




CITY AND COUNTY OF SAN FRANCISCO
RETIREE HEALTH CARE TRUST FUND BOARD

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RETIREE HEALTH CARE TRUST FUND
BOARD CALENDAR SHEET
Board Meeting of August 7, 2017

TO: Retiree Health Care Trust Fund Board

FROM: Caryn Bortnick 
SFERS Deputy Executive Director

DATE: August 7, 2017

Agenda Item

Transition Update.

Background

The Administration of the Retiree Health Care Trust Fund ("RHCTF") was transferred from the San Francisco Controller to the Executive Director of the San Francisco Employees' Retirement System ("SFERS") on July 1, 2017 pursuant to Resolution 2017-01. This Memorandum provides a brief update regarding the transition.

Staff

As a result of the change in Administration, Mr. Huish has designated the following staff to work on RHCTF matters as appropriate. Caryn Bortnick, SFERS Deputy Executive Director, has replaced Michelle Allersma, Controller's Office, as the principal staff person assigned to RHCTF business. Sofia Millham, SFERS Senior Management Assistant, has replaced Maura Lane, Controller's Office, as RHCTF Board Secretary. Ms. Millham will work with Board Members to coordinate Board member educational travel and reimbursements. Bill Coaker, SFERS Chief Investment Officer, is the principal staff person providing investment advice and support to the Board and will work with the Board's consultant, Meketa. SFERS accounting staff has taken over from the Controller's Office the day-to day accounting functions for the RHCTF. SFERS IT staff is working with staff from the Controller's Office and DTIS to transfer maintenance of the RHCTF website to SFERS.

Transfer of RHCTF business

Staff from the Controller's Office transferred to SFERS custody of all documents and files created for the RHCTF to date. SFERS staff are currently reviewing them to determine if any need to be updated.

The RHCTF custodian and investment managers were provided with Resolutions 2017-01, 2017-02, 2017-03, and 2017-04, which identified SFERS staff members authorized to conduct business and investment transactions on behalf of the Trust.

The Controller's Office staff worked with Northern Trust to complete the monthly transfer of contributions to Northern Trust. SFERS staff will assume this function going forward. The Controller's Office staff worked with Meketa and the investment managers to forward rebalancing instructions. SFERS staff will work with Meketa and the investment managers going forward.

For the fiscal year ending June 30, 2017, the Controller's Office will handle year end closing activities on behalf of the RHCTF. SFERS will assume those activities beginning with the current fiscal year. The GASB valuation will continue to be conducted through the Controller's Office because it holds the contract with the actuary, Cheiron.

Mr. Coaker will provide a more detailed update regarding the investment transition in a separate agenda item.

Recommendation

This is a discussion item only.