

**CONTRA COSTA COUNTY
EMPLOYEES' RETIREMENT ASSOCIATION**

RETIREMENT BOARD MEMBERSHIP

**TIME COMMITMENTS,
CONFLICTS OF INTEREST,
FIDUCIARY LIABILITY**

Regular Meetings

The Board normally holds its regular business meeting the second and fourth Wednesdays of each month except in May and November, when the meeting scheduled for the second Wednesday is usually moved to the first Wednesday of the month. Meetings begin at 9:00 a.m. and most often end before 4:00 p.m. The agenda and meeting materials are mailed 6 days before the meeting. Reviewing the packet and preparing for a meeting takes up to 4-5 hours. Post-meeting time can vary from 1-4 hours.

Appointed Board members receive a stipend of \$100 per Board meeting, regardless of the length of time of the meeting. There is no reimbursement for time spent at seminars and onsite visits.

Special Meetings

The Board holds special meetings to hear presentations from firms during a manager search, to review results of the annual actuarial valuation, to meet with investment managers to review performance, and to meet with advisors and consultants on matters of particular interest, which may arise from time to time.

Typically there are 4-6 of these additional meetings each year and are typically scheduled for a morning starting time. Preparation also varies depending on the subject matter.

Standing Committees

The Board currently has one standing committee (Audit), which meets at least once per quarter.

Miscellaneous Time

Board members are provided with subscriptions to several pension and investment-related magazines and periodicals that are intended to help the trustee stay informed on events, products, regulations, providers, concepts, innovations, controversies, and people as they relate to pension fund administration. Time to review these materials varies depending on the extent to which the trustee feels the need for this information.

Travel and Training

The Retirement Board serves as fiduciary for the Association's Trust. As fiduciaries, Board members are held to the "prudent person" standard on investment decisions. For this reason, the Board places a great deal of emphasis on continuing education of its members. Trustees are encouraged to attend seminars and conferences dealing with benefits administration and investments. These educational opportunities are regularly placed on the Board meeting agenda. The association reimburses Board members for expenses incurred in conjunction with any training specifically authorized.

The typical Board member spends from 7-12 days attending educational seminars and conferences each year. This typically can be much higher for the first few years of Board membership due to the learning curve for public defined benefit plans and investments.

On Site Visits

Board procedure is to perform on site visits with newly approved investment managers before hire, and existing managers on a periodic basis. These visits include travel, both local and across the country, and should be performed by all Board members on a rotating basis.

Note: Travel expenses are reimbursed in accordance with CCCERA's Travel Policy.

Conflicts of Interest

Board members are prohibited from marketing any investment, consulting or related service to the Board or to the Boards of any other 1937 Act Retirement Systems. For example, if a Board member is employed by XYZ Advisors, a firm that provides investment or consulting services to institutional investors, it is not legal for that Board member to market XYZ's services to the Board, or any other 1937 Act Retirement System Board. The same applies if the Board member is employed by XYZ Advisors and markets, or provides investment or consulting in an ongoing relationship with the Board or any other 1937 Act Retirement Board.

Board members are required to file disclosure forms each year. Such things as sources of income for the Board member and his or her spouse, property ownership, partnerships, investments, and gifts are required to be disclosed. All disclosure documents are open to the public.

Fiduciary Liability

Trustees are held to a strict code of conduct in every decision they make as Board members. Although infrequent in the public sector, a Board member can be sued for personal liability arising from a decision or action by the Board. The Association procures fiduciary liability insurance to cover the Board in its official capacity but is precluded by law from purchasing similar coverage for personal liability of each Board member. Such coverage is, however, available to Board members at a nominal cost.

SUMMARY OF TIME COMMITMENTS

MEETINGS

	Minimum Hours/Year	Maximum Hours/Year
Monthly Meetings		
Prep. Time	120	216
Meeting	144	160
Special Meetings		
Prep. Time	8	12
Meeting	20	30
TOTAL	292	418

EDUCATION

7 – 12+ days per year attending out-of-town seminars and conferences.

ON SITE VISITS

2 – 6 days per year attending out of town on site visits with investment managers