

**AGENDA**

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RETIREMENT BOARD OF AUTHORITY MEETING**

June 13, 2018  
1:00 PM – 3:00 PM

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT OFFICE  
DISTRICT OFFICE CONFERENCE ROOM 2  
114 SOUTH DEL ROSA DRIVE  
SAN BERNARDINO, CA 92408  
(909) 884-2533**

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**I. CALL TO ORDER**

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**II. ROLL CALL**

**RETIREMENT BOARD OF AUTHORITY (the “Board”) MEMBERS**

Vice Chancellor of Business & Fiscal Services

Jose Torres

Vice Chancellor of Human Resources

Kristina Hannon

Business Manager

Steven Sutorus

Director of Fiscal Services

Lawrence Strong

Director of Internal Audits

David James

**PROGRAM COORDINATOR**

Senior Account Manager

Roslyn Washington

Account Executive

Karyn Goodsite

**CONSULTANTS**

Morgan Stanley (MS)

Cary Allison

Benefit Trust Company (BTC)

Scott Rankin

**GUESTS**

**OTHER**

None

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**III. PUBLIC COMMENTS**

**Information  
2017/2018-001**

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

**IV. WELCOME NEW RETIREMENT BOARD OF AUTHORITY (RBOA) MEMBER**

**Information**  
**2017/2018-002**

The Retirement Board of Authority (RBOA) has been duly appointed by San Bernardino Community College District and in accordance with the provisions of the Board of Trustees Resolution No. 042418C dated: April 24, 2018. The RBOA membership shall acknowledge and welcome **Vice Chancellor of Human Resources, Kristina Hannon**, and **Director of Internal Audits, David James** as new members of the Retirement Board of Authority.

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**V. APPROVAL OF AGENDA**

**Action**  
**2017/2018-003**

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:

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**VI. APPROVAL OF MINUTES**

**Action**  
**2017/2018-004**

The Retirement Board of Authority will review the minutes from the previous meeting on **June 14, 2017** for any adjustments and adoption.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

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**VII. ADMINISTRATION**

**REVIEW OF THE FUTURIS PROGRAM AND THE ROLES OF THE PROGRAM COORDINATOR AND CONSULTANTS**

**Information**  
**2017/2018-005**

The Retirement Board of Authority (RBOA) will review the District's Futuris Public Entity Investment Trust Program, and the role of the Third Party Administrator (TPA)/Program Coordinator, Keenan Financial Services, the Discretionary Trustee, Benefit Trust Company and the Registered Investment Advisor, Morgan Stanley. The RBOA members will also review the OPEB Questionnaire, the platform used by the TPA/Program Coordinator for updating the "Substantive Plan" portion of the Comprehensive Compliance Plan.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**ELECTION OF A CHAIR FOR THE RETIREMENT BOARD OF AUTHORITY**

**Action**  
**2017/2018-006**

The Retirement Board of Authority (RBOA) has been duly appointed by the San Bernardino Community College District Board of Trustees and will nominate and elect a Chair to facilitate the management/operational activities of the Retirement Board of Authority.

**ELECTION OF VICE-CHAIR FOR THE RETIREMENT BOARD OF AUTHORITY**

**Action  
2017/2018-007**

The Retirement Board of Authority (RBOA) has been duly appointed by the San Bernardino Community College District Board of Trustees will elect a Vice-Chair to facilitate the management/operational activities of the Retirement Board of Authority.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**ANNUAL REPORTING ON THE STATUS OF THE TRUST**

**Action  
2017/2018-008**

California Government Code 53216.4 requires an annual reporting of the funds held in the Trust to beneficiaries and potential beneficiaries. The current annual reporting will reflect the status of the District's OPEB Investment Trust for fiscal year ended June 30, 2017.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**DISBURSEMENT REPORT**

**Action  
2017/2018-009**

The Retirement Board of Authority members will ratify reasonable expenses associated with compliance protocols for GASB Statement 74/75 and applicable Regulatory mandates together with the Management/Operational duties of the District's OPEB Investment Trust.

PUBLIC COMMENTS:

BOARD CONSIDERATIONS:

**UPDATES TO THE COMPREHENSIVE COMPLIANCE PLAN,  
INCLUDING THE SUBSTANTIVE PLAN**

**Information  
2017/2018-010**

Updating the "Substantive Plan" is a dynamic process that requires an annual review to incorporate modifications to retiree program provisions and financial structure. The Retirement Board of Authority shall discuss updates to the District's "Substantive Plan" and Comprehensive Compliance Plan ("e-Library") for fiscal year ended June 30, 2017.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**FUTURE TRANSFER OF ASSETS INTO THE TRUST**

**Information  
2017/2018-011**

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

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**ACTUARIAL VALUATION STUDY UPDATE**

**Information**  
**2017/2018-012**

The Retirement Board of Authority membership will review the status of the District's current Actuarial Valuation Study and provide updates to the procurement of a new Actuarial Valuation Study in compliance with GASB protocols.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**REVIEW OF RETIREMENT BOARD OF AUTHORITY (RBOA) BYLAWS**

**Action**  
**2017/2018-013**

The current District OPEB Trust document provides provisions to operate the Trust. RBOA Bylaws provide additional direction for issues not discussed in the provisions of the District's Trust Document. The Retirement Board of Authority will review the RBOA Bylaws and edit as necessary.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

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**VIII. INVESTMENTS**

**PORTFOLIO PERFORMANCE REVIEW**

**Action**  
**2017/2018-014**

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

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**MARKET OVERVIEW**

**Information**  
**2017/2018-015**

Morgan Stanley (MS) will provide an overview of the current global capital markets conditions and implications for the District's Investment Trust portfolio.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**INVESTMENT POLICY STATEMENT REVIEW**

**Action**  
**2017/2018-016**

The Retirement Board of Authority shall, with the assistance of Benefit Trust Company (BTC) and Morgan Stanley (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, developing and implementing an appropriate expected rate of return for the Board as measured by **Morgan Stanley's Institutional Questionnaire** as well as taking into account the discount rate and assumptions contained in the most recent Actuarial Valuation Study, together with other information the Board Members feel pertinent to the discussion.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**IX. EDUCATION**

**Information  
2017/2018-017**

The purpose of this and all Retirement Board of Authority meetings is the continuing education of Retirement Board members on the status of the funds held in the Trust and the fiduciary duties of the Retirement Board members. All of the agenda items are included in furtherance of that purpose. Investment in monies for the long term carries with it a fiduciary liability. A discussion, led by Morgan Stanley will present the annual update of their capital market assumptions.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

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**X. INFORMATION REPORTS**

**RETIREMENT BOARD OF AUTHORITY COMMENTS**

**Information  
2017/2018-018**

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  
2017/2018-019**

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.

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**XI. DATE, TIME AND AGENDA ITEMS FOR NEXT MEETING**

**Information  
2017/2018-020**

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:

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**XII. ADJOURNMENT**

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**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: Jose Torres, Vice Chancellor of Business & Fiscal Services, San Bernardino Community College District, 114 South Del Rosa Drive, San Bernardino, CA 92408