

Governance Committee Meeting
October 28, 2021

**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
2223 E. WELLINGTON AVENUE, SUITE 100
SANTA ANA, CALIFORNIA 92701**

**GOVERNANCE COMMITTEE MEETING
October 28, 2021
2:00 p.m.**

MINUTES

The Chair called the meeting to order at 2:00 p.m.

Present via Zoom Video conference pursuant to Government Code § 54953, as amended by AB 361:

Frank Eley, Chair; Charles Packard, Vice Chair; Richard Oates; Wayne Lindholm

Also present via Zoom:

Steve Delaney, Chief Executive Officer; Gina Ratto, General Counsel; Suzanne Jenike, Assistant CEO, External Operations; Brenda Shott, Assistant CEO, Internal Operations; Manuel Serpa, Staff Attorney; Anthony Beltran, Audio Visual Technician; Cammy Torres, Recording Secretary

CONSENT AGENDA

C-1 APPROVE GOVERNANCE COMMITTEE MEETING MINUTES

Governance Committee Meeting Minutes

March 19, 2021

MOTION by Mr. Oates, **seconded** by Mr. Lindholm, to approve the Minutes.

The motion passed **unanimously**.

ACTION ITEMS

A-1 INDIVIDUAL ACTION ON ANY ITEM TRAILED FROM THE CONSENT AGENDA

No items were trailed from the Consent Agenda.

A-2 TRIENNIAL REVIEW OF THE PROCUREMENT AND CONTRACTING POLICY

Presentation by Brenda Shott, Assistant Chief Executive Officer, Internal Operations

Recommendation: Approve and recommend the Board adopt the proposed revisions to the Procurement and Contracting Policy.

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Proposed revisions to the Procurement and Contracting Policy were presented by Ms. Shott and discussed by the Committee members.

MOTION by Mr. Packard, **seconded** by Mr. Oates to approve and recommend the Board adopt the proposed revisions to the Procurement and Contracting Policy as presented.

The motion passed **unanimously**.

A-3 TRIENNIAL REVIEW OF THE WRITE OFF POLICY AND REVIEW OF PROPOSED REVISIONS TO THE OVERPAID AND UNDERPAID PLAN BENEFITS POLICY AND THE OVERPAID AND UNDERPAID PLAN CONTRIBUTIONS POLICY

Presentation by Suzanne Jenike, Assistant Chief Executive Officer, External Operations

Recommendation: Approve and recommend the Board adopt the proposed revisions to the following policies:

- (1) Write Off Policy
- (2) Overpaid and Underpaid Plan Benefits Policy
- (3) Overpaid and Underpaid Plan Contributions Policy

Proposed revisions to the Write Off Policy, the Overpaid and Underpaid Plan Benefits Policy and the Overpaid and Underpaid Plan Contributions Policy were presented by Ms. Jenike and discussed by the Committee members.

MOTION by Mr. Packard, **seconded** by Mr. Lindholm to approve and recommend the Board adopt the proposed revisions to the Write Off Policy, the Overpaid and Underpaid Plan Benefits Policy, and the Overpaid and Underpaid Plan Contributions Policy as presented.

The motion passed **unanimously**.

A-4 REVIEW OF THE PROPOSED NEW RECORDS MANAGEMENT POLICY

Presentation by Gina M. Ratto, General Counsel

Recommendation: Approve and recommend the Board adopt a new Records Management Policy as presented, with such revisions as are necessary to update the Member Services Division portion of the Record Retention Schedule.

Manuel Serpa presented the Committee with a new Records Management Policy.

After discussion by the Committee, **MOTION** by Mr. Packard, **seconded** by Mr. Oates to approve and recommend the Board adopt a new Records Management Policy as presented, with such revisions as are necessary to update the Member Services Division portion of the Record Retention Schedule. In addition, staff will consider whether Insurance Policies should be retained indefinitely, and will reflect any necessary revisions to the Retention Schedule prior to presenting the policy to the Board.

The motion passed **unanimously**.

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A-5 OCERS ADMINISTRATIVE PROCEDURE (OAP) – YEARS OF SERVICE CREDIT CALCULATION

Presentation by Suzanne Jenike, Assistant Chief Executive Officer, External Operations

Recommendation: Adopt, and recommend the Board adopt, the OCERS Administrative Procedure (OAP) on years of service credit calculations.

Ms. Jenike presented the OCERS Administrative Procedure (OAP) on years of service credit calculations to the Committee.

After discussion by the Committee, **MOTION** by Mr. Packard, **seconded** by Mr. Oates to adopt and recommend the Board adopt, the OCERS Administrative Procedure (OAP) on years of service credit calculations as presented.

The motion passed **unanimously**.

INFORMATION ITEMS

I-1 REVIEW OF NEW PAY ITEMS PURSUANT TO THE PAY ITEM REVIEW POLICY

Presentation by Suzanne Jenike, Assistant Chief Executive Officer, External Operations

Ms. Jenike presented this agenda item to the Committee.

COMMITTEE MEMBER COMMENTS

N/A

CHIEF EXECUTIVE OFFICER/STAFF COMMENTS

Mr. Delaney introduced Claudia Perez to the Board. She will assist the Executive Department.

COUNSEL COMMENTS

N/A

ADJOURNMENT

The meeting adjourned at 3:23 p.m.

Submitted by:

Approved by:

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Steve Delaney
Secretary to the Board

DocuSigned by:

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Frank Eley, Chair