



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: CEO/Human Resources
Department No.: 064
For Agenda Of: 4-13-10
Placement: Departmental
Estimated Time:
Continued Item:
If Yes, date from:
Vote Required:

TO: Board of Supervisors

FROM: Susan Paul, Assistant CEO/HR Director 568-2815
Jeri Muth, Assistant HR Director 568-2816

SUBJECT: Retirement Program Alternatives Advisory Commission Appointments

County Counsel Concurrence

As to form: Select_Concurrence

Other Concurrence: Select_Other

As to form: Select_Concurrence

Recommended Actions:

Auditor-Controller Concurrence

As to form: Select_Concurrence

That the Board of Supervisors determine the process it wishes to use to appoint members to the Retirement Program Alternatives Advisory Commission.

Background:

On March 23, 2010, the Board of Supervisors created a five-member Advisory Commission on Retirement Program Alternatives. It was determined that each Board member would make one Countywide appointment and that those individuals would serve a six-month term on the Commission. Additionally, as set forth in the March 23, 2010 Board Letter, appointees should not be current or potential future beneficiaries of the Santa Barbara County Employees' Retirement System (SBCERS).

The criteria for serving on the Advisory Commission included experience in:

- Finance
- Fund management

- Investing
- Retirement planning
- Employee benefits and related disciplines.

The purpose of this Board Item is for the Board to determine if it wishes to use this process or other means for making appointments to the Advisory Commission.

Attached to this item is a draft appointment for the Board's consideration. The process includes the following key components:

- Allows those interested to submit résumés to the Clerk of the Board;
- Forwarding résumés to Board Members; and
- Appointing members of the Advisory Commission in public session.

Once Retirement Program Alternatives Advisory Commission appointments are made, staff will proceed with coordinating with members to set a regular meeting schedule.

Attachments:

Draft Advisory Commission Appointment Process

DRAFT

Retirement Program Alternatives Advisory Commission Appointment Process March 30, 2010

1. Qualifications for Retirement Program Alternatives Advisory Commission (Advisory Commission) appointees include:
 - A resident of the County of Santa Barbara.
 - Extensive public and/or private sector experience in the areas of:
 - Finance;
 - Fund management;
 - Investing;
 - Retirement planning;
 - Employee benefits; and/or
 - Disciplines related to some or all of the above.
 - Appointed individuals must not be a current or potential future beneficiary of the Santa Barbara County Employees Retirement System (SBCERS) and may not have an immediate family member who is a current or potential future beneficiary of the system.
 - Although the intent is that the Advisory Commission will exist for a limited six-month term, individuals must be willing and available to meet on a regular schedule for up to one-year.
2. Those interested in an appointment to the Commission should submit a résumé stating their qualifications to the Clerk of the Board.
3. The Clerk of the Board will forward résumés to the Board Offices for review.
4. Board members will review submitted résumés and may choose to interview candidates, should they feel it appropriate and necessary. CEO/Human Resources is available to assist in scheduling appointments if needed. CEO/Human Resources is also available to conduct reference checks on applicants if a Board member requests.
5. Each supervisor will make his/her appointment in open session. The Clerk of the Board will coordinate to ensure placement on a Board Agenda.

6. Once all appointments are made, CEO/Human Resources will coordinate with each appointee and the Auditor-Controller and County Counsel to set a regular meeting schedule.
7. County staff will prepare any reports requested by the Advisory Commission and calendar accordingly for a Board meeting.