



# BOARD OF ADMINISTRATION

City Hall  
Wing Rooms 118-120  
200 East Santa Clara  
Street,  
San Jose, CA 95113

## Meeting Agenda - Final FCERS and Police&Fire Retirement Plan Audit Committee

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Thursday, October 17, 2019

12:00 PM

1737 North First Street  
5th Floor Board Room  
San Jose, 95112

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or immediately following the FCERS Board meeting

***FCERS Committee Members:***

*Jay Castellano, Chair  
Vacant, Vice-Chair  
Elaine Orr, Trustee*

***Police and Fire Committee Members:***

*Andrew Lanza, Chair  
Franco Vado, Vice-Chair  
Eswar Menon, Trustee*

***Alternates:***

*Andrew Gardanier, Trustee*

• **Call To Order**

**FEDERATED AUDIT COMMITTEE**

• **Consent Calendar**

1. Approval of the 7/1/19-9/30/19 Quarterly Travel and attendance analysis for Federated.

**Attachments:**     [1 - Trustee Travel Analysis FED 7-1-2019-9-30-2019-REVISED](#)

**JOINT AUDIT COMMITTEE**

• **Old Business-Deferred/Continued Items**

2. Update on the City Auditor's Recommendations to Office of Retirement Services.

**Attachments:**     [2- City Auditor Recommendations 17-06 Retirement 7.12.19](#)

3. Update on the Pension Administration System implementation project.

**Attachments:**     [3 - PAS Update - Revised](#)

• **New Business**

4. Discussion and action on the approval of the Federated City Employees' Retirement System's and the

Police and Fire Department Retirement Plan's Comprehensive Annual Financial Reports for the Fiscal Year 2018-2019.

**Attachments:**      [4\(1\)- Fed Entire CAFR 10.10.19 v2](#)  
                                 [4\(2\) - 2019 Police and Fire CAFR f](#)

5. Discussion and action regarding Communication to the Board of Administration of the City of San Jose Police and Fire Department Retirement Plan and the Federated City Employees' Retirement system from Grant Thornton, LLP (GT) the Plan's external auditor:

- a. Independent auditor's report on the internal control over financial reporting and on compliance and other matters based on an Audit of Financial Statements performed in accordance with Government Auditing Standards and Management comments and recommendations.
- b. Required communications.

**Attachments:**      [5 - a\(1\) - City of SJ Federated City Report on Internal Control Letter \(DRAFT 10](#)  
                                 [5 - a\(2\) - City of SJ Police and Fire Department Report on Internal Control Lette](#)  
                                 [5 - a\(3\) - FED Findings 2019 with mgmt comment \(DRAFT 10.10\)](#)  
                                 [5 - a\(4\) - PF Findings 2019 with mgmt comment \(DRAFT 10.10\)](#)  
                                 [5 - b\(1\) - FED and PF FY19 AC Presentation \(AH JC 10.16\) REVISED](#)

6. Discussion on the Investment Wires and Internal Transfers Audit.

**Attachments:**      [6\(1\) - Investment Wires and Internal Transfers Audit](#)  
                                 [6\(2\) - Internal Audit Response 10-08-2019](#)

7. Discussion on the Death Verification and Overpayment Tracking Process.

**Attachments:**      [7 - Death Verification and Overpayment Tracking Process](#)  
                                 [7\(2\) - Response to Death Verification-Overpymt Tracking Process - Distributed :](#)

## **POLICE & FIRE AUDIT COMMITTEE**

### **• Consent Calendar**

8. Approval of the Minutes of the August 15, 2019 Audit Committee meeting for the Police and Fire Retirement Plan.

**Attachments:**      [8 - 8-15-19 - Minutes - PF Audit Com - Final](#)

9. Approval of the 7/1/19-9/30/19 Quarterly Travel and attendance analysis for Police and Fire.

**Attachments:**      [9 - PF- Travel Analysis](#)

**Next Meeting: February 20, 2020**

### **• Adjournment**

To request an accommodation or alternative format under the Americans with Disabilities Act for City-sponsored meetings, events or printed materials, please call Marti Zarate at (408) 794-1112 as soon as possible, but at least three business days before the meeting.