



San Joaquin County Employees Retirement Association

MINUTES

ADMINISTRATIVE COMMITTEE MEETING SAN JOAQUIN COUNTY EMPLOYEES RETIREMENT ASSOCIATION BOARD OF RETIREMENT

WEDNESDAY, JANUARY 11, 2023

AT 10:00 AM

Location: SJCERA Conference Room, 6 S. El Dorado Street, Suite 400, Stockton,
California

1.0 ROLL CALL

1.01 MEMBERS PRESENT: Chanda Bassett, Phonxay Keokham, Emily Nicholas and Jennifer Goodman presiding

MEMBERS ABSENT: None

STAFF PRESENT: Chief Executive Officer Johanna Shick, Management Analyst III Greg Frank and Administrative Secretary Elaina Petersen

OTHERS PRESENT: Deputy County Counsel Jason Morrish

2.0 PUBLIC COMMENT

2.01 There was no public comment

3.0 CONSENT ITEMS

3.01 Strategic Asset Allocation Policy

01 Strategic Asset Allocation Policy - Mark-up

02 Strategic Asset Allocation Policy - Clean

3.02 Trustee and Executive Staff Travel Policy

01 Trustee and Executive Staff Travel - Mark-up

02 Trustee and Executive Staff Travel - Clean

3.03 Statement of Reserve Policy

01 Statement of Reserve Policy - Mark-up

02 Statement of Reserve Policy - Clean

3.04 Ex-Parte Communications Policy

01 Ex Parte Communications Policy - Mark-up

02 Ex Parte Communications Policy - Clean

3.05 The Committee reviewed the items, provided edits to select policies, and voted unanimously (4-0) to recommend the Board of Retirement adopt the policies with revisions. (Motion: Bassett; Second: Nicholas)

4.0 OPTIONAL MEMBERSHIP

4.01 Bylaws - Mark-up

4.02 Bylaws - Clean

4.03 The Committee voted unanimously (4-0) to recommend the Board of Retirement adopt the proposed changes to the Bylaws. (Motion: Bassett; Second: Keokham)

5.0 CONFLICT OF INTEREST AND ECONOMIC INTEREST OVERSIGHT

5.01 Conflict of Interest Policy

- 01 Conflict of Interest Policy - Mark-up
- 02 Conflict of Interest Policy - Clean

5.02 Administrative Committee Charter

- 01 Administrative Committee Charter - Mark-up
- 02 Administrative Committee Charter - Clean

5.03 Summary of Sources of Income on Statements of Economic Interest Report

5.04 The Committee reviewed the items, provided edits, and voted unanimously (4-0) to recommend the Board of Retirement adopt the policies with revisions. (Motion: Bassett; Second: Nicholas)

6.0 COMMENTS

6.01 Trustee Bassett recommended staff develop a procedure to ensure Trustees' knowledge of Board policies remains current.

7.0 ADJOURNMENT

7.01 There being no further business, the meeting was adjourned at 10:40 a.m.

Respectfully Submitted:



Jennifer Goodman, Committee Chair
SJCERA Board of Retirement