



**MINUTES  
ADMINISTRATIVE COMMITTEE  
August 16, 2010  
BOARD ROOM  
348 WEST HOSPITALITY LANE, FIRST FLOOR  
SAN BERNARDINO, CA**

Trustees Present:

DONALD NEELY, Committee Member  
LARRY WALKER, Committee Member

Others Present:

Not Present:

DAVID WILLIAMS, Committee Chairman

Call meeting to order.

Trustees Present:

DONALD NEELY, Committee Member  
LARRY WALKER, Committee Member

Others Present:

Not Present:

DAVID WILLIAMS, Committee Chairman

Chairman Weisser called the meeting to order at 9:04 AM.

Approve minutes of Administrative Committee meeting of July 19, 2010.

Trustees Present:

DONALD NEELY, Committee Member  
LARRY WALKER, Committee Member

Others Present:

Not Present:

DAVID WILLIAMS, Committee Chairman

Neely moved, Walker seconded, to Approve Approve minutes of Administrative Committee meeting of July 19, 2010.

Absent: Williams,

Motion Passed.

Approve Administration Policy No. 010 -- Proper Handling and Security of SBCERA Electronic Correspondence and Board and Committee Agenda Materials.

Kjeldgaard reviewed.

Walker moved, Neely seconded, to Approve Approve Administration Policy No. 010 -- Proper Handling and Security of SBCERA Electronic Correspondence and Board and Committee Agenda Materials.

Absent: Williams,

Motion Passed.

Approve the amendments to the Medical Consulting Agreements with the SBCERA Medical Advisors to extend the terms of the agreements to December 31, 2010.

Porter reviewed.

moved, Walker seconded, to Approve Approve the amendments to the Medical Consulting Agreements with the SBCERA Medical Advisors to extend the terms of the agreements to December 31, 2010.

Absent: Williams,

Motion Passed.

Approve issuance of an RFP for an executive recruiting firm for technical position recruitments and job description development, as determined by the Executive Director/Chief Investment Officer.

Barrett reviewed.

moved, Neely seconded, to Approve issuance of an RFP for an executive recruiting firm for technical position recruitments and job description development, as determined by the Executive Director/Chief Investment Officer.

Absent: Williams,

Motion Passed.

**PUBLIC COMMENT**

No public comment.

**ADJOURN**

Meeting adjourned at 9:27 a.m.

Respectfully submitted,

\_\_\_\_\_  
DAWN STAFFORD, Chairman

\_\_\_\_\_  
NORMAN L. RUGGLES, Secretary

DATED \_\_\_\_\_





**MINUTES  
ADMINISTRATIVE COMMITTEE  
July 19, 2010  
BOARD ROOM  
348 WEST HOSPITALITY LANE, FIRST FLOOR  
SAN BERNARDINO, CA**

Trustees Present:

DAVID WILLIAMS, Chairman  
DONALD NEELY, Committee Member  
LARRY WALKER, Committee Member  
ELLEN WEISSER, Committee Member

Others Present:

TIMOTHY BARRETT, Executive Director / CIO  
ANDREW KJELDGAARD, Chief Counsel  
CHRISTIE PORTER, Chief Member Services  
NICOLE DAILEY, Communications Officer  
CAROL FENN, Recorder

1. Call meeting to order.

Chairman Williams called the meeting to order at 9:07 a.m.

2. Approve minutes of Administrative Committee meeting of June 21, 2010.

Weisser moved, Neely seconded, to Approve minutes of Administrative Committee meeting of June 21, 2010.  
Motion Passed.

3. Approve Update to Benefits Policy No. 001 - Payment of Survivors' Allowances.

Barrett reviewed. This policy update is part of the routine review of Board Policies, and has been made for clarification purposes.

Weisser moved, Walker seconded, to Approve Update to Benefits Policy No. 001 - Payment of Survivors' Allowances.  
Motion Passed.

4. Approve the 2010 - 2011 Plan Sponsor Communications Strategy.

Dailey and Porter reviewed. The Plan Sponsor Communications Strategy has been developed to support the priorities and key messages of SBCERA, in conjunction with the overall communication efforts of the SBCERA Communications Division. It responds

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Administrative Committee Minutes

July 19, 2010

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to identified priorities and needs, and sets out specific objectives and tactics that are aligned with the priorities across SBCERA.

Weisser moved, Neely seconded, to Approve the 2010-2011 Plan Sponsor Communications Strategy.  
Motion Passed.

### **PUBLIC COMMENT**

No Public Comment was provided.

### **ADJOURN**

The meeting adjourned at 9:52 a.m.

Respectfully submitted,

\_\_\_\_\_  
DAVID WILLIAMS, Chairman

\_\_\_\_\_  
TIMOTHY BARRETT, Secretary

DATED \_\_\_\_\_

**REPORT/RECOMMENDATION TO THE ADMINISTRATIVE COMMITTEE  
OF SAN BERNARDINO COUNTY EMPLOYEES'  
RETIREMENT ASSOCIATION**

**August 16, 2010**

**FROM:** ANDREW L. KJELDGAARD  
Chief Counsel

**SUBJECT:** Administration Policy No. 010-Proper Handling and Security for  
SBCERA Electronic Correspondence and Board and Committee  
Agenda Materials

**RECOMMENDATION:**

Approve Administration Policy No. 010 -- Proper Handling and Security of  
SBCERA Electronic Correspondence and Board and Committee Agenda Materials.

**BACKGROUND INFORMATION:**

**ADMINISTRATIVE BUDGET IMPACT:**

**ATTACHMENTS:** Yes

**PRESENTER:** Andrew L. Kjeldgaard, Chief Counsel







**POLICY NO.** 010  
**Committee:** Admin Committee  
**Policy Category:** Administration  
**Approved.**

**Issue No.** 1.0  
**Effective Date:**  
**Page(s)** 2

By:

\_\_\_\_\_  
 Chairman of the Board

**Subject: PROPER HANDLING AND SECURITY FOR SBCERA ELECTRONIC CORRESPONDENCE AND BOARD AND COMMITTEE AGENDA MATERIALS**

**PROPER HANDLING AND SECURITY FOR SBCERA ELECTRONIC  
 CORRESPONDENCE AND BOARD AND COMMITTEE AGENDA MATERIALS**

**BACKGROUND:**

Given the amount of paper in correspondence and in Board and Committee Agenda material, and given the current technology and new hardware such-as iPad and Touchpad computers, the Board desires the option to receive correspondence and Board and Committee Agenda material in an electronic format.

Confidentiality of such information is provided for in SBCERA Administration Policy 008 – Privacy and Confidentiality. Trustees, officers, and employees who choose to receive such information electronically understand the sensitive or confidential nature of the information being delivered and that its loss or compromise could expose members' personal information and data to unauthorized persons.

**PURPOSE:**

This policy is designed to allow Trustees, officers, and employees to receive correspondence and Board and Committee Agenda material in an electronic format while protecting the confidentiality of any data contained within the electronically supplied information.

**SCOPE:**

This policy covers all SBCERA Trustees, officers, and employees.

**RESPONSIBILITY:**

The recipient of a SBCERA electronic copy of any correspondence, Board or Committee Packet containing sensitive or confidential information will accept responsibility for

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**POLICY: Proper Handling and Security for SBCERA Electronic Correspondence and Board and Committee Agenda Materials**

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taking reasonable safety precautions with said confidential or sensitive data provided to them and agrees to abide by this policy.

### **SECURITY OF CONFIDENTIAL DATA:**

To help protect the sensitive information contained within the SBCERA Board Packets the following precautions must be taken.

1. Upon the final compilation and prior to transport of the electronic file, it must be password protected using 15 characters or more with a mix of alpha, numeric and special keys.
2. The file must also be encrypted using at least 128 bit protocols, as determined by the responsible IT Administrator.
3. The files may be transferred across the Wide Area Network, WAN, Local Area Network, LAN via FTP protocols or the files may be burned to a Cd, DvD and mailed or personally delivered.
4. Recipients of this information are requested and advised to delete the files from all devices and to destroy the Cd or DvD by shredding after the completion of the affected Board Meeting.

### **ENFORCEMENT:**

Since improper transportation of confidential information may compromise or expose members' personal information and data to unauthorized persons, any unauthorized release of confidential information should be reported to the Executive Director/Chief Investment Officer as soon as possible.

**REPORT/RECOMMENDATION TO THE ADMINISTRATIVE COMMITTEE  
OF SAN BERNARDINO COUNTY EMPLOYEES'  
RETIREMENT ASSOCIATION**

**August 16, 2010**

**FROM:** CHRISTIE L. PORTER, CEBS, PMP  
Chief Member Services

**SUBJECT:** Amendments to Medical Consulting Agreements with SBCERA  
Medical Advisors

**RECOMMENDATION:** Approve the amendments to the Medical Consulting Agreements with the SBCERA Medical Advisors to extend the terms of the agreements to December 31, 2010.

**BACKGROUND INFORMATION:** Three-year agreements for the Medical Advisors terminate effective August 31, 2010. A committee of the Board of Retirement reviews the performance of the Hearing Officers and the Medical Advisors each December. Extension of the agreements to December 31, 2010, will align the agreement terms with the performance review process.

**ADMINISTRATIVE BUDGET IMPACT:** Costs for Medical Advisor services are included in the current year administrative budget.

**ATTACHMENTS:** Yes

**PRESENTER:** Christie L. Porter



SAN BERNADINO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION  
FIRST AMENDMENT TO  
2008 MEDICAL ADVISOR AGREEMENT

The SAN BERNARDINO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (here in after referred to as "SBCERA") and Dr. John B. Slayback (hereinafter referred to as "ADVISOR) effective September 1, 2010, amend their Agreement, dated September 1, 2008, as follows:

Paragraph 3, first sentence of the paragraph is amended to read:

*The fee schedule shall be in effect from August 1, 2008, until December 31, 2010, but shall automatically be renewed for successive three-year periods on each January 1<sup>st</sup> unless otherwise terminated or amended.*

Paragraph 6.1, first sentence is amended to read:

*The term of this Agreement shall be in effect from August 1, 2008, until December 31, 2010, unless otherwise amended or unless terminated sooner according to the provision set forth below.*

Except as modified by the above revision, all other terms and conditions of the Agreement shall remain in full force and effect.

EXECUTED AND AGREED TO by the parties as to the date first written above by their duly authorized representatives:

SAN BERNARDINO COUNTY  
EMPLOYEES' RETIREMENT  
ASSOCIATION

DR. JOHN B. SLAYBACK

By: \_\_\_\_\_  
TIMOTHY BARRETT  
Executive Director/Chief  
Investment Officer

By: \_\_\_\_\_  
DR. JOHN B. SLAYBACK



SAN BERNADINO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION  
FIRST AMENDMENT TO  
2007 MEDICAL ADVISOR AGREEMENT

The SAN BERNARDINO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (here in after referred to as "SBCERA") and Dr. Joseph Dotan (hereinafter referred to as "ADVISOR) effective September 1, 2010, amend their Agreement, dated September 1, 2007, as follows:

Paragraph 3, first sentence of the paragraph is amended to read:

*The fee schedule shall be in effect from September 1, 2007, until December 31, 2010, but shall automatically be renewed for successive three-year periods on each January 1<sup>st</sup> unless otherwise terminated or amended.*

Paragraph 6.1, first sentence is amended to read:

*The term of this Agreement shall be in effect from September 1, 2007, until December 31, 2010, unless otherwise amended or unless terminated sooner according to the provision set forth below.*

Except as modified by the above revision, all other terms and conditions of the Agreement shall remain in full force and effect.

EXECUTED AND AGREED TO by the parties as to the date first written above by their duly authorized representatives:

SAN BERNARDINO COUNTY  
EMPLOYEES' RETIREMENT  
ASSOCIATION

DR. JOSPEH DOTAN

By: \_\_\_\_\_  
TIMOTHY BARRETT  
Executive Director/Chief  
Investment Officer

By: \_\_\_\_\_  
DR. JOSEPH DOTAN





SAN BERNADINO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION  
FIRST AMENDMENT TO  
2007 MEDICAL ADVISOR AGREEMENT

The SAN BERNARDINO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (here in after referred to as "SBCERA") and Occupational Health Centers of California, A Medical Corporation (hereinafter referred to as "ADVISOR) effective September 1, 2010, amend their Agreement, dated September 1, 2007, as follows:

Paragraph 3, first sentence of the paragraph is amended to read:

*The fee schedule shall be in effect from August 1, 2007, until December 31, 2010, but shall automatically be renewed for successive three-year periods on each January 1<sup>st</sup> unless otherwise terminated or amended.*

Paragraph 6.1, first sentence is amended to read:

*The term of this Agreement shall be in effect from August 1, 2007, until December 31, 2010, unless otherwise amended or unless terminated sooner according to the provision set forth below.*

Except as modified by the above revision, all other terms and conditions of the Agreement shall remain in full force and effect.

EXECUTED AND AGREED TO by the parties as to the date first written above by their duly authorized representatives:

SAN BERNARDINO COUNTY  
EMPLOYEES' RETIREMENT  
ASSOCIATION

OCCUPATIONAL HEALTH  
CENTERS OF CALIFORNIA,  
A MEDICAL CORPORATION

By: \_\_\_\_\_  
TIMOTHY BARRETT  
Executive Director/Chief  
Investment Officer

By: \_\_\_\_\_



**REPORT/RECOMMENDATION TO THE ADMINISTRATIVE COMMITTEE  
OF SAN BERNARDINO COUNTY EMPLOYEES'  
RETIREMENT ASSOCIATION**

**August 16, 2010**

**FROM:** TIMOTHY B. BARRETT, CFA  
Executive Director/Chief Investment Officer

**SUBJECT:** Executive Recruiting Firm RFP

**RECOMMENDATION:** Approve issuance of an RFP for an executive recruiting firm for technical position recruitments and job description development, as determined by the Executive Director/Chief Investment Officer.

**BACKGROUND INFORMATION:** The Board has been focused on implementing Special District Status for the last several years with a focus on building an organization and culture with a private sector mentality and a goal of hiring and retaining top-tier staff talent. While I believe we have been successful to date in our overarching goals, the technical positions are much more difficult as most applicants that apply come from the government sector. In an effort to expand the breadth of our search capabilities, I recommend that we partner with an executive search firm. This is particularly important in the Chief Operating Officer position, as well as the Chief of Audit and Compliance and Compliance Officer positions. The additional investment staff needed for the build out of our direct private equity program will also benefit from the use of an executive recruiter.

**ADMINISTRATIVE BUDGET IMPACT:** None

**ATTACHMENTS:** None

**PRESENTER:** Timothy Barrett

