BOARD OF ADMINISTRATION

Meeting Minutes

FCERS and Police&Fire Retirement Plan Audit Committee

Thursday, February 16, 2023 **10:45 AM**

or immediately following the Special Federated Disability Committee meeting

MEETING TO BE HELD BY ZOOM CONFERENCE IN LIEU OF PHYSICAL LOCATION
zoom.us
Dial In: +1 669 900 9128 US (San Jose)
Meeting ID: 936 4187 9856
Pass Code: 530360

FCERS Committee Members:
Mark Keleher, Chair
Julie Jennings, Trustee
Prachi Avasthy, Trustee

Police and Fire Committee Members:
Sunita Ganapati, Chair
Howard Lee, Trustee
Dave WIlson, Trustee

The Federated Audit Committee and Police and Fire Audit Committee met via Zoom on Thursday, February 16, 2023. The Federated Audit Committee meeting was called to order at 11:02 a.m. by Chair Keleher followed by roll call. The Police and Fire Audit Committee meeting was called at 11:02 a.m. by Chair Ganapati.

FCERS Committee members present: Mark Keleher, Julie Jennings and Prachi Avasthy.

Police and Fire Committee members present: Sunita Ganapati, Dave Wilson and Howard Lee.

Trustee Lee joined the meeting at 11:53 a.m.

Retirement Staff Present via Zoom: Roberto L. Peña, Sandra Castellano, Houman Boussina, Linda Alexander, Isela Chaparro, Khadijah Onyeije and Sherrell Aledo.

Also Present via Zoom: Harvey Leiderman and Maytak Chin, General and Fiduciary Counsel; and Joe Ebisa, Journalist-WithIntelligence.

- **Call To Order and Roll Call**

• Orders of the Day

The following ground rules were read into the record:

A FEW GROUND RULES FOR THIS MEETING

• We are continuing to meet virtually at this meeting and are doing so pursuant to AB361.
• As such, all votes will be roll call votes.
• If you are not speaking, please be on mute to cut background noise.
• For discussion items, each trustee will have a turn to speak in roll call order, more than once if desired.
• The public will have an opportunity to speak on each item after trustees.
• The public will also have an opportunity to speak again at the end of the meeting on any other item not on the agenda that is within the subject jurisdiction of the Committee.

FEDERATED AUDIT COMMITTEE

1. Consent Calendar

a. Approval of the Minutes of the Special Federated Audit Committee meeting from January 19, 2023.

A motion was made to approve the Consent Calendar.

FCERS Committee Approved. (M.S.C. Keleher/Jennings 3-0-0) The motion passed unanimously by roll call vote.

2. New Business

a. Discussion and action on factual findings for use of California Assembly Bill 361's abbreviated teleconferencing procedures.

Counsel Chin spoke to the item and explained the contents of the memo submitted to the Committee regarding evidentiary support for the Committee consideration of factual findings necessary for election to adopt AB 361's abbreviated teleconferencing procedures, which included:

(1) Governor's proclamation on the continued state of emergency due to the ongoing COVID 19 pandemic; and

(2) the City Council's recent resolution that continued to impose and recommend social distancing in City facilities.

A motion was made to adopt these as the Committee's factual findings under AB361 to allow the Committee to continue meeting virtually for the next 30 days.

Approved. (M.S.C. Jennings/Avasty 3-0-0) The motion passed unanimously by roll call vote.

JOINT AUDIT COMMITTEE

3. Consent Calendar

a. Approval of the Minutes of the October 20, 2022 Joint Audit Committee meeting for the Federated City Employee's Retirement System and the Police and Fire Retirement Plan.

A motion was made to approve the Consent Calendar.

Police and Fire Committee Approved. (M.S.C. Wilson/Ganapati 3-0-0) The motion passed unanimously by roll call vote.

FCERS Committee Approved. (M.S.C.Jennings/Avasthy 3-0-0) The motion passed unanimously by roll call vote.

4. New Business

a. Update on the City Auditor's Recommendation to the Office of Retirement Services.

ORS Accounting Manager Benjie Chua-Foy updated the Committee on the City Auditor's Recommendations and answered questions from the Committee. Ms. Chua-Foy provided updates on the new performance measure to the City Budget Office as a result of the recommendations and to work on implementing these recommendations for FY 2023 - 2024 budgets.

b. Discussion on the Status of Audit Recommendations by Internal Auditor, Houman Boussina.

ORS Senior Internal Auditor Houman Boussina presented the report on the Status of Audit Recommendations. Mr. Boussina discussed his findings and key audit recommendations and answered questions from the Committee.

c. Discussion on the 2022 Internal Staff Survey by Internal Auditor, Houman Boussina.

ORS Senior Internal Auditor Houman Boussina presented the 2022 Internal Staff Survey and answered questions from the Committee. Mr. Boussina explained that the ORS Internal Auditor Charters required to meet and exceed the Institute of Internal Auditor's standards. The Internal Staff Survey reported incident of fraud to be prioritized for audit.

- ## Proposed Agenda Items

None.

- ## Public Comments

None.

- ## Adjournment

This meeting was adjourned at 12:10 p.m.

Minutes Recorded, Prepared and Respectfully submitted by,

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Roberto L. Peña, CEO, Office of Retirement Services