



NOTICE OF PUBLIC MEETING

To: Internal Governance Committee:
Joan Clendenin, Chair
Sam Sharpe, Trustee
Donna Riley, Trustee

From: Rick Santos, Executive Director

SUBJECT: StanCERA INTERNAL GOVERNANCE COMMITTEE

The Internal Governance Committee will meet at 10:00 AM, Wednesday, June 14, 2017.

The Committee will meet in the Conference Room at StanCERA's Office, located at 832 12th Street, Suite 600, 6th Floor, Modesto.

AGENDA

1. New Travel Policy [View](#)
2. Stanislaus County Executive Summary of StanCERA Purchasing Card Audit



June 14, 2017

Internal Governance Committee Agenda Item

TO: Internal Governance Committee

FROM: Natalie Elliott, Interim Fiscal Services Manager

I. SUBJECT: Travel Policy

II. ITEM NUMBER: 1

III. ITEM TYPE: Discussion and Action

IV. STAFF RECOMMENDATION: Approve the draft Travel Policy and direct staff to bring to the Board for final adoption.

ANALYSIS: An operations audit completed in 2010 recommended several policies be adopted in order to maintain efficient consistent business practices. StanCERA has many policies, adopted at different times, without any standardization. As part of the current Strategic Plan, staff is to review and standardize internal and external communication. This review identified the potential need to implement the following policy.

- a. Travel Policy – StanCERA's travel policy was added as part of the bylaws in 2015. This policy while adequate does not accurately reflect the needs and business practices of StanCERA. A detailed policy provides clear direction to Board, staff and auditors. This travel policy recognizes that given the complexity of the fund, it is not beyond possibilities that travel out side of the United States, may be appropriate. The policy formalizes a list of appropriate educational opportunities, identifies how travel must be documented and how it will be reimbursed.

V. RISK: None

VI. STRATEGIC PLAN: Strategic Objective IV: Refine StanCERA's business and policy practices in ways that enhance stakeholder awareness, the delivery of member services and the ability of the Organization to administer the System effectively and efficiently.

VII. ADMINISTRATIVE BUDGET IMPACT: None

Natalie Elliott, Interim Fiscal Services Manager

Rick Santos, Executive Director