



BOARD OF ADMINISTRATION

Meeting Agenda - Final

FCERS and Police&Fire Retirement Plan Audit Committee

Thursday, October 15, 2020

1:30 PM

or immediately following the FCERS Board Meeting

MEETING TO BE HELD BY ZOOM CONFERENCE IN LIEU OF PHYSICAL LOCATION

Dial In: +1 669 900 9128

Meeting ID: 945 5413 3184

Password: 630987

FCERS Committee Members:

Mark Keleher, Chair

Julie Jennings, Trustee

Qianyu Sun, Trustee

Police and Fire Committee Members:

Franco Vado, Chair

Howard Lee, Trustee

Nick Muyo, Trustee

COVID-19 NOTICE*

Consistent with the California Governor's Executive Order No. N-29-20, Resolution No. 79485 from the City of San José and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the Office of Retirement Services will not be physically open to the public and meeting attendees will be teleconferencing from remote locations.

To listen to the audio of the meeting:

(The file will be uploaded within 24 hours after the end of the meeting.)

<https://sjrs.legistar.com/Calendar.aspx>

How to submit written Public Comment:

- 1) By email to retirement.department@sanjoseca.gov by 5:00 p.m. the day before the meeting.
- 2) By phone +1 669 900 9128. Meeting ID: 945 5413 3184. The Chair will recognize public comment after each item and will be notified to speak.
- 3) By online <https://sanjoseca.zoom.us>

a. Use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.

b. When the Chair calls for the item on which you wish to speak, click on "Raise Hand." Speakers will be notified shortly before they are called to speak.

c. When called, please limit your remarks.

• Call To Order

FEDERATED AUDIT COMMITTEE

• Consent Calendar

1. Approval of the 7/1/20-9/30/20 Quarterly Travel and attendance analysis for Federated.

Attachments: [1 - Trustee Travel Analysis.FED 7-1-2020-9-30-2020](#)

JOINT AUDIT COMMITTEE

• Consent Calendar

2. Approval of the Minutes of the August 20, 2020 Joint Audit Committee meeting for the Federated City Employee's Retirement System and the Police and Fire Retirement Plan.

Attachments: [2 - Joint AC Minutes 8-20-20 - Final](#)

• New Business

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

Attachments: [3 - City Auditor Recommendations 17-06 Retirement 8.18.20 -formatted](#)

4. 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: [4\(1\) - FED and PF FY20 AC Presentation \(10.8\)](#)
 [4\(2\) - FED Report on Internal Control Letter \(DRAFT 10.8\)](#)
 [4\(3\) - FED Findings 2020 \(DRAFT 10.8\)](#)
 [4\(4\) - PF Report on Internal Control Letter \(DRAFT 10.8\)](#)
 [4\(5\) - PF Findings 2020 \(DRAFT 10.8\)](#)

5. 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 2019-2020.

Attachments: [5\(1\) - 2020 Federated CAFR 10.13.20 with Memo](#)
 [5\(2\) - 2020 Police and Fire CAFR full CAFR 10 13 20 with Audit committee lette](#)

POLICE & FIRE AUDIT COMMITTEE

• Consent Calendar

6. Approval of the Minutes of the May 21, 2020 Joint Audit Committee meeting for the Federated City Employee's Retirement System and the Police and Fire Retirement Plan. (*From the August 20th Joint Audit Committee meeting - No Quorum*)

Attachments: [6 - Joint AC Minutes 5-21-20 - Final](#)

7. Approval of the 4/1/20 - 6/30/20 Quarterly Travel and attendance analysis for Police and Fire. (*From the August 20th Joint Audit Committee meeting - No Quorum*)

Attachments: [7- Travel Analysis 4-1-20-6-30-20-PF](#)

8. Approval of the 7/1/20-9/30/20 Quarterly Travel and attendance analysis for Police and Fire.

Attachments: [8 - Travel Analysis 7-1-20-9-30-20-PF](#)

Next Meeting: February 18, 2021

• **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.