

AGENDA

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT RETIREMENT BOARD OF AUTHORITY MEETING

March 20, 2014

10:00 AM – 12:00 PM

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT OFFICE DISTRICT OFFICE CONFERENCE ROOM 2

114 SOUTH DEL ROSA DRIVE

SAN BERNARDINO, CA. 92408

(909) 884-2533

I. CALL TO ORDER

II. ROLL CALL

RETIREMENT BOARD OF AUTHORITY (the "Board") MEMBERS

Interim Vice Chancellor, Fiscal Services

Business Manager

Director, Internal Audits

Director, Fiscal Services

Tim Oliver
Steven Sutorus
Lawrence Strong
Jose Torres

PROGRAM COORDINATOR

Senior Vice President

Account Manager

Gail Beal
Roslyn Washington

CONSULTANTS

Morgan Stanley Wealth Management (MS)

Benefit Trust Company (BTC)

Cary Allison
Scott Rankin

GUESTS

None

OTHER

None

III. PUBLIC COMMENTS

Information
2013/2014-001

The public may address the Retirement Board of Authority on any matter pertaining to the Retirement Board that is not on the agenda. The Chairperson reserves the right to limit the time of presentations by individual or topic.

IV. APPROVAL OF AGENDA

Action
2013/2014-002

The Retirement Board of Authority retains the right to change the order in which agenda items are discussed. Subject to review by the Retirement Board, the agenda is to be approved as presented. Items may be deleted or added for discussion only according to G.C. Section 54954.2.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

V. APPROVAL OF MINUTES

Action
2013/2014-003

The Retirement Board of Authority will review the Board Minutes from the previous RBOA Meetings on **August 23, 2012 & March 15, 2013** for any adjustments and adoption.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

VI. ADMINISTRATION

DESIGNATION OF NEW MEMBERS TO THE RETIREMENT BOARD OF AUTHORITY

Action
2013/2014-004

The Retirement Board of Authority (RBOA) has been duly appointed by the San Bernardino Community College District Board of Trustees and will designate new members to the RBOA

PUBLIC COMMENTS:

BOARD CONSIDERATION:

REVIEW OF RETIREMENT BOARD OF AUTHORITY RESPONSIBILITIES

Information
2013/2014-005

The Retirement Board of Authority members will review their responsibilities as outlined in the District's Public Entity Investment Trust Agreement provisions applicable to the Retirement Board of Authority.

PUBLIC COMMENTS:

BOARD CONSIDERATION

REVIEW OF THE DISTRICT'S INVESTMENT TRUST PROGRAM AND THE ROLES OF THE PROGRAM COORDINATOR AND CONSULTANTS

Information
2013/2014-006

The Retirement Board of Authority will review the District's Public Entity Investment Trust Program, and the role of the Program Coordinator, Keenan Financial Services, the Discretionary Trustee, Benefit Trust Company and the Registered Investment Advisor, Morgan Stanley Wealth Management. Retirement Board of Authority Members will also review the OPEB Questionnaire, the answers to which will be used by the Program Coordinator as the basis for the "Substantive Plan" portion of the Comprehensive Compliance Plan.

PUBLIC COMMENTS:

BOARD CONSIDERATION

ELECTION OF A CHAIR OF THE RETIREMENT BOARD OF AUTHORITY **Action**
2013/2014-007

The Retirement Board of Authority (RBOA) has been duly appointed by the Governing Board of San Bernardino Community College District and will elect a Chairperson of the Retirement Board of Authority.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

ELECTION OF A VICE-CHAIR OF THE RETIREMENT BOARD OF AUTHORITY **Action**
2013/2014-008

The Retirement Board of Authority (RBOA) has been duly appointed by the Governing Board of San Bernardino Community College District and will elect a Vice-Chairperson of the Retirement Board of Authority.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

ANNUAL REPORTING ON THE STATUS OF THE TRUST **Action**
2013/2014-009

California Government Code 53216.4 requires an annual reporting of the funds held in the Trust to beneficiaries and potential beneficiaries. The current Annual Report will reflect the status of the District's OPEB Investment Trust for fiscal year ending June 30, 2013.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**STATUS OF UPDATES TO THE COMPREHENSIVE COMPLIANCE PLAN,
INCLUDING THE SUBSTANTIVE PLAN** **Information**
2013/2014-010

Updating the "Substantive Plan" is a dynamic process that requires an annual review to incorporate modifications to program provisions or changes to cost arrangements. The Retirement Board of Authority will review updates to the "Substantive Plan" and "Electronic Library" reflecting GASB and regulatory compliance for Plan Year ending June 30, 2013.

DISBURSEMENT REPORT **Action**
2013/2014-011

The Retirement Board of Authority (RBOA) members will ratify all period and reasonable expenses associated with the management and operation of the District's OPEB Investment Trust since the last RBOA meeting.

PUBLIC COMMENTS:

BOARD CONSIDERATIONS

ACTUARIAL VALUATION STUDY UPDATE **Information**
2013/2014-012

The Retirement Board of Authority members will discuss updates relative to the District's current Actuarial Valuation Study to ensure actuarial valuation compliance with GASB biannual requirements.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

FUTURE TRANSFER OF ASSETS INTO THE TRUST **Information**
2013/2014-013

The District's transfer of assets into the Investment Trust may require a tailored funding procedure. To meet the possibly tailored funding procedure, the Retirement Board of Authority (RBOA) will provide timing and

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asset transfer schedules related to the District's Actuarial Determined Contribution (ADC) and Pay-As-You-Go funding strategies based on current District financial considerations.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

PRIVATE LETTER RULING UPDATE

**Information
2013/2014-014**

The Internal Revenue Service has responded to the District's PLR application and allowed the Adoption Agreement/Model Trust approach to stand. The provisions and language modifications suggested by the IRS have been incorporated and resubmitted to the Service by Brian M. Johnston of Polsinelli Shughart PC for final approval.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

VII. INVESTMENTS

PORTFOLIO PERFORMANCE REVIEW

**Action
2013/2014-015**

Morgan Stanley Wealth Management (MS) will review the overall performance of the District's Public Entity Investment Trust portfolio.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

MARKET OVERVIEW

**Information
2013/2014-016**

Morgan Stanley Wealth Management (MS) will provide an overview of the actions of the global capital markets since the last Retirement Board of Authority meeting.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

INVESTMENT POLICY STATEMENT REVIEW

**Action
2013/2014-017**

The Retirement Board of Authority shall, with the assistance of Benefit Trust Company (BTC) and Morgan Stanley Wealth Management (MS), review the Investment Policy Statement setting forth the investment objectives for the Trust. Key to this process is a review of the Board's time horizon for investment, short-term liquidity needs, attitudes as well as the capacity to accept investment risk as measured through the completion of a **Risk Tolerance Questionnaire**, the expected rate of return of the Board taking into account the discount rate and assumptions contained in the most recent Actuarial Valuation Study, as well as any other information the Board Members feel pertinent to the discussion.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

VIII. INFORMATION REPORTS

RETIREMENT BOARD OF AUTHORITY COMMENTS

**Information
2013/2014-018**

Each member may report about various matters involving the Retirement Board of Authority. There will be no Retirement Board discussion except to ask questions or refer matters to staff, and no action will be taken unless listed on a subsequent agenda.

PROGRAM COORDINATOR/CONSULTANT COMMENTS

**Information
2013/2014-019**

The Program Coordinator and Consultants will report to the Retirement Board of Authority about various matters involving the Authority. There will be no Authority discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

IX. DATE, TIME AND AGENDA ITEMS FOR NEXT MEETING

**Information
2013/2014-020**

The Agenda Items for the next meeting will be the same as for this meeting. Members and visitors may suggest additional items for consideration at the next Retirement Board of Authority meeting.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

X. ADJOURNMENT

Americans with Disabilities Act The San Bernardino Community College District Retirement Board of Authority conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the San Bernardino Community College District Retirement Board of Authority meeting, shall be made to: Vice Chancellor of Fiscal Services, San Bernardino Community College District, 114 South Del Rosa Drive, San Bernardino, CA 92408