

Memorandum

TO: Retirement Board for Peralta Community College District OPEB Trust

FROM: Judith W. Boyette
Liz Masson 

DATE: February 20, 2018

RE: Tasks and Timeline for Subcommittee for New OPEB Trust ("Trust II")

At its meeting on January 25, 2018, the Retirement Board authorized the appointment of a Subcommittee of the Board to develop a recommendation and supporting documents to present to the District regarding the establishment of a new, separate OPEB trust ("Trust II") that would fund retiree medical benefits for post-2004 hires. This memorandum provides a draft list of some specific tasks that may be undertaken by the Subcommittee and documents associated with each task, with a proposed timeline for accomplishing each item, that we hope will be useful for the Retirement Board in its consideration of the new Subcommittee.

Tasks/Deliverables to Produce Recommendation for District Regarding Trust II	Proposed Timeline
1) Produce draft written summary of legal and accounting requirements for Trust II to be used as starting point for producing request to District Board of Trustees for new policy with respect to funding of retiree medical benefits for post-2004 hires. Request legal counsel to determine if Trust I and Trust II may be commingled for investment purposes only, with separate accounting.	Deliver to March 15, 2018 Board of Retirement Meeting
2) Advise OPEB Team on Accreditation Standards of intent to develop new policy with respect to OPEB benefits funding for post-2004 hires and communicate with Team as project goes forward.	Draft notification and provide to Team following March 15, 2018 Board of Retirement Meeting.
3) Request that the appropriate District personnel continue to review the extent to which withholdings from compensation paid to post-2004 hires may have been paid into Trust I and whether OPEB benefits for post-2004 hire retirees have been paid from Trust I and report the results of that review.	Report on progress at March 15, 2018 Board of Retirement Meeting. Attempt to complete review prior to June 30, 2018 and in time for 2018/2019 fiscal year planning, if possible.

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<p>4) Prepare draft policy and other related documents, such as draft Resolution and proposed Retirement Board by-laws, and submit the draft policy for consideration under Administrative Procedure 2410- Policy Development Process.</p>	<p>Review and discuss at April or May Retirement Board meeting and take action at May or June Retirement Board meeting.</p> <p>New policy submissions will follow the process outlined in AP 2410. This includes consultation with the District's Planning and Budgeting Council, the Chancellor's Cabinet, and other review as needed prior to submission to the Board of Trustees of the District. The Board of Trustees of the District will hear all Policy materials over at least two separate meetings (unless there are unusual and compelling reasons or legal constraints exist).</p>