

**Minutes of the Meeting of the Board of Directors  
Retired Employees of Alameda County  
Monday, November 13, 2023, 9:30 A.M.**

**Zoom Video Conferencing Board Meeting**

Alicia Baptista, President of the Board, called the meeting to order at 9:30 AM

**Roll Call:** Alicia Baptista, Dawn Stevenson, Connie Land, Cynthia Baron, Kathy Foster, Liz Koppenhaver, Linda Slater, and Marsha Rice were present. Charo Panesi-Guerra, REAC Member and Administrative Assistant, and Pete Albert, ACRE President were present.

**Minutes:** Minutes of the October 9, 2023 REAC Board meeting were reviewed. Connie moved that the October 9, 2023, REAC Board Minutes be approved as submitted. Marsha Rice seconded the motion and the motion was approved. Alicia reported that the date on the November agenda needs to be revised from November 11 to November 13, 2023. A message will be sent to the Secretary.

**Announcements & Communications:** Alicia reported that EmployBridge has paid Charo her raise. However, the March through October 2023 invoices for the raise are listed as Sexual Harassment Training. Charo has not been taking that training monthly. It's an annual California requirement, but not monthly. Alicia has contacted Select Staffing, Sandra Carrion Guerrero, REAC's Account Manager, who will follow up with an audit of their invoices. We want to submit the correct payments, in case of any future audits.

A letter was received from a member inquiring about why REAC has a bank account balance of almost a quarter of a million dollars. Alicia will respond to the member and then forward the response to all Board members for consistency. The response letter will be sent to the member the week of November 13, 2023.

Kathy mentioned an email sent to her and Liz from Alicia regarding a survivor of a retiree, asking about continuance benefits. The ACERA Board has not adopted the section of the code that pertains to this benefit, but it has been reviewed multiple times. The ACERA Board did not feel the cost was worth adopting that section of the code.

**ACERA:** Mike Fara, ACERA Communications Manager, was unable to attend today's Board meeting,

**Treasurer's Report:** Liz presented the October 2023 Treasurer's Report.

Starting with the October 2023 Treasurer's Report, the checkbook's beginning balance was \$29,067.37. The total receipts were \$10,952.56 and the total disbursements were \$12,790.62. We received membership dues totaling \$7,612.00, Fall Luncheon payments totaling \$2,840.00 and \$500.00 from the 1<sup>st</sup> United Credit Union for their advertisement in the Newsletter. Disbursements included officer stipends, Newsletter Layout, Select Staffing payments, Red Arrow printing, Fall luncheon expenses which included the facility rental, reimbursements, and a check returned for non-sufficient funds. Red Arrow did not bill for October, but they billed for last month.

There were no payments to the USPS for the bulk mailing of the Newsletter, PayPal for the Zoom account, 1and1.com for web hosting and SACRS annual dues. The USPS and the PayPal accounts were not paid due to the inactivation of the REAC debit card issued to our previous Treasurer. We were not aware that the auto pay of these accounts were tied to this debit card. In the interim, Dave at Red Arrow will pay for the bulk mailing and invoice REAC. Liz praised Dave at Red Arrow for his patience through REAC's Treasurer transition. He has been working with both Liz and Alicia. Liz and Alicia will work together to resolve this issue. Liz used her personal credit card to pay PayPal and SACRS annual dues. She will invoice REAC for reimbursement. 1and1.com did not bill for this month. Liz will contact the company.

The ending checkbook balance was \$27,229.31. Total Assets were \$249,080.99.

Liz will meet with the REAC conference committee to discuss cashing the 36-month CD that matures on 12/22/23 for \$25, 276.26 to fund the conference. It is unknown at this time what the cost will be.

Linda moved to accept the October 2023 Treasurer's Report as presented. Connie seconded the motion, and the motion was approved.

**CRCEA (California Retired County Employees Association):** Connie provided her CRCEA report. The November Executive Committee meeting will be held on November 15, 2023. Since this meeting is after REAC's meeting, the meeting highlights will be provided at the December meeting.

Reminder: It's REAC's turn to host a CRCEA Conference in the Fall of 2025. The Planning Committee met on November 06, 2023. The committee members are Liz, Kathy, Alicia, and myself. During our meeting, we identified a number of area hotels for which we will visit to identify their offerings. Once again, we are seeking someone who is comfortable with soliciting funds. Another meeting is scheduled December 04, 2023.

CalPERS Lawsuit Update: The Settlement became Final on September 28, 2023. No appeals were filed. Under the terms of the Settlement, your Final Settlement Category and Award amount will be determined as of this date. In January 2024, you will receive a mailing from the Settlement Administrator providing (1) notification of your Final Category and Award; and (2) a check in the amount of your final Award.

The website is updated with this current information. Policyholders are encouraged to check the website (<https://calpersltcclassaction.com>) frequently to stay updated or they can contact the Settlement Administrator at: 1-(866)-217-8056 (Toll Free).

**SACRS (State Association of County Retirement Systems):** Kathy attended the SACRS 2023 Fall Conference and was a presenter. She attended the first full day of the internal audit break-out. She presented information along with the company that is building ACERA's pension administration system, LRS, and the oversight project manager about the importance of standard operating procedures when going through a big project. ACERA is acquiring new functionality, and automation with the LRS system which is Pension Gold, as well as another system called On Base which will be used for workflows and correspondence.

Information for the standard operating procedures will be taken from the Pension Gold, and On Base systems along with ACERA's current procedures to put together new operating procedures mostly for

the benefits department. Those procedures will be in place to use for training current, new, and cross-training staff. The new system is set to GO LIVE by October 2024.

The title of the presentation was: Last Piece of the Puzzle...Don't Forget the New Standard Operation Procedures to Go with Your New PAS Replacement. When you have project pieces with design requirements, training, etc., don't forget the last piece of documenting the new procedures so you can have that success when you GO LIVE.

There were other interesting presentations throughout the conference, the SACRS website has more information: <https://sacrs.org/Events/Fall-Conference>

SACRS funds presenters, so there was no cost to REAC.

**Retirement Board:** Kathy reported that the retirement board meeting was the week of November 13, but there was no retirees committee meeting. There is a special operations committee meeting on Thursday, November 16 where they will go over the budget for 2024.

**Investment Committee:** There was no new information to report.

**Health Care (Centers for Disease Control and Prevention):** Linda reported that COVID-19 in Alameda County is very low. There are mask recommendations if you choose when you are in situations with limited ventilation. You can get sick with the new variant HV.1 if you are at high risk.

**Activities:** Alicia stated that the Fall Luncheon was a great success. Nate Miley from the Board of Supervisors attended without a reservation and paid the member fee. He asked to say a few words. All the presenters were very good.

The luncheon committee, Alicia, Charo, and Dawn have decided that REAC has outgrown the Fairview Metropolitan Golf Course. 139 individuals signed up to attend the Fall Luncheon, and almost everyone was there. The floor plan is challenging with the bathroom quite far from the dining area. If there is a larger group, the buffet will be in the room across from the dining area, and if there is inclement weather, no canopy will be provided.

The committee is looking at Doubletree in Pleasanton because of its easy access off the interstate highway and a field trip is planned for December 1, 2023, time to be determined.

We must have a venue identified by December 25, 2023, because the January 2024 newsletter is when we ask people to begin signing up.

The date for the Spring Luncheon is March 11, 2024, which is also the same day as the annual meeting.

We will ask our members for volunteers to assist with check-in for the Spring Luncheon, and their lunch will be paid for by REAC.

The committee is considering REAC-branded "swag" instead of raffle tickets. Swag ideas might be cotton tote bags, memo books, and chocolate bars. All attendees will receive a gift.

Kathy will see if she can get a presenter from Kaiser, VSP. Maybe Kaiser can make a presentation on fall prevention. She will reach out to her contacts and report back to the Board.

The REAC Board Holiday Luncheon is confirmed for Tuesday, December 12 at 11:30 a.m. at Trabocco in Alameda. The entire Board has indicated their attendance.

**Membership and Recruitment:** Charo reported that as of October 31, 2023, membership stood at 3,814 members, which is slightly lower than the previous month.

Charo received a letter from a parent of a deceased child who wondered why their name was not included in the death notices in the newsletter. Kathy reported that ACERA does not put active member deaths on the agenda for the board, so this information will not be in the report.

**REAC Website:** There was no new information to report. Dawn mentioned that there was one issue on the website and Kathy will send a message to Mike Fara for review.

Alicia would like the CRCEA conference dates added to the calendar. At this time, Connie is not sure if the meeting will be hybrid or Virtual. It will probably be virtual, but she does not want to commit to that at this meeting. The dates for the conference may be provided at the Wednesday, November 15, 2023, meeting.

Alicia noticed that the Treasurer's reports were not up to date. It's her understanding that Paul sends the report to our "web person", Lori, who posts the report. Alicia will speak to Paul regarding this issue.

**REAC News:** The REAC News will contain Happy Holidays and Delta Dental exceptional benefit information.

**Other Reports:** Alicia mentioned the REAC branded Sympathy card discussion from last month's meeting. Our printer suggested we work with Gina, our Newsletter editor, on a design and once we arrive at a final design, then it can be printed. We're working on a one-sided Sympathy card.

The Thank You card will be a fold-over.

**Old Business:** No information to report.

**New Business:** REAC's 2024 Goals and Objectives.

Alicia suggested the following:

- Revise the reimbursement request form. Change it to a fillable document and include the President's signature along with the Treasurer's signature.

Alicia moved that when the form is revised, add a line for "final approval" before it's sent to the Treasurer. Connie seconded the motion, and the motion was approved,

- The invitation letter to join REAC needs an update. Instead of a letter, it should be a flyer. Alicia will create a draft to share with the Board.
- We should keep a running list of duties, especially officers, and committee chair people.
- Then at some point, before the end of 2024, come up with a job description with a list of duties.

Connie suggested the following:

- Update REAC's governance manual

Liz mentioned when officers change a form is sent to the State Attorney General's Office of California, do we handle that with the Treasurer change?

It does need to be done, but our President does not know the process. There is an online form according to Liz. Maybe REAC's secretary will be able to guide this issue.

*For the Good of the Order:* No information to report.

Meeting adjourned at: 10:40 a.m.

Respectfully submitted by Dawn Stevenson, Vice President

**Next Board Meeting: Monday, December 11, 2023, 9:30 am**  
**Zoom Video Conferencing Board Meeting**