

Police & Fire Department Retirement Plan

GOVERNANCE COMMITTEE

Minutes of the Governance Committee Meeting

THURSDAY

SAN JOSE, CALIFORNIA

June 6, 2013

P&F COMMITTEE MEMBERS

Sean Kaldor, Chair -Present
 Bettina Rounds -Present
 Richard Santos -Present
 Vincent Sunzeri -Present

COUNSEL

Harvey Leiderman -Present

DIRECTOR RETIREMENT SERVICES

Roberto L. Peña -Present

PARTICIPANT

Tom Iannucci, Cortex Applied Research (Via Telephone)

Also Present:

Donna Busse, Deputy Director
 Linda Alexander, Staff

Councilmember Pete Constant
 Cheryl Parkman, OER
 Jim Spence, President P & F Retiree Association

Chair Kaldor called The Governance Committee meeting to order at 2:15 p.m. Chair Kaldor opened the discussion with a summary

POLICE & FIRE AGENDA

1. **Approval of Minutes of the May 2, 2013 Joint Federated and Police & Fire Department Retirement Plan Governance Committee.**

A motion was made to approve the Minutes of the May 2, 2013 Joint Federated and Police & Fire Department Retirement Plan Governance Committee.

Approved. (M.S.C. Santos/Kaldor 3-0-0, with one absent, Sunzeri).

2. **Discussion and action on personnel review policy.**

Mr. Iannucci from Cortex led the discussion and answered questions from the Board.

A motion was made to approve the drafted personnel review policy.

Approved. (M.S.C. Rounds/Santos, 4-0-0).

3. **Discussion and action on election process for the Board Chair and Board Vice-Chair.**

Mr. Iannucci from Cortex led the discussion and talked about four key policies.

- Election Process
- Newly elected Chair must alternate from among the two groups
- Random draw to serve imposition

- Successive Chairs not required to precede the Vice Chair

A motion was made to approve the election process for the Board Chair and Board Vice Chair with the amendments.

Approved. (M.S.C. Sunzeri/Santos, 4-0-0).

4. Discussion and action on a policy for a Board member to abstain on a vote.
(Deferred from the May 2, 2013 Governance Committee meeting)

Mr. Iannucci from Cortex led the discussion and suggested that the Board adopt the Roberts Rules of Order. Tom will draft out the Board Operation policies review and Ms. Busse will put it on the August agenda. Mr. Iannucci will come back to the Board in August.

5. Discussion and action on the Board travel policy relating to frequent travel and Board meeting attendance. *(Deferred form the May 2, 2013 Governance Committee meeting)*

Mr. Iannucci led the discussion on travel policy and answered questions from the Board. The concern is with Board Members traveling and missing meeting at the same time. Mr. Sunzeri stated that the problem is not getting things done on the Investment Committee because there is no quorum. Mr. Sunzeri suggested that we get the data on travel from Jan. 2012-June 2013 and bring it back to the Governance Committee in September.

A motion was made to approve the Board travel policy relating to frequent travel and Board meeting attendance and to include a request for travel to include whether it conflicts with a Board meeting.

Approved. (M.S.C. Kaldor/Sunzeri 4-0-0).

6. Discussion and action on meeting quorum requirements by teleconference.

Mr. Leiderman led the discussion and stated that a quorum has to be in the jurisdiction of the City. A call has to have wheel chair access and a place that is open to the public. It also needs to be posted and cannot be a last minute change on the Agenda.

Adjournment

The meeting adjourned at 3:45 p.m.

APPROVED:



**Roberto L. Peña, Secretary
BOARD OF ADMINISTRATION**