

**MCERA RETIREMENT BOARD MEETING AGENDA
THURSDAY, FEBRUARY 13, 2020
MERCED COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
3199 M STREET, MERCED, CA 95348**

Please turn your cell phone or other electronic device to non-audible mode.

CALL TO ORDER: 8:15 A.M.

- ROLL CALL.
- APPROVAL OF MINUTES – January 23, 2020

PUBLIC COMMENT

Members of the public may comment on any item under the Board's jurisdiction. Matters presented under this item will not be discussed or acted upon by the Board at this time. For agenda items, the public may make comments at the time the item comes up for Board consideration. Persons addressing the Board will be limited to a maximum of five (5) minutes in total. Please state your name for the record.

CLOSED SESSION

As provided in the Ralph M. Brown Act, Government Code sections 54950 et seq., the Board may meet in closed session with members of its staff, county employees and its attorneys. These sessions are not open to the public and may not be attended by members of the public. The matters the Board will meet on in closed session are identified below. Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1.

(1) DISABILITY RETIREMENT APPLICATIONS: PERSONNEL EXCEPTION

(Govt. Code § § 54957, 31532; Cal Const. art. I, § 1)

1. Informal Hearing
 - a. Ramirez, Linda
2. Formal Hearing
 - a. None
3. Disability update and possible action:
 - a. Arroyo, Elizabeth
 - b. Burnett, Donald
 - c. Cruz, Mary Kay
 - d. Elias Jr., Robert
 - e. Herrera, Yvonne
 - f. Leyro, Domingo
 - g. Leuchner, Adam
 - h. Ramirez, Amber
 - i. Plascencia, Marcelino
 - j. Salgado, Jose
 - k. Sotelo, Maria

RETURN TO OPEN SESSION

Report on any action taken in closed session.

CONSENT CALENDAR

Consent matters are expected to be routine and may be acted upon, without discussion, as one unit. If an item is taken off the Consent Calendar for discussion, it will be heard as the last item(s) of the Board Action/Discussion as appropriate.

RETIREMENTS: Pursuant to Govt. Code § 31663.25 or § 31672

All items of earnable compensation for service or disability retirements listed below are in compliance with the pay code schedule approved by the Board of Retirement. The retirement is authorized; however, administrative adjustments may be necessary to alter the amount due to: audit, late arrival of data, court order, etc.

a. Maravilla, Maria	HSA	11 Yrs. Svc.	Eff. 01/14/2020
b. Sanchez, Gustavo	Beh. Health	14 Yrs. Svc.	Eff. 01/20/2020
c. Berber, Jubenal	Sheriffs Dept.	17 Yrs. Svc.	Eff. 01/16/2020
d. Pacheco, Jeannette	Admin Svcs	26 Yrs. Svc.	Eff. 01/18/2020
e. Tapia, Nancy	Health Dept.	21 Yrs. Svc.	Eff. 02/01/2020
f. Flores, Pamela	Animal Control	13 Yrs. Svc.	Eff. 01/02/2020

YTD fiscal year 2018/2019 retirees: 57

YTD fiscal year 2017/2018 retirees: 082

YTD fiscal year 2016/2017 retirees: 065

REFUND OF SERVICE PURCHASE: None

DEATH BENEFIT: Patricia McDermott

MONTHLY BUDGET REPORT: Submitted

REGULAR CALENDAR

BOARD ACTION¹/DISCUSSION

1. Discussion and possible action to approve Cost of Living (COLA) for Tier 1 members, effective April 1, 2020 – Staff
2. Discussion and possible action to approve pay codes as proposed by the Merced County Superior Courts and the County of Merced – Staff.
3. Discussion and possible action to approve CPAS Data Cleansing and Training plan for MCERA – Staff.
4. Discussion and possible action on proposed draft building plans to determine feasibility for a single tenant building located at the vacant lot at 690 W. 19th Street, in Merced – Staff.
5. Discussion and possible action to work with Merced County purchasing to use another 1937 Act RFP for a new branding and website design – Staff.
6. Discussion and possible action for Trustees to apply for an elected seat on the SACRS Board – Staff.
7. Discussion on SACS Leg Update – Staff
8. Discussion and possible action on IS support person with the County of Merced – Staff.

¹ “Action” means that the Board may dispose of any item by any action, including but not limited to the following acts: approve, disapprove, authorize, modify, defer, table, take no action, or receive and file.

9. Review calendar of any training sessions and authorize expenditures for Trustees and Plan Administrator. Pursuant to Govt. Code § 31522.8 and MCERA's Trustees Education and Training Policy requirements. Examples of upcoming training and educational sessions:
- a. 2020 PIMCO Institute, Newport Beach, CA: February 24-27, 2020 or June 8-11, 2020 or October 19-22, 2020.
 - b. Carmel Partners Annual Investors Conference, March 5-6, 2020, San Francisco, CA.
 - c. CALAPRS General Assembly, March 7-10, 2020, Rancho Mirage, CA.
 - d. TCV Annual Investor Meeting, March 24, 2020, San Francisco, CA.
 - e. Advanced Principles of Pension Management for Trustees, March 30–April 1, 2020, Los Angeles, CA.
 - f. Pension Bridge Annual Conference, April 14-15, 2020, San Francisco, CA.
 - g. NCPERS Trustee Educational Seminal, May 9-10, 2020, Las Vegas, NV.
 - h. NCPERS Accredited Fiduciary Program (Modules 1&2 and 3&4), May 9-10, 2020, Las Vegas, NV.
 - i. NCPERS Annual Conference & Exhibition, May 10-13, 2020, Las Vegas, NV.
 - j. SACRS Spring Conference, May 12-15, 2020, San Diego, CA.
 - k. KKR's 2020 Global Investor Meeting, July 29 – July 1, 2020, Rancho Palos Verdes, CA.
 - l. SACRS Public Pension Investment Management Program, July 26-29, 2020, Berkeley, CA.
 - m. Principles of Pension Governance for Trustees, August 25-28, 2020 Malibu, CA.
 - n. Nossaman Fiduciary Forum, October 1-2, 2020, Los Angeles, CA.
 - o. SACRS Fall Conference, November 10-13, 2020, Indian Wells, CA.

INFORMATION ONLY

MCERA Upcoming Board Meetings:

Please note: The MCERA Board Meeting and/or Education Day times and dates may be changed in accordance with the Ralph M. Brown Act by the MCERA Board as required.

- February 27,2020
- March 12,2020

ADJOURNMENT

All supporting documentation is available for public review in the office of the Merced County Employees' Retirement Association, 3199 M Street, Merced, California, 95348 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at www.co.merced.ca.us/retirement

Any material related to an item on this Agenda submitted to the Merced County Employees' Retirement Association, after distribution of the Agenda packet is available for public inspection in the office of the Merced County Employees' Retirement Association.

Persons who require accommodation for a disability in order to review an agenda, or to participate in a meeting of the Merced County Employees' Retirement Association per the American Disabilities Act (ADA), may obtain assistance by requesting such accommodation in writing addressed to Merced County Employees' Association, 3199 M Street, Merced, CA 95348 or telephonically by calling (209)

726-2724. Any such request for accommodation should be made at least 48 hours prior to the scheduled meeting for which assistance is requested.

MCERA INVESTMENT RETIREMENT BOARD AGENDA
THURSDAY, JANUARY 23, 2020
MERCED COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
3199 M STREET, MERCED, CA 95348

CALL TO ORDER: 8:15 A.M.

Board Members Present: Ryan Paskin, Scott Johnston, Al Peterson, David Ness, Scott Silveira, Michael Rhodes, Janey Cabral (arrived 8:24am), Karen Adams, Kalisa Rochester, Jason Goins.
Counsel: Forrest Hansen. **Staff:** Kristen Santos, Alexis Curry, Mark Harman, Ninebra Maryoonani and Martha Sanchez. **Absent:** Darlene Ingersoll

APPROVAL OF MINUTES – January 9, 2020.

Motion to approve the January 9, 2020 meeting minutes.

Peterson/Silveira U/A (8-0)

PUBLIC COMMENT

None.

CLOSED SESSION

Meeting went into closed session.

RETURN TO OPEN SESSION

BOARD ACTION¹/DISCUSSION

Pursuant to Govt. Code § 31594 and MCERA's Investment Objectives & Policy Statement due diligence analysis requirement:

1. Discussion and adoption of annual audit by Brown Armstrong – Brown Armstrong. **The MCERA Board voted to accept the annual audit by Brown Armstrong. Adams/Cabral U/A (9-0)**
2. Discussion and possible action to accept the MCERA CAFR – Staff. **The MCERA Board voted to accept the MCERA CAFR. Adams/Goins U/A (9-0)**
3. Presentation and discussion of the 2019/2020 Monthly Investment Performance Report for November and December with update on capital markets and possible board action on any item or funds/managers – Meketa. **No action taken.**
4. Discussion and possible action to adopt Meketa's recommendation to rebalance MCERA's US equity allocation – Meketa.
 - **The MCERA Board voted to approve Meketa's rebalancing proposals with the following changes:**
 - **Sell \$16M from Mellon Large Cap**
 - **Sell \$2M from DFA Small Cap**
 - **Sell \$2M from PanAgora Small Cap**
 - **Buy \$5M Artisan Developing World Trust**
 - **Buy \$5M Barrow Hanley**
 - **Buy \$5M Vanguard Total Bond Market**
 - **Buy \$5M PIMCO Income Fund Institutional Class (PIMEX)**
 - **MCERA Board approved action to sell \$24M from Vanguard ST Treasury and buy \$24M to Vanguard Total Bond Market. Ness/Rhodes U/A (9-0)**

¹ "Action" means that the Board may dispose of any item by any action, including but not limited to the following acts: approve, disapprove, authorize, modify, defer, table, take no action, or receive and file.

5. Discussion and possible action to update MCERA's benchmarks in the Investment Policy Statement document – Meketa.
The MCERA Board voted to approve new/updated benchmarks proposed by Meketa. Adams/Cabral U/A (9-0)
6. Discussion and possible action to appoint permanent MCERA Investment Subcommittee – Chair.
The MCERA Board Chair appointed a new permanent Investment Subcommittee with the following Trustees:
 - **Ryan Paskin (Chair)**
 - **David Ness**
 - **Michael Rhodes**
 - **Karen Adams**
7. Discussion and possible action to authorize staff to work with the county to release an RFP for new website design, branding and hosting for MCERA – Staff.
The MCERA Board voted to approve staff to work with the county to release an RFP for new website design, branding and hosting for MCERA. Goins/ Silveira U/A (9-0)
8. Discussion and possible action to approve CPAS contract amount for 2020 which will be paid annually – Staff.
The MCERA Board approved the CPAS Maintenance Extended Warranty amount for \$23,496 and Software Support Services contract for \$162,000 for 2020 which will be paid annually. Cabral/Goins U/A (9-0)
9. Review calendar of any training sessions and authorize expenditures for Trustees and Plan Administrator. Pursuant to Govt. Code § 31522.8 and MCERA's Trustees Education and Training Policy requirements. Examples of upcoming training and educational sessions:
 - a. 2020 PIMCO Institute, Newport Beach, CA: February 24-27, 2020 or June 8-11, 2020 or October 19-22, 2020.
 - b. Carmel Partners Annual Investors Conference, March 5-6, 2020, San Francisco, CA.
 - c. CALAPRS General Assembly, March 7-10, 2020, Rancho Mirage, CA.
 - d. TCV Annual Investor Meeting, March 24, 2020, San Francisco, CA.
 - e. Advanced Principles of Pension Management for Trustees, March 30–April 1, 2020, Los Angeles, CA.
 - f. Pension Bridge Annual Conference, April 14-15, 2020, San Francisco, CA.
 - g. NCPERS Trustee Educational Seminal, May 9-10, 2020, Las Vegas, NV.
 - h. NCPERS Accredited Fiduciary Program (Modules 1&2 and 3&4), May 9-10, 2020, Las Vegas, NV.
 - i. NCPERS Annual Conference & Exhibition, May 10-13, 2020, Las Vegas, NV.
 - j. SACRS Spring Conference, May 12-15, 2020, San Diego, CA.
 - k. KKR's 2020 Global Investor Meeting, July 29 – July 1, 2020, Rancho Palos Verdes, CA.
 - l. SACRS Public Pension Investment Management Program, July 26-29, 2020, Berkeley, CA.
 - m. Principles of Pension Governance for Trustees, August 25-28, 2020 Malibu, CA.
 - n. Nossaman Fiduciary Forum, October 1-2, 2020, Los Angeles, CA.
 - o. SACRS Fall Conference, November 10-13, 2020, Indian Wells, CA.

No Action.

INFORMATION ONLY

- The majority of 1099's were mailed this week to Retirees.

ADJOURNMENT

The Meeting adjourned at 10:27 A.M.

Respectfully submitted,

Ryan Paskin, Chair

Al Peterson, Secretary

Date

Non-Administrative Expenses	Original Projection	Current Projection	Expended 01/2020	Expended YTD	Bal Remaining	% Exp YTD
21800 · Investment Expenses	3,400,000.00	3,400,000.00	490,649.93	1,387,235.30	2,012,764.70	41%
1/13/2020 Driehaus - 2019-Q3 Mgt Fees			20,931.00			
1/13/2020 Driehaus - 2019-Q4 Mgt Fees			22,199.00			
1/14/2020 Meketa - 2019-Q4 Consult Serv			53,500.00			
1/17/2020 Cliffwater - 2019-12 PE & HF Consulting			33,333.33			
1/29/2020 Barrow Hanley - 2020-Q1 Mgt Fees			42,680.00			
1/29/2020 UBS TPF - 2019-Q4 Mgt Fee			87,080.19			
1/29/2020 Wells Capital - 2019-Q4 Mgt Fees			151,269.29			
1/30/2020 Nossaman - 2019-11 - Carrick Capital Partners III Fund			244.80			
1/30/2020 Nossaman - 2019-11 - Real Estate Purchase Related Legal			2,506.67			
1/30/2020 Nossaman - 2019-11 - First Eagle International Value Fund, LP			13,226.40			
1/30/2020 Nossaman - 2019-11 - RWC Emerging Markets Equity Fund			367.20			
1/30/2020 Nossaman - 2019-11 - Artisan Developing World Trust			6,142.50			
1/30/2020 Nossaman - 2019-12 - Carrick Capital Partners III Fund			275.40			
1/30/2020 Nossaman - 2019-12 - Real Estate Purchase Related Legal			1,289.25			
1/30/2020 Nossaman - 2019-12 - First Eagle International Value Fund, LP			6,345.00			
1/30/2020 Nossaman - 2019-12 - RWC Emerging Markets Equity Fund			15,706.80			
1/30/2020 Nossaman - 2019-12 - Artisan Developing World Trust			6,220.80			
1/30/2020 Nossaman - 2019-12 - GQG Partners Series			18,267.30			
1/30/2020 Golden Valley Engineering - Thru 2020-01-11 Due Diligence - New Building			4,492.50			
1/31/2020 Golden Valley Engineering - Thru 2019-12-28 Due Diligence - New Building			4,572.50			
Total 21800 · Investment Expenses			490,649.93			
21802 · Actuarial Services	250,000.00	250,000.00	69,950.00	92,313.75	157,686.25	37%
1/16/2020 Cheiron - 2019-Q4 Actuarial & Consulting Svcs			69,950.00			
Total 21802 · Actuarial Services			69,950.00			
21812 · Data Processing	120,000.00	120,000.00	3,693.97	24,905.44	95,094.56	21%
1/27/2020 2019-12 IS Billing			3,493.31			
1/28/2020 Comcast - 2020-01 Wifi Chgs			200.66			
Total 21812 · Data Processing			3,693.97			
21834 · Legal Services	300,000.00	300,000.00	14,525.73	139,910.00	160,090.00	47%
1/3/2020 Hanson Bridgett - 2019-11 Tax Compliance / Determination letter			485.10			
1/14/2020 2020-01 Cost Allocation - Co Counsel			11,240.33			
1/17/2020 Nossaman - 2019-11 - Gen Adv & Couns			55.30			
1/17/2020 Nossaman - 2019-12 - Gen Adv & Couns			110.60			
1/17/2020 Nossaman - 2019-12 - Litigation re AB 197			55.30			
1/17/2020 Ted Cabral - 2019-12 Admin			1,036.00			
1/17/2020 Ted Cabral - 2019-12 Disab Legal Svcs			259.00			
1/17/2020 Ted Cabral - 2019-12 Disab Legal Svcs			906.05			
1/17/2020 Ted Cabral - 2019-12 Disab Legal Svcs			378.05			
Total 21834 · Legal Services			14,525.73			

Merced County Employees' Retirement Association
 Non-Administrative Expenditures Report (Preliminary)
 For the Month Ended January 31, 2020

Non-Administrative Expenses	Original Projection	Current Projection	Expended 01/2020	Expended YTD	Bal Remaining	% Exp YTD
21840 · Custodial Banking Services	125,000.00	125,000.00	3,538.57	35,877.47	89,122.53	29%
1/6/2020 2019-12 NT STIF Income - Custodial Fee			3,413.57			
1/9/2020 2019-12 Wire Fees			125.00			
Total 21840 · Custodial Banking Services			<u>3,538.57</u>			
22350 · Software and Technology	305,000.00	305,000.00	723.62	119,103.68	185,896.32	39%
1/14/2020 LexisNexis - 2019-11 Chgs			272.70			
1/14/2020 Spriggs - Bizhub Lease			170.01			
1/14/2020 LexisNexis - 2019-12 Chgs			272.70			
1/17/2020 Dataflow - 2019-Q4 Taskalfa Usage			3.74			
1/28/2020 LifeStatus - FY 2019-2020 Quick Search Chrg			4.47			
Total 22350 · Software and Technology			<u>723.62</u>			
Depreciation Expense	242,777.87	242,777.87				
Total Non-Administrative Items	<u>4,742,777.87</u>	<u>4,742,777.87</u>	583,081.82	1,799,345.64	2,943,432.23	38%

Merced County Employees' Retirement Association
Non-Admin Expenses Prev Year Comparison (Preliminary)
January 2020

	<u>Jan 2020</u>	<u>Jan 2019</u>	<u>\$ Change</u>	<u>% Change</u>
Expense				
62025 · Non-Administrative Expenses				
21800 · Investment Expenses	\$ 490,649.93	\$ 380,127.46	\$ 110,522.47	29.08%
21802 · Actuarial Services	69,950.00	32,563.66	37,386.34	114.81%
21812 · Data Processing	3,693.97	4,371.03	(677.06)	-15.49%
21834 · Legal Services	14,525.73	9,338.20	5,187.53	55.55%
21840 · Custodial Banking Services	3,538.57	1,875.99	1,662.58	88.62%
22350 · Software and Technology	723.62	14,519.00	(13,795.38)	-95.02%
Total 62025 · Non-Administrative Expenses	<u>\$ 583,081.82</u>	<u>\$ 442,795.34</u>	<u>\$ 140,286.48</u>	<u>31.68%</u>

Merced County Employees' Retirement Association
Administrative Expenditures Report (Preliminary)
For the Month Ended January 31, 2020

Administrative Budget	Adopted	Current Budget	Expended 1/2020	Expended YTD	Bal Remaining	% Exp YTD
10110 · Salaries & Wages	1,240,572.00	1,240,572.00	81,724.91	557,060.07	683,511.93	45%
1/9/2020 Confidential			1,094.46			
1/10/2020 PP1 Office Payroll 10110-10360, 21001, 22527			39,453.02			
1/21/2020 PARS - 2019-09			5.85			
1/21/2020 PARS - 2019-10			7.10			
1/24/2020 PP2 Office Payroll 10110-10360, 21001, 22527			40,067.47			
1/30/2020 PARS - 2019-11			2.55			
1/30/2020 Confidential			1,094.46			
Total 10110 · Salaries & Wages			81,724.91			
20600 · Communications	4,000.00	4,000.00	356.95	2,165.17	1,834.83	54%
1/3/2020 AT&T - 2019-12 Comm Chgs			137.33			
1/21/2020 2019-11 Comm Charges			219.62			
Total 20600 · Communications			356.95			
20900 · Household Expense	11,500.00	11,500.00	2,215.99	5,815.93	5,684.07	51%
1/2/2020 ADT - 2020-01 Security Svcs			86.99			
1/3/2020 Geil - 2019-11 Janitorial			682.00			
1/3/2020 Geil - 2019-12 Janitorial			682.00			
1/15/2020 Bob's Pest Control - 2019-12 Svcs			40.00			
1/30/2020 Geil - 2020-01 Janitorial			725.00			
Total 20900 · Household Expense			2,215.99			
21000 · Insurance - Other	85,500.00	85,500.00	-	79,660.00	5,840.00	93%
Total 21000 · Insurance - Other			-			
21301 · Maintenance Structure Improvement	19,100.00	19,100.00	764.09	2,899.21	16,200.79	15%
1/14/2020 Yard Masters - 2019-11 Landscape Maint			325.00			
1/21/2020 2019-12 DPW Chgs			439.09			
Total 21301 · Maintenance Structure Improvement			764.09			
21500 · Membership	7,200.00	7,200.00	1,000.00	5,570.00	1,630.00	77%
1/15/2020 CALAPRS - 2020 Membership Dues			1,000.00			
Total 21500 · Membership			1,000.00			

Merced County Employees' Retirement Association
Administrative Expenditures Report (Preliminary)
For the Month Ended January 31, 2020

Administrative Budget	Adopted	Current Budget	Expended 1/2020	Expended YTD	Bal Remaining	% Exp YTD
21700 · Office Expense - General	11,000.00	11,000.00	150.15	3,809.72	7,190.28	35%
1/29/2020 2019-12 Office Depot Charges			140.15			
1/29/2020 2019-12 Pacific Shredding			10.00			
Total 21700 · Office Expense - General			<u>150.15</u>			
21710 · Office Expense - Postage	15,750.00	15,750.00	1,090.56	6,924.43	8,825.57	44%
1/27/2020 2019-12 Mailroom Chgs			144.22			
1/27/2020 2019-12 IS Postage			946.34			
Total 21710 · Office Expense - Postage			<u>1,090.56</u>			
21805 · Audits	60,000.00	60,000.00	16,831.51	45,963.25	14,036.75	77%
1/17/2020 Brown Armstrong - FY 18-19 Audit Progress Through 2019-12			16,831.51			
Total 21805 · Audits			<u>16,831.51</u>			
21808 · Board Membership	12,000.00	12,000.00	-	4,800.00	7,200.00	40%
Total 21808 · Board Membership			<u>-</u>			
21811 · Court Reporters	2,000.00	2,000.00	-	-	2,000.00	0%
Total 21811 · Court Reporters			<u>-</u>			
21816 · Medical Services	80,000.00	80,000.00	-	10,450.00	69,550.00	13%
Total 21816 · Medical Services			<u>-</u>			
21872 · Investigations	1,000.00	1,000.00	-	-	1,000.00	0%
Total 21872 · Investigations			<u>-</u>			
21900 · Publications & Legal Notices	4,500.00	4,500.00	-	2,846.00	1,654.00	63%
Total 21900 · Publications & Legal Notices			<u>-</u>			

Merced County Employees' Retirement Association
Administrative Expenditures Report (Preliminary)
For the Month Ended January 31, 2020

Administrative Budget	Adopted	Current Budget	Expended 1/2020	Expended YTD	Bal Remaining	% Exp YTD
22300 · Spec Dept Exp - Other	500.00	500.00	-	52.00	448.00	10%
Total 22300 · Spec Dept Exp - Other			-			
22310 · Election Expense	13,150.00	13,150.00	-	6,921.73	6,228.27	53%
Total 22310 · Election Expense			-			
22327 · Spec Dept Exp - Cost Allocation	175,568.00	175,568.00	3,382.89	23,702.58	151,865.42	14%
1/14/2020 2020-01 Cost Allocation			3,382.89			
Total 22327 · Spec Dept Exp - Cost Allocation			3,382.89			
22500 · Transportation & Travel	400.00	400.00	80.91	80.91	319.09	20%
Total 22500 · Transportation & Travel			-			
22505 · Trans & Travel - Staff Development	10,000.00	10,000.00	5,984.97	6,284.97	3,715.03	63%
Total 22505 · Trans & Travel - Staff Development			-			
22515 · Trans & Travel - In State	55,000.00	55,000.00	2,637.60	19,612.14	35,387.86	36%
1/13/2020 Citibank - SACRS Hotel Credit			(673.74)			
1/13/2020 Citibank - SACRS Hotel Credit			(673.74)			
1/13/2020 Citibank - CALAPRS SM Hotel			235.08			
1/17/2020 CALAPRS - Benefits RT			250.00			
1/17/2020 CALAPRS - Disability Staff Training			500.00			
1/31/2020 CALAPRS - Management Academy			3,000.00			
Total 22515 · Trans & Travel - In State			2,637.60			

Merced County Employees' Retirement Association
 Administrative Expenditures Report (Preliminary)
 For the Month Ended January 31, 2020

Administrative Budget	Adopted	Current Budget	Expended 1/2020	Expended YTD	Bal Remaining	% Exp YTD
22516 · Trans & Travel - Out of State	15,000.00	15,000.00	817.68	5,496.86	9,503.14	37%
1/13/2020 Citibank - PEAI NYC Training - Remaining Hotel Chgs			805.68			
1/13/2020 Agency Flight Fee			12.00			
Total 22516 · Trans & Travel - Out of State			<u>817.68</u>			
22600 · Utilities	15,000.00	15,000.00	1,026.61	7,504.52	7,495.48	50%
1/3/2020 PG&E - 2019-12 Svcs			739.87			
1/15/2020 City of Merced - 2019-12 WS&G			286.74			
Total 22600 · Utilities			<u>1,026.61</u>			
Depreciation Expense	14,403.15	14,403.15	-	-	14,403.15	
Total Administrative Budget	<u>1,853,143.15</u>	<u>1,853,143.15</u>	<u>111,998.94</u>	<u>797,619.49</u>	<u>1,055,523.66</u>	<u>43%</u>

**Merced County Employees' Retirement Association (MCERA)
RETIREMENT BOARD AGENDA ITEM**

Item 1

DATE: February 13, 2020

TO: MCERA Board of Retirement
FROM: Kristie Santos, Plan Administrator

SUBJECT: Cost of Living Adjustment (COLA) rate for Tier 1 retired members effective April 1, 2020

ITEM NUMBER: 1

ITEM TYPE: Action

STAFF RECOMMENDATION:

Approve Cost of Living Adjustment (COLA) rate for Tier 1 retired members effective April 1, 2020.

DISCUSSION:

The cost of living adjustment (COLA) is determined annually based on increases in the December Consumer Price Index (CPI) for All Urban Consumers in the San Francisco-Oakland-San Jose area, using a base period of 1982-1984. The ratio is calculated and rounded to the nearest one-half percent. Pursuant to the scope of retainer services under Cheiron's agreement to provide actuarial services to Merced CERA, they have computed the Cost of Living Adjustment (COLA) percentages to be used by MCERA as of April 1, 2020. The calculations outlined in the attached letter have been performed in accordance with 31870.1 of the County Employees' Retirement Law of 1937.

Per Cheiron, the CPIs described above were 297.007 and 289.896 for 2019 and 2018, respectively. This represents an increase of 2.453%, which is subsequently rounded to 2.50%. As a point of comparison, the U.S. City CPI increased by 2.285% over the same time period. The difference between the rates of increase in the Bay Area versus the U.S. average CPI was driven by the high rate of inflation in the Bay Area for all components identified by the Bureau of Labor and Statistics.

Tier 1 members are subject to the provisions of County Employees Retirement Law of 1937 Section 31870.1, which limits annual COLA increases to 3.00% annually. Therefore, these members should receive an increase in benefits of at least 2.50%, based on the current year change in the CPI. However, Tier 1 retirees who retired prior to April 2, 2019 should receive an increase of 3.00%, due to their carry-over balances as of April 1, 2019. The remaining carry-over balances will then be reduced by 0.5% (the amount of the COLA increase in excess of 2.50%). The attached exhibit summarizes the COLA calculations. Non-Tier 1 members do not receive an automatic COLA from the Association.

Via Electronic Mail

January 16, 2020

Plan Administrator
Merced County Employees' Retirement Association
3199 M Street
Merced, CA 95348

Re: Cost of Living Adjustment (COLA) as of April 1, 2020

Dear Kristie:

Pursuant to the scope of retainer services under Cheiron's agreement to provide actuarial services to Merced CERA, we have computed the Cost of Living Adjustment (COLA) percentages to be used by the Association as of April 1, 2020. The calculations outlined herein have been performed in accordance with 31870.1 of the County Employees' Retirement Law of 1937.

Background

The cost of living adjustment (COLA) is determined annually based on increases in the December Consumer Price Index (CPI) for All Urban Consumers in the San Francisco-Oakland-Hayward area, using a base period of 1982-1984. The ratio is calculated and rounded to the nearest one-half percent.

COLA Calculations

The CPIs described above were 297.007 and 289.896 for 2019 and 2018, respectively. This represents an increase of 2.453%, which is subsequently rounded to 2.50%. As a point of comparison, the U.S. City CPI increased by 2.285% over the same time period.

Tier 1 members are subject to the provisions of Section 31870.1, which limits annual COLA increases to 3.00% annually. Therefore, these members should receive an increase in benefits of at least 2.50%, based on the current year change in the CPI. However, Tier 1 retirees who retired prior to April 2, 2019 should receive an increase of 3.00%, due to their carry-over balances as of April 1, 2019. The remaining carry-over balances will then be reduced by 0.5% (the amount of the COLA increase in excess of 2.50%). The enclosed exhibit summarizes the COLA calculations and carry-over balances for the Tier 1 members. Non-Tier 1 members do not receive an automatic COLA from the Association.

Sincerely,
Cheiron



Graham Schmidt, ASA, FCA, MAAA, EA
Consulting Actuary

Exhibit

EXHIBIT

MERCED COUNTY EMPLOYEES' RETIREMENT ASSOCIATION					
COST OF LIVING ADJUSTMENTS (COLA) - Section 31870.1					
As of April 1, 2020					
Maximum Annual COLA: <u>3.0%</u>					
Initial Retirement Date	April 1, 2019	Increase in the Annual		April 1, 2020	
	Accumulated Carry-Over	Average CPI ¹		COLA	Accumulated Carry-Over
		Actual	Rounded		
(A)	(B)	(C)		(D)	(E)
On or Before 7/1/1967	77.5%	2.45%	2.5%	3.0%	77.0%
07/02/1967 to 07/01/1968	77.0%	2.45%	2.5%	3.0%	76.5%
07/02/1968 to 04/01/1969	76.0%	2.45%	2.5%	3.0%	75.5%
04/02/1969 to 04/01/1970	73.5%	2.45%	2.5%	3.0%	73.0%
04/02/1970 to 04/01/1971	70.0%	2.45%	2.5%	3.0%	69.5%
04/02/1971 to 04/01/1972	67.0%	2.45%	2.5%	3.0%	66.5%
04/02/1972 to 04/01/1973	65.0%	2.45%	2.5%	3.0%	64.5%
04/02/1973 to 04/01/1974	63.5%	2.45%	2.5%	3.0%	63.0%
04/02/1974 to 04/01/1975	59.5%	2.45%	2.5%	3.0%	59.0%
04/02/1975 to 04/01/1976	52.5%	2.45%	2.5%	3.0%	52.0%
04/02/1976 to 04/01/1977	45.5%	2.45%	2.5%	3.0%	45.0%
04/02/1977 to 04/01/1978	43.0%	2.45%	2.5%	3.0%	42.5%
04/02/1978 to 04/01/1979	38.5%	2.45%	2.5%	3.0%	38.0%
04/02/1979 to 04/01/1980	32.0%	2.45%	2.5%	3.0%	31.5%
04/02/1980 to 04/01/1981	26.5%	2.45%	2.5%	3.0%	26.0%
04/02/1981 to 04/01/1982	14.5%	2.45%	2.5%	3.0%	14.0%
04/02/1982 to 04/01/1983	4.5%	2.45%	2.5%	3.0%	4.0%
04/02/1983 to 04/01/1984	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1984 to 04/01/1985	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1985 to 04/01/1986	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1986 to 04/01/1987	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1987 to 04/01/1988	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1988 to 04/01/1989	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1989 to 04/01/1990	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1990 to 04/01/1991	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1991 to 04/01/1992	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1992 to 04/01/1993	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1993 to 04/01/1994	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1994 to 04/01/1995	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1995 to 04/01/1996	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1996 to 04/01/1997	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1997 to 04/01/1998	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1998 to 04/01/1999	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/1999 to 04/01/2000	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2000 to 04/01/2001	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2001 to 04/01/2002	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2002 to 04/01/2003	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2003 to 04/01/2004	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2004 to 04/01/2005	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2005 to 04/01/2006	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2006 to 04/01/2007	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2007 to 04/01/2008	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2008 to 04/01/2009	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2009 to 04/01/2010	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2010 to 04/01/2011	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2011 to 04/01/2012	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2012 to 04/01/2013	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2013 to 04/01/2014	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2014 to 04/01/2015	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2015 to 04/01/2016	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2016 to 04/01/2017	2.0%	2.45%	2.5%	3.0%	1.5%
04/02/2017 to 04/01/2018	1.5%	2.45%	2.5%	3.0%	1.0%
04/02/2018 to 04/01/2019	1.5%	2.45%	2.5%	3.0%	1.0%
04/02/2019 to 04/01/2020	0.0%	2.45%	2.5%	2.5%	0.0%

Exhibit ¹ All Urban Consumers, San Francisco-Oakland-Hayward Area (1982-84 base). (G.C. 31870.1)



Merced County Employees' Retirement Association (MCERA)
RETIREMENT BOARD AGENDA ITEM

Item 2

DATE: February 13, 2020

TO: MCERA Board of Retirement

FROM: Kristie Santos, Plan Administrator

SUBJECT: Adoption of Pay Codes for Superior Courts of Merced County and Merced County.

ITEM NUMBER: 2

ITEM TYPE: Action

STAFF RECOMMENDATION:

1. Adoption of pay codes CRF (Court Reporter Full Day) and CRH (Court Reporter Half Day) as pensionable pay codes for Merced Superior Courts.
2. Adoption of pay code 59 (Merced County Election Day Leave) as a pensionable pay code for Merced County.
3. Adoption of pay code 3453 – PPLMPPEN as (prior pay period lump-sum payout) as pensionable and 3454 – PPLMPNON as (prior pay period lump-sum payout) as non-pensionable for Merced County.

DISCUSSION:

Merced Superior Court - Court Reporter Pay

On January 1st, 2020, Assembly Bill 5 (AB 5) went into effect. The bill requires companies that hire independent contractors to reclassify them as employees, with few exceptions. This law impacts the manner by which the Merced County Superior Courts treats their independent court reporters. Court Reporters, effective January 22, 2020, are now employed by the Court. Full day court reporters will be coded as pay code CRF and half day court reporters will be coded as pay code CRH. Both pay codes are pensionable.

Merced County Election Day Leave

On October 22, 2019, the Merced County Board of Supervisors adopted the "County Employees as Volunteer Poll Workers Program" (Resolution No. 2019-105). Non Voter Registration and Elections employees may apply for paid leave from their regular duties to serve as a volunteer poll worker in Merced County within the employee's regularly scheduled work day. The employee would need to successfully apply, be selected and found qualified to serve as a volunteer poll worker. The worker understands poll worker training will be done on their own time. The new proposed pay code 59 would be used to pay employees their normal wage in lieu of using leave credits (such as vacation or sick leave). The pay code is pensionable.

Merced County Prior Period Lump Sum Payouts

Merced County is requesting the addition of two new pay codes. Each would be used for prior period lump sum payouts which are used infrequently by the County. The County has a need to track these lump sum payouts (both pensionable and non-pensionable) for

Merced County Employees' Retirement Association (MCERA)
RETIREMENT BOARD AGENDA ITEM

reporting purposes. The easiest way to track these payments is by using pay code for both pensionable and non-pensionable prior period payouts. An example of a pensionable prior period payout would be for owed back wages to an employee. An example of non-pensionable prior lump sum payout would be for a paid severance package (severance paid is not allowable under Section 31460 of the County Employees' Retirement Law of 1937).

Staff recommends the following:

1. Adoption of pay codes CRF (Court Reporter Full Day) and CRH (Court Reporter Half Day) as pensionable pay codes for Merced Superior Courts.
2. Adoption of pay code 59 (Merced County Election Day Leave) as a pensionable pay code for Merced County.
3. Adoption of pay code 3453 – PPLMPPEN as (prior pay period lump-sum payout) as pensionable and 3453 – PPLMPNON as (prior pay period lump-sum payout) as non-pensionable for Merced County.

MCERA Pay Codes

Updated: February 14, 2019

Pay Codes [5]	Description	Legacy (Tiers 1 - 3)	PEPRA (Tier 4)
		Included (Pensionable)	
001	Scheduled Regular Hours	N	N
002/RG	Reg Hrs Worked	Y	Y
020/VAC/1AV	Vacation	Y	Y
021/SLE/1AS	Sick Leave Employee	Y	Y
022/SLF	Sick Leave Family	Y	Y
023/HOL	Holiday Schedule	Y	Y
024/PH	Holiday Personal	Y	Y
025/CTO/1AC	Comp Time off Regular	Y	Y
026	Furlough Bank	Y	Y
027/MTO/1AM	Management Leave	Y	Y
028/ADM	Administrative Leave	Y	Y
029/JUR	Jury Duty	Y	Y
030/BER	Bereavement Leave	Y	Y
031	Furlough Day	Y	Y
032/MIL	Military Leave	Y	Y
033	Sheriff Administrative Leave	Y	Y
034/CAO	CAO Administrative Leave	Y	Y
035	Education Leave	Y	Y
036	Unit Holiday CTO	Y	Y
037	Witness Duty	Y	Y
038	MCMC Orientation	Y	Y
039	MCMC Training Time	Y	Y
040	Paid Non-Worked Mgt Hours	N	N
041/CLD	Catastrophic Leave Donated	N	N
042/CLU	Catastrophic Leave Used	Y	Y
043	Management Leave - Ineligible	N	N
044	Involuntary Furlough (Court)	Y	Y
045	Holiday Comp Time Off	Y	Y
046/AIP	Attendance Incentive Program (Court)	Y	Y
59	Election Day Leave	Y	Y
099	B/R Retirement	Y	Y
101/WC	Workers Comp	Y	Y
102/SDI	State Disability Insurance	N	N
103/FCL	Family Care Leave	N	N
104/LAM	Approved LOA Medical	N	N
105/LAP	Approved LOA Personal	N	N
106/LAU	Unauthorized LOA	N	N
107/SUS	Suspension	N	N
108/MLD	Management LTD	N	N
109/MSD	Management STD	N	N
110/MLA	Approved Military LOA	N	N
111	LOA Military - Seniority	N	N
112/MSL	Voluntary Furlough (Court)	N	N
198	Converted Hours Adjustments	Y	Y
199/WCN	Workers Comp - No Cont Deducted	N	N
201/CTE	Time & One Half Rate O/T CTE	N	N
202/OT	Time & One Half Rate O/T PMT	N	N
203/CBC	Callback CTE	N	N
204/CBO	Callback Payment	N	N
205/HCE	Holiday CTE	N	N
206/SOC	Straight Time OT CTE	N	N
207/SOT	Straight Time OT PMT	N	N
208	Sheriff Outside Police Protect	N	N
209	Sheriff Qtr Shift Change CTE	N	N
210	Sheriff Qtr Shift Change PMT	N	N
211	Sheriff Mandatory Training CTE	N	N
212	Sheriff Mandatory Training PMT	N	N
213	Traffic Night Court O/T	N	N
214	MCMC OR Double Time CTE	N	N
215	MCMC OR Double Time PMT	N	N
216	MCMC Registry Pay	N	N
217/CPO	CTE Payoff After 7 Pay Periods	N[4]	N
218	Special Dist Time & One Half	N	N
219	Special Dist Straight Time OT	N	N
220/PPT	Prior Pay Period Overtime	N	N
221	Budget Reduction Hours CTE	N	N
222	MCMC O/C Callback CTE	N	N
223	MCMC O/C Callback PMT	N	N
224	Physician O/T	N	N
225	MCMC Unit 6	N	N
226	Sheriff K-9 Time 1/2 of PMT	N	N
227	Social Worker Phone/Doc PMT	N	N
228	Call Back Payment-Rounds	N	N
229	Special Day Remembrance CTE	N	N
230	Call Back Court CTE	N	N
231	Call Back Court Payment	N	N
301	On Call Standard Rate	N[4]	N
302	On Call Subpoena	N[4]	N
303	On Call MCMC RN Surg/OR/Rec	Y	N
304	On Call MCMC RN Other Areas	Y	N
305	On Call MCMC Non RN Lic/Cert	Y	N
306	On Call Physician Weekdays	N[4]	N
307	On Call Physician Weekends	N[4]	N
308	On Call Home Health RN	Y	N

309/BIL	Bilingual Pay	Y	Y
310	Evening Shift Differential	Y	Y
311	Night Shift Differential	Y	Y
312	Appraisers Differential	Y	Y
313	Auditors Differential	Y	Y
314	MCMC ICU/TCU/CCU Differential	Y	N
315	MCMC Charge Nurse Differential	Y	N
316	MCMC Relief Cook Differential	Y	N
317	MCMC Medical Records Dir Diff	Y	N
318	Mental Health BRITE Differential	Y	Y
319	Mental Health Supervisor Differential	Y	Y
320	Mental Health Mentor Differential	Y	Y
321	Group Counselor Lead Differential	Y	Y
322	DPW Licensed Engineer Differential	Y	Y
323	DPW Spraying Differential	Y	Y
324	DPW S/W Lead Worker Differential	Y	Y
325	Tool Replacement Allowance	Y	N
327	HSA Fair Hearing Duty Differential	Y	Y
329	HSA Underfill SW III Differential	Y	Y
330	HSA Los Banos Supervisor Differential	Y	Y
331	HSA Social Worker Mentor Differential	Y	Y
332	Risk Management Director Differential	Y	Y
333	Uniform Allowance	Y	N
334	Medical Transcriptionist Differential	Y	Y
335	Sheriff Investigator Pay	Y	Y
336	S.W.A.T. Pay	Y	Y
337	Sheriff Deputy Field Training Officer Pay	Y	Y
338	Sheriff Sergeant FTO Pay	Y	Y
339	Sheriff Jail Training Officer Pay	Y	Y
340	Intermediate POST Certificate	Y	Y
341	Advanced POST Certificate	Y	Y
342/TPR	Temporary Promotion	Y	N
343	Confidential Pay	Y	Y
344	Dept. Head Expense Allowance	Y	N
345	Dept. Head Car Allowance	Y	N
346/NHR	No Extra Help Work Hours	N	N
347	Intermediate POST Certificate	Y	Y
348	Transferred to B/U	N	N
349	One-Way Vehicle Commute	N	N
350/VPO	Vacation Payoff	Y[1] [4]	N
351/SSR	S/L Payoff Service Retirement	N[1]	N
352/SDR	S/L Payoff Disable Ret/Death	N[1]	N
353	MCMC Physician Unit of Service	Y	Y
354/SBS	Sick Leave Sell-back (25 th Pay Period)	Y	N
355	New Hire Error	N	N
356	Budget Unit Transfer Error	N	N
357/NOP	New Hire Hours Not On Payroll	N	N
358/TNP	Terminate Hours Not On Payroll	N	N
359/CPT	CTE Termination Pay	N[4]	N
360	Car Allowance Adjustment	Y	Y
361	Expense Allowance Adjustment	Y	Y
362	Uniform Allowance Adjustment	Y	Y
363	Tool Allowance Adjustment	Y	Y
364	Special District Pay	N	N
365	HSA CWS Recruitment and Retention Diff	Y	Y
366	HSA CWS Recruitment and Retention Diff (2)	Y	Y
367/RSI	Retroactive Merit Increase	Y	Y
368	Retroactive Temporary Promotion	Y	N
369	Retroactive Permanent Promotion	Y	Y
370	Retroactive Demotion	Y	Y
371	Retroactive Suspension	Y	Y
372	Retroactive Reclassification	Y	Y
373	Retroactive Overpay Adjustment	Y	Y
374	Retroactive Underpay Adjustment	Y	Y
375	Recruitment and Retention	Y	N
376	Extra Help Phy Therapy Differential 10%	Y	Y
377	Residents Pay Other Departments	Y	Y
378	MH Temporary Duty Differential	Y	N
379	DPW Tree Trimming Differential	Y	Y
380	Health Dept. Jail Differential	Y	Y
381	Acting Treasurer Differential	Y	Y
382	Court Room Differential	Y	Y
383	Asst CAO Metal Health Int HR	Y	Y
384	Health Dept. Jail Incentive	Y	Y
385	Advanced POST Certificate	Y	Y
386	Correctional Sergeant FTO Differential	Y	Y
387	Special Enforcement Reaction Team	Y	Y
388	W&M Insp Computer Differential	Y	Y
389	Special Duty Prosecution Pay	Y	Y
390	Retro Pay with Retirement	Y	Y
391	Retro Pay Without Retirement	N	N
392	DPW Bldg Inspector/Plan Check Differential	Y	Y
393/AVS	Vacation Sell-back (Mgmt 25 th Pay Period)	Y[3]	N
394	LCSW, MFT or MFCC Differential	Y	Y
395	Court Interpreter Coordinator Differential	Y	Y
396	Coroner Differential	Y	Y
397	Castle Differential	Y	Y
398	Litter Control Worker Differential	Y	Y
399	Extra Help M/H LCSW or MFCC Lic Diff	Y	Y

400	Temp Promotion Unrep Management	Y	N
401	Sheriff 8 Hr Evening Shift Differential	Y	Y
402	Customer Care Unit Differential	Y	Y
403	HSA C-IV Project Differential	Y	Y
404	Loyalty Bonus	Y	N
405	Successor Pay 5%	Y	Y
406	HSA Satellite Facility Differential	Y	Y
407	CPA Differential	Y	Y
408	On Call Physician Holiday Pay	N ^[4]	N
409	MH Fellowship Differential	Y	Y
410	Public Defender Three Strikes Differential	Y	Y
411	Dept Head Comm Allowance	Y	N
412	Cty Counsel Family Violence Prevention Pay	Y	Y
413/JCA	Judicial Cell Phone Allowance	Y	N
414	Full Day Differential	N	N
415	Correctional Sergeant Bonus	N	N
416	Juvenile Institutions Officer Prep Time	Y	Y
417	Dispatch Trainer Differential	Y	Y
419	Corrections Certificate Pay	Y	Y
420	Attorney Specialization	Y	Y
421	Officer in Charge Differential	Y	Y
422/JAD	Judicial Assistant Conf Diff	Y	Y
423/LSP	Court Lump Sum Payout	N	N
424	Fire Dept Driver/Operator Diff	N/A	N/A
425	Court One-Time Bonus	N	N
426/RTC	CRR Certification	Y	Y
427/RTN	Non CRR Certification	Y	Y
428	Court Exp/Comm Allowance	Y	Y
429	DPW Lead Worker Differential	Y	Y
430	Meal Reimbursement	N	N
431/CRT	Courtroom Training Differential	Y	Y
432	On Call 24 Hours Period	N	N
433	Call Back Staff Psych	N	N
434	Educational Reimbursement	N	N
435	On Call 24 Hr Pr Dr Ilano	N	N
436	Call Back Dr. Ilano	N	N
437	Court Testimony	N	N
438	Psych Therapy and Admin of Meds	Y	Y
439	Court Child Custody Coordinator	Y	Y
440/CCA	Court CEO Cell Phone Allowance	Y	N
441/11H/12H/13H	Court 4 Hour Interpreter Shift	N	N
442/11F/12F/13F	Court 8 Hour Interpreter Shift	N	N
443	Temp Transitional Pay Differential	Y	N
444/PHP	Courts - Personal Holiday Payout	N	N
445/VSI	Voluntary Separation Incentive	N	N
450/VPN	Vacation Payoff In Excess Of Eligible Amount	N	N
501	Board of Supervisors Chair Differential	Y	N
901/EHR	Extra-Help Regular Hours	N	N
902/EHO	Extra-Help Overtime Hours	N	N
903/EHS	Extra-Help Special Pays	N	N
921/EXS	County Extra Help Sick Leave Employee	N	N
3453 PPLMPEN	Prior Pay Period Lump-Sum Payout-Pensionable	Y	Y
3454 PPLMPNON	Prior Pay Period Lump-Sum Payout- Non-Pensionable	N	N
CRF	Court Reporter - Full Day	Y	Y
CRH	Court Reporter - Half Day	Y	Y
DCS	Courts - FSA Dependent Care Spending	N	N
ECA	Court Cell Phone Allowance	Y	N
EHT	Court Extra Help Temporary Assignment	N	N
EXS	Court Extra Help Sick Leave Employee	N	N
HCS	Courts - FSA Health Care Spending	N	N
HIL	Court Holiday Payout for Interpreter	N	N
LPF	Interpreter Language Pair - Full Day	Y	N
LPH	Interpreter Language Pair - Half Day	Y	N
LSP	Lump Sum Payout	N	N
OBL	OT Bilingual	N	N
ORC	OT RT Cert	N	N
ORN	OT RT Non Cert	N	N
OTP	Overtime Temp. Promotion - Superior Courts	N	N
TAP	Courts - Temporary Assignment Pay	Y	Y
VER	Interpreter Virtual Remote - Full Day	Y	N
VRH	Interpreter Virtual Remote- Half Day	Y	N
No Code (¶ 8(K)(1-3) of Salary Reso.)	Bar Association Dues	N	N
No Code(¶8(J) of Salary Reso.)	Corrections Certificate - REFER TO 419	Y	Y

- [1] This item may be includable to the limited extent that such pay was earned and payable during the member final compensation period, but was not taken during that period.
- [2] The differentials provided for in Pay Codes 365 and 366 apply to the same duties, but vary according to the date the employee began receiving it, with those started before January 10, 1994 receiving 1.5 ranges and others receiving 1.0 range.
- [3] The pensionable portion of the vacation sell back for any member may not exceed the limit that applies to any group or class or most comparable class if only one member of a class.
- [4] Exclusion of these paycodes was stayed until July 12, 2014. Effective July 12, 2014 items were not compensation earnable (awaiting final resolve concerning Merced Superior Court case #CV003073, also known as AFSCME v. MCERA litigation). January 8, 2018 court decision made some of these compensation earnable for Tier 1 through 3 members (specifically vacation payout earnings), except for those reciprocal members (Tier 2R and 3R) starting with MCERA system on February 8, 2018, or after.
- [5] Numeric Wage codes represent pay codes for County, Cemetery, & Solid Waste. Alpha Wage Codes represent pay codes for Courts.

DATE: February 13, 2020

TO: MCERA Board of Retirement
FROM: Kristie Santos, Plan Administrator

SUBJECT: Proposed CPAS Data and Training Plan

ITEM NUMBER: 3

ITEM TYPE: Discussion and Action

STAFF RECOMMENDATION:

1. Adopt the CPAS Data and Training Plan as proposed.

DISCUSSION:

When CPAS was implemented in 2014, most staff currently employed with the Merced County Employees' Retirement Association (MCERA) were not here and converted data from legacy systems, were not given enough attention. Data in the CPAS database, when originally converted from legacy systems was not cleaned or properly converted. Processes currently used by staff to produce daily work were never officially documented and user training was done anecdotally instead of using proven approved documented processes by the software company. As a direct result, MCERA has been working with CPAS to improve staff's user acceptance rate and improve the user experience. Why is user acceptance rate and user experience important? The CPAS pension system is MCERA's 'bread and butter'; the database is our 'database of record' and staff use CPAS in almost all facets of their daily work. Processes done daily by analysts feed directly into our financial calculations done at the end of the year. Simple daily processes can make or break the financial integrity of MCERA's end of year documents. As a result, both benefits and financial staff spend a great deal of time investigating data issues and sometimes correcting data. With any pension administration system, attention to data is particularly important when lifetime decisions are being made.

MCERA is proposing to work with CPAS to review and possibly clean data that was originally converted over from legacy systems. As stated above, staff spend a great deal of time reviewing data upon a member's retirement. Because of this, member data at retirement is correct. However, if attention was paid to the data prior to a member's retirement, this would be a time and cost savings to the system. It could also eliminate any discrepancies in requested estimates. A data cleansing project would position MCERA better for the future, if/when the time does come for a new pension management system.

MCERA is also proposing formalized staff training from CPAS to educate staff on not only 'how' to execute a certain process, but 'why' it's important to follow the approved process. Most processes, like ripples in a pond, have downward processing implications that could impact our financial documents. Again, it would be a time and cost saving to address this

Merced County Employees' Retirement Association (MCERA)

RETIREMENT BOARD AGENDA ITEM

going forward. Training would be targeted on MCERA's most common and complex processes such as deaths, disability retirements, IRC 415 limits processing, etc.

The Plan Administrator feels this is a wise investment to make on behalf of staff and the implemented pension system. Staff recommends the Board of Retirement approve the CPAS Data and Training plan as presented.



CPAS Systems Inc.

250 Ferrand Drive,
Suite 700
Toronto, Ontario
M3C 3G8

Tel: (416) 422-0563
Fax: (416) 422-5617
Email: info@cpas.com
www.cpas.com

CHANGE ORDER

License/Contract Number **1010025.5**

Support Services Agreement Dated **January 1, 2020**

Request Number **CR103573 Data Cleansing, Training and New Benefits Tier Implementation**

This Change Request is issued under the terms of the above Agreement(s) between CPAS and Client, the terms of which are incorporated herein by reference.

Client Requesting Service **Merced County Employees' Retirement Association (MCERA)**

Date Originated **January 1, 2020**

CPAS Contact **Heidi Fischenbeck**

Client Contact **Kristen Santos**

1. Services to be performed

Description

MCERA would like to engage CPAS in an initiative that would assist them in improving their day to day pension administration activities and their related processes by maximizing the use of the CPAS v5 application. The following areas will form the basis of the initiative.

1) Data Cleansing

Data quality is critical in any pension system to ensure that the member's final benefit is accurate and that all other data points and financial aspects of the system are in balance. Ongoing data challenges prevent MCERA staff from effectively executing their day to day tasks and from using the CPAS system to its fullest capability. In order to remedy this situation CPAS in partnership with MCERA will analyze the data deficiencies and develop a plan to address the most critical and impact full issues first. We anticipate a 30 to 60 day duration for the development of the initial plan.

2) Customized end user training:

A holistic understanding of the technical components, build in processes of the CPAS v5 application and knowing how to trouble shout issues are key for the effective utilization of the application. Targeted, customized end user training will be instrumental in achieving this objective.

3) New Benefit Tier implementation

Efficiencies can be gained by simplifying the implementation of a new benefit tier. A review of the current requirements and implementation approach will be conducted in order to identify optimization opportunities

The specific details for each area are further described in the details section of this Change Order.

Details

Data Cleansing

As a result of historic (pre legacy) data deficiencies MCERA staff frequently manipulate data in order to produce accurate pension estimates and payments. Manual data manipulation, if not done correctly, can introduce new downstream errors in the system. Data deficiencies also prevent staff from effectively performing day to day tasks, and from using the CPAS system to its fullest capability.

The goal of this initiative is to correct data issues by creating automated scripts where possible and document the data issues that require manual correction of the source data.

In order to address data deficiencies impacting MCERA operations, CPAS in partnership with MCERA, will develop a plan to address the most critical and impactful issues first.

The following are examples of critical issues, needing to be addressed:

- Members who retired prior to Pre-Legacy system have issues with optional forms, spousal amount, cola base etc.
- Members with disability tax free amounts
- Ongoing 1099 issues

After the identification of the remaining data issues, CPAS and MCERA will jointly create reports and queries to identify and refine the impacted population, conduct a root cause analysis and determine how best to address the issue.

After corrections to the data have been made, the corrections will be validated by rerunning reports and queries until issues have been addressed.

When applicable, data validations will be added to members with corrected data to ensure that the data is reviewed prior to finalizing a Member Benefit.

For data that cannot be corrected automatically the data correction wizard where possible will be used.

Customized End User Training

Based on discussions with MCERA in order to get a holistic understanding of the CPAS v5 application, the training will focus on both the technical aspects of the application as well as the administrative and processes related areas as outlined in the sections below:

1) Technical Training Modules:

Recommended technical training allowing MCERA to gain a better understanding of the CPAS v5 application are as outlined in the table below:

Navigator Training	Estimated Duration	Reporting	Estimated Duration
Topics covered: <ul style="list-style-type: none">• How to access Navigator• Basic Navigator training• CPAS v5 Architecture	7.5 Hours	Topics covered: <ul style="list-style-type: none">• CPAS v5 data structures• Ad Hoc Reports• Other Reporting Queries (PL/SQL)• Cognos Reports – Adhoc Queries	15 hours

Note: onsite training is recommended for the more technical components of this module

2) Process Oriented Training Modules:

Recommended process oriented modules allowing MCERA to gain a better understanding of the CPAS v5 process flows and their dependencies are as outlined in the table below:

End to End Processing	Estimated Training Duration	Trouble Shooting	Estimated Training Duration
Topics covered: <ul style="list-style-type: none"> • Purchase of Service • Retirement • Disbursements • General Ledger • Disability • Cola • Death • 415 limit 	30 hours	Topics covered: <ul style="list-style-type: none"> • Calculations – Understanding Details of Calculation • Credit Interest & Manage Data • Disbursements & Manage Retirees • COLA & Manage Retirees • 1099Rs and Manage Retirees • Downstream Impacts 	15 hours

Note: hours for the training days for the technical and process oriented modules are included in the cost section of this CR.

3) Other training consideration:

In order to gain more efficiencies for annual process and incoming files such as Active Payroll MCERA may also wish to consider to receive training on:

How to prepare for annual processes	Manage Tasks	Active Payroll Processes	Workflow Configuration
Topics covered: <ul style="list-style-type: none"> • 1099Rs • Credit Interest • COLA • Year End Statements • Valuation • Batch reporting and scheduling 	Topics covered: <ul style="list-style-type: none"> • Optimal Usage/Best practice 	Topics covered: <ul style="list-style-type: none"> • Errors and Warnings • Enrollments • Calculation Sweep Batch • Data Posting 	Topics Covered <ul style="list-style-type: none"> • CPAS Tools

Note: an allowance of 20 training hours has been made in the cost section of this CR. Training for the table above can be chosen based on hours available.

New Benefits Tier Implementation

The current approach used to implementing a new tier is causing undesired downstream impacts for re enrolled members. In order to simplify the implementation of a new tier CPAS in partnership with MCERA will:

- Review the requirements to implement a new tier
- Review the approach used to implement the new tier

- Recommend a simpler method
- Provide guidance to MCERA for the implementation of new tiers

In Scope

The following items are considered in scope for this multi part Change Request:

- Preparation of an initial plan outlining the issues and path to resolution
- Data cleansing and training as described in the details section are in scope for this Change Request
- Please note: we have limited the activities based on the hours in the Cost section.

Out of Scope

Any additional hours spent on the data cleansing, training or new tier implementation over what has been allocated in the Cost section below, are considered out of scope and may be subject to additional fees.

Justification

The overall goal of this initiative is to improve day to day administrative tasks and not create additional burden. In order to mitigate the ongoing data issues, to simplify the administration and the time it takes to provide services to their membership MCERA wishes to address the historic data issues. Additional customized training will aid in the further understanding and expectation how the system is expected to operate.

Impact Analysis

There are no downstream impacts to other functions of the system as a result of this service request.

Cost Impact

The table below indicates the cost impact of executing the work associated with this Change Request. Please refer to the Payment Plan section of the CR for a breakdown of when fees would be due.

Task	Hours	Cost
Data Cleansing		
Data Cleansing Preparation (environments)	10	\$ 1,750.00
Reviewing and confirming known issues	25	\$ 4,375.00
Developing data queries/reports	75	\$13,125.00
Develop data cleansing and update queries/reports (automated cleansing)	75	\$13,125.00
Develop additional queries as required	40	\$ 7,000.00
Additional data validations	20	\$ 3,500.00
Data reconciliation	40	\$ 7,000.00
Project Management	15	\$ 2,625.00
Data Cleansing Cost	300	\$52,500.00
Training		
Preparation	20.0	\$ 3,500.00
Training	87.5	\$ 15,312.50
Environment setup	4	\$ 700.00
Training Cost	111.50	\$19,512.50
New Benefit Tier		
Review Requirements	4	\$ 700.00
Document proposed changes and impact	8	\$1,400.00
Update configuration	15	\$2,625.00
Functional testing	15	\$2,625.00
Regression testing	15	\$2,625.00
Develop test case and scenarios for both functional and regression tests	10	\$1,750.00
Project Management	7	\$1,225.00

New Benefit Tier Cost	74	\$12,950.00
Total Cost	485.50	\$84,962.50

Payment Plan

The table below outlines the payment plan for the Change request:

Payment Milestone	Payment Amount	Payment description
Execution of the CR	\$ 42,481.25	50% of Total Payment
Preparation of Data Cleansing Plan	\$ 6,125.00	Data Cleansing Plan
Data Cleansing Progress Payment 1	\$ 10,062.50	Progress Payment 1 as defined in the Data Cleansing Plan
Data Cleansing Progress Payment 2	\$ 10,062.50	Progress Payment 1 as defined in the Data Cleansing Plan
Navigator Training	\$ 1,181.25	Training payment
Reporting Training	\$ 1,837.50	Training payment
End to End Process Training	\$ 3,150.00	Training payment
Trouble Shooting	\$ 1,837.50	Training payment
Other Training	\$ 1,750.00	Training payment
New Benefit Tier	\$ 6,475.00	New Benefit Tier evaluation payment

2. Additional Terms and Conditions:

- (a) This Change Request will be considered void unless approved within 30 days of the date of issue.
- (b) All fees in this Change Request and subsequent amendments are quoted in USD.
- (c) All services must be pre-approved by Licensee. Invoices will include taxes where applicable.
- (d) Licensee payment option:
 - I. Refer to the Payment Plan Section of this Change Request.
- (e) Any change to this Change Request must be made in writing.
- (f) Licensee must provide CPAS with expected results, test cases and test scenarios associated with this Change Request.
- (g) This is a not to exceed Change Request, the CPAS effort expended on the data cleansing tasks will not exceed the total hours (485.50 hrs.) quoted above.

Notes:

1. CPAS project hourly and daily rates as of the date of this Agreement are at blended hourly rate of \$175 per hour.
2. The above cost quotation is based on information provided by the Client to CPAS as of the date of this quotation. If requirements change additional costs may accrue.
3. The above quoted services do not include Travel and Expenses (T&E).

3. Payment Options

Please confirm the payment option:

Refer to the Payment Plan section of the Change Request.

Change Request Decision			
Change Status:	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Date Reviewed:	

CPAS Systems Inc.

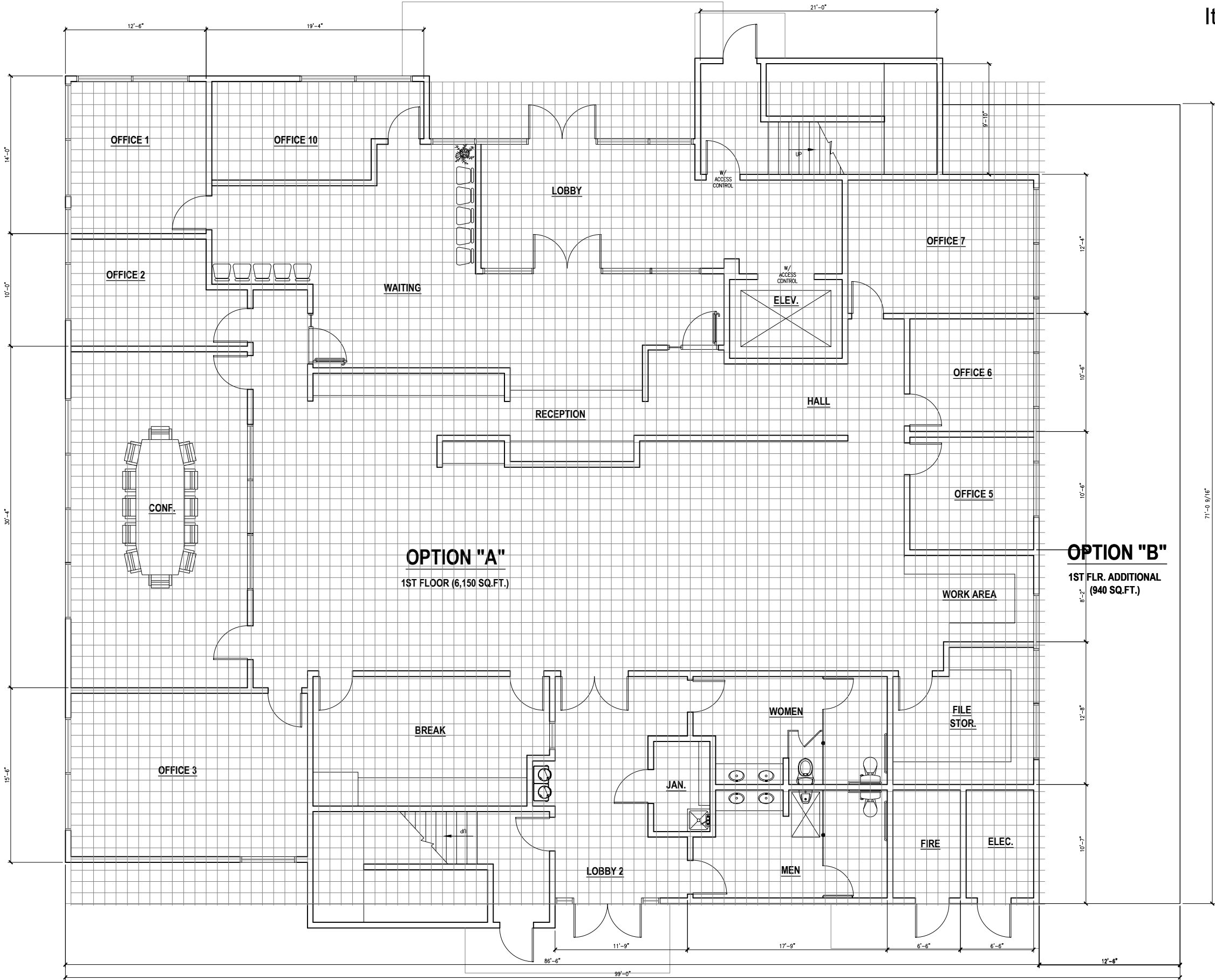
Merced County Employees' Retirement Association (MCERA)

Lori Walsh
Vice President

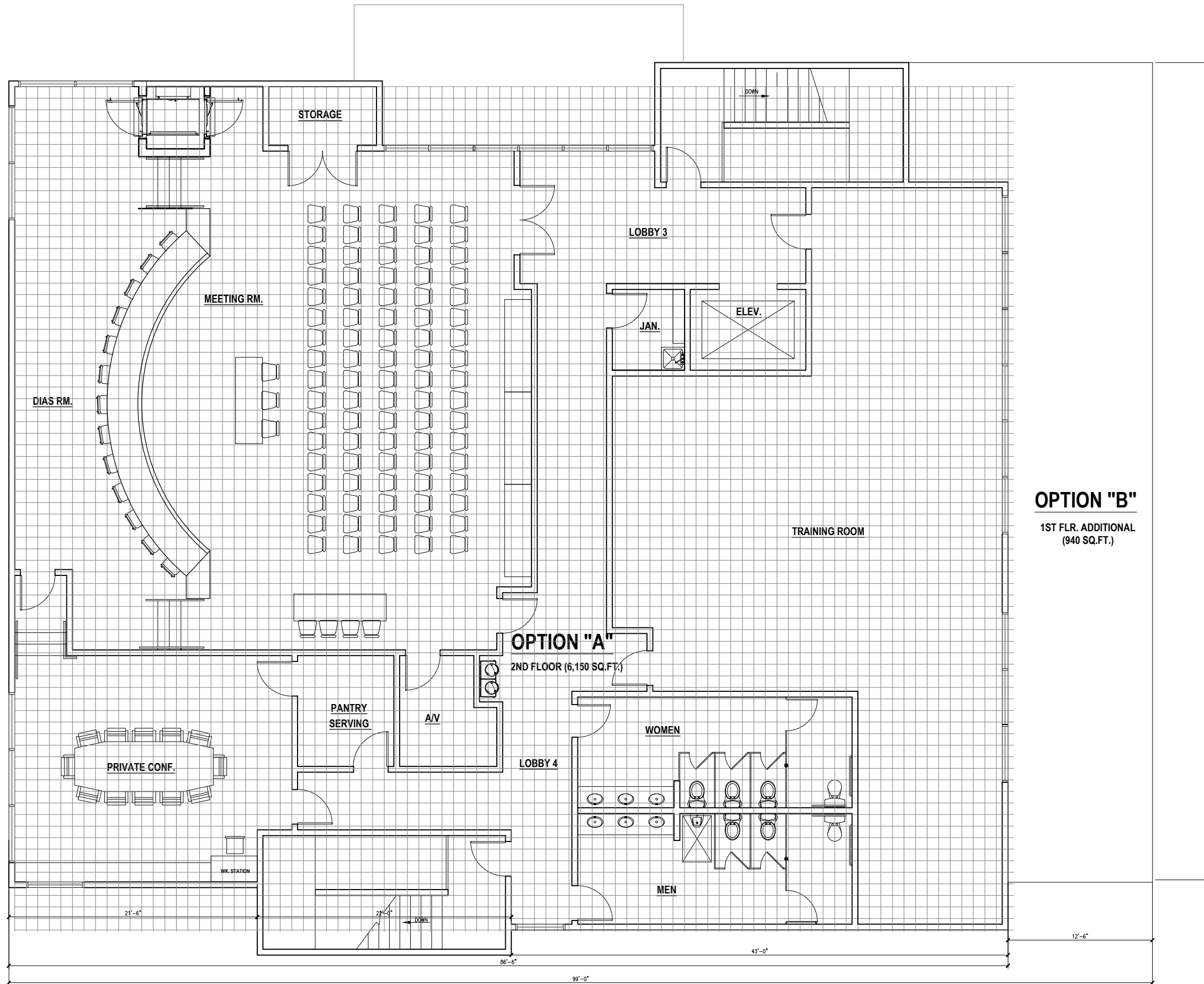
Kristen Santos
Retirement Plan Administrator

Date

Date



FIRST FLOOR PLAN



SECOND FLOOR PLAN



Item 6

January 22, 2020

To: SACRS Trustees & SACRS Administrators/CEO's
 From: Ray McCray, SACRS Immediate Past President, Nominating Committee Chair
 SACRS Nominating Committee
 Re: SACRS Board of Director Elections 2020-2021 - Elections Notice

SACRS BOD 2020-2021 election process began January 2020. Please provide this election notice to your Board of Trustees and Voting Delegates.

DEADLINE	DESCRIPTION
March 1, 2020	Any regular member may submit nominations for the election of a Director to the Nominating Committee, provided the Nominating Committee receives those nominations no later than noon on March 1 of each calendar year regardless of whether March 1 is a Business Day. Each candidate may run for only one office. Write-in candidates for the final ballot, and nominations from the floor on the day of the election, shall not be accepted.
March 25, 2020	The Nominating Committee will report a final ballot to each regular member County Retirement System prior to March 25
May 15, 2020	Nomination Committee to conduct elections during the SACRS Business Meeting at the Spring Conference (May 12-15, 2020)
May 15, 2020	Board of Directors take office for 1 year

Per SACRS Bylaws, Article VIII, Section 1. Board of Director and Section 2. Elections of Directors:

Section 1. Board of Directors. The Board shall consist of the officers of SACRS as described in Article VI, Section 1, the immediate Past President, and two (2) regular members

A. Immediate Past President. *The immediate Past President, while he or she is a regular member of SACRS, shall also be a member of the Board. In the event the immediate Past President is unable to serve on the Board, the most recent Past President who qualifies shall serve as a member of the Board.*

B. Two (2) Regular Members. *Two (2) regular members shall also be members of the Board with full voting rights.*

Section 2. Elections of Directors. *Any regular member may submit nominations for the election of a Director to the Nominating Committee, provided the Nominating Committee receives those nominations no later than noon on March 1 of each calendar year regardless of whether March 1 is a Business Day. Each candidate may run for only one office. Write-in candidates for the final ballot, and nominations from the floor on the day of the election, shall not be accepted.*

The Nominating Committee will report its suggested slate, along with a list of the names of all members who had been nominated, to each regular member County Retirement System prior to March 25. The Administrator of each regular member County Retirement System shall be responsible for communicating the Nominating Committee's suggested slate to each trustee and placing the election of SACRS Directors on his or her board agenda. The Administrator shall acknowledge the completion of these responsibilities with the Nominating Committee.



Director elections shall take place during the first regular meeting of each calendar year. The election shall be conducted by an open roll call vote, and shall conform to Article V, Sections 6 and 7 of these Bylaws.

Newly elected Directors shall assume their duties at the conclusion of the meeting at which they are elected, with the exception of the office of Treasurer. The incumbent Treasurer shall co-serve with the newly elected Treasurer through the completion of the current fiscal year.

The elections will be held at the SACRS Spring Conference May 12-15, 2020 at the Paradise Point Hotel and Spa, San Diego, CA. Elections will be held during the Annual Business meeting on Friday, May 15, 2020.

If you have any questions, please contact me at Ray McCray, raym1@sbcglobal.net or (209) 471-4472.

Thank you for your prompt attention to this timely matter.

Sincerely,

Ray McCray

Ray McCray, San Joaquin CERA Trustee
SACRS Nominating Committee Chair

CC: SACRS Board of Directors
SACRS Nominating Committee Members
Sulema H. Peterson, SACRS Administrator



**SACRS Nomination Submission Form
SACRS Board of Directors Elections 2020-2021**

All interested candidates must complete this form and submit along with a letter of intent. **Both the form and the letter of intent must be submitted no later than March 1, 2020.** Please submit to the Nominating Committee Chair at raym1@sbcglobal.net AND to SACRS at sulema@sacrs.org. If you have any questions, please feel free to contact Sulema Peterson at SACRS at (916) 701-5158.

Name of Candidate	Name:
Candidate Contact Information (Please include – Phone Number, Email Address and Mailing Address)	Mailing Address: Email Address: Phone:
Name of Retirement System Candidate Currently Serves On	System Name:
List Your Current Position on Retirement Board (Chair, Alternate, Retiree, General Elected, Etc)	<input type="radio"/> Chair <input type="radio"/> Alternate <input type="radio"/> General Elected <input type="radio"/> Retiree <input type="radio"/> Other _____
Applying for SACRS Board of Directors Position (select only one)	<input type="radio"/> President <input type="radio"/> Vice President <input type="radio"/> Treasurer <input type="radio"/> Secretary <input type="radio"/> Regular Member
Brief Bio	



February 6, 2020

TO: State Association of County Retirement Systems

FROM: Mike Robson, Trent Smith, and Bridget McGowan, Edelstein Gilbert Robson & Smith, LLC

RE: **Legislative Update – February 2020**

Overview

Roughly one month into the second year of the two-year legislative session, things are picking up in Sacramento. The deadline for two-year bills to pass out of their house of origin was January 31. A few hundred bills failed to meet this deadline and are officially dead for the rest of session.

February 21 is the bill introduction deadline for new bills in the second year of session. We will begin to see a higher proportion of bills introduced everyday as we near this deadline. In the meantime, new bills will begin to be set for their first policy committee hearings and two-year bills will for their first hearings in their second house.

Legislation

SB 783 (Committee on Labor, Public Employment and Retirement) – SACRS Sponsored Bill. This cleanup bill makes technical changes to withdrawn employer liabilities, service purchase for parental leave, military leave, board approval of retirements, 60-day advance application windows, reinstatement from retirement and lump sum payments for minimum age distribution.

New language for SB 783 was drafted by the SACRS Legislative Committee and approved by the SACRS board and membership. The Legislative Committee Chairs have been working with Legislative Counsel to clarify this language before it is amended into the bill.

This bill is in its second house and will likely be heard in the Spring.

AB 315 (C. Garcia) – Government Lobbying Associations. This bill limits how associations funded by local governments/special districts can use their funds. Specifically, the bill would prevent local agency associations from using funds for activities that are not lobbying or strictly educational activities. Further, the bill would require that an association publicly disclose the amount of money spent on these activities and prohibits an association from incurring travel-related expenses except for

the association to hold an annual conference or send its members to attend educational activities.

The bill was pulled from the Assembly Local Government Committee in early January, causing it to fail the January 31 deadline. The bill is dead for the rest of session.

LACERA Proposal on Nonservice-Connected Disability. This proposal would authorize a county board of supervisors to adopt a resolution that would remove the intemperate use of alcoholic liquor or drugs as a factor in the calculation of a nonservice-connected disability retirement allowance. The goal of this proposal is to modernize the statute to reflect contemporary views of alcohol and drug addiction. If viewing alcohol and drug use from a disease perspective rather than a moral failure, the benefit limitation therefore would be discriminatory and financially punitive for that member.

After approval by SACRS membership in November, the language was submitted to Legislative Counsel. Legislative Committee members have been working with Legislative Counsel staff to draft the language for the proposal.

Governor's 2020-21 Proposed Budget. CalPERS and STRS have \$165 billion of unfunded pension liabilities. The 2020-21 proposed budget, like last year's budget, would pay an additional three billion dollars of General Fund towards unfunded liabilities in addition to the constitutionally required amounts. Last year's budget set aside an additional six billion dollars for this purpose.

**Merced County Employees' Retirement Association (MCERA)
RETIREMENT BOARD AGENDA ITEM**

DATE: February 13, 2020
TO: MCERA Board of Retirement
FROM: Kristie Santos, Plan Administrator
SUBJECT: MCERA IS Resource

ITEM NUMBER: 8

ITEM TYPE: Action

DISCUSSION:

Merced County Information Systems Division (IS) reached out to MCERA to discuss the possibility of MCERA funding a dedicated IS person starting this upcoming fiscal year, July 2020. The person would be a Programmer Analyst (PA) I/II and would cost MCERA approximately \$120,000 per year, in addition to what MCERA currently pays to the County for IS costs (such as infrastructure). The cost would not be reflected in MCERA's Administrative Budget and would be considered IS costs, which per CERL §31580.2, are excluded from administrative expenses. The existing scope of projected IS costs supplied by County Information Services for the 2020-2021 fiscal year, including the cost of this staff member would be approximately \$180,000. The current burn rate for County IS costs is approximately \$4,000 per month.

In the future, we believe there would be a need for an IS presence related to the website development project and possibly if MCERA were to move forward with a new building. Currently, we envision the PA sit in County's IS as a dedicated analyst to MCERA and would not be added to MCERA's headcount. Besides the PA learning the ins and outs of the County's IS infrastructure, the PA would learn MCERA's business operations, benefit and technological administrative requirements (obtained by attending CPAS training) and the day to day processes. The PA would also be required to dive into the CPAS reporting mechanisms so they could assist with administrative system report writing and yearly federal, state, and county reporting requirements. However, much of the database administration work done today would remain within County IS and if approved by this board, by CPAS in its Oracle Cloud. On an as-needed basis, the PA would assist with technological needs surrounding staff computers, the Trustees' iPads, and relevant A/V needs of MCERA's board room.

More detailed information regarding the Programmer Analyst I/II classification is below (per the County's website):

Analyze information processing needs for application to electronic information systems, analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations, produce project specifications and estimates, develop and write computer programs to store, locate, and retrieve specific documents, data, and information, and perform other related work as assigned.

Programmer Analyst I is the entry level and under direct supervision incumbents are developing increasing knowledge of electronic information systems and are able to modify or create simple to moderately complex electronic information systems.

Merced County Employees' Retirement Association (MCERA)

RETIREMENT BOARD AGENDA ITEM

Programmer Analyst II is the journey level and under general supervision incumbents have detailed knowledge of electronic information systems and are able to modify or create moderately complex to complex electronic information systems in a shorter timeframe and with higher quality than a Level I.

Examples of Duties

Duties may include, but are not limited to the following:

- Confer with clients regarding the information processing or computation needs a computer program is to address and to clarify program intent, identify problems, and suggest changes.
- Prepare detailed workflow charts and diagrams that describe input, output, and logical operation, and convert them into a series of instructions coded in a computer language.
- Perform systems analysis and programming tasks to maintain and control the use of computer systems.
- Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic.
- Develops detail task plans for assigned projects including estimated time and materials and timeframes.
- Use object-oriented programming languages, as well as client/server applications development processes and multimedia and Internet technology.
- Perform revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.

Minimum Qualifications

Programmer Analyst I

Experience:

None required.

Education:

Equivalent to graduation from a four (4) year college or university with a major in information systems, computer science, or related field. Experience and/or education in computer science, information systems or programming may substitute for the college education on a year-for-year basis.

Programmer Analyst II

Experience:

Three (3) years of increasingly responsible programming experience.

Merced County Employees' Retirement Association (MCERA)

RETIREMENT BOARD AGENDA ITEM

Education:

Equivalent to graduation from a four (4) year college or university with a major in information systems, computer science, or related field. Experience and/or education in computer science, information systems or programming may substitute for the college education on a year-for-year basis.

Skills and Abilities

Essential Functions:

- Frequent operation of personal computer and other modern office equipment.
- Communicate effectively with others in person, in writing, and over the telephone.
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
Perform job duties under stressful conditions and respond appropriately to situations.
- Maintain confidential information in accordance with legal standards and/or County regulations and/or departmental standards.
- Complete assignments on time and on budget.
- Constant concentration with frequent user contact, decision making and conflict resolution.
- Frequent use of depth perception, peripheral vision and color perception.
- Occasional exposure to indoor industrial conditions including heat/cold, dust, allergens, odors and poor ventilation.
- Occasionally lift, carry, reach, push, pull, twist and manipulate large and small objects.
- Occasionally kneel, bend, twist, squat, balance and crawl.
- Frequent use of hand-eye coordination.
- Frequent use of data entry device including repetitive hand and arm motion.
- Occasionally lift and carry up to 40 pounds.
- Normal dexterity, frequent holding and grasping.
- Sit or stand for long periods of time.
- Regular attendance is an essential function.

Knowledge of:

Merced County Employees' Retirement Association (MCERA)

RETIREMENT BOARD AGENDA ITEM

- Principles and techniques of Object Oriented and Client/Server programming.
- Operation of a computer system and peripheral equipment.
- Modern office methods, functions, and procedures.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Object Oriented and Client/Server design techniques.
- Systems and program testing and implementation methodology.
- Principles and techniques of computer programming in an appropriate language.

Ability to:

- Perform the Core and Supplemental Duties described above.
- Learn, comprehend, and use, various methods, procedures, and techniques used in developing and writing computer programs.
- Design program to meet system design and program function specifications.
- Establish and maintain effective working relationships with others.
- Think critically, solve complex problems and manage time effectively.
- Effectively organize and prioritize work.
- Apply Object Oriented and Client/Server programming, analysis, and design techniques for simple to moderately complex and complex systems.

Additional Information

FLSA: Exempt

Probationary Period: 12 Months