

VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

BOARD OF RETIREMENT

DISABILITY MEETING

JANUARY 3, 2022

AGENDA

PLACE: In Accordance with the Governor's Executive Order N-29-20 (3), the Members of the Board will be participating via teleconference. Pursuant to Government Code §54954.3, members of the public, to the extent required by law, will have the opportunity to directly address the Board concerning the below mentioned business.

TIME: 9:00 a.m.

The public may listen to the Public Session and offer comments by calling: 213-338-8477, using Meeting ID: 821-3721-2222. Persons may also submit written comments to publiccomment@vcera.org prior to and during the Board meeting. Please include your name, agenda item, the last 4 numbers of the telephone number that will be used to call in, and your comment. Public comment emails will be read into the record or summarized if lengthy.

ITEM:

I.	<u>CALL TO ORDER</u>	Master Page No.
A.	Roll Call.	
II.	<u>APPROVAL OF AGENDA</u>	1 – 4
III.	<u>RECEIVE AND FILE PENDING DISABILITY APPLICATION STATUS REPORT</u>	5 – 41
IV.	<u>APPLICATIONS FOR DISABILITY RETIREMENT</u>	
A.	Application for Service-connected Disability Retirement—Witchell, Colin; Case No. 17-015.	
1.	Employer's Statement of Position, submitted by County of Ventura-Risk Management, in support of the Application for Service-connected Disability Retirement, dated October 21, 2021.	42 – 53
2.	Employer's Amended Statement of Position, submitted by County of Ventura-Risk Management, dated December 2, 2021.	54 – 58
3.	Supporting Documentation for Employer's Statement of Position.	59 – 223
4.	Application for Service-connected Disability Retirement, filed by Joon Y. Kim, former Attorney for Applicant, dated July 24, 2017.	224 – 229
5.	Hearing Notice, dated December 21, 2021.	230 – 231

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- B. Application for Service-connected Disability Retirement—Stephens, Jason; Case No. 20-004.
1. Employer’s Statement of Position, submitted by County of Ventura-Risk Management, in support of the Application for Service-connected Disability Retirement, dated December 15, 2021. 232 – 239
 2. Supporting Documentation for Employer’s Statement of Position. 240 – 287
 3. Application for Service-connected Disability Retirement, filed by Applicant, dated February 3, 2020. 288 – 295
 4. Hearing Notice, dated December 23, 2021. 296 – 297
- C. Application for Service-connected Disability Retirement—Stoyko, Nolan; Case No. 20-010.
1. Employer’s Statement of Position, submitted by County of Ventura-Risk Management, in support of the Application for Service-connected Disability Retirement, dated December 17, 2021. 298 – 306
 2. Supporting Documentation for Employer’s Statement of Position. 307 – 397
 3. Application for Service-connected Disability Retirement, filed by Thomas Wicke, Attorney for Applicant, dated March 16, 2020. 398 – 403
 4. Hearing Notice, dated December 21, 2021. 404 – 405
- D. Application for Service-connected Disability Retirement—Crone, Michael; Case No. 20-014.
1. Employer’s Statement of Position, submitted by County of Ventura-Risk Management, in support of the Application for Service-connected Disability Retirement, dated December 14, 2021. 406 – 416
 2. Supporting Documentation for Employer’s Statement of Position. 417 – 491
 3. Application for Service-connected Disability Retirement, filed by Applicant, dated May 6, 2020. 492 – 497
 4. Hearing Notice, dated December 22, 2021. 498 – 499

V. OLD BUSINESS

- A. Reconsideration of Circumstances to Enable Board to Hold Meetings via Teleconference Under the Provisions of Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act, Due to State of Emergency and Consider Authorizing Continued Remote Teleconference Meetings.

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V. OLD BUSINESS (continued)

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| 1. | Staff Letter by General Counsel. | 500 – 501 |
| 2. | Letter from Dr. Robert Levin, Ventura County Health Officer. | 502 |
| B. Proposed Legislation. | | |
| 1. | Letter from Trustee Goulet. | 503 – 504 |
| C. Resumption of Review of Board Education & Travel Policy.
RECOMMENDED ACTION: Approve. | | |
| 1. | Staff Letter from Retirement Administrator. | 505 – 506 |
| 2. | Education & Travel Policy Proposed (Redline). | 507 – 514 |
| 3. | Education & Travel Policy Proposed (Clean). | 515 – 522 |

VI. NEW BUSINESS

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|---|---|-----------|
| A. Periodic Review of Board Policy: Monitoring & Reporting Policy.
RECOMMENDED ACTION: Approve. | | |
| 1. | Staff Letter from Retirement Administrator. | 523 |
| 2. | Monitoring & Reporting Policy Proposed (Redline). | 524 – 529 |
| 3. | Monitoring & Reporting Policy Proposed (Clean). | 530 – 534 |
| B. Request for Authorization for Chief Technology Officer and Senior Information
Technology Specialist to Attend the PRISM (Public Retirement Information
Systems Management) Conference, May 8 - 11, 2022 In Scottsdale, Arizona.
RECOMMENDED ACTION: Approve. | | |
| 1. | Staff Letter from Chief Technology Officer. | 535 |
| C. Designation of Representatives for Labor Negotiations with Unrepresented
Employees. | | |
| 1. | Letter from Chair and Vice-Chair. | 536 |

VII. CLOSED SESSION

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| A. | Conference with the Labor Negotiators Under Govt. Code Section 54957.6. |
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VIII. INFORMATIONAL

IX. PUBLIC COMMENT

X. STAFF COMMENT

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XI. BOARD MEMBER COMMENT

XII. ADJOURNMENT



January 3, 2022

Board of Retirement
Ventura County Employees' Retirement Association
1190 South Victoria Avenue, Suite 200
Ventura, CA 93003

SUBJECT: RECONSIDERATION OF CIRCUMSTANCES TO ENABLE BOARD TO HOLD MEETINGS VIA TELECONFERENCE UNDER THE PROVISIONS OF GOVERNMENT CODE SECTION 54953, SUBDIVISION (e), OF THE RALPH M. BROWN ACT DUE TO STATE OF EMERGENCY AND CONSIDER AUTHORIZATION FOR CONTINUED REMOTE TELECONFERENCE MEETINGS

Dear Board Members:

Executive Summary

At the October 4, 2021, Board Meeting, your Board adopted an initial Resolution under the provisions of AB 361, making findings that enable continued meetings via abbreviated teleconferencing provisions under the Brown Act during proclaimed state of emergency. (See Govt. Code § 54953(e).) Where, as here, the state of emergency remains active, a legislative body may continue holding its meetings in this manner upon making findings, every 30 days, that either the state of emergency continues to directly impact the ability of the members to meet safely in person, or State or local officials continue to impose or recommend measures to promote social distancing. On September 21, 2021, Dr. Levin, Ventura County's Health Officer, issued a memorandum to the Ventura County Board of Supervisors recommending that physical/social distancing measures continue to be practiced throughout Ventura communities to minimize the spread of COVID-19. This recommendation remains in effect. On November 1, 2021, November 15, 2021, and December 13, 2021, your Board reconsidered the circumstances of the state of emergency and renewed authorization for holding meetings via the abbreviated teleconferencing provisions. The current authorization expires on January 12, 2022. If your Board desires to continue to authorize meetings under the abbreviated teleconference rules for another 30 days, it must again reconsider the circumstances of the state of emergency and find that Dr. Levin's continued recommendations for social distancing remain in effect.

Background:

Pursuant to the provisions of AB 361, signed into law by the Governor on September 16, 2021, as urgency legislation, and made applicable starting October 1, 2021, by subsequent Executive Order issued September 20, 2021, legislative bodies may conduct public meetings by teleconference only if specified findings are made the first time the body meets under the AB 361 teleconferencing rules, and then every 30 days thereafter. At the October 4, 2021, Board Meeting, your Board adopted an initial Resolution under the provisions of AB 361, making findings that enable continued meetings via abbreviated teleconferencing provisions under the Brown Act during proclaimed state of emergency. (See Govt. Code § 54953(e).)

As set forth in the Resolution and in accordance with AB 361, as codified in Government Code section 54953, meetings may continue to be held via teleconference upon reconsideration of the circumstances of the emergency and the making of findings every 30 days after initial adoption. Your Board has made the required findings and has authorized continuation of meetings under the abbreviated teleconference requirements at least every 30 days since the initial action on October 4, 2021. Note that the legislation that authorizes

abbreviated teleconference procedures remains in effect until January 1, 2024, and then sunsets by its own terms.

As to the impact of remote meetings on members and the public, staff has observed that public interest and participation in Board meetings has increased due to the ability to attend remotely. In addition, staff has received neither complaints nor negative comments from members or the public concerning lack of access to Board meetings. Members and their attorneys who are on calendar for disability hearings have expressed appreciation for having the option to appear virtually.

Action Required for Conduct of Meetings Via Abbreviated Brown Act Requirements for Teleconferencing

Under the authority of Government Code section 54953(e)(3), your Board, and its legislative bodies (e.g., Finance Committee) may continue to conduct its meetings via teleconference if the state of emergency remains active **or** state or local officials have imposed or recommended measures to promote social distancing (*both of which are satisfied here*), and the Board reconsiders the circumstances of the state of emergency and, by majority vote, makes findings that:

- a. The state of emergency continues to directly impact the ability of the members to meet safely in person; **or**
- b. State or local officials continue to impose or recommend measures to promote social distancing

On September 21, 2021, Dr. Levin, Ventura County's Health Officer, issued a memorandum to the Ventura County Board of Supervisors recommending that physical/social distancing measures continue to be practiced throughout Ventura communities to minimize the spread of COVID-19, "*including at meetings of the Board of Supervisors and meetings of other legislative bodies of the County of Ventura.*" A copy of this Memorandum accompanies this board letter and remains in effect. This recommendation provides a basis for your Board to find that local officials continue to recommend social distancing, and to invoke AB 361 for an additional 30 days. Although the most recent COVID-19 update dated December 29, 2021, distributed by the Ventura County Assistant Public Information Officer, indicates a decrease in the R-effective for Ventura County to 1.08 (from 1.14 on 12/27/21), the notice states that delays in reporting lead to underestimates of R-eff, and that it is possible that testing patterns over the holidays will result in abnormal trends. Finally, the County expects to see a surge of COVID cases in January that will peak thereafter in the following weeks, due to the highly contagious Omicron variant. As a result, the County has advised that its agencies maintain expanded and extensive employee telework arrangements where operationally feasible.

Ms. Webb and I will be pleased to answer any questions at the January 3, 2022, disability meeting.

OPTION FOR TAKING ACTION IN THE EVENT YOUR BOARD WISHES TO CONTINUE TO AUTHORIZE MEETINGS VIA THE ABBREVIATED BROWN ACT PROVISIONS FOR TELECONFERENCING:

In the event your Board wishes to continue to authorize meetings for itself and its legislative bodies via the abbreviated Brown Act provisions for teleconferencing, the following are the required contents for action:

RECONSIDER THE CIRCUMSTANCES OF THE STATE OF EMERGENCY DUE TO THE COVID-19 PANDEMIC;

ADOPT FINDINGS THAT THE VENTURA COUNTY HEALTH OFFICER/MEDICAL DIRECTOR RECOMMENDS PHYSICAL/SOCIAL DISTANCING AND CONTINUED REMOTE MEETINGS OF LEGISLATIVE BODIES, AND;

AUTHORIZE REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION FOR THE PERIOD OF JANUARY 3, 2022, THROUGH FEBRUARY 2, 2022, PURSUANT TO GOVERNMENT CODE SECTION 54953, subdivision (e)(3).

Sincerely,



Lori A. Nemiroff
General Counsel



Rigoberto Vargas, MPH
Director

A Department of Ventura County Health Care Agency

Robert Levin, MD
Health Officer/Medical Director

To: Board of Supervisors
County Executive Office
Clerk of the Board

From: Dr. Robert Levin, Ventura County Health Officer

Date: September 21, 2021

A handwritten signature in blue ink that reads "Robert Levin" with a stylized flourish at the end.

Re: Recommendation regarding Social Distancing and Continued Remote Meetings of
Legislative Bodies

I strongly recommend that physical/social distancing measures continue to be practiced throughout our Ventura County communities to minimize the spread of COVID-19, including at meetings of the Board of Supervisors and meetings of other legislative bodies of the County of Ventura.

California Department of Public Health ("CDPH") and the federal Centers for Disease Control and Prevention ("CDC") caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>). Additionally, the CDC has established a "Community Transmission" metric with 4 tiers designed to reflect a community's COVID-19 case rate and percent positivity. Ventura County currently has a Community Transmission metric of "high" which is the most serious of the tiers.

Whether vaccinated or not, positive individuals are contracting the Delta variant and infecting others in our communities. Social distancing and masking are crucial mitigation measure to prevent the disease's spread. Remote meetings of legislative bodies of the County, including but not limited to the Board of Supervisors, are a recommended form of social distancing that allows for the participation of the community, staff, presenters, and legislative body members in a safe environment, with no risk of contagion. It is recommended that legislative bodies of the County continue to implement 100% remote meetings.

If you have any questions regarding this recommendation, please do not hesitate to contact me.



January 3, 2022

Board of Retirement
Ventura County Employees' Retirement Association
1190 S. Victoria Ave., Ste. 200
Ventura, CA 93003

SUBJECT: Proposed Legislation

Attached is a draft of a bill that I recommend the Board of Retirement (BoR) seek to be introduced for consideration in the 2022 Legislative session.

It would change the titles of two current VCERA executive management employees (as the Board is aware, VCERA has only five current employees, all others performing work for VCERA are county employees) and add three new management position designations to VCERA's employee roster. If passed and signed, the bill would not become effective until January 1, 2023. Additionally, adding these new position designations merely authorizes, but does not mandate they be filled.

Further, Government Code (GC) sec. 31522.1 provides that all Retirement Boards "may appoint such administrative, technical, and clerical staff personnel as are required to accomplish the necessary work of the boards". The distinction is, however, that personnel appointed pursuant to GC sec. 31522.1 "shall be county employees" while any new personnel appointed pursuant to the provisions of the section amended by the proposed bill would be VCERA employees.

I believe the proposed bill would facilitate the BoR's compliance with the provision in its Charter that states,
"Ensure that appropriate provisions for succession are in place to provide for continuity in VCERA staff".

There is precedent for the language in the proposed bill. In the 2021 Legislative session, AB 761 amended GC sec. 31522.5 (a), applicable to the Orange County Employees' Retirement System, to read:

"(a) In a county in which the board of retirement has appointed personnel pursuant to Section 31522.1, the board of retirement may appoint an administrator, an assistant administrator, a chief investment officer, senior management employees next in line of authority to the chief investment officer, subordinate administrators, senior management employees next in line of authority to subordinate administrators, and legal counsel".

While not exactly the same as the proposed bill language, it is indeed quite similar.

If such a bill is to be introduced in January, VCERA should seek an author and select a lobbyist in December or early January.

I would be happy to answer any questions concerning this recommendation.

Sincerely,

Retiree Member & Vice-Chair

Attachment

Attachment 1

Section 31522.10 of the Government Code is amended to read:

(a) In a county in which the board of retirement has appointed personnel pursuant to Section 31522.1, the board of retirement may appoint a ~~retirement administrator,~~ **chief executive officer, assistant chief executive officer,** chief financial officer, chief operations officer, chief investment officer, **chief technology officer,** ~~and general~~ **chief counsel and legal counsel subordinate to the chief counsel.**

(b) Notwithstanding any other law:

(1) The personnel appointed pursuant to this section shall not be county employees but shall be employees of the retirement system, subject to terms and conditions of employment established by the board of retirement. Except as specifically provided in this subdivision, all other personnel shall be county employees for purposes of the county's employee relations resolution, or equivalent local rules, and the terms and conditions of employment established by the board of supervisors for county employees, including those set forth in a memorandum of understanding.

(2) Any leave balance accrued by a county employee prior to his or her appointment as a retirement system employee pursuant to this chapter shall be transferred from the county to the retirement system. The county shall pay to the retirement system at the time that the leave is transferred an amount equal to the value of the accrued leave at that time based on the compensation paid to the employee by the county immediately before the transfer.

(c) Except as otherwise provided by Sections 31529.9 and 31596.1, the compensation of personnel appointed pursuant to this section shall be an expense of administration of the retirement system, pursuant to Section 31580.2.

(d) The board of retirement and board of supervisors may enter into any agreements as may be necessary and appropriate to carry out the provisions of this section.

(e) Section 31522.2 is not applicable to a retirement system that elects to appoint personnel pursuant to this section.

(f) This section shall apply only to the retirement system established under this chapter in Ventura County at such time as the board of retirement, by resolution, makes this section applicable in that county.



January 3, 2022

Board of Retirement
Ventura County Employees' Retirement Association
1190 South Victoria Avenue, Suite 200
Ventura, CA 93003

SUBJECT: RESUMPTION OF REVIEW OF BOARD EDUCATION & TRAVEL POLICY

Dear Board Members:

At the September 13, 2021, Disability Meeting, staff brought the Education & Travel Policy for its periodic review, proposing several changes to provide clarification. At that time, the Board deferred action to allow staff to incorporate additional feedback; that feedback was reflected in an updated version provided at the December 13, 2021. The Board approved an update in the per diem rate in the table under Meals & Beverages to reflect the increase to federal GSA rates (highlighted in redline version), but deferred consideration and discussion of the remaining proposed changes. Therefore, the policy is again brought to the Board for review. (Note that the dates at the end of the policy also have been updated to reflect the December 13th change.)

Staff has provided both a redline and clean version of the policy with the suggested edits to the various sections. The following is a list of the remaining proposed changes to the policy.

INTRODUCTION

- Addition to acknowledge the trustee educational requirements are statutory.
- Removed reference to due diligence trips in the introduction; that language was inserted prior to VCERA hiring a Chief Investment Officer in 2015.

PURPOSE

- Expanded and updated with improved language that better explains the purpose of trustee and staff travel in support of the overall mission.

COMPLIANCE WITH STATE LAW

- Removed reference to 2013.

ON-SITE DUE DILIGENCE

- Edited language to reflect that primary responsibility for due diligence trips is with investment consultant. (Most plans do not send trustees on due diligence trips, though some send CIO/staff if a specific situation calls for it, such as considering a new manager or termination of an existing one.)
- Formalize VCERA practice of sending a maximum of two trustees on a due diligence trip.

September 13, 2021

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TRAVEL AUTHORIZATION

- Insertion of language to acknowledge the frequent participation in virtual meetings & conferences.
- Incorporate modest increase to cost threshold for RA approval of one-day travel.
- Insertion of section listing the annual conferences attended by senior staff. (It has been suggested that such routine staff travel that is budgeted annually not need to be brought to the Board each time.)
- Minor language edits for clarity.

RECOMMENDED PUBLIC RETIREMENT SYSTEM MEETINGS

- Cleanup removal of duplicate item in list.
- Addition of including conference agenda on travel requests. (This is consistent with current practice.)

TRAVEL ARRANGEMENTS

- Clarification that a trustee may arrange his or her own travel, even if not traveling with spouse or companion.
- Require documentation of lower price/fare when trustees opt for a higher-priced fare or mode of travel, far enough in advance to reflect appropriate pricing.

TRAVEL COSTS

Air Transportation Subsection

- Given the wide range of "economy" or "coach" designations among airlines, inserted clarifying language to specify lowest price that allows for a carry-on bag.

Meals & Beverages Subsection

- Prohibits reimbursement for meals already provided as part of transportation, conference or meeting.

Tips Subsection

- Clarification of tips for taxi and/or ride share, and minor cleanup.

Rental Car Subsection

- Insertion of reference to ride share services, which are now commonly used.

Documentation of Expenses and Submission of Reimbursement Claims Subsection

- Formalizes that submission of a signed claim is the traveler's certification that all expenses are for approved purpose in compliance with the policy.

RECOMMENDATION: APPROVE PROPOSED CHANGES TO THE EDUCATION & TRAVEL POLICY.

Staff will be happy to answer any questions at the January 3, 2022, Disability meeting.

Sincerely,



Linda Webb

Retirement Administrator

VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT
EDUCATION AND TRAVEL POLICY

INTRODUCTION

Recognizing its fiduciary responsibility to plan participants, and its responsibility to meet statutory education requirements, it is the desire of the Board of Retirement (Board) to encourage members of the Board, and its staff, to enhance their knowledge of the financial and benefit aspects of the retirement system by attending educational meetings, conferences and seminars. Attendance at such functions, ~~as well as due diligence trips relating to the operation of the retirement system~~, is essential to ensure that Board members and staff are able to carry out their fiduciary responsibilities.

PURPOSE

The purpose of this policy is to ~~set forth the guidelines to be followed to ensure Board members and staff members are allowed to cost effectively attend the educational meetings, conferences, and seminars the Board believes to be necessary for the performance of their duties.~~ align travel by Board members and staff in connection with educational conferences and administrative meetings with the Mission, Vision, and Values of VCERA. The Board recognizes that travel associated with education and administrative meetings on VCERA's behalf is a component of building a knowledge base and operational understanding of Board members given their fiduciary responsibilities. Such education will equip them to discharge their fiduciary duties for the sole benefit of the VCERA membership. To ensure reimbursement for travel is allowed for only those expenses deemed reasonable and necessary for the proper administration of the Plan, this policy will be administered in a manner that may be overseen by the Board and understood by VCERA members and other stakeholders as reasonable, cost effective, and value driven.

COMPLIANCE WITH STATE LAW

~~Effective January 1, 2013, and i~~ In compliance with Section 31522.8 of the California Government Code, all Board members shall receive a minimum of 24 hours of trustee education within the first two years of assuming office, and for every subsequent two-year period the Board member continues to hold membership on the Board. Of the required 24 hours, 2 hours must be training in general ethics principles and ethics laws, and 2 hours must be training and education on sexual harassment prevention.¹ Further, the Board will maintain a record of Board member compliance with the policy. This

¹ Training in sexual harassment prevention must be completed within a new trustee's first 6 months.

policy and an annual report on Board member compliance shall be placed on the Internet Web site.

ON-SITE DUE DILIGENCE

Regular on-site due diligence evaluations shall be scheduled with VCERA's investment managers (within North America) every three years and shall be conducted by VCERA's investment consultants and, when deemed by the Board to be necessary, by trustees and/or staff. For managers outside of North America, the frequency shall be every four years and whenever possible in conjunction with an educational opportunity to maximize the value of the overseas trip. More frequent evaluations shall be conducted if there have been material organizational changes, significant underperformance of the investment or for any other reason deemed appropriate by the Board.

On-site due diligence evaluations may ~~be conducted by~~ include one or more up to two Trustees if deemed necessary by the Board, and may include the Chief Investment Officer (CIO), Administrator and/or the Administrator's designee. The Administrator shall, in consultation with the CIO and Investment Consultant, agendize a proposed schedule for all on-site due diligence trips to be conducted in the upcoming year. The Board Chair shall, with Board consent, designate the Trustee(s) to participate in each on-site evaluation if the Board determines that trustee participation is necessary for the particular due diligence visit. In advance of each due diligence trip, and the CIO shall submit the travel cost estimates to the Board for approval for such visits. Every effort shall be made to rotate due diligence responsibilities so no single Trustee, or group pair of Trustees, is conducting a majority of due diligence visits on VCERA's behalf. The Trustee(s) and CIO, Administrator, or designee, shall be responsible for providing a written/oral report to the Board no later than the second subsequent regular Board meeting summarizing their findings and recommendations, if any.

LIMITATION ON MEETING FOR BUSINESS PURPOSES

Travel by multiple Board members shall be conducted in such a manner as to not violate the provisions of the Brown Act (Government Code Section 54950 et. Seq.). Board member attendance at educational meetings, conferences, seminars and related social events is not a violation of the Brown Act.

TRAVEL AUTHORIZATION

Approval for travel by a Board or staff member to an educational meeting, conference, seminar or on-site due diligence visit, whether in person or virtual, shall be made in an open meeting of the Board, except for attendance at the Spring and Fall State Association of County Retirement Systems (SACRS) or specific conferences listed below for which authorization by the Board will not be required. Additionally, the Retirement Administrator may approve Board or staff travel for one-day meetings held within the State. The Administrator may also approve an overnight stay by a staff member if it is determined to be in the best interest of the Association in terms of economy and efficiency. In the event a Board member or CIO wishes to conduct an on-site due diligence visit, or attend a one-

~~day seminar~~, of a VCERA investment manager or consultant, or attend a one-day seminar without prior Board approval, the Administrator is authorized to reimburse travel expenses up to ~~\$350.00~~400.00 upon submission of a verified claim.

Although State law may permit gifts of travel to the System, if a third party offers to pay for some or all of the travel expenses associated with a particular conference, seminar or meeting, the Board shall decline the offer. However, the Board may consider authorizing attendance at the particular conference, seminar or meeting at VCERA's expense if such attendance would be beneficial to VCERA. The Retirement Administrator may accept fee waivers for training conferences or seminars on behalf of staff members, if offered by governmental trade organizations. If the Board has approved a staff member's membership on an investment managers advisory board or committee, and the cost of related travel is included in the fees paid to such investment managers, the cost of such travel is not a gift, and VCERA need not pay additional for it.

The following conferences are budgeted annually for specific staff, and may be authorized by the Retirement Administrator without Board approval, so long as the cost does not exceed the amount approved by the Board in that year's administrative budget.

- Retirement Administrator: CALAPRS Administrators' Institute
- General Counsel: National Association of Public Pension Attorneys (NAPPA)
- Chief Financial Officer-: Public Pension Financial Forum (P2F2)
- Chief Technology Officer: Public Retirement Information Systems Management (PRISM)
- Chief Investment Officer: International Limited Partners' Association (ILPA)

ANNUAL TRAVEL BUDGET

The Retirement Administrator shall include in the annual budget to be approved by the Board sufficient funding to allow each member of the Board, and staff, to attend the Spring and Fall SACRS conferences. Additionally, funds will be budgeted, based upon the information available on scheduled conferences and input from individual Board members during the budget preparation process, to allow each Board member and executive staff to attend up to three additional conferences, educational meetings, seminars and site visits each fiscal year. This limitation shall not apply to on-site visits that are made with the consent of the Board, including in connection with the retention of a new manager, nor shall it apply to any conference, educational meeting, seminar or site visit where the cost to the Association can reasonably be expected to be \$500 or less than \$500.00.

Travel expenses of Board members and staff shall be considered an administration cost, where permissible by law, or investment cost, and may not be paid by any third party without the express written authorization of the Board.

RECOMMENDED PUBLIC RETIREMENT SYSTEM MEETINGS

It is the intention of the Board to establish a standard whereby attendance at educational meetings, conferences and seminars will be approved only if the agenda for the event contains an average of five (5) hours of substantive educational content per day. This standard would not apply to meetings with investment managers, consultants, [short seminars](#), etc., which would not be expected to last for five hours.

The Board establishes the following as recommended educational meetings, conferences and seminars that qualify as trustee and/or staff education.

1. State Association of County Retirement Systems (SACRS), including meetings of SACRS Board or Committees, on which a member of the Board or staff participates. The Board recognizes the importance of having its Trustees actively participate as members of the SACRS Board or its committees. Therefore, attendance at such meetings shall not count towards the three conferences, educational meetings, seminars, or site visits limitation set forth above, even if such cost exceeds \$500.00.
2. Public Pension Investment Management Program (SACRS/Berkeley). (Attendance shall not count towards the three-conference limit.)
3. California Association of Public Retirement Systems (CALAPRS) Annual General Assembly, trustee and staff roundtables, Advanced Board Leadership Institute, Administrators' Institute and the Principles of Pension Management for Trustees course. (Attendance shall not count towards the three-conference limit.)
4. Programs sponsored by the Institute for Fiduciary Education (IFE).
5. NCPERS Annual Conference.
6. Pension Funds and Money Management, and Alternative Investments and Real Estate; The Wharton School, University of Pennsylvania.
7. Programs sponsored by the National Association of Police Officers (NAPO).
8. Client conferences sponsored by investment managers, asset custodians and consultants with whom the Retirement System has a current professional relationship. (Attendance shall not count towards the three-conference limit.)
- ~~9. Client conferences sponsored by investment managers, asset custodians and consultants with whom the Retirement System has a current professional relationship (Attendance shall not count towards the three conference limit.)~~
- ~~10-9.~~ National Association of Public Pension Attorneys ([NAPPA](#)) Conference.
- ~~11-10.~~ California Retirement County Employees Association (CRCEA).
- ~~12-11.~~ Nossaman LLC Annual Fiduciary Forum. (Attendance shall not count towards the ~~three~~-conference limit.)
- ~~13-12.~~ Council of Institutional Investors (CII)
- ~~14-13.~~ Institutional Limited Partners Association (ILPA)

Board members may request approval to attend the recommended, or any other multi-day educational meetings, seminars and conferences by submitting a written request to the Retirement Administrator, [along with the conference agenda](#), for inclusion on the next Board agenda. The request should confirm the training meets the average 5-hour-per-day standard, and indicate the number of hours of educational hours the training provides. Requests approved by the Board qualify as Board member education. Educational seminars sponsored by the state or national public pension fund organizations and

seminars sponsored by accredited academic institutions shall be deemed to meet Board member education requirements.

APPROPRIATE TOPICS

Appropriate topics for Board member education, may include, but are not limited to, the following:

1. Fiduciary responsibilities.
2. Ethics.
3. Pension fund investments and investment program management.
4. Actuarial matters.
5. Pension funding.
6. Benefits administration.
7. Disability evaluation.
8. Fair hearings.
9. Pension fund governance.
10. New Board member orientation.
11. Sexual Harassment Prevention

TRAVEL ARRANGEMENTS

It is the preference of the Board to have travel arrangements made through VCERA staff. This would include processing of registrations, hotel accommodations and transportation. However, a Board member may arrange his/her own transportation, but if he/she is to be accompanied by a spouse or travelling companion. If the traveler selects a more expensive mode of travel, the traveler shall claim only the cost that would have been incurred had the lower cost option been utilized and shall provide documentation of the lower cost option. Except as provided under "Air Transportation" for lengthy flight time travel, trustees who upgrade to business or first class must provide documentation of the price of coach/economy on a date that is at least 4 weeks prior to the date of travel, preferably on the date the trustee books the upgraded travel.

VCERA staff will not make travel arrangements for, or reimbursement to a Board or staff member for any costs associated with the attendance of a spouse or traveling companion to any function.

TRAVEL COSTS

It is the policy of the Board that travel to educational meetings, conferences, seminars, and due diligence visits be achieved in the least expensive practical manner possible in order to reduce costs to the retirement system. When weighing the options or air transportation vs driving a personal or rented vehicle, comparison of total anticipated costs should be considered (ex: parking, mileage, shuttle costs, etc.) and the least expensive option should be favored whenever practical to do so. If the traveler chooses

a materially higher cost transportation mode for personal reasons, reimbursement will be limited to the lower cost option.

Reimbursement or payment for travel related expenses may not be made in certain instances. For travel to meetings within the State of California, lodging and other eligible travel related expenses will be paid for the evening prior to the start of the meeting only if the meeting starts at or prior to 9:30 a.m. Lodging for the night of the last day of the conference will not be paid by the Retirement System.

For travel outside of the State of California, lodging and other travel related expenses will be paid by VCERA for the evening prior to the day the meetings starts. Lodging will not be paid by VCERA for the evening of the final day of the meeting unless the substantive portion of the meeting ends after 2:00 p.m. or it can be demonstrated that a reduction in airfare can be achieved by staying over for an additional day which will more than offset the cost for an additional night's lodging and other travel related costs that would be incurred.

In order to avoid unnecessary costs to the Retirement System, Board members should immediately notify VCERA's Chief Financial Officer of the cancellation or other changes in their travel plans.

Travel related costs which will be paid or reimbursed to a Board or staff member include the following:

Air Transportation

Every attempt should be made to make air travel reservations in advance to take advantage of available discounts. Airfare will be paid for coach/economy passage only (or the lowest fare that allows a carry-on bag), with the exceptions listed below:

Flight Time	Seating level allowable
Exceeds 4 hours	1 level above coach/economy
Exceeds 8 hours	Business class, with Board approval.

Hotel Accommodations

Payment for lodging will be at the single occupancy rate, plus applicable room tax. Any lodging costs in excess of the single occupancy room rate will be the responsibility of the Board or staff member.

Meals & Beverages

Reimbursement for the cost of meals and beverages for the Board and staff members while on travel ~~will be made at the rates established by the County of Ventura for reimbursement to employees for such expenses,~~ will be made at the rates as shown in the following table. No meal allowance will be paid for any meal that is provided by the

host, ~~or~~ at the ~~—~~conference, or included with the price of airfare or other mode of transportation, unless for medical dietary restrictions.

	Within California (Receipts Required)	Out-of-State (Receipts Required)	High-Cost Areas (HCA)*	Per Day (No Receipts Required)
Breakfast	\$19.50	\$22.50	25.00	\$60.00
Lunch	\$19.50	\$22.50	25.00	\$71.00 (HCA*)
Dinner	\$38.00	\$43.00	49.00	75% of above for first & last days of travel

*as designated by the current federal General Services Administration Special Per Diem Rates publication.

Exceptions: 1) for on-site due diligence evaluations, the amounts indicated on the table above are increased by 15%, and; 2) For VCERA trustee/staff group meals while attending a conference, reimbursement for the total eligible meal/beverage cost may be made to the person paying a combined bill, not to exceed an amount equal to the maximum allowable meal cost multiplied by the number of attendees.

Tips

The gratuity for meals may not exceed 15% percent of the charge, rounded up to the nearest dollar, unless the establishment adds it to the bill. Other tips may be reimbursed for other legitimate services such as maid service, taxis, portage, and parking valet service paid ~~—~~in the scope of the traveler’s duty, not to exceed \$10 per day. Tips for taxis or ride share service shall not exceed 15% of the fare, rounded up to the nearest dollar.

Rental Car

Every attempt should be made to utilize public transportation, ride share (Uber, Lyft), airport and hotel shuttle services which are reimbursable expenses. A rental car may be used if cost effective. The retirement system will not be responsible for any loss or damage resulting from the use of a rental car.

Parking

Reasonable automobile parking expenses are reimbursable.

Mileage

Retirement Board members and staff will be reimbursed for the use of their own automobile at the current mileage rate authorized by the Internal Revenue Service.

Non-Reimbursable Expenses

Expenditures, which are not substantive to VCERA business will not be reimbursed by VCERA, such as:

- A. Any expenses related to alcohol and tobacco;
- B. Internet usage fees (unless the internet is used for VCERA business);
- C. Any expenses related to entertainment and recreational activities.

Documentation of Expenses and Submission of Reimbursement Claims

All requests for reimbursement of travel costs shall be supported by detailed receipts or other documentation. Agendas from the training may be attached to the travel claims, along with notations of the sessions attended with the associated hours recorded on the face of the claim. All travel claims shall be submitted to the Retirement Administrator or VCERA's Chief Financial Officer no later than the 60th calendar day after the expense is incurred by the Board or staff member. (A sample claim form is attached to this policy.) A signed travel claim constitutes certification that the claimed expenses were incurred for the approved purpose.

REPORTING

Retirement Board members shall, no later than the 2nd subsequent Board meeting, provide a brief report on meetings or conferences attended on behalf of VCERA. The Retirement Administrator shall, no later than the second month of the calendar year, report on annual Board member compliance and post said report on the VCERA Web site.

POLICY REVIEW

In order to keep the provisions of this policy current, the Board will review this policy on an annual basis at a minimum.

POLICY HISTORY

The Board last reviewed and approved this policy on ~~December~~ January 13, 2022. The Board previously approved this policy on December 13, 2021, June 18, 2018, June 19, 2017, May 2, 2016, June 15, 2015, February 23, 2015, June 2, 2014, June 17, 2013, January 28, 2013, July 2, 2012, June 20, 2011, June 21, 2010, June 15, 2009, September 15, 2008, April 16, 2007, May 1, 2006, October 17, 2005, April 19, 2004, April 21, 2003, May 6, 2002, April 16, 2001, and April 17, 2000. The Board originally adopted this policy on July 6, 1998.

VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT
EDUCATION AND TRAVEL POLICY

INTRODUCTION

Recognizing its fiduciary responsibility to plan participants, and its responsibility to meet statutory education requirements, it is the desire of the Board of Retirement (Board) to encourage members of the Board, and its staff, to enhance their knowledge of the financial and benefit aspects of the retirement system by attending educational meetings, conferences and seminars. Attendance at such functions is essential to ensure that Board members and staff are able to carry out their fiduciary responsibilities.

PURPOSE

The purpose of this policy is to align travel by Board members and staff in connection with educational conferences and administrative meetings with the Mission, Vision, and Values of VCERA. The Board recognizes that travel associated with education and administrative meetings on VCERA's behalf is a component of building a knowledge base and operational understanding of Board members given their fiduciary responsibilities. Such education will equip them to discharge their fiduciary duties for the sole benefit of the VCERA membership. To ensure reimbursement for travel is allowed for only those expenses deemed reasonable and necessary for the proper administration of the Plan, this policy will be administered in a manner that may be overseen by the Board and understood by VCERA members and other stakeholders as reasonable, cost effective, and value driven.

COMPLIANCE WITH STATE LAW

In compliance with Section 31522.8 of the California Government Code, all Board members shall receive a minimum of 24 hours of trustee education within the first two years of assuming office, and for every subsequent two- year period the Board member continues to hold membership on the Board. Of the required 24 hours, 2 hours must be training in general ethics principles and ethics laws, and 2 hours must be training and education on sexual harassment prevention.¹ Further, the Board will maintain a record of Board member compliance with the policy. This policy and an annual report on Board member compliance shall be placed on the Internet Web site.

ON-SITE DUE DILIGENCE

Regular on-site due diligence evaluations shall be scheduled with VCERA's investment managers (within North America) every three years and shall be conducted by VCERA's

¹ Training in sexual harassment prevention must be completed within a new trustee's first 6 months.

investment consultants and, when deemed by the Board to be necessary, by trustees and/or staff. For managers outside of North America, the frequency shall be every four years and whenever possible in conjunction with an educational opportunity to maximize the value of the overseas trip. More frequent evaluations shall be conducted if there have been material organizational changes, significant underperformance of the investment or for any other reason deemed appropriate by the Board.

On-site due diligence evaluations may include up to two Trustees if deemed necessary by the Board, and may include the Chief Investment Officer (CIO), Administrator and/or the Administrator's designee. The Administrator shall, in consultation with the CIO and Investment Consultant, agendize a proposed schedule for all on-site due diligence trips to be conducted in the upcoming year. The Board Chair shall, with Board consent, designate the Trustee(s) to participate in each on-site evaluation if the Board determines that trustee participation is necessary for the particular due diligence visit. In advance of each due diligence trip, the CIO shall submit the travel cost estimates to the Board for approval for such visits. Every effort shall be made to rotate due diligence responsibilities so no single Trustee, or pair of Trustees, is conducting a majority of due diligence visits on VCERA's behalf. The Trustee(s) and CIO, Administrator, or designee, shall be responsible for providing a written/oral report to the Board no later than the second subsequent regular Board meeting summarizing their findings and recommendations, if any.

LIMITATION ON MEETING FOR BUSINESS PURPOSES

Travel by multiple Board members shall be conducted in such a manner as to not violate the provisions of the Brown Act (Government Code Section 54950 et. Seq.). Board member attendance at educational meetings, conferences, seminars and related social events is not a violation of the Brown Act.

TRAVEL AUTHORIZATION

Approval for travel by a Board or staff member to an educational meeting, conference, seminar or on-site due diligence visit, whether in person or virtual, shall be made in an open meeting of the Board, except for attendance at the Spring and Fall State Association of County Retirement Systems (SACRS) or specific conferences listed below for which authorization by the Board will not be required. Additionally, the Retirement Administrator may approve Board or staff travel for one-day meetings held within the State. The Administrator may also approve an overnight stay by a staff member if it is determined to be in the best interest of the Association in terms of economy and efficiency. In the event a Board member or CIO wishes to conduct an on-site due diligence visit of a VCERA investment manager or consultant, or attend a one-day seminar without prior Board approval, the Administrator is authorized to reimburse travel expenses up to \$400.00 upon submission of a verified claim.

Although State law may permit gifts of travel to the System, if a third party offers to pay for some or all of the travel expenses associated with a particular conference, seminar

or meeting, the Board shall decline the offer. However, the Board may consider authorizing attendance at the particular conference, seminar or meeting at VCERA's expense if such attendance would be beneficial to VCERA. The Retirement Administrator may accept fee waivers for training conferences or seminars on behalf of staff members, if offered by governmental trade organizations. If the Board has approved a staff member's membership on an investment managers advisory board or committee, and the cost of related travel is included in the fees paid to such investment managers, the cost of such travel is not a gift, and VCERA need not pay additional for it.

The following conferences are budgeted annually for specific staff, and may be authorized by the Retirement Administrator without Board approval, so long as the cost does not exceed the amount approved by the Board in that year's administrative budget.

- Retirement Administrator: CALAPRS Administrators' Institute
- General Counsel: National Association of Public Pension Attorneys (NAPPA)
- Chief Financial Officer: Public Pension Financial Forum (P2F2)
- Chief Technology Officer: Public Retirement Information Systems Management (PRISM)
- Chief Investment Officer: International Limited Partners' Association (ILPA)

ANNUAL TRAVEL BUDGET

The Retirement Administrator shall include in the annual budget to be approved by the Board sufficient funding to allow each member of the Board, and staff, to attend the Spring and Fall SACRS conferences. Additionally, funds will be budgeted, based upon the information available on scheduled conferences and input from individual Board members during the budget preparation process, to allow each Board member and executive staff to attend up to three additional conferences, educational meetings, seminars and site visits each fiscal year. This limitation shall not apply to on-site visits that are made with the consent of the Board, including in connection with the retention of a new manager, nor shall it apply to any conference, educational meeting, seminar or site visit where the cost to the Association can reasonably be expected to be \$500 or less.

Travel expenses of Board members and staff shall be considered an administration cost, where permissible by law, or investment cost, and may not be paid by any third party without the express written authorization of the Board.

RECOMMENDED PUBLIC RETIREMENT SYSTEM MEETINGS

It is the intention of the Board to establish a standard whereby attendance at educational meetings, conferences and seminars will be approved only if the agenda for the event contains an average of five (5) hours of substantive educational content per day. This standard would not apply to meetings with investment managers, consultants, short seminars, etc., which would not be expected to last for five hours.

The Board establishes the following as recommended educational meetings, conferences and seminars that qualify as trustee and/or staff education.

1. State Association of County Retirement Systems (SACRS), including meetings of SACRS Board or Committees, on which a member of the Board or staff participates. The Board recognizes the importance of having its Trustees actively participate as members of the SACRS Board or its committees. Therefore, attendance at such meetings shall not count towards the three conferences, educational meetings, seminars, or site visits limitation set forth above, even if such cost exceeds \$500.00.
2. Public Pension Investment Management Program (SACRS/Berkeley). (Attendance shall not count towards the three-conference limit.)
3. California Association of Public Retirement Systems (CALAPRS) Annual General Assembly, trustee and staff roundtables, Advanced Board Leadership Institute, Administrators' Institute and the Principles of Pension Management for Trustees course. (Attendance shall not count towards the three-conference limit.)
4. Programs sponsored by the Institute for Fiduciary Education (IFE).
5. NCPERS Annual Conference.
6. Pension Funds and Money Management, and Alternative Investments and Real Estate; The Wharton School, University of Pennsylvania.
7. Programs sponsored by the National Association of Police Officers (NAPO).
8. Client conferences sponsored by investment managers, asset custodians and consultants with whom the Retirement System has a current professional relationship. (Attendance shall not count towards the three-conference limit.)
9. National Association of Public Pension Attorneys (NAPPA) Conference.
10. California Retirement County Employees Association (CRCEA).
11. Nossaman LLC Annual Fiduciary Forum. (Attendance shall not count towards the three-conference limit.)
12. Council of Institutional Investors (CII)
13. Institutional Limited Partners Association (ILPA)

Board members may request approval to attend the recommended, or any other multi-day educational meetings, seminars and conferences by submitting a written request to the Retirement Administrator, along with the conference agenda, for inclusion on the next Board agenda. The request should confirm the training meets the average 5-hour-per-day standard, and indicate the number of hours of educational hours the training provides. Requests approved by the Board qualify as Board member education. Educational seminars sponsored by the state or national public pension fund organizations and seminars sponsored by accredited academic institutions shall be deemed to meet Board member education requirements.

APPROPRIATE TOPICS

Appropriate topics for Board member education, may include, but are not limited to, the following:

1. Fiduciary responsibilities.
2. Ethics.
3. Pension fund investments and investment program management.
4. Actuarial matters.

5. Pension funding.
6. Benefits administration.
7. Disability evaluation.
8. Fair hearings.
9. Pension fund governance.
10. New Board member orientation.
11. Sexual Harassment Prevention

TRAVEL ARRANGEMENTS

It is the preference of the Board to have travel arrangements made through VCERA staff. This would include processing of registrations, hotel accommodations and transportation. However, a Board member may arrange his/her own transportation, but if the traveler selects a more expensive mode of travel, the traveler shall claim only the cost that would have been incurred had the lower cost option been utilized and shall provide documentation of the lower cost option. Except as provided under "Air Transportation" for lengthy flight time travel, trustees who upgrade to business or first class must provide documentation of the price of coach/economy on a date that is at least 4 weeks prior to the date of travel, preferably on the date the trustee books the upgraded travel.

VCERA staff will not make travel arrangements for, or reimbursement to a Board or staff member for any costs associated with the attendance of a spouse or traveling companion to any function.

TRAVEL COSTS

It is the policy of the Board that travel to educational meetings, conferences, seminars, and due diligence visits be achieved in the least expensive practical manner possible in order to reduce costs to the retirement system. When weighing the options of air transportation vs driving a personal or rented vehicle, comparison of total anticipated costs should be considered (ex: parking, mileage, shuttle costs, etc.) and the least expensive option should be favored whenever practical to do so. If the traveler chooses a materially higher cost transportation mode for personal reasons, reimbursement will be limited to the lower cost option.

Reimbursement or payment for travel related expenses may not be made in certain instances. For travel to meetings within the State of California, lodging and other eligible travel related expenses will be paid for the evening prior to the start of the meeting only if the meeting starts at or prior to 9:30 a.m. Lodging for the night of the last day of the conference will not be paid by the Retirement System.

For travel outside of the State of California, lodging and other travel related expenses will be paid by VCERA for the evening prior to the day the meetings starts. Lodging will not be paid by VCERA for the evening of the final day of the meeting unless the substantive portion of the meeting ends after 2:00 p.m. or it can be demonstrated that a reduction in airfare can be achieved by staying over for an additional day which will more than

offset the cost for an additional night's lodging and other travel related costs that would be incurred.

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Travel related costs which will be paid or reimbursed to a Board or staff member include the following:

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Every attempt should be made to make air travel reservations in advance to take advantage of available discounts. Airfare will be paid for coach/economy passage only (or the lowest fare that allows a carry-on bag), with the exceptions listed below:

Flight Time	Seating level allowable
Exceeds 4 hours	1 level above coach/economy
Exceeds 8 hours	Business class, with Board approval.

Hotel Accommodations

Payment for lodging will be at the single occupancy rate, plus applicable room tax. Any lodging costs in excess of the single occupancy room rate will be the responsibility of the Board or staff member.

Meals & Beverages

Reimbursement for the cost of meals and beverages for the Board and staff members while on travel will be made at the rates as shown in the following table. No meal allowance will be paid for any meal that is provided by the host, at the conference, or included with the price of airfare or other mode of transportation, unless for medical dietary restrictions.

	Within California (Receipts Required)	Out-of-State (Receipts Required)	High-Cost Areas (HCA)*	Per Day (No Receipts Required)
Breakfast	\$19.50	\$22.50	25.00	\$60.00
Lunch	\$19.50	\$22.50	25.00	\$71.00 (HCA*) 75% of above for first & last days of travel
Dinner	\$38.00	\$43.00	49.00	

*as designated by the current federal General Services Administration Special Per Diem Rates publication.

Exceptions: 1) for on-site due diligence evaluations, the amounts indicated on the table above are increased by 15%, and; 2) For VCERA trustee/staff group meals while attending a conference, reimbursement for the total eligible meal/beverage cost may be

made to the person paying a combined bill, not to exceed an amount equal to the maximum allowable meal cost multiplied by the number of attendees.

Tips

The gratuity for meals may not exceed 15% of the charge, rounded up to the nearest dollar, unless the establishment adds it to the bill. Other tips may be reimbursed for other legitimate services such as maid service, portage, and parking valet service paid in the scope of the traveler's duty, not to exceed \$10 per day. Tips for taxis or ride share service shall not exceed 15% of the fare, rounded up to the nearest dollar.

Rental Car

Every attempt should be made to utilize public transportation, ride share (Uber, Lyft), airport and hotel shuttle services which are reimbursable expenses. A rental car may be used if cost effective. The retirement system will not be responsible for any loss or damage resulting from the use of a rental car.

Parking

Reasonable automobile parking expenses are reimbursable.

Mileage

Retirement Board members and staff will be reimbursed for the use of their own automobile at the current mileage rate authorized by the Internal Revenue Service.

Non-Reimbursable Expenses

Expenditures, which are not substantive to VCERA business will not be reimbursed by VCERA, such as:

- A. Any expenses related to alcohol and tobacco;
- B. Internet usage fees (unless the internet is used for VCERA business);
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Documentation of Expenses and Submission of Reimbursement Claims

All requests for reimbursement of travel costs shall be supported by detailed receipts or other documentation. Agendas from the training may be attached to the travel claims, along with notations of the sessions attended with the associated hours recorded on the face of the claim. All travel claims shall be submitted to the Retirement Administrator or VCERA's Chief Financial Officer no later than the 60th calendar day after the expense is incurred by the Board or staff member. (A sample claim form is attached to this policy.) A signed travel claim constitutes certification that the claimed expenses were incurred for the approved purpose.

REPORTING

Retirement Board members shall, no later than the 2nd subsequent Board meeting, provide a brief report on meetings or conferences attended on behalf of VCERA. The Retirement Administrator shall, no later than the second month of the calendar year, report on annual Board member compliance and post said report on the VCERA Web site.

POLICY REVIEW

In order to keep the provisions of this policy current, the Board will review this policy on an annual basis at a minimum.

POLICY HISTORY

The Board last reviewed and approved this policy on January 3, 2022. The Board previously approved this policy on December 13, 2021, June 18, 2018, June 19, 2017, May 2, 2016, June 15, 2015, February 23, 2015, June 2, 2014, June 17, 2013, January 28, 2013, July 2, 2012, June 20, 2011, June 21, 2010, June 15, 2009, September 15, 2008, April 16, 2007, May 1, 2006, October 17, 2005, April 19, 2004, April 21, 2003, May 6, 2002, April 16, 2001, and April 17, 2000. The Board originally adopted this policy on July 6, 1998.



January 3, 2022

Board of Retirement
Ventura County Employees' Retirement Association
1190 South Victoria Avenue, Suite 200
Ventura, CA 93003

SUBJECT: REVIEW OF BOARD MONITORING AND REPORTING POLICY

Dear Board Members:

The Monitoring & Reporting Policy is scheduled to be reviewed every three (3) years. It was last reviewed September 12, 2016, and is overdue for Board review. Staff apologizes for the delay.

Staff is proposing several changes to provide clarification, as described below. Provided is both a redline and clean version of the policy with the suggested edits to the various sections.

POLICY HISTORY

- Updated dates.

ADMINISTRATIVE REPORTS

- Combined two reports are now provided together in coordination with direction from the Finance Committee and Board;
- Updated frequency of reports that are now provided quarterly;
- Changed name of annual report name to its new official GFOA name of Annual Comprehensive Financial Report (ACFR).

INVESTMENT REPORTS & STANDARD STAFF REPORTS

- Changes to these sections are proposed by the Chief Investment Officer, who will be happy to answer any trustee questions at the meeting.

RECOMMENDATION: APPROVE PROPOSED CHANGES TO THE MONITORING & REPORTING POLICY.

Staff will be happy to answer any questions at the January 3, 2022, Disability meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Webb", written in a cursive style.

Linda Webb
Retirement Administrator

VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
MONITORING AND REPORTING POLICY

I. Background

- 1) In keeping with the duty of the Board to oversee the activities and performance of VCERA, the Board has established this Monitoring and Reporting Policy, which sets out the Board's expectations concerning the reports it is to receive on a regular basis.

II. Guidelines

- 2) Appendix 1 of this Policy will address the routine reporting needs of the Board across a range of reporting areas including:
 - a) Governance;
 - b) Investments;
 - c) Funding; and
 - d) Administration.
- 3) The Board will be provided the routine reports outlined in Appendix 1 with a frequency also set out in Appendix 1. The Board will be provided other Personnel Committee reports as required.
- 4) Board members are expected to review and be familiar with all reports provided to the Board, and to question management about any issues of concern contained in any such report.
- 5) Management will work continuously to improve the routine reports provided to the Board to ensure they meet the needs of the Board, provide adequate information, and are user friendly.
- 6) Routine reports will not only address performance measurement, but also compliance with VCERA policies.

III. Policy Review

- 7) The Board will review this policy, including Appendix 1, at least once every three (3) years to ensure that it remains relevant and appropriate.

IV. Policy History

- 8) The Board last reviewed and approved this policy on September 12, 2016. The Board previously reviewed and approved this policy on March 19, 2007.

APPENDIX I

REPORTS RECEIVED BY THE BOARD OF RETIREMENT

Governance Reports

Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
1. Retirement Administrator, Board Counsel, and Chief Investment Officer Evaluation	Annually	Personnel Committee	Chair of Personnel Committee	Summarizes the performance assessment of the Retirement Administrator, Board Counsel, and Chief Investment Officer
2. Governance Report	Annually	Staff	Retirement Administrator	A summary confirmation of compliance with governance policies of the Board.

Investment Reports

Generic Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
3. Quarterly Investment Performance Report	Quarterly	Investment Consultant	Investment Consultant (IC) Chief Investment Officer (CIO)	Includes: <ul style="list-style-type: none"> • A report on the investment performance of the total fund, each asset class, and each investment manager; report on the economic and investment environment; <u>confirmation of recommended the asset allocation strategy (annually compliance with Board approved ranges and targets);</u> • review of VCERA's commingled funds and real estate investments; and • confirmation that the investment managers are investing plan assets in accordance with their mandates, <u>investment agreement,</u> regulatory requirements, and VCERA policy.
4. Investment Summary <u>Preliminary Monthly Investment Performance Report</u>	Monthly	Investment Consultant	ICCIO	Preliminary performance report for the prior month on individual investment managers <u>as available,</u> and the total portfolio.
5. Asset and Liability Study	Every 3 years or as needed	Investment Consultant	ICCIO	A study of the relationship between VCERA's assets and liabilities to determine the appropriateness of VCERA's asset allocation policy.

*VCERA
Monitoring and Reporting Policy*

Generic Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
6. Mandatory Public Records Disclosure Reports	Annually	Investment Consultants	ICCIOICCI	Satisfy the legally mandated requirements as set out in Cal. Govt. Code § 6254.26(b)) and Cal. Govt. Code § 7514.7)

Funding Reports

Generic Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
6-7. Actuarial Valuation	Annually	Actuary	Actuary	Establishes the financial position of the pension plan on a going concern and solvency basis, and determines the rates of contribution.
7-8. Experience Analysis	Every 3 years	Actuary	Actuary	Reviews the appropriate long-term economic assumptions such as investment return and wage and price inflation, and demographic assumptions such as disability rates and mortality rates.
8-9. Actuarial Audit*	At least every 6 years*	Auditing Actuary	Auditing Actuary	An independent review of the validity of the analyses and methodologies used in preparing VCERA’s actuarial valuation.

Administrative Reports

Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
9. Report on Business Plan	Annually	Staff	Retirement Administrator	Outlines the Business Plan and progress towards its implementation.
10. Operating Budget Summary	Monthly	Staff	Retirement Administrator	Summarizes the material variances from the operational budget.
11-10. Financial Report	Monthly Quarterly	Staff	Retirement Administrator	Monthly Quarterly report on the financial position of VCERA, covering unaudited financial statements and progress on the preparation of the financial statements.
12-11. Budget Status & Summary	Monthly	Staff	Retirement Administrator	Monthly Quarterly status report on the adopted budget, adjusted budget in relation to expenditures to date. <u>This will include an executive summary of the activity for the period.</u>

* Unless the Board has replaced the actuary or is contemplating replacing the actuary shortly before or after the time that an actuarial audit is due to be conducted.

Administrative Reports (cont'd)

Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
43-12. <u>43-12.</u> Annual Comprehensive Financial Report (“ <u>A</u> CAFR”) including: <ul style="list-style-type: none"> • Audited Financial Statements • Management Discussion and Analysis • Auditor’s Opinion 	Annually	Staff	Retirement Administrator / Independent Auditor	The Annual Report reviews the operations and activities of VCERA during the last fiscal year. It also includes: <ul style="list-style-type: none"> • The audited financial statements, which indicate the financial position of VCERA. • The Management Discussion and Analysis, which is management’s statement of the key financial activities and transactions of VCERA’s fiscal year • The Auditor’s opinion, confirming that the financial statements present fairly, in all materials respects, the financial status of VCERA, in accordance with generally accepted accounting principles.
44-13. <u>44-13.</u> Report of Checks Disbursed	Monthly	Staff	Retirement Administrator	Monthly report on the cash disbursed by VCERA during the prior month.
45-14. <u>45-14.</u> Report on Retirees	Monthly	Staff	Retirement Administrator	List of all new retirees, deferred members, and beneficiaries for prior month. Includes names, date of membership, length of service, other service, department worked for, and effective date.
46-15. <u>46-15.</u> Disability Application Status Report	Monthly	Staff	Retirement Administrator	Summary report of all pending disability applications.

Standard Staff Reports

Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
47-16. <u>47-16.</u> Administrator’s Report	As required / Quarterly	Staff	Administrator	Updates the Board, as required on significant matters not reported in routine reports, or in other staff or committee reports. At least quarterly, updates the Board on the Administrator’s travel, training, and other expenses, key meetings, press/media communications, any items the Administrator has been asked to report back on regularly, and other items that may be of interest to the Board.
48-17. <u>48-17.</u> Board Counsel’s Report	As required	Board Counsel	Board Counsel	Updates the Board on significant legislative and legal developments, and on any ongoing litigation affecting VCERA.

*VCERA
Monitoring and Reporting Policy*

Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
18. Asset Allocation Review and Recommendations	Annually or more frequently as necessary	ICCIO	ICCIO	Review and recommendations for potential asset allocation strategy changes;
19. CIO Investment Report	Quarterly	CIO	CIO	Summary of quarterly investment activity including: <ul style="list-style-type: none"> • private investments partnerships and their respective commitment amounts as denominated in the private investment funds' currency • update of committed capital versus private investments pacing plans • report of incumbent and prospective investment manager, consultant, custodian, and other presentations of their respective products
20. CIO Investment Reports	As needed	CIO	CIO	<ul style="list-style-type: none"> • CIO analysis and recommendation reports and presentations • Other information that may be of interest to the Board

VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
MONITORING AND REPORTING POLICY

I. Background

- 1) In keeping with the duty of the Board to oversee the activities and performance of VCERA, the Board has established this Monitoring and Reporting Policy, which sets out the Board's expectations concerning the reports it is to receive on a regular basis.

II. Guidelines

- 2) Appendix 1 of this Policy will address the routine reporting needs of the Board across a range of reporting areas including:
 - a) Governance;
 - b) Investments;
 - c) Funding; and
 - d) Administration.
- 3) The Board will be provided the routine reports outlined in Appendix 1 with a frequency also set out in Appendix 1. The Board will be provided other Personnel Committee reports as required.
- 4) Board members are expected to review and be familiar with all reports provided to the Board, and to question management about any issues of concern contained in any such report.
- 5) Management will work continuously to improve the routine reports provided to the Board to ensure they meet the needs of the Board, provide adequate information, and are user friendly.
- 6) Routine reports will not only address performance measurement, but also compliance with VCERA policies.

III. Policy Review

- 7) The Board will review this policy, including Appendix 1, at least once every three (3) years to ensure that it remains relevant and appropriate.

IV. Policy History

- 8) The Board last reviewed and approved this policy on September 12, 2016. The Board previously reviewed and approved this policy on March 19, 2007.

APPENDIX I

REPORTS RECEIVED BY THE BOARD OF RETIREMENT

Governance Reports

Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
1. Retirement Administrator, Board Counsel, and Chief Investment Officer Evaluation	Annually	Personnel Committee	Chair of Personnel Committee	Summarizes the performance assessment of the Retirement Administrator, Board Counsel, and Chief Investment Officer
2. Governance Report	Annually	Staff	Retirement Administrator	A summary confirmation of compliance with governance policies of the Board.

Investment Reports

Generic Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
3. Quarterly Investment Performance Report	Quarterly	Investment Consultant	Investment Consultant (IC) Chief Investment Officer (CIO)	Includes: <ul style="list-style-type: none"> • A report on the investment performance of the total fund, each asset class, and each investment manager; report on the economic and investment environment; confirmation of the asset allocation compliance with Board approved ranges and targets; • confirmation that the investment managers are investing plan assets in accordance with their mandates, regulatory requirements, and VCERA policy.
4. Preliminary Monthly Investment Performance Report	Monthly	Investment Consultant	ICCIO	Preliminary performance report for the prior month on individual investment managers as available, and the total portfolio.
5. Asset and Liability Study	Every 3 years or as needed	Investment Consultant	ICCIO	A study of the relationship between VCERA’s assets and liabilities to determine the appropriateness of VCERA’s asset allocation policy.
6. Mandatory Public Records Disclosure Reports	Annually	Investment Consultants	ICCIO	Satisfy the legally mandated requirements as set out in Cal. Govt. Code § 7514.7)

*VCERA
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Funding Reports

Generic Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
7. Actuarial Valuation	Annually	Actuary	Actuary	Establishes the financial position of the pension plan on a going concern and solvency basis, and determines the rates of contribution.
8. Experience Analysis	Every 3 years	Actuary	Actuary	Reviews the appropriate long-term economic assumptions such as investment return and wage and price inflation, and demographic assumptions such as disability rates and mortality rates.
9. Actuarial Audit*	At least every 6 years*	Auditing Actuary	Auditing Actuary	An independent review of the validity of the analyses and methodologies used in preparing VCERA's actuarial valuation.

Administrative Reports

Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
9. Report on Business Plan	Annually	Staff	Retirement Administrator	Outlines the Business Plan and progress towards its implementation.
10. Financial Report	Quarterly	Staff	Retirement Administrator	Quarterly report on the financial position of VCERA, covering unaudited financial statements and progress on the preparation of the financial statements.
11. Budget Status & Summary	Monthly	Staff	Retirement Administrator	Quarterly status report on the adopted budget, adjusted budget in relation to expenditures to date. This will include an executive summary of the activity for the period.

* Unless the Board has replaced the actuary or is contemplating replacing the actuary shortly before or after the time that an actuarial audit is due to be conducted.

Administrative Reports (cont'd)

Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
12. Annual Comprehensive Financial Report (“ACFR”) including: <ul style="list-style-type: none"> • Audited Financial Statements • Management Discussion and Analysis • Auditor’s Opinion 	Annually	Staff	Retirement Administrator / Independent Auditor	The Annual Report reviews the operations and activities of VCERA during the last fiscal year. It also includes: <ul style="list-style-type: none"> • The audited financial statements, which indicate the financial position of VCERA. • The Management Discussion and Analysis, which is management’s statement of the key financial activities and transactions of VCERA’s fiscal year • The Auditor’s opinion, confirming that the financial statements present fairly, in all materials respects, the financial status of VCERA, in accordance with generally accepted accounting principles.
13. Report of Checks Disbursed	Monthly	Staff	Retirement Administrator	Monthly report on the cash disbursed by VCERA during the prior month.
14. Report on Retirees	Monthly	Staff	Retirement Administrator	List of all new retirees, deferred members, and beneficiaries for prior month. Includes names, date of membership, length of service, other service, department worked for, and effective date.
15. Disability Application Status Report	Monthly	Staff	Retirement Administrator	Summary report of all pending disability applications.

Standard Staff Reports

Report Name	Frequency	Prepared By	Presented By	Description and Purpose of Report
16. Administrator’s Report	As required / Quarterly	Staff	Administrator	Updates the Board, as required on significant matters not reported in routine reports, or in other staff or committee reports. At least quarterly, updates the Board on the Administrator’s travel, training, and other expenses, key meetings, press/media communications, any items the Administrator has been asked to report back on regularly, and other items that may be of interest to the Board.
17. Board Counsel’s Report	As required	Board Counsel	Board Counsel	Updates the Board on significant legislative and legal developments, and on any ongoing litigation affecting VCERA.

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January 3, 2022

Board of Retirement
Ventura County Employees' Retirement Association
1190 South Victoria Avenue, Suite 200
Ventura, CA 93003

SUBJECT: AUTHORIZATION FOR CHIEF TECHNOLOGY OFFICER AND SENIOR INFORMATION TECHNOLOGY SPECIALIST TO ATTEND THE PRISM (PUBLIC RETIREMENT INFORMATION SYSTEMS MANAGEMENT) CONFERENCE, MAY 8 - 11, 2022 IN SCOTTSDALE, ARIZONA

Dear Board Members:

Staff requests authorization for Chief Technology Officer, Leah Oliver, and Senior Information Technology Specialist, Brian Owen, to attend the PRISM Conference, May 8 - 11, 2022, in Scottsdale, Arizona. The conference agenda is still being developed, but the theme this year is "PRISM of Possibilities." With the challenges navigated over the past 12-24 months, IT Leaders are charged with leading technology and business initiatives in a whole new world. The focus this year will identify how technology plays a part in, the way we work, how we collaborate, and what our stakeholders expect have evolved.

This year, there will three keynote speakers and numerous breakout and roundtable sessions to discuss current Information Technology trends. PRISM provides all attendees with the opportunity to network with vendors, other retirement systems and allied relationships in the niche field of Information Technology support for public retirement systems.

The estimated cost for both Ms. Oliver and Mr. Owen to attend is approximately \$6,000, which includes: conference registration, mileage, airfare, hotel, meals, and other related expenses. Funds were included for both Ms. Oliver and Mr. Owen in the current fiscal year's budget.

VCERA staff will be pleased to respond to any questions you may have on this matter at the January 3, 2022, Disability Meeting.

Sincerely,

Linda Webb
Retirement Administrator



January 3, 2022

Board of Retirement
Ventura County Employees' Retirement Association
1190 South Victoria Avenue, Suite 200
Ventura, CA 93003

SUBJECT: DESIGNATION OF REPRESENTATIVES FOR LABOR NEGOTIATIONS WITH UNREPRESENTED EMPLOYEES REGARDING IMPLEMENTATION OF MARKET-BASED COMPENSATION STUDY

Dear Board Members:

At its last meeting, the Board received a presentation of the final Market-based compensation study for VCERA's executive management, all of whom are unrepresented employees.

There are several decisions required to be made in implementing the recommendations contained in the report, most of which the executive management staff would undoubtedly desire to provide input on. A regular Board meeting isn't the best forum at which to hear and consider their input, and discussion or action on proposed compensation in a closed session is expressly prohibited by the Brown Act

The Board faced a similar challenge when the provisions of AB 1291, the law establishing the executive management positions, were being implemented and the Board was faced with establishing compensation and fringe benefits for the new employees. The process used then, and which we believe is basically suitable now, was to appoint one Trustee to negotiate with the affected employees on behalf of the Board, with the assistance of outside legal counsel.

This enabled the Board to meet with the negotiator in closed session in accordance with Government Code sec.54957.6, which provides:

(a) Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its designated representatives.

Closed sessions of a legislative body of a local agency, as permitted in this section, shall be for the purpose of reviewing its position and instructing the local agency's designated representatives.

When negotiations were completed, the Board met in open session to approve what was negotiated.

RECOMMENDATION: Designate a committee of three Trustees as the Board Representatives for Labor Negotiations with Unrepresented Employees regarding implementation of the Market-based Compensation study and designate Ashley Dunning and John Kennedy of Nossaman, LLC as legal advisors in connection therewith.

If you have any questions, please let us know.

Sincerely,

Arthur E. Goulet
Vice Chair

Mike Sedell
Chair