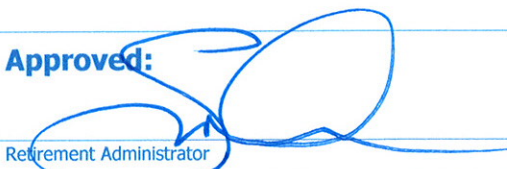




RETIREMENT BOARD POLICY AND REFERENCE MANUAL

SUBJECT: POLICY FOR NOTICING OF PUBLIC HEARINGS BEFORE THE BOARD(S)	Section: 2-33 Date Adopted/Revised: 08/12/2009
SYSTEM(S): JOINT	Approved:  Retirement Administrator

PURPOSE

This policy was created to implement an administrative policy for proper noticing of Retirement System members, retirees and the general public of public hearings before the Retirement Boards.

GENERAL POLICY

The Board's general policy is that all public hearing notices shall be in compliance with Chapter IV of the "Brown Act." Public Hearing notices shall include the date, time and location of the hearing, as well as its purpose, list names of all Board members, Retirement Staff and outside participant(s) in attendance, and the name and telephone number of the Retirement Office contact for the hearing.

For notices of Annual Actuarial Valuations in which there will be employee contribution rate changes, a schedule will be attached to the notice showing the proposed rate changes.

Hearing announcement information is to be provided to the public as soon as staff is certain that a hearing will be held, but generally no fewer than 10 calendar days before the hearing. Where a hearing must be scheduled but cannot be announced 10 calendar days in advance, staff will provide as much notice as possible.

Public notice of hearings will be made via the following:

1. Posted at Fresno City Hall for the general public and members of the Systems.
2. Citywide email sent to all applicable members and their department heads and executive assistants.
3. Email sent to all applicable employee organizations, business agents and association presidents.
4. Posted on CFRS Web site at www.CFRS-CA.org
5. If possible, notice should be included in the Retirement Quarterly Newsletter published prior to the scheduled public hearing assuming that the meeting dates are confirmed.

Hearing changes or cancellations will also be announced promptly in the same manner as above. Members of the public who cannot access the CFRS' Web site may contact the Retirement Office for information on scheduled public hearings and Board meetings.

Noticing policy if there is an extraordinary impact on members and/or retirees:

In the event that a public hearing issue before the Board(s) may have an extraordinary impact on members of the System(s) and/or retirees, the Board Chair may determine that a direct mailing of the meeting notice is both appropriate and justifiable and direct Retirement Office staff to prepare and mail a direct notice to members and/or retirees as necessary.

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1. Adopted 04/11/2007
 2. Annual Review, administrative changes, revised 8/12/2009