



MINUTES

RETIREMENT BOARD MEETING MINUTES

REGULAR MEETING  
September 27, 2017  
9:00 a.m.

Retirement Board Conference Room  
The Willows Office Park  
1355 Willow Way, Suite 221  
Concord, California

Present: Candace Andersen, Scott Gordon, Jerry Holcombe, Louie Kroll, Jay Kwon, John Phillips, William Pigeon, Todd Smithey, Jerry Telles and Rusty Watts

Absent: David MacDonald and Gabe Rodrigues

Staff: Gail Strohl, Chief Executive Officer; Christina Dunn, Deputy Chief Executive Officer; Timothy Price, Chief Investment Officer; Karen Levy, General Counsel; Wrally Dutkiewicz, Compliance Officer; Anne Sommers, Administrative/HR Manager; Henry Gudino, Accounting Manager; and Colin Bishop, Member Services Manager

Outside Professional Support:  
Jose Fernandez

Representing:  
The StepStone Group

1. Pledge of Allegiance

Dunn led all in the *Pledge of Allegiance*.

2. Accept comments from the public

No member of the public offered comment.

3. Approval of Minutes

It was M/S/C to approve the minutes of the August 9, 2017 meeting. (Yes: Andersen, Holcombe, Kwon, Phillips, Pigeon, Smithey, Telles and Watts)

Gordon was present for subsequent discussion and voting.

**CLOSED SESSION**

The Board moved into closed session pursuant to Govt. Code Section 54956.9(d)(4) and 54956.9(d)(1).

The Board moved into open session.

4. There was no reportable action related to Govt. Code Section 54956.9(d)(4).

5. There was no reportable action related to Govt. Code Section 54956.9(d)(1).

Telles was no longer present for subsequent discussion and voting.

**6. Presentation from StepStone Group of private equity pacing report**

Price introduced Jose Fernandez from The StepStone Group noting this report is advisory only.

Fernandez provided a review of their team and investment strategy including the target asset allocation, eligible asset classes, sub-asset class ranges, geographic preference, deployment pace and implementation. He assessed CCCERA's exposure and performance by strategy as well as StepStone's recommended long-term targets.

He reviewed the private equity investment process noting StepStone will be working with CCCERA staff throughout the portfolio planning, implementation and reporting process. He noted they will be providing quarterly and annual reports on the progress of the existing investments. Price noted he will be working with Verus on the coordination of their reports with StepStone's reports.

Fernandez reported they completed a pacing analysis for CCCERA's private equity and real assets portfolio for the next 10 years and recommend committing \$100M per year in years 1 and 2 and \$200-\$400M thereafter. They also recommend making 2-4 relationship commitments per year at those levels. He noted this is only a model and is based on cash flow projections. It also takes into consideration the current performance of CCCERA's portfolio.

**7. Consider and take possible action to authorize the CEO to renew a maintenance and support agreement with CPAS Systems, Inc.**

Strohl reported the annual agreement with CPAS is expiring and asked the Board to approve an additional year for maintenance and support services. There was discussion on the possible advantages of having a longer term contract. Strohl stated she will discuss a longer term contract with them next year.

It was M/S/C to authorize the CEO to renew a one year maintenance and support agreement with CPAS Systems, Inc. (Yes: Andersen, Gordon, Holcombe, Kroll, Phillips, Pigeon, Smithey and Watts)

**8. Consider and take possible action on SACRS Voting Proxy Form**

It was M/S/C to appoint Russell Watts as the SACRS Voting Delegate and Todd Smithey as the Alternate Voting Delegate. (Yes: Andersen, Gordon, Holcombe, Kroll, Phillips, Pigeon, Smithey and Watts)

**9. Consider authorizing the attendance of Board:**

- a. It was M/S/C to authorize the attendance of all Board members at the SACRS Fall Conference, SACRS, November 14-17, 2017, Burlingame, CA. (Yes: Andersen, Gordon, Holcombe, Kroll, Phillips, Pigeon, Smithey and Watts)
- b. No action was taken on this item.

**10. Miscellaneous**

(a) Staff Report –

Strohl reported CCCERA has produced an employer handbook and a tab has been created on the website for employers; CCCERA is hosting an informational session for employers on revised forms; we are making a minor administrative adjustment based on social security integration; and the food drive ends this week.

Dunn reported CCCERA staff has been reviewing reports from the County's upgraded software system to ensure the reports will be able to work with CCCERA's pension administration system.

(b) Outside Professionals' Report -

None

(c) Trustees' comments -

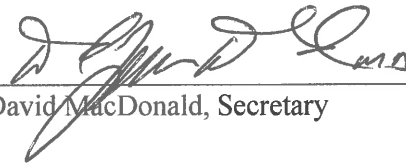
None

It was **M/S/C** to adjourn the meeting. (Yes: Andersen, Gordon, Holcombe, Kroll, Phillips, Pigeon, Smithey and Watts)



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Todd Smithey, Chairman



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David MacDonald, Secretary