

OXNARD UNION HIGH SCHOOL DISTRICT
RETIREE HEALTH BENEFITS TRUST
www.ouhsdrhbt.org

Board MEETING minutes
August 23, 2017– 2:00 P.M.
OXNARD UNION HIGH SCHOOL DISTRICT
BOARD ROOM
220 South “K” Street, Oxnard, California 93030

The Benefits Trust was established as a cooperative organization between The Oxnard Federation of Teachers and School Employees (OFTSE) and the Oxnard Union High School District (OUHSD). The mission of the Trust shall be to financially ensure, through investment of Trust funds and the cooperative efforts of the OFTSE and OUHSD, a comprehensive health and benefits program for every eligible retiree of the OUHSD at the most efficient cost achievable through unity of design, purchase and administration. In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the District Superintendent’s office at least two days before the meeting date.

I. official opening of meeting

The regular Board meeting of the Oxnard Union High School District Retiree Health Benefits Trust was called to order by Board Chair Shawn Near at 2:06PM on August 23, 2017 in the Oxnard Union High School District Board Room at 220 South K Street, Oxnard, California 93030.

Trustee Near reported that Joe Carroll has resigned from the Committee and Steve Dickinson has left the District.

Michael “Sid” Albaugh, OUHSD Assistant Superintendent Business Services was introduced and has been appointed to the Board as an Oxnard Union High School District representative.

Trustees present: Shawn Near, Preston Lanning (Alt), Wes Davis, Dr. Rocky Valles, Patsy Thomas and Michael “Sid” Albaugh

Legal Counsel Present: Anthony Trembley and Laura McAvoy

Guests present: Michael Laven and Jason Levey (Canterbury) and several members of the public

II. pledge of allegiance

Trustee Valles led the Pledge of Allegiance

III. adoption of agenda

Upon motion of Trustee Albaugh, seconded by Trustee Valles, the Board on a 6-0 vote adopted the agenda, as presented.

IV. audience to address board of trustees concerning any agenda items: *Those persons wishing to address the Board may do so at this time. Individual presentations are limited to three (3) minutes each, or in the case of a group of people speaking on a specific item, ten (10) minutes will be permitted.*

Dr. Gary Davis presented as a retiree and expressed his concerns regarding the nature of the Board’s Closed Session agenda items and asked the Board to maintain transparency through the Agenda process.

V. CONSENT agenda items:

Upon motion of Trustee Albaugh, seconded by Trustee Thomas, the Board on a 6-0 vote approved the May 18, 2017 minutes:

a. Approval of Meeting Minutes:

i. May 18, 2017 Regular Meeting

Upon motion of Trustee Albaugh, seconded by Trustee Valles, the Board on a 6-0 vote approved the current invoices:

- b. Consideration of Approval of Current Invoices: Walthall Enterprises, Inc. Invoice #021ouhsdrhbt for \$150; Canterbury Consulting, Incorporated, Inv. #I-21456-F9Z5 for \$17,924.98; Musick, Peeler & Garrett LLP Invoice # 305988 for \$285.20, Invoice #306939 for \$2,990.80 and Invoice#308435 for \$165.80; Vance, Thrift and Biller LLP Invoice #58551 for \$800; and Tolman & Wiker Invoice #1362405 for \$8,511, Invoice#1362407 for \$1,133 and Invoices 132403 and 1362406 for \$791

VI. Items for discussion/possible action by the board

The Board combined Item VI. a. and VII. b.

- a. Trust Investment Assets—Rebalancing, Diversification, Purchase or Sale of Investments, Potential Change(s) to Allocations, and/or Change(s) of Managers

Michael Laven presented the investment performance review information item together with this item. The portfolio has outperformed 76% of the peer group in the last decade. Overall, the portfolio has performed well due to the longtime allocation policy. Canterbury did not make any recommendations for current changes and no action was taken. A discussion regarding asset reallocation occurred and Trustee Albaugh asked Canterbury to make a presentation regarding reallocation at the next Board meeting. Canterbury agreed it will make an asset allocation presentation at the next meeting.

Upon motion of Trustee Albaugh, seconded by Trustee Valles, the Board on a 6-0 vote approved receipt of the information, as presented.

- b. Confirmation Vote—Michael “Sid” Albaugh as Board Co-Chair

Upon motion of Trustee Davis, seconded by Trustee Valles, the Board on a 6-0 vote approved Trustee Albaugh as the RHBT Co-Chair.

The procedure for nominating Chair and Co-Chairs was discussed. Mr. Trembley reviewed the May 2017 minutes during which meeting the Committee approved Trustee Near to Chair for the remainder of 2017, and approved Co-Chair Trustee Valles until the new CBO is appointed.

- c. Appointment of New Board Secretary

Upon motion of Trustee Near, seconded by Trustee Thomas, the Board on a 6-0 vote approved Sylvia Abu-Aita as the Board of Trustee Secretary.

- d. Resolution No. 2017-02: Resolution Approving Signatories And Confirming Procedures For Expenditure And Transfer Of Funds From Trust Checking Account (Update)--City National Bank

Upon motion of Trustee Davis, seconded by Trustee Near, the Board on a 6-0 vote approved Resolution No. 2017-02, as presented.

- e. Resolution No. 2017-03: Authorization of Chair and Co-Chair As Authorized Signatories For Trust Investment Custody Account(Update)--U.S. Bank

Upon motion of Trustee Davis, seconded by Trustee Lanning, the Board on a 6-0 vote approved Resolution No. 2017-03, as presented.

- f. Setting of Future Board Meeting Dates/Times:

- i. Regular – Thursday, December 7, 2017 at 2:30pm
- ii. Tentative – Wednesday, February 7, 2017 at 2:00 pm (tentative)

VII. INFORMATION ITEMS

- a. Canterbury Consulting Investment Performance Review—June 30, 2017 (Second Quarter 2017) and July 31, 2017

Michael Laven and Jason Levey presented the performance review information item in conjunction with item VI a.

- b. City National Bank Checking Account Statements (May 31, 2017; June 30, 2017; and July 31, 2017)

The Board reviewed these items.

- c. US Bank Investment Statements (April 30, 2017; May 31, 2017; June 30, 2017; and July 31, 2017)

The Board reviewed these items.

- d. Trust Financial Statements – Vance, Thrift and Biller (March 31, 2017)

Mr. Trembley reviewed the statements and reported that the Trust's longtime accountant, Patty Emerick, has retired and Ms. Andrea Rodriguez, CPA (also with Vance, Thrift and Biller) has taken over.

The Board reviewed these items.

- e. Recent Check Authorization Forms

The Board reviewed these items.

Mr. Trembley reported this will be his last regular meeting at the Trust. He will be retiring from full-time law practice. Mr. Trembley thanked the Board. His colleague, Laura McAvoy of Musick, Peeler & Garrett will be representing the Trust.

VIII. CLOSED SESSION

- a. Conference with Legal Counsel: Anticipated Litigation. Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): one case [Utilization of Trust assets].
- b. Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): one case [Utilization of Trust assets].

IX. Reconvene into open session [Government code section 54957.7]

The Board met in Closed Session from 3:41pm to 4:50 pm. There was no action to report.

X. items for future consideration

- a. *Review of Investment Policy*

XI. future meetings: Thursday, December 7, 2017 at 2:30 pm

XII. adjournment

Upon motion of Trustee Davis, seconded by Trustee Valles, the Board on a 6-0 vote approved the meeting was adjourned at 4:50 pm.