

**CITY OF FRESNO RETIREMENT SYSTEMS
REGULAR MEETING OF THE ADMINISTRATIVE COMMITTEE**

ACTION AGENDA

Thursday, April 24, 2008

9:00 AM

Retirement Office, 2828 Fresno St., 2nd Fl., Board Chamber, Room 202, Fresno, CA 93721

COMMITTEE MEMBERS

Carla Lombardi-Chair, Paul Cliby, Brian Burry, Marvell French, Danny Aguirre

(1) If you want to speak to the Committee, please complete a Request to Speak form and hand it to the Board Secretary at the beginning of the Board Meeting. (2) The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators should be made one week prior to the meeting. Please call the Retirement Board Secretary at 559-621-7085 to make arrangements.

ROLL CALL

APPROVE AGENDA

Approve agenda of April 24, 2008, Administrative Committee meeting.

TIMED SCHEDULED HEARINGS AND MATTERS

None

A. AGENDA ITEMS

1. Review, Discuss and Direction regarding Possible Amendments to the Joint Board Policy on Committees and Joint Board Policy on Committee Charters.
Action: Reviewed, Discussed and Direction Given
Together with the Boards' Administrator and Legal Counsel, the Committee discussed amendments to Joint Board Policy 2-4 regarding committee structure. The Committee then directed Staff to incorporate amendments to Joint Board Policy 2-4 and Article 3 of the Boards' Rules and Regulations and return both items to the Joint Board for consideration and adoption.
2. Review, Discuss and Direction regarding Possible Amendments to the Joint Board Policy on Continuing Education and Diligence Visitations Statement.
Action: Reviewed, Discussed and Direction Given
The Committee reviewed and discussed amendments to Joint Board Policy 2-1. The Committee directed the Administrator to incorporate discussed changes into the Board's Joint Policy on Continuing Education and Due Diligence and forward to the Joint Board for consideration and adoption.
3. Ongoing review and evaluation of Board Policies and Recommendations to the Boards as necessary.
Action: Reviewed, Discussed and Direction Given
The Committee reviewed and discussed additional amendments to the Joint Board's Code of Ethics and Credit Card Use policies. Following much discussion, the Committee recommended that Staff amend said policies consistent with Committee discussion and forward Policies 2-11 and 2-12 to the Joint Board for consideration and adoption.
4. Accept Systems' monthly operating account cash disbursements report in accordance with the Board's Operating Account Policy.
Action: Accepted
The Committee accepted the Systems' monthly operating account cash disbursements report.
5. Review and discuss Legal Counsel's report on IRS guidelines on "Normal Retirement Age."
Action: LAID OVER

B. STAFF INITIATED ITEMS

1. Request by Legal Counsel to Change the date of June's Administrative Committee Meeting

Action: Accepted and Direction Given

The Committee accepted Legal Counsel's request and rescheduled June's Administrative Committee meeting to June 16th, at 1:30 PM.

C. PROPOSED AGENDA ITEMS FOR NEXT COMMITTEE MEETING

Action: _____

D. INFORMATION ONLY ITEMS

1. Action agenda of March 27, 2008, Administrative Committee meeting.
2. Fresno City Health and Welfare Trust Agenda of April 9, 2008, Regular Board meeting and Minutes of March 12, 2008.

E. UNSCHEDULED ORAL COMMUNICATIONS

Action: _____

F. PUBLIC COMMENTS

1. April 16, 2008, Letter from Sandra Brock regarding Suggested Amendments to Due Diligence and Travel Policies

Action: Accepted

The Committee accepted member Sandra Brock's letter regarding suggested amendments to the Joint Board Policy 2-1 on Continuing Education and Due Diligence.

**SCHEDULE OF
MEETING OF THE ADMINISTRATIVE COMMITTEE
(All Meeting Dates And Times are Subject To Change)**

Date	Scheduled Presentations/Comments
May 22, 2008	
June 16, 2008	
July 24, 2008	
August 28, 2008	
September 25, 2008	
October 23, 2008	
November 27, 2008	
December 25, 2008	
January 22, 2009	
February 26, 2009	
March 26, 2009	
April 23, 2009	
May 28, 2009	

The schedule will be revised monthly and included in the agenda package. The Retirement Office will be responsible for notifying and confirming in writing all parties scheduled to attend retirement meetings.