

**AGENDA**

**CHABOT LAS POSITAS COMMUNITY COLLEGE DISTRICT  
RETIREMENT BOARD OF AUTHORITY MEETING  
SEPTEMBER 26, 2024  
10:00 AM – 11:00 AM**

**CHABOT LAS POSITAS COMMUNITY COLLEGE DISTRICT  
7600 DUBLIN BLVD, 3<sup>RD</sup> FLOOR  
CONFERENCE ROOM #2  
DUBLIN, CA 94568  
PHONE (925) 485-5236**

**I. CALL TO ORDER**

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**II. ROLL CALL**

**RETIREMEMENT BOARD OF AUTHORITY (the “Board”) MEMBERS:**

Vice Chancellor, Business Services	Jonah Nicholas
Vice President, Administrative Services	Sean Brooks
Los Positas College President	Dr. Dyrell Foster
Administrative Association Representative	Nan Ho
SEIU Representative	David Rodriguez
Faculty Representative	Heike Gecox
Retiree Representative	Mark Smythe

**PROGRAM COORDINATOR:**

Keenan Financial Services	Roslyn Washington
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**CONSULTANTS:**

Benefit Trust Company (BTC)	Jordan Scafe
Morgan Stanley (MS) – Investment Advisor to BTC	Mark Payne

**OTHERS**

None

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**III. PUBLIC COMMENTS**

**Information  
2024/2025-001**

The public may address the Retirement Board of Authority (RBOA) on any matter pertaining to the Agency that is not on the agenda. The Chair reserves the right to limit the time of presentations by individual or topic.

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**IV. APPROVAL OF AGENDA**

**Action**  
**2024/2025-002**

The Retirement Board of Authority (RBOA) retains the right to change the order in which agenda items are discussed. Subject to review by the RBOA the agenda is to be approved as presented. Items may be deleted or added for discussion only according to G.C. Section 54954.2.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

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**V. APPROVAL OF MINUTES**

**Action**  
**2024/2025-003**

The Retirement Board of Authority will review the Minutes from the previous meeting on **April 16, 2024**, for any adjustments and adoption.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

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**VI. INVESTMENTS**

**PORTFOLIO PERFORMANCE REVIEW**

**Information**  
**2024/2025-004**

Benefit Trust Company (BTC) will review the overall performance of the District's Public Entity Investment Trust portfolio.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**MARKET OVERVIEW**

**Information**  
**2024/2025-005**

Morgan Stanley (MS), Investment Consultant to BTC, will provide an overview of the actions of the global capital markets since the last Retirement Board of Authority meeting.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**INVESTMENT POLICY STATEMENT REVIEW**

**Action**  
**2024/2025-006**

The Retirement Board of Authority shall, with the assistance of Benefit Trust Company (BTC), review the Investment Policy Statement setting forth the investment objectives for the Trust. Key to this process is a review of the Board's time horizon for investment, short-term liquidity needs, attitudes, and the capacity to accept investment risk.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

## VII. ADMINISTRATION

### **DESIGNATION OF NEW MEMBER TO THE RETIREMENT BOARD OF AUTHORITY & ELECTION OF NEW RBOA CHAIR** **Action** **2024/2025-007**

The Retirement Board of Authority (RBOA) has been duly appointed by the Chabot Las Positas Community College District Board of Trustees and will now acknowledge **Sean Brooks, VP Administrative Services, and Heike Gecox, Faculty Representative** as new members of the RBOA.

### **ELECTION OF RETIREMENT BOARD OF AUTHORITY (RBOA) VICE-CHAIR** **Action** **2024/2025-008**

The Retirement Board of Authority (RBOA) has been duly appointed by the Chabot Las Positas Community College District Board of Trustees and will now elect a new **Vice-Chair** that will serve in the absence of the RBOA Chair for a 2-year term.

### **DISBURSEMENT REPORT** **Information** **2024/2025-009**

The Retirement Board of Authority members will acknowledge any reimbursement of withdrawals and all reasonable expenses associated with GASB 74/75 compliance duties and Management/Operational services for the District's Retirement Health Benefits Trust.  
PUBLIC COMMENTS:

### **ANNUAL REPORTING ON THE STATUS OF THE TRUST** **Information** **2024/2025-010**

California Government Code 53216.4 requires an annual reporting of the funds held in the Investment Trust to participants and their beneficiaries. The Retirement Board of Authority (RBOA) shall acknowledge District protocols for the Annual Report promulgation to the OPEB Plan beneficiaries for fiscal year ended on June 30, 2024.  
PUBLIC COMMENTS:  
BOARD CONSIDERATION:

### **UPDATES TO THE COMPREHENSIVE COMPLIANCE PLAN INCLUDING THE "SUBSTANTIVE PLAN"** **Information** **2024/2025-011**

Updating the "Substantive Plan" is a dynamic process that requires an annual review to incorporate modifications to program provisions or changes to cost arrangements. The Retirement Board of Authority will review the processes for updating the "Substantive Plan" and "e-Library" for fiscal year ended June 30, 2024.

### **ACTUARIAL VALUATION STUDY** **Information** **2024/2025-012**

To maintain actuarial compliance with GASB protocols, the Retirement Board of Authority members will review the status of the district's current Actuarial Valuation Study.  
PUBLIC COMMENTS:  
BOARD CONSIDERATION:

**TRANSFER OF ASSETS INTO THE TRUST**

**Information  
2024/2025-013**

The district’s asset transfers into the Investment Trust may require a tailored funding procedure. To meet the possible tailored funding procedure, the Retirement Board of Authority (RBOA) will discuss funding schedules if any.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

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**VIII. INFORMATION**

**RETIREMENT BOARD OF AUTHORITY COMMENTS**

**Information  
2024/2025-014**

Each member of the Retirement Board of Authority may report about various matters involving the Authority. There will be no Authority discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

**PROGRAM COORDINATOR/BTC CONSULTANT COMMENTS**

**Information  
2024/2025-015**

The Program Coordinator and Benefit Trust Company Consultants will report to the Retirement Board of Authority about various matters involving the Authority. There will be no Authority discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

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**IX. DATE, TIME, AND AGENDA ITEMS FOR NEXT MEETING**

**Information  
2024/2025-016**

Board Members and visitors may suggest items for consideration at the next Retirement Board of Authority meeting.

PUBLIC COMMENTS:

BOARD CONSIDERATION:

**X. ADJOURNMENT**

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**Americans with Disabilities Act:** The Chabot Las Positas Community College District Retirement Board of Authority conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modifications or accommodation, in order to participate in a public meeting of the Chabot Las Positas Community College District Retirement Board of Authority, shall be made to: Jonah Nicholas, Vice Chancellor, Business Services Chabot Las Positas Community College District, 7600 Dublin Blvd, Dublin CA 94568.