



## VEBA ADVISORY COMMITTEE SPECIAL MEETING

For information about this meeting, contact the Human Resources Department; by phone (408) 535-1285 or email [HRbenefits@sanjoseca.gov](mailto:HRbenefits@sanjoseca.gov).

Staff called the meeting of the VEBA Advisory Committee to order at 1:10pm on Monday October 15, 2018, City Hall, T-550.

### Roll Call:

Patrick Chung	Firefighter Representative
Elsa Cordova	City Manager's Representative
Ben Lam	Police Representative
Farheen Sultana	Employee's Representative

### Also Present:

Amy Morton	Human Resources
Emily Hendon	Human Resources
Kelli Parmley	Human Resources
Randi Perry	Office of Employee Relations
Toni Taber	City Clerk

### ANNOUNCEMENTS

1. Oath of Office- Toni Taber conducted the Oath of Office
2. Meeting Purpose and Outcomes
  - a. Introduction to VEBA Plans
  - b. Review committee roles, responsibilities, and schedule
3. Reminder of Committee vacancy- Staff advised that the Committee is still in need of an additional Federated Employee representative.

### APPROVAL OF MINUTES

\* No Minutes

### INFORMATION and TRAINING ITEMS

1. [Boards and Commissions Training](#) – Toni Taber, City Clerk presented the training and the following items were made available as reference documents. The committee was reminded of their responsibility to complete the Form 700 by November 14, 2018 and the Ethics Training within 90 days. City Clerk will send appropriate links to committee.
  - a. [California Brown Act](#) Opening Meeting law
  - b. [Council Policy 0-4](#)

**To request an accommodation or alternative format for City-sponsored meetings, events or printed materials, please call Human Resources at 408-535-1285 as soon as possible, but at least three business days before the meeting/event.**

*NOTE: If you have any questions or concerns, please call Human Resources at (408) 535-1285.*

200 East Santa Clara Street San José, CA 95113 fax (408) 999-0862 [www.sanjoseca.gov](http://www.sanjoseca.gov)



- 1) Roles & Responsibilities of a Board Member and Commissioners
  - c. Parliamentary Procedures
    - 1) Order and Decorum
    - 2) [Rosenberg's Rules of Orders](#)
    - 3) [Rosenberg's Rules of Order Cheat Sheet](#)
    - 4) [Rosenberg's Rules of Order Chair Script](#)
  - d. San José [Municipal Code 2.08](#)
    - 1) Attendance- Toni Taber explained that a member can be dismissed for 3 consecutive unexcused absences and/or more than 25% of the annual meetings.
      - Elsa Cordova confirmed that an absence due to attending to official City business may be considered as an excused absence.
      - Staff reiterated the requirement that a quorum for this Committee is four (4) trustees and a quorum is necessary to conduct business, and all action requires an affirmative vote of at least three (3) trustees, regardless of vacancies. Staff requested as much advanced notice as possible if any trustee will miss a meeting.
    - 2) Code of Conduct
  - e. [City Policy 1.2.2 Gift Policy](#)
  - f. [Statement and Declaration of Conflict of Interest Form](#)
  - g. AB1234 Ethics Training and AB1661 Sexual Harassment & Discrimination Training Requirements
  - h. [Form 700 and Family Gift Report Requirements](#)
2. TASC (VEBA Third Party Administrator/TPA) [Sworn and Federated Contract](#) Extension – Staff communicated that the first 1-year option for the period 11/1/18 through 10/31/19 will be exercised. Patrick Chung inquired about the process for changing vendors. Staff outlined the timing required for termination notification and a typical RFP process.
  3. The following items were provided for the committee's review and discussion at the December meeting:
    - a. [Fiduciary Overview](#)
    - b. Settlement Framework: [Federated](#), [Sworn](#)
    - c. Municipal [Code 3.57 Sworn](#) and [3.58 Federated](#)
    - d. [Resolution](#) pertaining to Committee selection and terms– Staff advised committee to use this document to assist in the creation of the Rule of Order.
    - e. Ordinances: [Federated 30017](#), [Sworn 29879](#)
    - f. [Side Letter Agreement](#)– Staff advised committee to use this document to assist in the creation of the Rule of Order.
    - g. Review example documents from Deferred Compensation Advisory Committee
      - 1) [Investment Policy](#)
      - 2) [Rules of Order](#)– Staff advised the Committee to use these document to as examples and to begin creation of the VEBA Advisory Committee's Investment Policy and Rules of Order. Committee determined that an Ad-hoc committee will meet prior to the next meeting to begin to draft the documents.

## DISCUSSION/ACTION ITEMS

1. Discuss and adopt meeting schedule and agenda topics for the next meeting

*NOTE: If you have any questions or concerns, please contact Human Resources at (408) 535-1285.*



- a. Review and accept Staff recommendation to hold regular meetings on the 3<sup>rd</sup> Monday of the last month of each calendar quarter, starting with a special meeting on Monday, December 10, 2018 at 1:30pm. —Staff presented  
\***M.S.C.** (Patrick Chung/Farheen Sultana) accepted Staff’s recommendation to hold regular meetings on the 3<sup>rd</sup> Monday of the last month of each calendar quarter, starting with a special meeting on Monday, December 10, 2018 and requested the start time be 1:00pm.
- b. Review and discuss [proposed December agenda items](#)—Staff presented  
\***M.S.C.** (Patrick Chung/Elsa Cordova) accepted Staff’s recommendation for December Agenda Items.

#### NEXT MEETING

Next Special Committee Meeting, December 10, 2018, City Hall, TBD, 1:00 p.m.

#### OPEN FORUM/PUBLIC COMMENT

-Committee requested that Staff send “soft-copies” of the DCAC example documents to the Ad-hoc committee (Elsa Cordova/ Patrick Chung/ Farheen Sultana).

-Patrick Chung requested a list of VEBA opt-in members by union. Staff agreed to check with the City Attorney to see what is advisable.

The meeting adjourned at 4:30pm

#### APPROVAL OF MINUTES on December 10, 2018.

\***M.S.C.** (Patrick Chung/ Ben Lam) approved the minutes for the VEBA Advisory Committee Meeting on October 15, 2018.

