tier II, Tier III, or Safety members of the Association as defined in section 1.3 above.

With regard to an application for service connected disability retirement, the burden rests with the applicant to prove by a preponderance of the evidence that the member's permanent incapacity arose out of and in the course of his or her employment, and that the employment contributed substantially to the disability.

For Safety Members who have completed five (5) or more years of service and have certain specified diseases as defined in Government Code sections 31720.5, 31720.6, 31720.7, and 31720.9, such diseases are presumed to arise out of and in the course of employment. When such a presumption exists, the burden of proof shifts to the Retirement Association to show that the disease and resultant disability was not work-related.

2. APPLICATION PROCESS

2.1 Making Application for Disability Retirement:

The Retirement Association shall furnish application forms to any person upon request, including a copy of the regulations and policies which govern disability retirement applications and hearings. The applicant shall complete the forms fully and in accordance with these procedures, and shall sign and verify under oath or penalty of perjury. The application shall be deemed filed the day it is received by the Retirement Association. An application shall not be accepted for filing unless it is complete and includes copies of the following documents to be furnished by the applicant:

- a. Application for Disability Retirement
- b. Authorization and Release of Medical Information if the applicant is the member.
- c. All medical reports upon which the applicant relies to support the application.
- d. All other medical reports or other information relevant to the application within the possession of the applicant or his or her agent.

If all supporting documents are not filed within 30 days of the application, the application will be returned.

2.2 Withdrawal of Application.

A member may withdraw an application at any time. If an application has been withdrawn without prejudice, any subsequent application, including resubmission of the withdrawn application, is considered a new application and must meet all requirements, including timely filing requirements. Any withdrawal of an application after assignment to a hearing officer is deemed a withdrawal with prejudice. An application withdrawn with prejudice precludes the filing of any future application based on the same disability, injury, or disease.

2.3 Medical Examinations.

The Retirement Association may require a member to undergo a medical examination by a physician who is a specialist in the appropriate field of medicine, for which the Association shall pay. Refusal of any member applicant to submit to a medical examination shall result in the denial of the application.

2.4 Review of Application.

When the application file is complete, all documents will be reviewed by the Board's Medical Advisor, who will make a preliminary recommendation, summarizing the evidence or absence of evidence supporting the recommendation. If the recommendation is to grant the application, the matter will be placed on the agenda for Board consideration of the recommendation.

If the Medical Advisor cannot recommend granting the application based on the evidence submitted, the Retirement Association staff shall advise the applicant that she or he may: 1) submit additional medical or other evidence in support of the application, which shall be transmitted to the Medical Advisor for additional review and recommendation; *or* 2) request a hearing before a Hearing Officer within six months of the date of the letter informing the member that the Medical Advisor is unable to recommend granting the application.

3. HEARINGS BEFORE A HEARING OFFICER 3.1

Purpose.

The purpose of this Section is to establish rules for the presentation of evidence to a Hearing Officer, and to establish rules governing the process by which Hearing Officers submit *Proposed Findings of Fact and Recommended Decisions* on legal and factual issues, including credibility, for consideration by the Board.

3.2 Right to Hearing.

Upon timely written request, any party shall be entitled to a hearing on his or her application. The Board may also refer the matter for the setting of a hearing.

The Board may hold a hearing itself, or it may delegate the matter to a Hearing Officer. If a Hearing Officer holds the hearing, he shall transmit to the Board, in writing, the Proposed Findings of Fact and Recommended Decision.

3.3 Discovery.

Discovery shall be only as provided in Government Code section 11507.6, except that for good cause shown, the Hearing Officer, on his or her own motion or on the written noticed motion of a party, may make appropriate orders concerning discovery. Whenever possible, informal discovery and exchange of information between the parties is encouraged.

3.4 Subpoenas.

Each party is responsible for obtaining those subpoenas it seems necessary for the presentation of its evidence. Applications for subpoenas may be made to the Retirement Association. All subpoenas are to be issued in accordance with Government Code section 31535. Issuance of a subpoena for **medical** witness' attendance at hearing or deposition shall be contingent on the requesting party accepting the obligation to pay the medical witness. Before the Board or Hearing Officer issues any subpoena, proof of payment arrangements for the medical witness may be required. Service of the subpoena is the responsibility of the requesting party.

3.5 Notice of Hearing before Hearing Officer.

After the applicant has requested a hearing, the Retirement Association shall notify applicant within 30 days that the matter has been referred to counsel, and shall provide a copy of the hearing policy and regulations. Upon notification by both parties that the matter is ready to proceed to hearing, the Retirement Association shall notify all parties of the date of the hearing and the name and address of the person or entity assigned to be the Hearing Officer.

3.6 Scheduling the Hearing

The applicant and, if represented, his or her attorney and the counsel for the Retirement Association shall arrive at a mutually agreeable hearing date. The Retirement Association will arrange for a certified reporter and notify all parties of the date, time, and location of the hearing. If an applicant fails to respond to the Association's reasonable requests to set a hearing date, the Association may either set a hearing date or notify the applicant that continued failure to respond to requests to set a hearing date may result in dismissal of the application.

3.7 Submission of Proposed Evidence.

The parties shall submit all proposed evidence to the Hearing Officer and to the other party no later than fourteen (14) days before the scheduled hearing date, unless the parties mutually agree to a different schedule. The parties will exchange information regarding proposed witnesses (if any) no later than seven days before the hearing, unless they mutually agree to a different schedule.

3.8 Prehearing Conference.

At the request of any party or on his or her motion, the Hearing Officer may order a prehearing conference for the purpose of resolving or clarifying disputed hearing issues or the admissibility of disputed evidence.

3.9 Hearing Brief.

Either party may submit a hearing brief prior to the hearing.

3.10 Rules of Evidence.

The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of various affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing, and irrelevant and unduly repetitious evidence shall be excluded.

3.11 Written Medical Reports as Evidence.

A written medical report bearing the signature of a medical witness may be admissible in evidence as the author's direct testimony and may support findings made by the Board or the Hearing Officer. Such medical reports shall not be inadmissible on the basis that they constitute hearsay, but each party shall have the right to cross-examine the authors of medical reports.

Submission of a medical report less than 10 days before the hearing may be allowed by the Hearing Officer upon a showing of good cause. The party requesting submission of such a medical report shall make the request to the Hearing Officer assigned to the case and send a copy of the request to counsel for the Retirement Association and all other parties. The request shall state the reason the medical report was not timely produced.

3.12 Oral Testimony of Medical Witnesses.

Oral testimony of a medical witness may also be taken at hearing. However, whenever possible, the Retirement Association encourages the presentation of medical evidence by way of sworn written report.

3.13 Affidavits.

At any time twenty (20) or more days prior to a hearing or a continued hearing, any party may mail or deliver to the opposing party a copy of any affidavit which he or she proposes to introduce at the hearing. Unless the opposing party, within ten days after such mailing or delivery, mails or delivers to the proponent a request to cross-examine an affiant, his or her right to cross-examine such affiant is waived and the affidavit, if introduced in evidence, shall be given the same effect as if the affiant had testified orally, if an opportunity to cross-examine an affiant is not afforded after request therefore is made as herein provided, the affidavit may be introduced in evidence, but shall be given only the same effect as other hearsay evidence. The notice referred to above shall be substantially in the following form:

The accompanying affidavit of (here *insert name of affiant*) will be introduced as evidence at the hearing in (here *insert title of proceeding*). (here *insert name of affiant*) will not be called to testify orally and you will not be entitled to question him or her unless you notify (here *insert name of proponent or his/her attorney*) at (here *insert address*) that you wish to cross-examine him or her. To be effective your request must be mailed or delivered to (here *insert name of proponent or his/her attorney*) on or before (here *insert a date ten days after the date of mailing or delivering the affidavit to the opposing party*).

3.14 Continuances.

The original hearing date may be continued by the Hearing Officer, at the request of either Party. Any continuance beyond sixty (60) days from the original hearing date must be agreed to by all parties and the Hearing Officer. If the hearing is scheduled before an Administrative Law Judge with the Office of Administrative Hearings, the party seeking the continuance will comply with any procedures required by the Office of Administrative Hearings.

3.15 Time and Place of Hearing.

The hearing will be set at a time and place determined by the Retirement Administration, and a Notice of Hearing with all pertinent information will be sent to all parties.

The hearing or any proceeding with respect to the application may proceed in the absence of the member who, after due notice, fails to be present or obtain a continuance. A decision on the application shall not be based solely upon the absence of the Member.

3.16 Reporter.

All hearings before a Hearing Officer shall be reported by a stenographic reporter, whose presence will be arranged by the Association. The *per diem* cost of the reporter shall be borne by the Retirement Association. The cost of a transcript copy, including an e-version copy, ordered by a Party shall be borne by the Party requesting the transcript. Requests for transcripts must be made directly to the stenographic reporter.

3.17 Issues at Hearing.

At a hearing on the Completed Application, the Hearing Officer shall make findings and recommendations on the following issues, as applicable:

- a. Tier I or Safety Member: Whether the member is permanently incapacitated from performing the usual duties of his or her job, and if service connection is sought, whether the incapacity arose out of and in the course of his or her employment. If the application is not requesting service connection, then whether the member has completed five years of service.
- b. Tier II or Tier III Member: Whether the applicant is permanently incapacitated from performing any "substantial gainful employment" (as defined in section 1.3 above) **and either** a) the member's incapacity is substantially caused by injury or disease arising out of his or her employment, **or** b) the member has completed a total of ten years of service.

3.18 Order of Business of Hearings.

Unless the Hearing Officer otherwise rules, all hearings shall proceed in the following manner:

- a. The Hearing Officer shall call the case and ask for appearances by all parties.
- b. Relevant documents shall be marked for identification.
- c. The parties may be offered an opportunity to make an oral opening argument or statements.
- d. The applicant shall present his or her evidence.

- e. The Retirement Association shall then present its evidence
- f. Rebuttal evidence may then be presented in the same order
- g. The Hearing Officer may allow oral and/or written argument.

3.19 Close of Record.

The record of the proceedings shall be closed and the matter submitted at the conclusion of the formal hearing, unless further documentary evidence is to be received. If such further evidence is to be received, the Hearing Officer shall allow such time as deemed necessary for filing and serving copies on all parties. The matter shall be deemed submitted upon such final filing or upon rulings on any objections to the evidence thus filed.

3.20 Cost of Transcript.

If ordered by the Retirement Association or the Hearing Officer, Association's counsel, or the Retirement Board, the Association shall pay the cost of a hearing transcript. If ordered by the applicant or the applicant's attorney, applicant shall pay the cost of a transcript. The applicant or applicant's attorney, and the Retirement Administrator may agree in writing to split the cost of a transcript when both parties agree to the preparation of a transcript.

4. DECISION

4.1 Hearing Officer's Proposed Findings of Fact and Recommended Decision.

After the hearing is concluded and the record closed, the Hearing Officer will send a written report to the Board within 30 days, summarizing the evidence, findings of fact, and making a recommendation to the Board. The Retirement Association shall serve all parties with the Hearing Officer's *Proposed Findings of Fact and Recommended Decision*.

4.2 Objections to Hearing Officer's Proposed Findings of Fact and Recommended Decision.

Any party objecting to a Hearing Officer's *Findings of Fact and Recommended Decision* has ten days after service of the *Findings of Fact and Recommended Decision* to submit written objections to the Retirement Association, which will send copies of the objections to all parties and provide a courtesy copy to the Hearing Officer. The Association and any other parties may respond in writing to any objections. Any objections and the responses thereto shall be incorporated into the record to be considered by the Board.

4.3 Board Consideration and Action.

The Board will consider the Proposed Findings of Fact and Recommended Decision on a date noticed to all parties. Any party or his or her counsel may request the opportunity to make an oral presentation to the Board. No new evidence or witness testimony may be heard or received by the Board. The Board may:

1. Approve and adopt the proposed findings and recommendation of the Hearing Officer, or
2. Refer the matter back to the Hearing Officer for further proceedings with or without instructions, or
3. Require a transcript or summary of all the testimony, plus all other evidence received by the Hearing Officer, and after receipt thereof, the Board shall take such action as it determines is warranted by the evidence, or
4. Set the matter for hearing before itself. At such hearing, the Board shall hear and decide the matter as if it had not been referred to the Hearing Officer.

4.4 Notice of Decision.

The Board shall give written notice of its decision to all parties and their representatives within five days of the date of its decision. Such notice shall be by first class mail and shall include the decision and the date it was rendered.

4.5 Reconsideration after Board Action on Proposed Decision.

No later than seven calendar days after service of the Notice of Decision, a party may file with the Board a written motion for reconsideration based on one of the following reasons:

1. Irregularity in the proceedings, or any order, or abuse of discretion, by which the party was prevented from having a fair hearing;
2. Accident or surprise; which reasonable diligence and prudence could not have guarded against;
3. The availability of material evidence which, in the exercise of reasonable diligence, could not have been produced at the hearing;
4. Error of law.

When a party's motion is for a cause mentioned in paragraphs 1, 2, or 3 above, it must be made upon affidavit(s). The Board may on its own motion order reconsideration, but the order must be within seven calendar days of its original decision and on one or more of the causes listed above. If the Board does not rule on a party's motion for reconsideration by its next regular meeting, it shall be deemed denied. When reconsideration is granted, it suspends the original decision, and the Board shall proceed as though the matter were still pending before it for original decision, but the decision on reconsideration becomes final when made. The Retirement Association shall promptly mail copies to all parties.

4.6 Finality of Decision.

Except as otherwise provided in section 4.7 below entitled Judicial Review or section 4.5 entitled Reconsideration, action by this Board granting or denying in whole or in part any application for disability retirement shall be deemed to be final and conclusive with regard to any and all issues raised by the application which were either presented to the Board or could have, with the exercise of reasonable diligence, been presented.

4.7 Judicial Review.

Notice of the right to judicial review of the Board's decision pursuant to Code of Civil Procedure section 1094.6, and the time limits for filing such review, shall accompany the written notice of the Board's decision.

4.8 Request for Preparation of Administrative Record.

Any request for the preparation of the administrative record pursuant to Code of Civil Procedure § 1094.6 shall be made in writing and filed with the Retirement Association, which shall, within ten days of receiving such a request, notify the requesting party of the estimated cost of preparing the record.

The requesting party shall within ten days of receiving such notification, deposit with the Retirement Association an amount sufficient to cover the estimated cost. If the cost exceeds the amount deposited, the party shall pay the excess. If the amount deposited exceeds the cost, the difference shall be returned to the party. Upon receiving the required deposit, the Retirement Association shall promptly prepare the record, including the transcript of the proceedings, all pleadings, all notices and orders, the final decision, all admitted exhibits, all rejected exhibits in the possession of the Board, all written evidence, and any other papers in the case.

CCCERA Total Administrative Expenses for 2014

Expenses	2014 Actual	2014 Budget	B(W) than Budget
Salaries and Benefits			
Board-meeting compensation	\$ 13,700	\$ 20,000	\$ 6,300
Temporary salary	194,883	120,000	(74,883)
Permanent employees salary	2,738,809	3,833,000	1,094,191
Overtime	10,259	30,000	19,741
Benefits	1,880,092	2,808,100	928,008
Retired staff-medical,dental	150,613	156,000	5,387
Total Salaries and Benefits	4,988,356	6,967,100	1,978,744
Operation Expenditures			
Benefit statement	59,000	65,000	6,000
Board/staff memberships	24,502	35,000	10,498
Board Education			-
Hotel	14,994	25,000	10,006
Travel-airfare,car rental,BART	6,030	20,000	13,970
Meals,tips,phones,tolls	5,178	12,000	6,822
Total Board Education	26,202	57,000	30,798
Books and periodicals	2,623	8,000	5,377
DOIT	35,064	60,000	24,936
Equipment contract leases	16,824	40,000	23,176
Equipment/furniture purchases	8,763	50,000	41,237
Maintenance service contracts	129,763	30,000	(99,763)
Office Expenditures			
CPAS Maintenance Support	30,653	35,000	4,347
Imaging	10,241	15,000	4,759
Postage	65,797	80,000	14,203
IT Licensing	42,901	35,000	(7,901)
Vendors-supplies/services	54,174	90,000	35,826
Total Office Expenditures	203,766	255,000	51,234
Office rent payments	388,639	387,000	(1,639)
Professional Services			
Auditor	47,752	45,000	(2,752)
Attorney-disabilities	45,293	125,000	79,707
Board election	0	55,000	55,000
County Medical advisor-disabili	20,274	80,000	59,726
Consultants-non investment	134,845	100,000	(34,845)
General counsel	0	10,000	10,000
Hearings/doctors-disabilities	20,562	85,000	64,438
Rehab counselor-disabilities	2,565	12,000	9,435

CCCERA Total Administrative Expenses for 2014

	2014 Actual	2014 Budget	B(W) than Budget
Retiree death checks	1,400	2,500	1,100
Total Professional Services	272,691	514,500	241,809
Property/liability insurance	23,120	25,000	1,880
Registrations	31,414	66,000	34,586
Staff Education			
Hotel	10,134	32,000	21,866
Travel-airfare,car rental,BART	6,524	21,000	14,476
Meals,tips,phones,tolls,parking	1,218	10,000	8,782
Tuition/Books reimbursement	0	7,000	7,000
Total Staff Education	17,876	70,000	52,124
Telephone Services	37,073	60,000	22,927
Trustee Fiduciary insurance	138,912	150,000	11,088
Web Site hosting	0	800	800
Written communication	36,594	130,000	93,406
Total Operation Expenditures	1,452,826	2,003,300	550,474
Administrator's discretionary	0	50,000	50,000
Assets depreciation	201,083	300,000	98,917
Total Expenses	\$ 6,642,265	\$ 9,320,400	\$ 2,678,135



MEETING DATE

JUN 10 2015

AGENDA ITEM
#11

MEMORANDUM

Date: June 10, 2015
To: CCCERA Board of Retirement
From: Vickie Kaplan, Accounting Manager
Subject: Market Stabilization Account Report as of December 31, 2014

Twice each year, as of June 30 and December 31, after the System's asset values are known, the investment gain or loss for the semi-annual accounting period is calculated. The results are used to update the Market Stabilization Account, which is the account that tracks the System's investment gains and losses and recognizes them over a 5-year period (10 semi-annual periods). The gain or loss to be recognized at the end of the semi-annual period and the total gain or loss deferred for future periods can then be determined.

The gain or loss recognized at the end of the semi-annual period is used to determine Available Earnings in the application of the Board's Interest Crediting and Excess Earnings Policy. The total amount deferred will flow into Available Earnings over the next 5 years.

The June 30 calculation is an intermediate calculation that is used as input for the December 31 calculation. The results of the December 31 calculation are reported in the System's Comprehensive Annual Financial Report and are used in the Actuarial Valuation for funding purposes. The gains and losses in these calculations are used to adjust employer contribution rates.

The market return, net of investment and administrative expenses, was \$347 million for the period ending June 30, 2014, and \$126 million for the period ending December 31, 2014. The 2014 calendar year total of \$473 million represents a 7.35% net return or a \$6 million gain over the actuarial assumed rate of return of 7.25%.

The rate of return for 2014 after the effect of asset smoothing is 11.40%. The gain on this basis will be amortized over 18 years and cause a reduction in the employer contribution rates over that period.

Exhibits I and II show the Market Stabilization Account updates for June 30, 2014 and December 31, 2014. Exhibit III shows the adjustments to the Contra Tracking Account, which decreased from \$1,812 million as of December 31, 2013 to \$1,700 million as of December 31, 2014.

Exhibit I

Contra Costa County Employees' Retirement Association Market Stabilization Account for Period Ended June 30, 2014

Six Month Period		Total Actual	Expected Market	Investment	Deferred Factor	Deferred
From	To	Market Return (net)	Return (net)	Gain (Loss)		Return
7/2009	12/2009	\$628,870,712	\$150,326,140	\$478,544,572	0.0	\$0
1/2010	6/2010	(94,057,382)	174,278,387	(268,335,769)	0.1	(26,833,577)
7/2010	12/2010	687,503,854	169,679,293	517,824,561	0.2	103,564,912
1/2011	6/2011	292,872,483	195,544,414	97,328,069	0.3	29,198,421
7/2011	12/2011	(205,242,203)	204,284,793	(409,526,996)	0.4	(163,810,798)
1/2012	6/2012	296,675,568	195,294,521	101,381,047	0.5	50,690,524
7/2012	12/2012	371,057,645	205,350,894	165,706,751	0.6	99,424,050
1/2013	6/2013	281,608,945	218,386,047	63,222,898	0.7	44,256,029
7/2013	12/2013	588,758,958	227,909,702	360,849,256	0.8	288,679,405
1/2014	6/2014	347,257,106	249,636,410	97,620,696	0.9	87,858,626
1. Total 5-year Gain/(Loss)				\$1,204,615,085		\$513,027,592
2. Current Recognition of Gain/(Loss) (10% × Item 1)				\$120,461,509		6,771,313,666
3. Total Deferred Return ⁽¹⁾						6,258,286,074
4. Net Market Value of Assets						92.4%
5. Actuarial Value of Assets (Item 4 – Item 3)						
6. Actuarial Value as Percentage of Market Value (Item 5 ÷ Item 4)						

⁽¹⁾ Deferred Return Recognized in each of the next 9 periods:

Amount recognized 12/31/2014	\$72,607,051
Amount recognized 6/30/2015	99,440,628
Amount recognized 12/31/2015	47,658,172
Amount recognized 6/30/2016	37,925,365
Amount recognized 12/31/2016	78,878,065
Amount recognized 6/30/2017	68,739,960
Amount recognized 12/31/2017	52,169,285
Amount recognized 6/30/2018	45,846,995
Amount recognized 12/31/2018	9,762,070
Total Deferred Return	\$513,027,592

Exhibit II

**Contra Costa County Employees' Retirement Association
Market Stabilization Account for Period Ended December 31, 2014**

Six Month Period		Total Actual	Expected Market	Investment	Deferred Factor	Deferred
From	To	Market Return (net)	Return (net)	Gain/(Loss)		Return
1/2010	6/2010	\$(94,057,382)	\$174,278,387	\$(268,335,769)	0.0	\$0
7/2010	12/2010	687,503,854	169,679,293	517,824,561	0.1	51,782,456
1/2011	6/2011	292,872,483	195,544,414	97,328,069	0.2	19,465,614
7/2011	12/2011	(205,242,203)	204,284,793	(409,526,996)	0.3	(122,858,099)
1/2012	6/2012	296,675,568	195,294,521	101,381,047	0.4	40,552,419
7/2012	12/2012	371,057,645	205,350,894	165,706,751	0.5	82,853,375
1/2013	6/2013	281,608,945	218,386,047	63,222,898	0.6	37,933,739
7/2013	12/2013	588,758,958	227,909,702	360,849,256	0.7	252,594,479
1/2014	6/2014	347,257,106	249,636,410	97,620,696	0.8	78,096,557
7/2014	12/2014	125,727,585	241,361,743	(115,634,158)	0.9	(104,070,742)
1. Total 5-year Gain/(Loss)				\$610,436,355		
2. Current Recognition of Gain/(Loss) (10% × Item 1)				\$61,043,636		
3. Total Deferred Return ⁽¹⁾						\$336,349,798
4. Net Market Value of Assets						6,908,910,230
5. Actuarial Value of Assets (Item 4 – Item 3)						6,572,560,432
6. Actuarial Value as Percentage of Market Value (Item 5 ÷ Item 4)						95.1%

⁽¹⁾ Deferred Return Recognized in each of the next 9 periods:

Amount recognized 6/30/2015	\$87,877,212	2015 Total	\$123,971,969
Amount recognized 12/31/2015	36,094,756		
Amount recognized 6/30/2016	26,361,949	2016 Total	93,676,598
Amount recognized 12/31/2016	67,314,649		
Amount recognized 6/30/2017	57,176,544	2017 Total	97,782,414
Amount recognized 12/31/2017	40,605,869		
Amount recognized 6/30/2018	34,283,579	2018 Total	32,482,233
Amount recognized 12/31/2018	(1,801,346)		
Amount recognized 6/30/2019	(11,563,416)	2019 Total	(11,563,416)
Total Deferred Return	\$336,349,798		\$336,349,798

Exhibit III

Contra Costa County Employees' Retirement Association Contra Tracking Account Adjustments for the Periods Ending June 30, 2014 and December 31, 2014

June 30, 2014

a.	Expected Earnings 1/1/2014 to 6/30/2014 (at 3.875%) (Exhibit I)	\$249,636,410
b.	Recognized Investment Gain/(Loss) (Exhibit I, Item 2)	<u>120,461,509</u>
c.	Earnings for the period 1/1/2014 to 6/30/2014 (a + b)	370,097,919
d.	Unrestricted Designation as of 12/31/2013	0
e.	Statutory Contingency Reserve as of 12/31/2013	0
f.	Board Contingency Designation 12/31/2013	<u>0</u>
g.	Available Earnings (c + d + e + f)	\$370,097,919
h.	Reserve Interest at 3.875%	287,633,317
i.	Remaining Available Earnings (g - h)	\$82,464,602
j.	Contra Tracking Account as of 12/31/2013	(1,811,765,783)
k.	Contra Tracking Account as of 6/30/2014 (j + i)	<u>\$(1,729,301,182)</u>

December 31, 2014

a.	Expected Earnings 7/1/2014 to 12/31/2014 (at 3.5616%) (Exhibit II)	\$241,361,743
b.	Recognized Investment Gain/(Loss) (Exhibit II, Item 2)	<u>61,043,636</u>
c.	Earnings for the period 7/1/2014 to 12/31/2014 (a + b)	302,405,379
d.	Unrestricted Designation as of 6/30/2014	0
e.	Statutory Contingency Reserve as of 6/30/2014	0
f.	Board Contingency Designation 6/30/2014	<u>0</u>
g.	Available Earnings (c + d + e + f)	\$302,405,379
h.	Reserve Interest at 3.5616%	273,445,207
i.	Remaining Available Earnings (g - h)	\$28,960,172
j.	Contra Tracking Account as of 6/30/2014	(1,729,301,182)
k.	Contra Tracking Account as of 12/31/2014 (j + i)	<u>\$(1,700,341,010)</u>

MEMORANDUM

Date: June 1, 2015

To: Board of Retirement
Gail Strohl, Retirement Chief Executive Officer

From: Karen Levy, General Counsel

Subject: Legislative Update

Recommendation

Receive and File.

Summary of Pending Legislation

The California State Legislature reconvened on January 5, 2015 for the 2015-16 legislative session. February 27, 2015 was the last day for bills to be introduced. September 11, 2015 is the last day for each house to pass bills, and October 11, 2015 is the last day for the Governor to sign or veto bills passed by the Legislature.

Set forth below is a summary of legislation of interest to CCCERA and its Board of Retirement.

AB 241 – Local Government: bankruptcy; retired employees; disclosure of names and mailing addresses

AB 241 would require local public entities to provide the name and mailing address of each retired employee (or employee's beneficiary) to organizations representing retired employees in municipal bankruptcy or similar proceedings. It would:

- Limit the organization to using the information for representation of the retired employee only; and
- Ensure that retirees have the opportunity to meaningfully participate in the legal processes of a local public entity filing bankruptcy.



If enacted, this bill would impact public entities such as CCCERA's participating employers in the event they are likely to become unable to meet their financial obligations and initiate a neutral evaluation process as prescribed in Government Code Section 53760.3. If that occurs, they would be subject to the notification requirements set forth in this bill.

Status: Assembly Committee on Appropriations.

AB 259 – Personal Information Privacy

AB 259 addresses an agency that owns computerized data that includes personal information (name in combination with social security number, driver's license number, financial account number and password, medical information, etc.) for any California resident. In the event of a breach in the security of that data, the agency would be required to:

- Provide notification of the breach to any California resident whose personal information may have been compromised; and
- Provide 12 months of complimentary identity theft protection services if the agency was the source of the breach and the breach compromised the person's social security number, driver's license number, or California identification card number.

If enacted, this bill would impact CCCERA to the extent its computerized data includes personal information and a security breach occurs.

Status: Assembly Committee on Appropriations.

AB 537 – Public Employees' Benefits

AB 537 applies to any public agency, state employer, employee organization, or public employee. It would prohibit them from entering into a memorandum of understanding on or after January 1, 2016 that provides postemployment health care benefits to members without a strategy for permanently pre-funding such benefits.

If enacted, this bill would impact CCCERA as a district and an employer, to the extent it enters into an MOU on or after January 1, 2016, that provides postemployment healthcare.

Status: Assembly Committee on Public Employees, Retirement and Social Security.

AB 663 – County Retirement Boards: alternate members

AB 663 would authorize Ventura County to appoint an alternate member for the 4th, 5th, 6th, or 9th member of the retirement board.

Status: Senate Committee on Public Employment and Retirement.

AB 992 – County Employees Retirement Law of 1937: disability retirement; modification of allowance

AB 992 would amend CERL Government Code Section 31760 with regards to a member who applies for disability and is granted a service retirement pending a determination of disability. It would allow the member to change the type of optional or unmodified allowance that he or she



elected at the time of the service retirement, subject to the provisions of § 31725.7 (Service retirement allowance pending determination of entitlement).

This is a clarification of the statute sponsored by SACRS. This is already the practice of several CERL systems, including CCCERA. As such, the proposed legislation, if passed, would not change the way in which CCCERA handles option selection for members who are granted a disability retirement.

Status: Senate Committee on Public Employment and Retirement.

AB 1291 – County Employees Retirement Law of 1937: "District" defined

AB 1291 would include Ventura County Employees Retirement Association in the definition of "District" under § 31468. It would provide that the VCERA retirement administrator, chief financial officer, chief operations officer, chief investment officer, and general counsel shall not be county employees but shall be employees of the retirement system.

Status: Senate Committee on Public Employment and Retirement.

ACA 3 – Public Employees' Retirement

This Assembly Constitutional Amendment ("ACA") to Article XVI, Section 17(h) would require that any future enhancement of a public employee's retirement benefits apply only to future service. It also specifies how changes in retirement membership classification or employment are to be applied. If a change to a member's retirement membership classification or a change in employment results in an enhancement in the retirement formula or retirement benefit applicable to that member, the enhancement would apply only to service performed on or after the operative date of the change and would not be applied to any service performed prior to the operative date of the change. Additionally, the bill would provide that specified cost-of-living adjustments are not enhancements of retirement benefits.

To become effective, a constitutional amendment proposed by the Legislature (rather than through initiative), must be adopted by a 2/3 vote of the Legislature and approved with an affirmative vote of the majority of the electorate.

Status: Assembly Committee on Public Employees, Retirement and Social Security.

SB 272 – California Public Records Act: local agencies; inventory

SB 272 would add a provision to the California Public Records Act that would require local agencies to create a catalog of "enterprise systems" (data systems containing information collected regarding the public), make a hard copy of the catalog available on request through the agency's legislative body, and post the catalog on the agency's Website. The catalog would also be required to include the current system vendor, the system purpose, a general description of data, and the frequency of data collection and data update.

If enacted, this bill would require CCCERA to maintain and provide a catalog of systems and vendors, as specified.



Status: Passed in Senate Committee on Appropriations; sent to Assembly.

SB 292 – Public Employee Retirement

SB 292 would amend Government Code Section 7522.30 in PEPRA to provide an exemption with respect to a city or county that pays its pension costs with revenues derived from a voter-approved ad valorem property tax rate for indebtedness for pension programs. This provision would exempt such a city or county, and its employees, from the minimum 50% initial contribution rate under PEPRA for a defined benefit plan for new employees.

If enacted, this bill would grant and exemption from the PEPRA 50% contribution split to cities or counties with such additional voter-approved property tax rate to finance pension costs.

Status: Passed in Senate Committee on Public Employment and Retirement; sent to Assembly.

SB 331 – Public Contracts

SB 331 applies to cities, counties, cities and counties, or special districts that have adopted a Civic Openness In Negotiations (COIN) ordinance. The bill would:

- Enact the Civic Reporting Openness in Negotiations Efficiency Act (CRONEY) for such agencies that adopted COIN as part of their collective bargaining process pursuant to the Myers-Milias-Brown Act, and require appointment of an independent auditor to review large contracts (valued at \$50,000 or more) for goods and services; and
- Prohibit final determination regarding approval of any contract until the matter has been heard at a minimum of two (2) public meetings of the governing body.

Status: Assembly.

SB 704 – Public Officers and Employees: conflict of interest

An officer is not deemed to be interested in a contract entered into by a board (of which the officer is a member) if the officer has only a "remote interest" in the contract, the interest is disclosed to the board, and the board authorizes or approves the contract without counting the vote of the officer. SB 704 would amend Government Code Section 1091 to include in the definition of "remote interest" a person who is an owner or partner of a firm serving on an advisory board or commission to the contracting agency, so long as:

- The duties of the advisory board or commission do not include providing advice with respect to seeking or awarding contracts; and
- The owner or partner recuses himself or herself from all participation in reviewing a project that results from a contract between the firm and contracting agency.

Status: Assembly.



SACRS
State Association of County Retirement Systems
*Staff * Trustees * Affiliates * Success*
A California Non Profit Corporation

MEETING DATE

JUN 10 2015

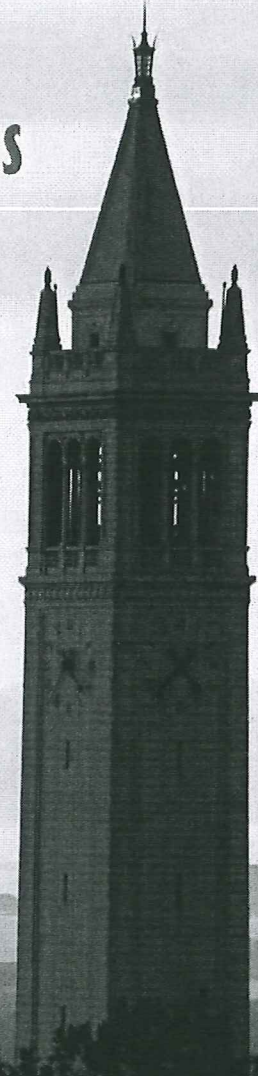
AGENDA ITEM

13a.

**REGISTER
TODAY!**

Modern Investment Theory & Practice for Retirement Systems

**SACRS PUBLIC PENSION
INVESTMENT MANAGEMENT PROGRAM 2015**



July 26-29, 2015

center for
UC Berkeley
executive education



PROGRAM SCHEDULE*

Much has changed in finance in the last 50 years; this three-day program will bring you to the frontier of current investment theory and practice. The program is presented on the beautiful and dynamic campus of UC Berkeley and taught by its world renowned Finance faculty.

SUNDAY July 26, 2015 INVESTING FUNDAMENTALS: NEW TRUSTEES	MONDAY July 27, 2015 MATCHING LIABILITIES	TUESDAY July 28, 2015 PORTFOLIO RISK	WEDNESDAY July 29, 2015 PENSION FUND LEADERSHIP
Breakfast Claremont Hotel Monterey Room 6:30am-8:00am	Breakfast Buffet Claremont Hotel Lanai 2 6:30am-8:00am	Breakfast Buffet Claremont Hotel Lanai 2 6:30am-8:00am	Breakfast Claremont Hotel Panorama Room 6:30am-7:45am
Registration Claremont Hotel Horizon Room 8:00am	7:45am Begin Loading Bus Meet at the front of hotel	7:45am Begin Loading Bus Meet at the front of hotel	7:45am Begin Loading Bus Meet at the front of hotel
	8:00am Depart Hotel to UC Berkeley	8:00am Depart Hotel to UC Berkeley	8:00am Depart Hotel to UC Berkeley
Opening Remarks SACRS / John O'Brien 8:30am-9:00am	Overview SACRS / John O'Brien 8:30-8:45am	Real Assets TBD 8:30am-10:00am	Risk Management: Illinois Case Discussion Gregory LaBlanc 8:30am-10:00am
Pension Fund and Investment Basics Thomas Gilbert 9:00am-10:30am	Review of Pension and Investment Fundamentals Thomas Gilbert 8:45am-10:15am		
10:30am Break	Group Photo 10:15am Break	10:00am Break	10:00am Break
Return, Risk and Diversification: Risk Simulation Thomas Gilbert 11:00am-12:30pm	Forecasting Liabilities: Actuarial Science Thomas Gilbert & Graham Schmidt 10:45am-12:15pm	Alternative Investment Strategies: PE Case Discussion Gregory LaBlanc 10:30pm-12:00pm	Behavioral Finance: Overconfidence and Expertise Gregory LaBlanc 10:30am-12:30pm
12:00-1:00pm Lunch	12:15-1:30pm Lunch	Lunch and Speaker Steve Etter** 12:00pm-1:30pm	12:30-1:30pm Lunch
Practical Mean-Variance Analysis Thomas Gilbert 1:30pm-3:00pm	Systematic Risk and Luck vs. Skill: DFA Case Discussion Thomas Gilbert 1:30pm-3:00pm	Alternative Investment Strategies: Hedge Funds Gregory LaBlanc 1:30pm-3:00pm	Pension Fund Governance Gregory LaBlanc or TBD 1:30pm-3:00pm
3:00pm Break	3:15pm Break	3:00pm Break	3:00pm Break
CAPM and Luck vs. Skill Thomas Gilbert 3:30pm-5:00pm	Implications of Trends in Longevity Mary Furlong* 3:30pm-5:00pm	Municipal Bankruptcy Michelle Wilde, Stanford Law** 3:30pm-5:00pm	Leadership and the Role of the Trustee Dana Carney** 3:30pm-5:00pm
Adjourn at 5:00pm	Adjourn at 5:00pm	Adjourn at 5:00pm	Adjourn at 5:00pm
Reception Claremont Hotel Monterey Room 5:30pm-6:30pm	Reception Claremont Hotel Lanai 2 6:00pm-7:30pm	Reception Claremont Hotel Lanai 2 6:00pm-7:30pm	

* AGENDA SUBJECT TO CHANGE

** NOT CONFIRMED



Join Us for SACRS Public Pension Investment Management Program 2015

Public pension trustees and retirement staff won't want to miss the 2015 SACRS Public Pension Investment Management Program, taking place July 26 – 29, 2015. Entitled "Modern Investment Theory and Practice for Retirement Systems," the event is presented in partnership with UC Berkeley's Haas School of Business, whose world-renowned faculty has developed a four-day program designed for trustees and staff who are ready to take their education to the next level.

The SACRS Public Pension Investment Management Program blends the expertise of UC Berkeley's distinguished faculty with a network of industry experts to teach the fundamentals of public pension management. As the spotlight on public pensions grows hotter, trustees and staff are increasingly challenged to grapple with alternative investments, policy and governance changes, cost pressures, and much more. After completing this program, attendees will understand the larger context and history of public pension funds and have the skills and knowledge to make better decisions.

Day 1 features a public pension primer that provides both a sturdy foundation for new trustees and staff and a valuable refresher for veteran fiduciaries. The basic language of finance and portfolio management will be introduced, and participants will explore the building blocks of portfolio construction, time value of money, the tradeoff between risk and return, liability forecasting, and asset-liability matching. On Day 2, attendees will explore more deeply the financial concepts that underlie pension fund management. In a session on real assets, participants will take a deep dive into real estate investments and learn how world events might affect risk and return.

On Days 3 and 4 we put theory into practice: participants will see how different choices and assumptions impact portfolio performance. Working in a team simulation, participants will create investment policy for a retirement system and get real-time performance feedback.

Located in one of the most stimulating business environments in the world, the Berkeley campus is at the intersection of business and academia. Berkeley-Haas is renowned for developing innovative business leaders – individuals who redefine the business landscape by putting new ideas into action in all areas of their organizations.

Education is the cornerstone of SACRS' mission. The Berkeley Executive development staff along with the SACRS Affiliate team is committed to the continual development and delivery of content that is current, innovative, results-driven, and responds to the needs of public pension trustees and staff. Participants in this program will not only gain new insight and knowledge, but will add to the core strengths of our organization; the range of expertise and the diversity of perspective found in the public pension community.

Thank you. We look forward to your participation.

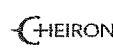
Sincerely,

Yves Chery

Yves Chery
SACRS President
Los Angeles County

Sulema H. Peterson

Sulema H. Peterson
SACRS Administrator



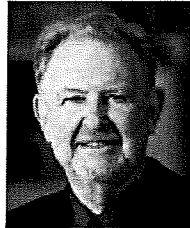
GREGORY LABLANC



Gregory LaBlanc has been a lecturer at UC Berkeley since 2004, teaching courses in Finance, Accounting, Law, and Strategy in the Haas School, the Law School (Boalt Hall) and the department of Economics. Prior to joining the Berkeley faculty, he studied Economics, Business, and Law at the Wharton School of the

University of Pennsylvania, George Mason University Law School, Duke Law School, and Berkeley Law (Boalt Hall). He has previously taught Finance, Management, Law and Economics at the Wharton School, Duke University and the University of Virginia and has been a consultant in the fields of IP litigation and competitive intelligence. His research focuses on the impact of tax policy on organizational design, capital formation, and innovation. He has received several teaching awards and has previously been involved in executive education programs at the Wharton School and Darden School.

JOHN O'BRIEN



John O'Brien is Adjunct Professor and Academic Advisor to the Master's in Financial Engineering (MFE) program at the Haas School of Business. Prior to joining Haas in 2000, Mr. O'Brien was Managing Director at Credit Suisse Asset Management responsible for the performance measurement and risk management functions.

Prior to Credit Suisse, Mr. O'Brien was co-founder, Chairman and CEO of Leland O'Brien Rubinstein (LOR) Associates, and Chairman of the Capital Market Fund, and the S&P 500 SuperTrust – the first exchange traded fund (ETF). Prior to LOR, Mr. O'Brien co-founded Wilshire Associates (originally operated as O'Brien Associates), and co-developed the Wilshire 5000 common stock index (originally named and published as the O'Brien 5000 Index).

Mr. O'Brien has received various awards, including the Financial Analyst's Graham and Dodd Scroll Award, the Matthew R. McArthur Award from the Investment Management Consultants Association for lifetime contributions to investment consulting. Mr. O'Brien was named among Fortune Magazine's ten Businessmen of the Year in 1987. Mr. O'Brien holds a S.B. in economics from MIT, and an M.S. in operations research from UCLA. He served as a Lieutenant in the United States Air Force.

“Yes, I feel that all staff and board members should take advantage of this course. This course has been a refresher and update on many of the concepts used at board meeting level.”

*— Sharon Naramore,
Contra Costa County Employees
Retirement Association*



DANA CARNEY



Dana Carney is an Assistant Professor at The University of California, Berkeley's Haas School of Business. Prior to her current appointment at Berkeley, Professor Carney was an Assistant Professor in the Management Division at Columbia University, Graduate School of Business.

Professor Carney studies connections between body and mind. Her most recent work has focused on two aspects of the mind-body connection: (1) how humans reveal their thoughts and feelings through subtle nonverbal behaviors and how these subtle behaviors can profoundly impact others' impressions, and (2) how human psychology (including sympathetic and parasympathetic arousal and hormones) affect risk taking, decision making, and behavior. Professor Carney publishes widely in psychology, business, political science, public health, and medicine. Her work is also featured often in the popular press- most recently in Time Magazine, the Financial Times, the Wall Street Journal, and on CNN. She recently received the National Science Foundation's CAREER award in Social Psychology. Professor Carney received her PhD in Social Psychology from Northeastern University in 2005 and spent time as a postdoctoral fellow in the Department of Psychology at Harvard University.

MARY FURLONG, PH.D.



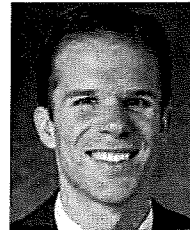
Mary Furlong, Ph.D., is an Executive Professor of Entrepreneurship at Santa Clara University and co-teaches the undergraduate Entrepreneurship Certificate program. She is an expert in the fields of aging and technology. She has founded three companies (SeniorNet.org in 1986,

ThirdAge.com in 1996 and MFA in 2202). She has raised over \$100 million in venture capital and sponsorships aimed at this marketplace. She was one of the top 50 in Time Digital and has also been featured in Fortune Small Business and with Jimmy Carter and Lena Horne as a leaders in service to the older adult community. She is an Executive Professor of Entrepreneurship at SCU and the Associate Director of the Center for Innovation and Entrepreneurship. Mary is the President of Mary Furlong & Associates. For 20 years, she has guided the digital marketing strategies of major U.S. corporations for their 45+ age markets. Mary served as an advisor to the President and Congress during the Clinton Administration as part of the NCLIS. She also served as a member of the New Zealand Investment advisory board. She currently holds advisory board seats on the following companies: Confoti and Pulse Data. She is a member of the Business Forum of the American Society on Aging.

Mary has appeared on CBS, the Today Show, PBS and NPR to discuss issues related to trends in aging and technology. Time Magazine recognized her contribution

as chairman of ThirdAge Media by honoring her in 1999 as one of its "Digital 50." In March 2001, Fortune Small Business Magazine named Mary as one of the "Top 25 Women Entrepreneurs." Interactive Age included her among its "Twenty-Five Unsung Heroines on the Web." She also received the "New Choices Award" from Reader's Digest along with fellow recipients former President Jimmy Carter and Lena Horne.

THOMAS GILBERT



Thomas Gilbert graduated from the Finance Ph.D. Program at the Haas School of Business in May 2008. Thomas is currently an Assistant Professor of Finance and Business Economics at the Michael G. Foster School of Business, University of Washington. His research lies in the area of

information aggregation and the role of macroeconomic announcements on stock prices. Since 2003, he has taught parts of the Certified Investment Management Analyst program (CIMA®) and the Berkeley Finance Series within the Finance Executive Programs at the Haas School of Business. He has also taught in the Undergraduate, Full-Time MBA, and Evening & Weekend MBA programs at Haas, for which he won the Best Graduate Student Instructor Award in 2005, 2006, and 2007. He holds a Masters in Finance from U.C. Berkeley and a Masters in Physics from Imperial College (United Kingdom).

GRAHAM SCHMIDT, CHEIRON



Graham Schmidt (Associate-SOA, Member-AAA, Fellow-CCA) served as the Senior Vice President of EFL Actuaries for ten years before joining Cheiron as a consulting actuary upon the merger of EFL and Cheiron in 2013. Graham is a frequent speaker at public employer conferences, on topics

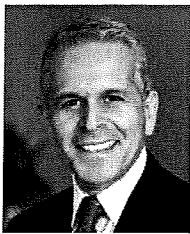
including actuarial funding policies, asset-liability management and GASB-related issues. In recent years, he has spoken at national meetings sponsored by NCPERS, the Society of Actuaries, the Academy of Actuaries and other regional organizations, such as SACRS and CALAPRS.

Graham is the SACRS-appointed representative to the California Actuarial Advisory Panel (CAAP), and is also a member of the Academy of Actuaries Public Plans Subcommittee and the Conference of Consulting Actuaries Public Plans Committee, the primary actuarial committees dealing with public sector retirement issues in the US.



SACRS TEAM AND GUESTS

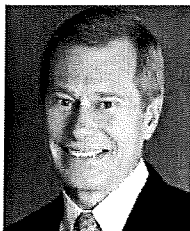
ARTHUR HIDALGO, MANAGING PARTNER, CARPENTER COMMUNITY BANC FUND



Arthur Hidalgo is a co-founder and Managing Partner of a private equity-impact investment fund that invests in community banks in California. Arthur has been in the institutional investment management industry for over 15 years. He also served as Trustee and Vice Chair of the Orange

County Employees Retirement System. Arthur is a long time participant and supporter of SACRS.

DANIEL LASS, JD, SENIOR VICE PRESIDENT, STANDISH



Dan Lass is a Senior Vice President of Standish, responsible for sales and marketing to US Public Funds. Dan joined Standish in 2009 directing marketing and sales for Coefficient Global Macro Funds. Prior to joining Standish, Dan was a Partner and Managing Director of Pareto Partners in London and in

New York. Previous to Pareto, Dan was Vice President at Bankers Trust Company in Los Angeles and London and began his professional career as Deputy Director and in-house counsel to the Minneapolis Employees' Retirement Fund. Dan earned his J.D. from the University of Notre Dame and his B.S. from the University of Minnesota. Dan has over 30 years of investment industry experience and holds his Series 30, 7 and 65 securities licenses.

BENJAMIN LAZARUS SENIOR VICE PRESIDENT, NUVEEN INVESTMENTS



Ben Lazarus joined Nuveen Investments in 2015, and is responsible for the firm's institutional sales and client service efforts in the Western Region of the United States. Prior, he spent over 10 years at Parametric Portfolio Associates, LLC (formerly The Clifton Group) and served as

Director of Institutional Relationships for the Western Region of the United States and Canada. Ben has extensive knowledge in developing and executing business development plans and has presented on the use of derivatives at various industry events. Before his time at Parametric, Ben was Director of Sales Strategy at Deluxe Corporation in St. Paul, Minnesota.

Ben holds a B.A. in Psychology from the University of California, San Diego and an M.B.A. in Marketing and Strategic Management from the University of Minnesota. He is a CFA charterholder and a member of the CFA Society of Minnesota.

TERI NOBLE, AMERICAN REALTY ADVISORS



Teri Noble is responsible for marketing American Realty Advisors' full line of real estate investment management services, including commingled fund and separate account investment programs to institutional clients in the Western United States.

Most recently, Ms. Noble served as the Senior Vice President of Relationship Management at Convergenx where she was responsible for relationship management with plan sponsors and consultants and developing new business opportunities throughout the institutional investor and investment consultant community. Ms. Noble is the Vice President of the National Association of Securities Professionals - San Francisco Chapter and recently served as Board Director for the Financial Women's Association of San Francisco and as Vice President for the NASP (San Francisco Chapter).

DELIA M. ROGES



Delia M. Roges, Invesco is a member of the Invesco US Institutional Sales and Service Team. As managing director, she is responsible for relationship management and new business generation for institutional investors in public funds in the western United States. Ms. Roges

has been in the institutional investment management business since 1991.

Prior to joining Invesco in 2011, she was a senior member of a boutique investment banking and private placement firm focused on securing capital for private equity and real estate general partnerships. She served previously as a Senior Vice President at Trust Company of the West where she was responsible for advising institutional clients and developing product solutions for new business development. Ms. Roges serves on the Board of Regents to Loyola Marymount University and on the Board of Visitors at the School of Education at LMU. She earned an MBA at the University of Southern California and a Bachelors in Business Administration from Loyola Marymount University.

KRISTIN V. SHOFNER, SENIOR VICE PRESIDENT, BUSINESS DEVELOPMENT, PYRAMIS GLOBAL ADVISORS



Kristin Shofner is senior vice president, Business Development at Pyramis Global Advisors, a Fidelity Investments company. In this role, she leads the development of relationships with public pension plans.

Prior to joining Pyramis in 2013, Kristin was a Director of Institutional Sales and Marketing at Lord Abbett & Co, Inc since June 2003. Her previous positions include serving as a manager of Institutional Sales and Client Services from 2000 to 2003 and as a manager research associate from 1998 to 2000 at Asset Strategy Consulting/InvestorForce, Inc. She has been in the industry since 1998. Kristin earned her bachelor of arts degree in history and sociology from the University of California at Santa Barbara.

SCOTT WHALEN, EXECUTIVE VICE PRESIDENT, SENIOR CONSULTANT AT VERUS

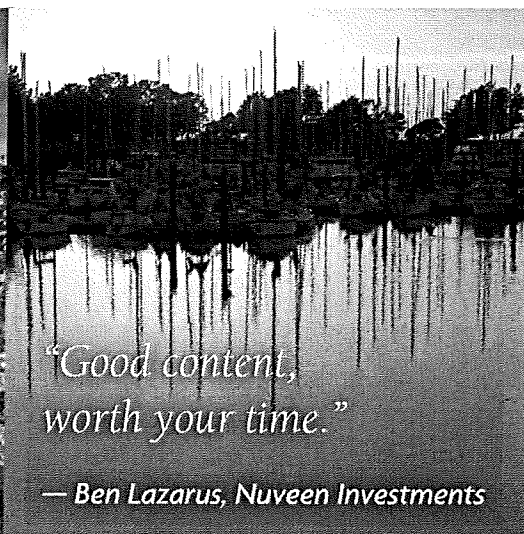


Scott J. Whalen, Executive Vice President and Senior Consultant, joined Verus in 2002. Mr. Whalen serves primarily to provide high quality strategic investment advice and ensure his clients meet their long-term investment objectives. Mr. Whalen is a Verus shareholder

and a key member of the Verus leadership team; he sits on the Management Committee and oversees the Los Angeles consulting staff. Prior to joining Verus, Mr. Whalen built a distinguished career in management consulting with McKinsey & Company and Ernst & Young, where he led corporate and public sector institutions to increase efficiency and improve operational performance. Through his vast experience working with multiple stakeholders across industries, Mr. Whalen has honed his ability to drive effective decision-making, often in challenging environments.

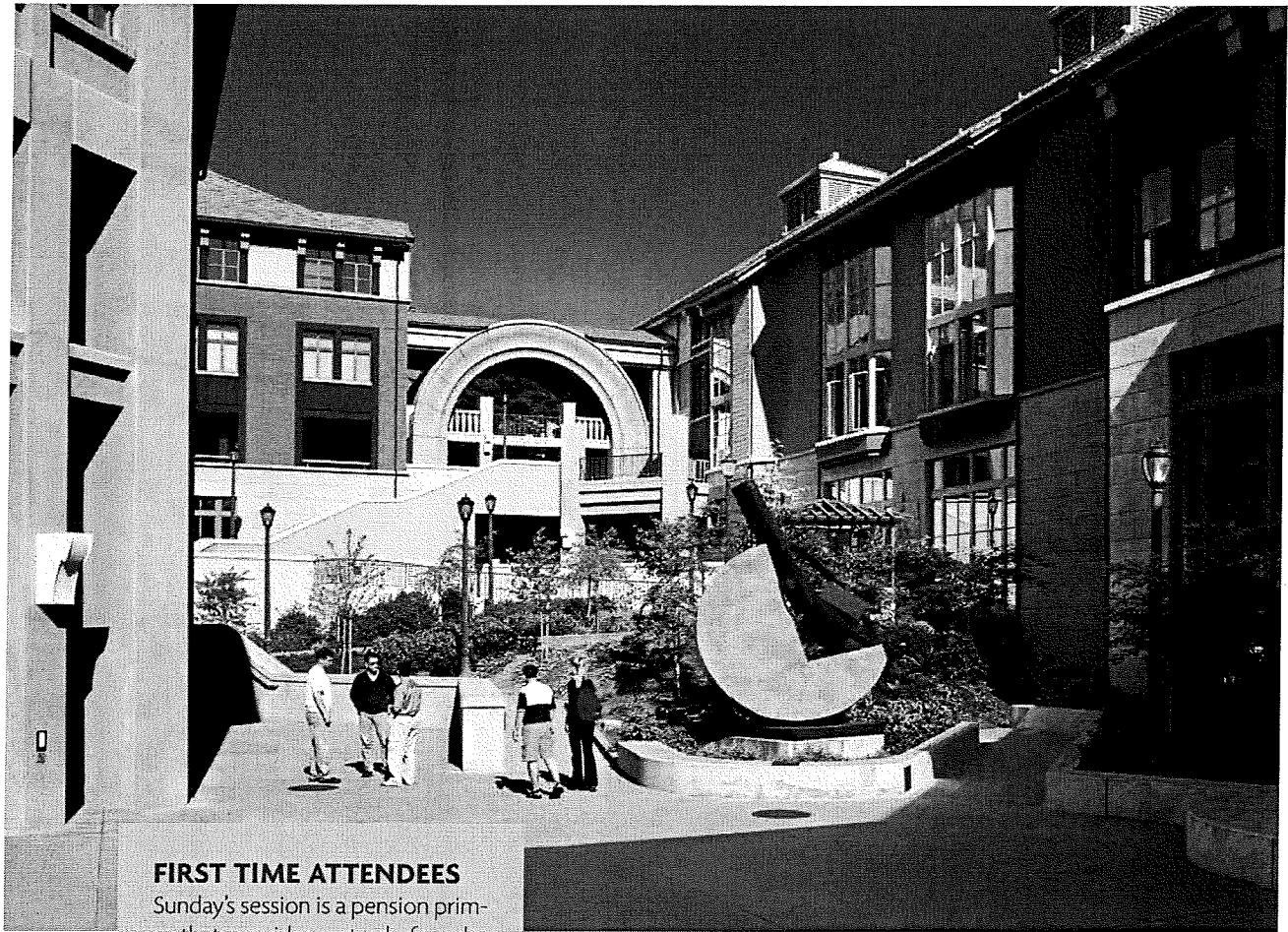
Mr. Whalen is a recognized speaker at industry conferences, where he has presented on a broad range of investment topics including asset allocation, alternative investing, investment manager oversight, attaining operational efficiencies in investment programs, the challenges and potential benefits of dynamic asset allocation, and the importance of maintaining a long-term perspective.

Mr. Whalen received a Bachelor of Arts degree in Economics from Wake Forest University and a Masters in Business Administration (MBA) from the University of Southern California. He is a recipient of the Chartered Financial Analyst (CFA) designation and a member of the CFA Institute and the CFA Society of Los Angeles.



*“Good content,
worth your time.”*

— Ben Lazarus, Nuveen Investments

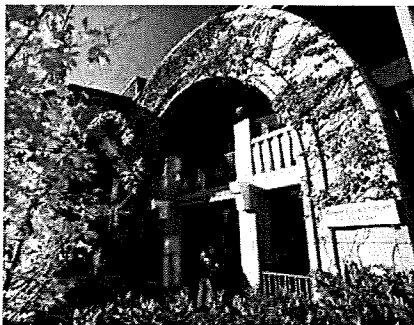


FIRST TIME ATTENDEES

Sunday's session is a pension primer that provides a sturdy foundation for new trustees and staff. The basic language of finance and portfolio management will be introduced, and participants will explore the building blocks of portfolio construction, time value of money, the tradeoff between risk and return, liability forecasting, and asset-liability matching.

RETURNING ATTENDEES

We encourage returning attendees, trustees and staff, to participate during Sunday's session to give you both a valuable refresher on the basics and an opportunity to share your experiences as veteran fiduciaries with your fellow classmates.



Participants will bring a strategic challenge from their own Retirement Plans to the program. They will have the opportunity to further define and develop their knowledge and objectives under faculty guidance.

The strength of the Haas School of Business is expressed in their philosophy "Leading through Innovation." Successful Retirement Plan Managers recognize innovation as an opportunity to maximize the creation of value. This program focuses on individual, team, and organizational levels of innovative potential.

The Public Pension Retirement Management Program is carefully designed to give participants access to the tools, the knowledge and the networks they need to master their particular challenges. Participants will bring a strategic challenge from their own Retirement Plans to the program. They will have the opportunity to further define and develop their knowledge and objectives under faculty guidance.

The programs are taught by the very same top faculty who teach in the UC Berkeley's Business Program—ranked Number 1 in the world. Outstanding faculty includes the top names of classical finance, Thomas Gilbert, and of behavioral finance, Terrance Odean. The programs are on the absolute cutting edge of today's research.



ATTENDEE INFORMATION

PLEASE COMPLETE ONE REGISTRATION PER ATTENDEE AND RETURN TO SACRS.

Name: _____
(Print exactly for name badge)

Company: _____ Position Title: _____

Address (No P.O. Boxes Please): _____

City/State/Zip: _____

Business Telephone: _____ Fax: _____

Home Telephone: _____ E-mail address: _____

List any special needs you may require during your stay:

(Dietary, Handicap Accessible, etc.) _____

Emergency Contact Name: _____ Emergency Phone: _____

HOTEL ACCOMMODATIONS

Arrival Date: _____ Departure Date: _____

KING DOUBLE BED SMOKING NON SMOKING

BILLING INFORMATION

CREDIT CARD BILL ME SEND INVOICE TO THE FOLLOWING INDIVIDUAL

Name: _____

Address (No P.O. Boxes Please): _____

City/State/Zip: _____

Telephone: _____ Fax: _____

MEMBERSHIP INFORMATION

Type of Member: _____ Name of County or Firm: _____

Principal Activity of the Firm (e.g. Retirement, Marketing, Consulting, Non-Profit): _____

Organization Type: Other Government Non-Profit Public Private

Name of Parent Company: _____

How long have you been a trustee/employed by your present company? _____

How long have you held your present position? _____

Date of Birth (MM/DD/YYYY): _____

What function best describes your position? (e.g. Marketing, Consulting, Trustee) _____

Most Recent Degree or Certification: _____

Year earned: _____

School | University | Association: _____

OVER



REGISTRATION FORM

ATTENDEE INFORMATION

PLEASE BE SURE TO PROVIDE INFORMATION FOR THE FOLLOWING 4 QUESTIONS.

PLEASE PROVIDE A BRIEF BIOGRAPHICAL SKETCH.

This information will appear to your classmate's as part of your personal profile.

PLEASE PROVIDE A DETAILED DESCRIPTION OF YOUR RESPONSIBILITIES.

WHAT SPECIFIC INDUSTRY TRENDS, COMPANY INITIATIVES, AND/OR PERSONAL DEVELOPMENT NEEDS HAVE PROMPTED YOU TO ENROLL IN THE PROGRAM?

Be sure to include functions you will be managing in the future.

WHY DID YOU SELECT SACRS/UC BERKELEY?

THANK YOU FOR YOUR INFORMATION, WE LOOK FORWARD TO A SUCCESSFUL PROGRAM.

PARTICIPATION IS LIMITED. REGISTER EARLY BY VISITING WWW.SACRS.ORG

TO SUBMIT YOUR REGISTRATION, COMPLETE THIS FORM AND

MAIL TO:

SACRS

C/O SULEMA PETERSON

1415 L Street, Suite 1000

Sacramento, California 95814

E-MAIL TO:

sulema@sacrs.org

OR VISIT WWW.SACRS.ORG

AND SUBMIT ONLINE



CONFERENCE REGISTRATION

Registration online at www.sacrs.org
JULY 26–29, 2015

All conference activities will take place on the campus of **UC Berkeley Center for Executive Education**. The host hotel is the **Claremont Resort and Spa**. Both locations are tucked away in the beautiful Berkeley hillside. Price for the session is \$2500 per person. (Price includes registration, training materials, food and beverage and daily transportation to and from the Claremont Hotel/UC Berkeley.)

PROGRAM LOCATION

UC Berkeley Center for Executive Education
2220 Piedmont Ave., Berkeley, CA 94720-1900

In order to receive a refund, you must cancel your registration by July 6, 2015. After July 6, 2015 no refunds will be permitted.

Participation is limited.

Register early by visiting www.sacrs.org. To submit your registration, complete the enclosed form and:

MAIL TO: SACRS
C/O Sulema Peterson
1415 L Street, Suite 1000
Sacramento, CA 95814

OR E-MAIL TO: Sulema@sacrs.org

OR VISIT: www.sacrs.org
and submit online

HOTEL RESERVATIONS

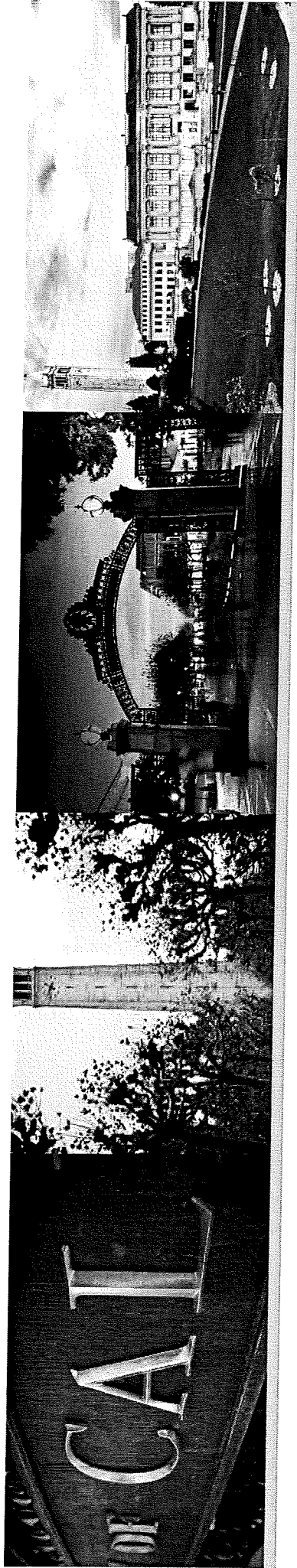
Claremont Resort and Spa

41 Tunnel Road, Berkeley, CA 94705
Tel: (510) 843-3000

Accommodations will be made for confirmed attendees at the **Claremont Resort and Spa** located just minutes away from UC Berkeley in the beautiful Berkeley Hills. Shuttle service between the hotel and UC Berkeley will be provided. **SACRS room rate is \$219 per room (not including tax)**. Overnight parking is available at \$20.00 per day per vehicle. Additionally, the hotel charges guests a \$15.00 (plus tax) resort fee per room/per day. This fee is to cover use of the computers and internet in the Business Center, High Speed Internet access in guest room, access to the Private Club & Fitness Center and all fitness classes, local calls, newspaper delivery and in-room coffee.

Cancellation with no penalties is 72 hours prior to arrival. **All hotel reservations will be made through SACRS. Please do not call the hotel directly to make reservations!** To reserve your hotel accommodations, contact Sulema H. Peterson, SACRS Administrator at the following: Sulema@sacrs.org or (916) 441-1850.

The UC Berkeley faculty members and participants enjoy meals together during the 3 day course. Topics from daily discussions are very often reinforced, vetted and simplified. During the evening, participants often enjoy dinner together as a group, taking in Berkeley's local restaurants within walking distance from the hotel. The informal and collegial atmosphere that develops at the SACRS UC Berkeley Program is one that is very special and unique compared with any other course and conference setting.



STATE ASSOCIATION OF COUNTY RETIREMENT SYSTEMS

1415 L STREET, SUITE 1000
SACRAMENTO, CA 95814
(916) 441-1850



FIRST CLASS
U.S. POSTAGE

PAID

PERMIT NO. 185
SACRAMENTO, CA

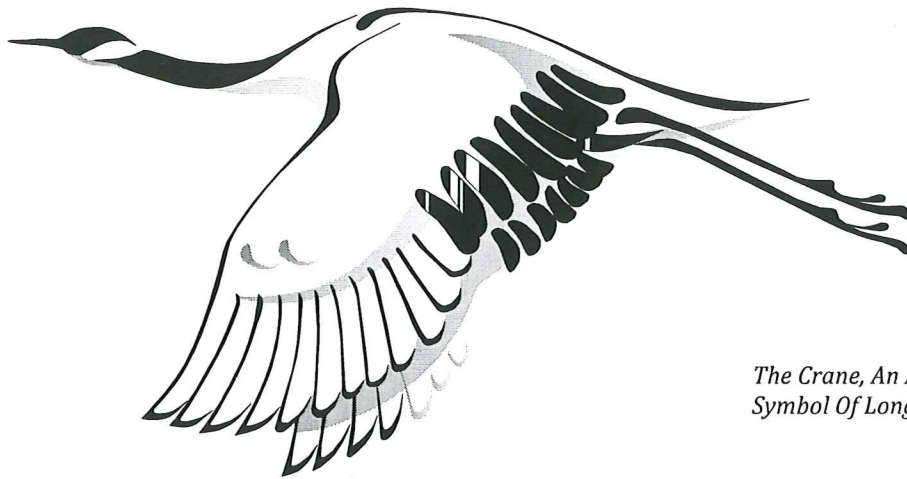
MEETING DATE

JUN 10 2015

AGENDA ITEM 13b.

PRINCIPLES OF
PENSION MANAGEMENT
A COURSE FOR TRUSTEES

New Location
in 2015!



*The Crane, An Age-Old
Symbol Of Long Life*

Sponsored By

CALAPRS
EDUCATION • COMMUNICATION • NETWORKING
California Association of Public Retirement Systems

to be held at the
Pepperdine University
Villa Graziadio Executive Center

August 25-28, 2015

PRINCIPLES OF PENSION MANAGEMENT

A Course For Trustees

A COURSE FOR TRUSTEES



CALAPRS' MISSION

"CALAPRS sponsors educational forums for sharing information and exchanging ideas among Trustees and staff to enhance their ability to administer public pension benefits and manage investments consistent with their fiduciary duty."

ABOUT THE COURSE

Public Pension Fund Trustees bear a heavy fiduciary burden. On a cumulative basis, California's Constitution holds our members' **350** Trustees accountable for the stewardship of more than **\$450** Billion in retirement fund assets. **40** California public pension systems belong to CALAPRS. Over the past ten years, Trustees of our member retirement systems have participated in this unique training program presented exclusively for California public retirement system board members. This training focuses on the practical aspects of our Trustees' duties.

For 2015, CALAPRS selected a new location for this popular training course. Now at the Pepperdine University Executive Center, adjacent to Pepperdine's graduate schools, CALAPRS continues to offer the same high-caliber coursework and faculty it has offered for the past twenty years on the Stanford University campus.

WHO SHOULD ATTEND?

The course is for Trustees. Attendance is recommended within the first year after assuming office. Experienced Trustees will use the program as a comprehensive refresher course.

For more experienced Trustees, the Advanced Principles of Pension Management course at UCLA is suggested. This course is a pre-requisite for admission to the UCLA course.

WHY ATTEND?

- To gain insight into public pension policy issues
- To discuss alternative solutions to common problems
- To understand the complexities involved in administering public pension plans
- To appreciate the differences and similarities among California public pension plans
- To network with other Trustees and pension professionals
- To increase familiarity with pension terminology and concepts
- To receive the ethics training required for new Trustees

FACULTY

The Course will be taught by public pension practitioners, including Trustees, Consultants, Actuaries, Investment Managers, Attorneys & Administrators.

THE CURRICULUM COMMITTEE

Principles of Pension Management is managed by CALAPRS' Curriculum Committee led by the course Dean: David Kehler, Retirement Administrator, Tulare County Employees' Retirement Association.

LOGISTICS

California Association of Public Retirement Systems:

Kerry Parker, Administrator

Alison Corley, Administrator

Chezka Solon, Meeting Manager

PRINCIPLES OF PENSION MANAGEMENT

A Course For Trustees

THE CURRICULUM

Each participant must attend the full 3 days of intensive training. Sessions combine team teaching, case studies and mock board problem solving. All course materials are based on actual California public pension fund law, policies, practices and problems.

The *Wednesday Evening Case Study* will provide practical experience in a disability hearing. The *Thursday Evening Session* will consist of a 90-minute **TEAM CASE STUDY** to resolve significant Board of Retirement issues.

TUESDAY – AUGUST 25

6:00 PM *Reception & Dinner*
7:30 PM **Pensions & Trustees - What, Who, How, Why?**

WEDNESDAY – AUGUST 26

8:00 AM **What's the Big Deal About Being A Fiduciary?**
AB1234 Ethics Training for Public Fund Trustees
What Benefits Do We Provide and What is the Board's Role?
What are the Key Issues in Disability Retirement?
How Do Trustees Resolve Disability Issues?
5:30 PM *Reception & Dinner*
6:30 PM **Case Study: Disability Hearing**

THURSDAY – AUGUST 27

8:00 AM **How Should We Manage Our Pension Liabilities?**
Investment Policy Basics
How Should We Manage Our Investment Program?
5:45 PM *Networking Dinner*
6:30PM **Case Study: Who Are Our Stakeholders and What Are Our Roles?**

FRIDAY – AUGUST 28

8:00 AM **How Should a Board Function?**
Course Summary
12:30 PM *Certificate Luncheon* and **Final Course Evaluation**

CERTIFICATE OF COMPLETION

Participants who successfully complete the course will receive a Certificate of Completion as well as a Certificate for completion of the AB1234 Ethics in Public Service. Trustees must attend all sessions to receive a completion certificate, at the discretion of the course faculty, and attendees who do not complete the course may return the following year to make up missed sessions at no additional charge.

LOCATION & LODGING

The program and lodging will be located at Villa Graziadio Executive Center, Pepperdine University, 24255 Pacific Coast Highway, Malibu, CA 90263. Lodging will be provided on campus for the nights of August 25, 26, and 27 and will be arranged by CALAPRS as part of the course for all participants. Meals will also be provided beginning with dinner on August 25 and ending with lunch on August 28.

ENROLLMENT

Minimum 20, Maximum 34 Trustees.

APPLICATION & TUITION

All applications must be received no later than **JUNE 12, 2015**. Unsigned applications will be returned to the sender for signature. Accepted applicants will be notified via email on **JUNE 15, 2015**. Tuition of \$2,500 (includes lodging, meals and materials) must be paid no later than **JULY 15, 2015**.

APPLICATION FOR ENROLLMENT 2015

APPLICATIONS WITH BOTH REQUIRED SIGNATURES MUST BE RECEIVED BY JUNE 12, 2015.

Applicants must be trustees of a California public employee pension system. Attendance is recommended within the first year after assuming office. Experienced trustees will use the program as a comprehensive refresher course. Each system may enroll one Trustee as a "Delegate" and designate one additional Trustee as "1st Alternate" with the remainder as "2nd Alternate". Delegates will be admitted first. If vacancies remain, 1st Alternates will be admitted in the order received, followed by 2nd Alternates. Accepted applicants will be notified on June 15, 2015.

Applicant Information

Trustee's Name (for certificate/name badge): _____

Retirement System: _____

Trustee Type: Elected Appointed Ex-Officio Date Became a Trustee: _____ Date Term Expires: _____

Trustee's Mailing Address: _____

Trustee's Phone : _____ Trustees' Email: _____

Emergency Contact (name, phone): _____

Dietary Restrictions (if any): _____

Administrative Contact (name, email): _____

Email Trustee's biography (≤150 words) to register@calaprs.org for printing in the attendee binder.

Applicant Signature

If admitted, I agree to attend the Advanced Principles program in full and acknowledge that missing one or more sessions may result in forfeiture of my Certificate of Completion, as determined by the Faculty.

Trustee Signature (required) _____ Date: _____

Administrator Approval

Applicant Designation: Delegate 1st Alternate 2nd Alternate

Administrator Name: _____ Email: _____

Administrator Signature (required): _____

Tuition Payment

Tuition of \$2,500 must be paid in full by July 15, 2015 and includes all meals, materials, and lodging. Payable by check only (no credit cards) to "CALAPRS". This application form serves as an invoice. No additional invoice will be sent. Cancellation refunds may be provided to the extent that costs are not incurred by CALAPRS.

On campus lodging is mandatory for all participants. CALAPRS will make the reservations and payment for the nights of August 25, 26 and 27 at the Villa Graziadio Executive Center on the Pepperdine campus.



Attendees will be asked to walk up to 0.5 miles between the lodging and classroom on campus. If, due to a disability, you have any special needs, call 415-764-4860 to let us know. We will do our best to accommodate them.

RETURN COMPLETED APPLICATION BY JUNE 12, 2015

Mail, email or fax form and payment to
CALAPRS
575 Market Street, Suite 2125
San Francisco, CA 94105

Phone: 415-764-4860 Fax: 415-764-4915

register@calaprs.org www.calaprs.org