



**Contra  
Costa  
County**

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: June 13, 2017

Subject: INTERVIEWS AND APPOINTMENT FOR THE BOARD OF SUPERVISORS APPOINTEE #4 SEAT ON THE RETIREMENT BOARD

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**RECOMMENDATION(S):**

INTERVIEW five finalists for the Board of Supervisors Appointee #5, #9, and the Alternate to BOS Appointees #4, #5, #6 and #9 seats on the Contra Costa County Employees' Retirement Association Board of Trustees, and DETERMINE what action the Board wishes to take regarding the appointments:

- Debora Allen, (Incumbent, Appointee #5 seat), Clayton
- Jerry Holcombe (Incumbent, Alternate to Members 4, 5, 6, & 9 seat), Walnut Creek
- Jay Kwon, Danville
- John Phillips (Incumbent, Appointee #9 seat), Moraga
- Dennis Reigle, Alamo

**FISCAL IMPACT:**

No fiscal impact to the County. Retirement Board Trustees receive a stipend of \$100 per meeting, plus mileage reimbursement, paid by CCCERA.

**BACKGROUND:**

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **06/13/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

See Addendum

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 13, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea  
(925) 335-1077

By: June McHuen, Deputy

cc:

It is the Board of Supervisors policy to conduct an open recruitment for all vacancies to At Large seats appointed by the Board. The Board has directed that its Internal Operations Committee (IOC) to personally conduct interviews of applicants for At Large seats on several boards, committees, and commissions including the Contra Costa County Employees' Retirement Association (CCCERA) Board of Trustees (Retirement Board).

## BACKGROUND: (CONT'D)

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On June 30, 2017, the terms of three Board of Supervisors-appointed seats on the Retirement Board will expire, creating three vacancies (the term for seat #6 will also expire on June 30, 2017 but the Board of Supervisors already re-appointed Supervisor Candace Andersen to that seat):

- Board of Supervisors Appointee #5
- Board of Supervisors Appointee #9
- Alternate to BOS Appointees #4, #5, #6 and #9

The IOC opened the recruitment on March 3, 2017. For advisory body vacancies, our standard advertising includes:

- Posting a notice in the News Flash section of the County's homepage for the duration of the nomination period.
- Promoting with a recruitment announcement on CCTV's CountyNet bulletin board
- Emailing to area print/online publications, plus KCBS Radio and KKDV Radio.

At the conclusion of the five-week filing period, ten applications were received and nine applicants were qualified, of which one later withdrew, leaving eight candidates, including the incumbents, who the IOC interviewed on May 8, 2017. As a result of those interviews, the IOC recommends five finalists, who have been invited to an interview with the Board of Supervisors this morning beginning at 9:00 a.m. Attached are the applications and resumes provided by each finalist.

Members of the Retirement Board have fiduciary responsibility for the assets, investments of monies, and administration of the Retirement System. The assets of the Retirement System are trust funds. The members of the Retirement Board must discharge their duties with the care, skill, prudence, and diligence that a prudent person acting in the same capacity and familiar with these matters would use. The Retirement Board's duty to its participants and their beneficiaries takes precedence over any other duty. As fiduciaries, members of the Retirement Board have a loyalty to members of the Retirement System. Persons appointed to the Retirement Board must be prepared to spend the amount of time necessary to properly perform their fiduciary duties. Each candidate received the attached summary of time commitment estimate in advance of the interviews and has stated that they are willing and able to honor the commitment. A complete list of candidates and their applications are available on the County's website at this [link](#).

The new term of office for the three seats begins on July 1, 2017 and ends on June 30, 2020.

## CONSEQUENCE OF NEGATIVE ACTION:

To ensure continuing full representation of the Board of Supervisors at Retirement Board meetings after July 1, the Board should make its new appointments no later than at its June 20 meeting.

#### CLERK'S ADDENDUM

***INTERVIEWED four finalists (Debora Allen withdrew her application); APPOINTED Jerry Holcombe as Appointee #5, John Phillips as Appointee #9 and Jay Kwon as Alternate to Appointees #4, #5, #6 and #9.***

#### ATTACHMENTS

Press Publication\_County Retirement Board  
Retirement Board Time Commitment  
CCCERA Finalists Candidate Matrix  
Candidate Application\_Debora Allen\_CCCERA  
Candidate Application\_Jerry Holcombe\_CCCERA  
Candidate Application\_Jay Kwon\_CCCERA  
Resume\_Jay Kwon\_CCCERA  
Candidate Application\_John Phillips\_CCCERA  
Resume\_John Phillips\_CCCERA  
Candidate Application\_Dennis