

Executive Team

Dominic D. Brown, CPA, CFE
Executive Director

Daryn Miller, CFA
Chief Investment Officer

Jennifer Zahry, JD
General Counsel

Matthew Henry, CFE
Assistant Executive Director

**KERN COUNTY EMPLOYEES'
RETIREMENT ASSOCIATION**



Board of Retirement

Rick Kratt, Chair
Dustin Dodgin, Vice-Chair
David Couch
Phil Franey
Juan Gonzalez
Jordan Kaufman
Edward Robinson
Lauren Skidmore
Tyler Whitezell
Bradly Brandon, Alternate
Chase Nunneley, Alternate
Robb Seibly, Alternate

November 19, 2020

Members, Board of Retirement
Employee Bargaining Units
Requesting News Media
Other Interested Parties

Subject: Meeting of the Kern County Employees' Retirement Association Nominating Committee

Ladies and Gentlemen:

A meeting of the Kern County Employees' Retirement Association Nominating Committee will be held on Tuesday, December 1, 2020 at 1:00 p.m. via teleconference, pursuant to Executive Order N-25-20, issued by Governor Newsom on March 12, 2020, Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, and Executive Order N-35-20, issued by Governor Newsom on March 21, 2020. Items of business will be limited to the matters shown on the attached agenda.

If you wish to listen to the teleconference meeting, please dial one of the following numbers and enter Meeting ID# 289-998-6429:

- (669) 900-9128
- (888) 788-0099 (U.S. Toll-free)
- (877) 853-5247 (U.S. Toll-free)

Sincerely,

Dominic D. Brown
Executive Director

Attachment

AGENDA:

All agenda item supporting documentation is available for public review on KCERA's website at www.kcera.org following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to the meeting will also be available for review at the same location.

**AMERICANS WITH DISABILITIES ACT
(Government Code §54953.2)**

Disabled individuals who need special assistance to listen to and/or participate in the teleconference meeting of the Board of Retirement may request assistance by calling (661) 381-7700 or sending an email to administration@kcera.org. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials and access available in alternative formats. Requests for assistance should be made at least two (2) days in advance of a meeting whenever possible.

Roll Call

1. [Discussion and appropriate action regarding nominations of trustees for Chair and Vice-Chair of the Board of Retirement for calendar year 2021 – NOMINATE 2021 BOARD OF RETIREMENT CHAIR AND VICE-CHAIR CANDIDATES AND PRESENT SLATE TO THE BOARD OF RETIREMENT FOR APPROVAL](#)

2. Public Comments:

This portion of the meeting is reserved for persons to address the Committee on any matter not on this agenda but under the jurisdiction of the Committee. The public is provided the opportunity to comment on agenda items at the time those agenda items are discussed by the Board. Committee members may respond briefly to statements made or questions posed. They may ask a question for clarification and, through the Chair, make a referral to staff for factual information or request staff to report back to the Committee at a later meeting. Speakers are limited to two minutes. Please state your name for the record prior to making a presentation.

3. Committee Member Announcements or Reports:

On their own initiative, Committee members may make a brief announcement or a brief report on their own activities.

4. Adjournment

BOARD OPERATIONS POLICY

PURPOSE

- 1) This Board Operations Policy contains various provisions concerning how the Board will administer its own activities. The policy combines the relevant provisions from Article I of the Bylaws, other provisions unique to this policy, and State law. Provisions drawn from the Bylaws or from State law are so noted.

POLICY GUIDELINES

Election of Members of the Board of Retirement

- 2) The Board of Retirement delegates responsibility to the Board of Supervisors for conducting Board of Retirement elections using the Uniform District Election Law (UDEL), under the California Elections Code, except that the notice of elections is to be posted rather than published, and the election is to be conducted by absentee ballot. (Bylaws: Article I C.)

Rules of Order

- 3) Roberts Rules of Order, except as otherwise provided herein, shall guide the Board of Retirement in its proceedings. The Chair shall be entitled to vote, if applicable, on all questions and shall not be required to relinquish the chair in order to participate in discussions. (Bylaws: Article I B 3.)
- 4) The order of business shall be at the discretion of the Executive Director, in coordination with the Chair, in the absence of instructions from the Board (Bylaws: Article I.B.4), but shall normally be as follows:
 - a) Roll Call
 - b) Flag salute and moment of silence
 - c) Consent Agenda Items for Board Action (routine and non-controversial)
 - d) Public Comments
 - e) Non-consent Agenda Items for Board Action
 - f) Report from Executive Director
 - g) Report from Chief Investment Officer
 - h) Report from the General Counsel

- i) Reports from Committee Chairs
- j) Board Member Announcements or Reports
- k) Executive session
- l) Adjournment

Officers

- 5) The Board shall annually elect a Board Chair and a Board Vice-Chair, each to serve for a term of one year.
- 6) Any trustee may be elected to the position of Board Chair or Board Vice-Chair for up to two consecutive terms, before vacating the position for at least one year.
- 7) The Executive Director shall serve as Secretary to the Board.

Nomination and Election of Officers

- 8) Annually at the regular meeting in October, a Nominating Committee shall be formed, consisting of two (2) members designated by the Chair of the Board and two (2) members designated by the full Board. The Nominating Committee shall select one member of the Board as its nominee for Chair and one member as its nominee for Vice-Chair to hold office during the ensuing year. The Nominating Committee shall present its slate of nominees to the full Board at its regular meeting in December. At the time of election of officers in December, the Chair shall call for other nominations, which may be made by any member of the Board.
- 9) Annually at the end of the regular meeting in December, the Board shall elect one of its members as Chair, and one of its members as Vice-Chair, each to hold office for a term of one year. The Executive Director is the Secretary to the Board. Should a vacancy occur in the Chair position, the Vice-Chair will be the successor. Should a vacancy occur in the Vice-Chair, the Board shall select a successor for the balance of the unexpired term at its next regular meeting.
- 10) Should the Chair or Vice-Chair be unavailable to chair a meeting, then the most recent past Chair who is available and serving on the Board shall assume the role of the Chair for the meeting in question.

Quorum

- 11) Five members of the Board shall constitute a quorum. No official act of the Board shall be valid unless five of the members concur therein (Bylaws: Article I.A.5).
- 12) Standing committees shall be composed of four regular members and one committee alternate member. Three members shall constitute a quorum. The

committee chair may designate an additional temporary member for purposes of constituting a quorum.

Alternates

- 13) An alternate shall be elected by the safety members and may vote in place of the 7th member when a member of the same service as the alternate is before the Board. In addition, the alternate shall vote as a member of the Board only in the event the second, third, or seventh, member is absent from a board meeting for any cause, or if there is a vacancy with respect to the second, third, or seventh member, the alternate shall fill such vacancy until a successor qualifies (Government Code Section 31520.1).
- 14) An alternate shall also be elected by the retired members in the same manner and at the same time as the 8th member is elected. The term of office of the alternate retired member shall run concurrently with the term of office of the 8th member. The alternate retired member shall vote as a member of the Board only in the event the 8th member is absent from a board meeting for any cause. If there is a vacancy with respect to the 8th member, the alternate retired member shall fill that vacancy until a successor qualifies. (Government Code Section 31520.5)

Communications and Public Comment

- 15) Every agenda for a regular board or committee meeting shall provide the public an opportunity to address the Board or committee at each meeting during posted public comment sessions, on any item under the jurisdiction of the body. At the discretion of the presiding officer, the duration of any address may be limited to two (2) minutes. With respect to any item that is already on the agenda, the public will be given the opportunity to comment before or during the Board's or committee's hearing of the item. When a member of the public raises an issue not yet before the Board or committee, the item may be discussed, but no action may be taken at that meeting, except as provided below:
 - a) The Board may request that Management or other advisors provide the Board factual information;
 - b) The Board may request Management to report back to the Board at a subsequent meeting concerning any matter;
 - c) The Board may take action to direct Management to place a matter of business on a future agenda.
- 16) Communications and requests to the Board shall be made in writing, and the substance of such requests and the action of the Board thereon shall be noted in the minutes. (Bylaws: Article I B 6.)

- 17) Trustees may attend any standing committee meeting as observers, but only committee members may deliberate and vote on matters before the committee. (Government Code Section 54952.2(c)(6))

Agenda

- 18) The Secretary to the Board shall prepare, distribute, and post a written agenda for all regular meetings of the Board and standing committees. The agenda and related materials for board meetings will generally be distributed to trustees at least five (5) calendar days in advance of the board meeting except for non-agenda items, as permitted by the Brown Act. Said materials shall also be made available for public viewing prior to board and standing committee meetings in accordance with the Brown Act. Members of the public wishing to obtain copies of the materials may do so, and may be charged an appropriate fee, as determined by the Board, to recover any costs incurred by KCERA.
- 19) Committee meeting agendas will be posted seventy-two (72) hours prior to committee meetings, except under circumstances permitted by the Brown Act, and materials for committee meetings generally will be distributed no later than the day before the meeting. (Government Code Section 54954.2)
- 20) Items may be placed on the board agenda by any of the following means:
 - a) By action of the Board at a previous meeting;
 - b) By the Chair; or
 - c) By the Executive Director.

Minutes

- 21) The Secretary shall cause to be recorded in the minutes the time and place of each meeting of the Board, the names of members present, all official acts of the Board and votes given by members of the Board. The Secretary shall cause the minutes to be written and presented for approval at the next monthly meeting of the Board. The minutes, or a true copy thereof, approved by the Board and signed by the Secretary and the Chair, shall form part of the permanent records of the Board.
- 22) Minutes of committee meetings shall be similarly prepared and placed in the Board's public record at the next month's regular board meeting.
- 23) Board members who vote against a motion are encouraged, but not required, to provide their reasons for doing so; such reasons may be included in the minutes.

Committees of the Board

- 24) The standing committees of the Board shall be as follows:
 - a) Administrative Committee
 - b) Finance Committee
 - c) Investment Committee
- 25) At the first regular meeting following the election of officers, the Chair shall appoint committee members, a committee chair and a committee alternate to each standing committee. Factors to be considered in determining committee appointments include:
 - a) Trustees' areas of expertise and experience;
 - b) Trustees' varying interests; and
 - c) The need to rotate trustees between committees to ensure their exposure to KCERA's various functions.
- 26) The function of committee alternates is to attend committee meetings when necessary to satisfy quorum requirements.
- 27) If the committee chair is unavailable to attend a meeting, then the committee chair may designate another committee member to serve as committee chair in his or her absence, failing which the remaining committee members may appoint a committee chair from among themselves.
- 28) In the event of a vacancy in a committee chair position, the Chair shall appoint a replacement.
- 29) The Executive Director shall ensure board committees receive adequate support from staff, and shall assign a staff contact to each committee.
- 30) The Board shall approve a charter for each standing committee. Unless authorized by the Board, Committees shall not undertake committee work or analysis, nor direct Management, staff, or advisors to undertake any work that falls outside the scope of the committee's charter.
- 31) All actions taken by a committee must be approved by the Board at a scheduled board meeting to take effect, unless the committee's charter authorizes such independent action by the committee, or the Board has otherwise granted such authority to the committee.

- 32) The Board may approve the establishment of ad hoc committees in consultation with the Executive Director, and shall appoint the chair and members of such committees.

Schedule of Meetings

- 33) Regular meetings of the Board shall be held on the second Wednesday of each month at 8:30 a.m. The Administrative, Finance, and Investment Committees of the Board shall meet on a scheduled basis or ad hoc basis, as determined by the Executive Director, Chairman of the Board, the relevant committee, or Chairman of the relevant committee. Such meetings will be held in the KCERA Board Room, located at 11125 River Run Boulevard, Bakersfield, California unless an alternate location is authorized under Sections 54953 or 54954 of the Brown Act. If a scheduled meeting of the full Board needs to be moved for any reason, the Executive Director in coordination with the Chair, shall set a new date for the Board meeting. Any scheduled Board meeting may be canceled by the Executive Director, acting in consultation with the Chairman of the Board.
- 34) Special meetings may only be called, as provided in California Government Code Section 54956. (Bylaws: Article I B 2.)
- 35) At its first meeting each year, standing committees shall establish a forward yearly schedule of meetings and agendas, and provide such schedules to the full Board for review.

Policy Development

- 36) Both the Board and the Executive Director shall be responsible for identifying issues in need of a board policy or decision, and for initiating the development of board policy. The Executive Director shall be responsible for ensuring all necessary research and analysis is performed to support the Board's decision-making and policy-setting responsibilities. The Executive Director shall further ensure that staff provides the Board and its committees with recommendations and supporting information in connection with all material decisions before the Board or its committees. Where appropriate, such information should include the strengths and weaknesses of viable alternatives that were considered.
- 37) Board policies and decisions shall generally be limited to issues of a high level or strategic nature. The Executive Director is authorized to approve staff-level procedures to support the proper implementation of board policies, and to guide the day-to-day operations of KCERA.
- 38) The Board shall abide by all board policies, unless under the circumstances it would be imprudent to do so. Material deviations from policy shall be noted in the minutes of the meeting along with the reasons for doing so; and, if appropriate, the Board shall direct the Executive Director to review the policy in question. Minor

deviations in procedures are not required to be noted in the minutes; examples include, but are not limited, to:

- a) Minor deviations in the timing of reports; and
 - b) Presenting reports directly to the Board rather than to a committee when, in consultation with the chair of the committee, it is agreed that there would be no benefit in having the committee consider the matter before it is presented to the Board.
- 39) All policies of the Board shall be reviewed with a frequency to be specified in each policy, though more frequent reviews may be initiated by the Board or the Executive Director if deemed necessary.
- 40) Consistent with *Robert's Rules of Order*, a motion to reconsider or review a decision of the Board within three months of the decision being made must be made by a trustee who voted on the prevailing side in the original vote.
- 41) Board policies shall be maintained in up-to-date form within the offices of KCERA and shall be accessible to trustees and staff.

Compensation and Expense Reimbursement of Members of the Board

- 42) Pursuant to §31521 of the Act, the fourth, fifth, sixth, eighth, ninth, and the alternate eighth member shall receive compensation at the rate of one hundred dollars (\$100) for each Board or Board-authorized committee meeting, for not more than five meetings per month. In addition, all member of the Board shall receive reimbursement for actual and necessary expenses in accordance with rules and regulations adopted by the County of Kern for reimbursement of expenses incurred by County employees set forth in the Kern County Administrative Procedures Manual and the Trustee Travel Policy. Board members and alternate trustees eligible for the \$100-per-meeting compensation may decline that compensation at any time.

POLICY REVIEW AND HISTORY

- 43) This policy shall be reviewed at least every five years.
- 44) This policy was:
- a) Adopted by the Board on September 27, 2000.
 - b) Amended November 19, 2002, June 23, 2004, August 26, 2009, December 12, 2012, April 13, 2016 and April 1, 2020.

**KCERA Board of Retirement Information
Nominating Committee - December 1, 2020**

Position	Trustee Name	Current Term Expires	Status January 2021	Years on KCERA's BOR	Previous BOR Positions
First Member Statutory	Kaufman, Jordan	<i>Statute</i>	returning	15	Trustee; Investment Committee Chair; 2019 Chair
Alternate First Member Statutory	Nunneley, Chase	<i>Statute</i>	returning	1	Trustee
Second Member Elected (General Member)	Gonzalez, Juan	12/31/2021	returning	3.5	Trustee; Administrative Committee Chair; Finance Committee Chair
Third Member Elected (General Member)	Robinson, Edward	12/31/2022	returning	1	Trustee
Fourth Member Appointed (BOS Member)	Couch, David	12/31/2021	returning	8	Trustee
Fifth Member Appointed	Dodgin, Dustin	12/31/2022	returning	7	2016 Vice-Chair; 2017 Chair; 2018 Chair; Finance Committee Chair; Investment Committee Chair; 2020 Vice-Chair
Sixth Member Appointed	Skidmore, Lauren	12/31/2021	returning	5	Trustee; Finance Committee Chair
Seventh Member Elected (Safety Member)	Kratt, Rick	12/31/2021	returning	8	Trustee; Investment Committee Chair; 2019 Vice-Chair; 2020 Chair
Alternate Seventh Member Elected (Safety Member)	Brandon, Bradly	12/31/2021	returning	1	Trustee
Eighth Member Elected (Retired Member)	Franey, Phil	12/31/2022	returning	37+	2015 Vice-Chair; 2016 Chair; Investment Committee Chair; Administrative Committee Chair
Alternate Eighth Member Elected (Retired Member)	Seibly, Robb	12/31/2022	returning	1	Trustee
Ninth Member Appointed	Whitezell, Tyler	12/31/2022	returning	1	Trustee