

**SONOMA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION  
RETIREMENT BOARD MEETING MINUTES**

Thursday, May 22, 2025

9:08 a.m

Presiding: Travis Balzarini, Chair

Present: Trustees Neil Baker (Alternate – Retiree) Chris Coursey, Amos Eaton, Jared Gonce, Greg Jahn (left at 10:20 a.m.), Erick Roeser, Joe Tambe, Mark Walsh (Vice Chair), and Bob Williamson; Chief Executive Officer Julie Wyne, Assistant CEO/Chief Legal Counsel Cristina Hess, Finance and Retiree Services Manager Cheryl Enold, Administrative Aide Julia Smith, and Senior Office Assistant Andrea Robles

Public comments were solicited prior to the meeting by emailing [Julia.Smith@sonoma-county.org](mailto:Julia.Smith@sonoma-county.org). Members of the public that joined the Zoom meeting via the app or dial in were provided opportunity to submit live public comment for each agenda item after the Board and staff provided their comments.

Chair Balzarini confirmed with Administrative Aide Julia Smith that SCERA had not received any public comment prior to the meeting.

**I. CONSENT CALENDAR**

All agenda items on the Consent calendar will be approved in a single motion unless a Trustee, staff member or member of the public requests separate action on a specific item.

**A. Meeting Minutes**

1. April 17, 2025 – Board Meeting
2. May 8, 2025 – Actuarial Board Meeting

**Recommendation:** Approve the Retirement Board Meeting Minutes of April 17, 2025, and Actuarial Board Meeting Minutes of May 8, 2025.

A motion was made by Trustee Eaton, seconded by Trustee Williamson, to approve the Retirement Board Meeting Minutes from April 17, 2025, and the Actuarial Board Meeting Minutes from May 8, 2025. The motion carried 9-0-0-0 with voting as follows:

Mr. Balzarini	Aye
Mr. Coursey	Aye
Mr. Eaton	Aye
Mr. Gonce	Aye
Mr. Jahn	Aye
Mr. Roeser	Aye

Mr. Tambe           Aye  
Mr. Walsh           Aye  
Mr. Williamson   Aye

The Board of Retirement moved into Executive Session and closed the meeting to all attendees who were not necessary for the determination of a disability retirement. Those attendees physically exited the Board room and/or were placed in the virtual Zoom lobby by the host and neither heard nor saw the meeting. All meeting attendees were re-admitted to the meeting when the Board returned to open session.

## II. EXECUTIVE SESSION

- A. Executive Session. Meeting closed pursuant to Government Code section 54957(b) to consider the employment status and evaluation of performance of a SCERA member or members as concerns eligibility for a disability retirement.

Disability Committee Chair Williamson reported on recommendations made by the Committee at the May 22, 2025, meeting:

Disability Applications:

1. REYNALDO BASURTO, Sheriff's Sergeant filed 11/26/24 for a service connected disability retirement.

A motion was made by Trustee Eaton, seconded by Trustee Williamson, to grant the application of Reynaldo Basurto, Sheriff's Sergeant, for a service-connected disability retirement. The motion carried 9-0-0-0 with voting as follows:

Mr. Balzarini   Aye  
Mr. Coursey     Aye  
Mr. Eaton       Aye  
Mr. Gonce       Aye  
Mr. Jahn          Aye  
Mr. Roeser       Aye  
Mr. Tambe        Aye  
Mr. Walsh        Aye  
Mr. Williamson  Aye

2. BILLY SMITH, Correctional Deputy II filed 12/10/24 for a service connected disability retirement.

A motion was made by Trustee Tambe, seconded by Trustee Gonce, to grant the application of Billy Smith, Correctional Deputy II, for a service-connected disability retirement. The motion carried 9-0-0-0 with voting as follows:

Mr. Balzarini	Aye
Mr. Coursey	Aye
Mr. Eaton	Aye
Mr. Gonce	Aye
Mr. Jahn	Aye
Mr. Roeser	Aye
Mr. Tambe	Aye
Mr. Walsh	Aye
Mr. Williamson	Aye

3. MICHAEL KABANUCK, Juvenile Correctional Counselor III filed 12/18/24 for a service connected disability retirement. Consideration under Government Code Section 31724 (date allowance becomes effective) and 31725.65 (reemployment plan) is requested.

A motion was made by Trustee Eaton, seconded by Trustee Williamson, to grant the application of Michael Kabanuck, Juvenile Correctional Counselor III, for a service-connected disability retirement and to send the matter of consideration under Government Code Sections 31724 and 31725.65 back to staff for further development. The motion carried 9-0-0-0 with voting as follows:

Mr. Balzarini	Aye
Mr. Coursey	Aye
Mr. Eaton	Aye
Mr. Gonce	Aye
Mr. Jahn	Aye
Mr. Roeser	Aye
Mr. Tambe	Aye
Mr. Walsh	Aye
Mr. Williamson	Aye

The Board of Retirement moved out of Executive Session and reopened the meeting to all attendees that were placed in the lobby during the closed session period.

### III. EXECUTIVE SESSION REPORT OUT

Chair Balzarini reported the Board unanimously granted the service connected disability applications of Reynaldo Basurto, Sheriff's Sergeant; Billy Smith, Correctional Deputy II; and Michael Kabanuck, Juvenile Correctional Counselor II and to send the issue of consideration under Government Code Sections 31724 and 31725.65 back to staff for further development.

#### IV. REGULAR CALENDAR

- A. Internal Revenue Code section 401(a)(9) Minimum Required Distributions Regulation review

**Recommendation:** Approve amendments to the IRC section 401(a)(9) Minimum Required Distributions Regulation.

This matter will be considered at the June 19, 2025, Retirement Board meeting due to the inadvertent failure to include the redline version of policy changes in the Board materials for this meeting.

- B. Wire Transfer Policy review

Assistant CEO/Chief Legal Counsel Cristina Hess summarized the proposed changes to the Wire Transfer Policy to add more safeguards. Trustees requested a telephone confirmation process be added for further security and that eCFM be defined.

**Recommendation:** Approve amendments to the Wire Transfer Policy.

A motion was made by Trustee Tambe, seconded by Trustee Roeser, to approve amendments to the Wire Transfer Policy, with the addition of a telephone confirmation process and definition. The motion carried 9-0-0-0 with voting as follows:

Mr. Balzarini	Aye
Mr. Coursey	Aye
Mr. Eaton	Aye
Mr. Gonce	Aye
Mr. Jahn	Aye
Mr. Roeser	Aye
Mr. Tambe	Aye
Mr. Walsh	Aye
Mr. Williamson	Aye

- C. Administrative Electronic Payments Policy

Ms. Hess presented the Administrative Electronic Payments Policy indicating that it was a new policy to address payments made to SCERA vendors, as distinguished from wire transfer payments made through State Street. Trustees requested a telephone confirmation process be added for additional security and that ACH be defined.

**Recommendation:** Adopt the Administrative Electronic Payments Policy.

A motion was made by Trustee Williamson, seconded by Trustee Roeser, to adopt the Administrative Electronic Payments Policy, with the addition of a telephone confirmation process and definition. The motion carried 9-0-0-0 with voting as follows:

Mr. Balzarini	Aye
Mr. Coursey	Aye
Mr. Eaton	Aye
Mr. Gonce	Aye
Mr. Jahn	Aye
Mr. Roeser	Aye
Mr. Tambe	Aye
Mr. Walsh	Aye
Mr. Williamson	Aye

D. Personnel Plan

Ms. Wyne presented the personnel plan outlining the need for two additional positions consisting of a Compliance Officer and a Staff Attorney, noting that the Compliance Officer would be a member of the management team and work closely with them to establish a risk assessment and assess the effectiveness of SCERA's internal controls. Ms. Wyne further indicated the Staff Attorney would perform the duties currently being performed, capably, by County Counsel in the areas of disability application processing and hearings, and review of Domestic Relations Orders in addition to many other duties directly relating to benefits administration. Ms. Wyne confirmed the two positions would need to be created and approved, along with the salary ranges, by the Civil Service Commission and that once salary ranges have been assigned by the County's Human Resources Department an Administrative Benefits Committee meeting will be scheduled to discuss them before they are brought to the Civil Service Commission for action.

**Recommendation:** Approve two new position allocations for Staff Attorney and Compliance Officer and delegation of authority to Chief Executive Officer to establish salary ranges for these positions.

A motion was made by Trustee Walsh, seconded by Trustee Jahn, to approve two new position allocations for Staff Attorney and Compliance Officer, and to delegate authority to the Chief Executive Officer to establish salary ranges for these positions through the Administrative Benefits Committee. The motion carried 9-0-0-0 with voting as follows:

Mr. Balzarini	Aye
Mr. Coursey	Aye
Mr. Eaton	Aye
Mr. Gonce	Aye
Mr. Jahn	Aye
Mr. Roeser	Aye
Mr. Tambe	Aye
Mr. Walsh	Aye
Mr. Williamson	Aye

- E. Public session report – *Los Angeles County Employees' Retirement Association vs. County of Los Angeles and the Board of Supervisors of the County of Los Angeles*, Amicus Brief

Ms. Hess reported that SCERA joined with several other county pension systems and filed a joint amicus brief in support of Los Angeles County Employees' Retirement Association's position.

- F. Communications

1. SACRS May 2025 Legislative Report
2. Service Retirements May 2025
3. Murphy, Emma, "Sonoma County government retirees seek first cost of living adjustment in 17 years." Press Democrat, May13, 2025.

- V. Trustee/Staff Training & Conferences

Notify Julia Smith if you plan to attend any future event. Please note, if out of state travel to attend a conference is not approved in the Budget separate approval from the Board must be obtained prior to attending the conference.

- A. SACRS Spring Conference, May 13 to 16, 2025, Omni Rancho Las Palmas Resort, Rancho Mirage, CA. Trustees Baker, Gonce, Eaton and Walsh reported that the conference overall was excellent. Of particular interest was the virtual tour of a farm by Farmland fund manager and the ecological impacts of water recharging, the legislative overview, the breakout sessions, the currency session and why it matters, the personal exploration of the disability retirement process and the actuarial comparison of the SACRS pensions systems to national systems and how well funded the SACRS systems are taking into account policies and assumptions. Ms. Wyne noted the interactions with peers was especially beneficial and she brought back several action items. The Trustees and Ms. Wyne would recommend attendance at future conferences.
- B. CALAPRS Virtual Trustee Roundtable – Risk the Big Bad Wolf, May 30, 2025. Trustee Eaton is planning to attend this virtual event.
- C. SACRS UC Berkeley Program, July 13 to 16, 2025, UC Berkeley Haas School of Business, Berkeley, CA. Trustee Eaton is planning to attend.

- VI. GENERAL DISCUSSION ITEMS

Opportunity was given to advise the Board of new matters and for Trustees to ask questions for clarification, provide information to staff, request staff to report back on a matter or direct staff to place a matter on a subsequent agenda.

There were no general discussion items.

VII. PUBLIC COMMENT

Opportunity was given for public comment on non-agenda items within the jurisdiction of the Retirement Board.

There were no public comments.

VIII. NOTICE OF NEXT MEETINGS

All meetings are held at SCERA in the Board Room at 433 Aviation Boulevard, Suite 100, Santa Rosa, CA, and broadcast via Zoom unless otherwise noted.

Investment Committee

May 29, 2025

8:30 a.m.

Audit Committee

June 12, 2025

9:00 a.m.

Disability Committee

June 19, 2025

8:30 a.m.

Retirement Board

June 19, 2025

9:00 a.m.

IX. ADJOURNMENT

With no further business to conduct, the meeting adjourned at 10:34 a.m.

X. APPROVAL

The above minutes from the May 22, 2025, Retirement Board meeting were approved at the Retirement Board meeting on June 19, 2025.

TRAVIS BALZARINI, CHAIR