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Date: November 5, 2020

TO: MEMBERS, BOARD OF DIRECTORS

I. AGENDA ITEM # AND TITLE:	Open Agenda Item 3d – Review and Approval of Board and Committee Agenda Items for 2021
II. NAME AND PROGRAM:	Hilda Padua, Board Liaison – Executive Office
III. ACTIVITY:	<input type="checkbox"/> Informational <input type="checkbox"/> Request for Direction <input checked="" type="checkbox"/> Action Proposed <input type="checkbox"/> Exploratory
IV. JUSTIFICATION:	<input checked="" type="checkbox"/> Standard/Required Item <input type="checkbox"/> Board Request – New Item <input type="checkbox"/> New Topic from Staff

V. EXECUTIVE SUMMARY:

It is a useful practice to construct a board agenda for the year ahead (annual calendar) indicating the substantive items to be addressed for each meeting, yet providing flexibility to consider other issues as they arise.

Part of the Board process is to set-up the annual calendar of agenda items for Board and Committee meetings, to be presented and approved at every November meeting.

Normally the four meetings are set for February, May, August and November with an April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2021 the first meeting is February.

VI. ANALYSIS:

The annual agenda provides a useful starting point to ensure that all the standing items and key issues will be covered throughout the year, and leaves room for ongoing changes and flexibility. Moreover, it indicates when each key topic is coming up for discussion, which can be used in the preparation of Board information.

As the year progresses, and the annual agenda is translated into a series of meeting agendas, the annual agenda should be reviewed and appropriate modifications should be made to ensure that the individual agendas are as useful as possible.

The staff recommends changes as follows:

- Audit Committee Agenda – remove Special Investigation Unit (SIU) One-Way Communication Updates

- Governance Committee Agenda – add Loss Prevention Strategic Plan Update. This is in response to the recommendation made at the February 2020 Board meeting to, at least for one year, have regular updates presented at the Governance Committee meetings, and have Governance oversee the Loss Prevention Strategic Plan during the transition. Governance Chair will then prepare a report out to the full Board as with other topics discussed during Closed session.
- Board Agenda – remove Loss Prevention Strategic Plan (see above justification)

VII. RECOMMENDATION:

To approve the attached Board and Committee 2021 agenda items as presented.

2021 Audit Committee Substantive Agenda Items				
<u>Standing Items</u>	Feb	May	Aug	Nov
Report of External Auditor	X	X	X	X
Report on Completed Audits	X	X	X	X
Quarterly Internal Audit Report	X	X	X	X
Update on Personnel Investigations	X	X	X	X
Update on Pension and Other Post Employment Benefits (OPEB) - if needed	X	X	X	X
<i>*Special Investigation Unit Update (one-way communication, unless presentation is requested)</i>	X	X	X	X
Audit Considerations Related to the Strategic Plan	X	X	X	X
Report to the Board	X	X	X	X
<u>Audit Topics</u>	Feb	May	Aug	Nov
Model Audit Rule (MAR)	X	X		X
Review of Internal Audit Charter and Compliance with International Internal Audit Standards		X		
Review of Audit Committee Charter		X		
Review and Approval of Revised Internal Audit Plan			X	
Review and Approval of 2022-2024 Audit Plan				X
Ratification of Engagement of External Auditor for 2022 Audit			X	
Report of External Auditor: 2021 Audit Plan				X
Review and Approval of 2022 Audit Committee Agenda and Schedule				X
Total Substantive Items	9	11	10	12

Note: Normally the 4 meetings are set for February, May, August & November with an April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2021 the first meeting is in February.

**Recommendation - remove from the Annual Audit Agenda*

2021 Investment and Risk Committee Substantive Agenda Items				
<u>Standing Items</u>	Feb	May	Aug	Nov
Enterprise Risk Management Update	X	X	X	X
Risk Considerations Related to the Strategic Plan	X	X	X	X
Update on CyberRisk	X	X	X	X
Update on Security Plan	X	X	X	X
Approval of Investment Transactions	X	X	X	X
Market Outlook/Economic Update	X	X	X	X
Portfolio Performance Results	X	X	X	X
Investment Manager's Investment Strategy	X	X	X	X
Financial and Investment Considerations related to the Strategic Plan	X	X	X	X
Report on Investment Audits <i>(if applies)</i>	X	X	X	X
Legislation Affecting the Portfolio <i>(if applies)</i>	X	X	X	X
State Fund Pension Obligations and Profitability	X	X	X	X
Report to the Board	X	X	X	X
<u>Investment and Risk Topics</u>	Feb	May	Aug	Nov
Annual Review of Charter		X		
Report on Critical Vendor Lists		X		X
Insurance and Reinsurance Strategy			X	
Report on Bank Accounts and Cash Management Holdings - (Preread)		X		
Report on Long-term Investment Holdings Held by the State Treasurer's Office - (Preread)		X		
Annual Review of Investment Manager's Performance, Services and Results		X		
Investment Benchmarks		X		
Peer Analysis on 2020 Investment Results - (Preread)			X	
Review of Investment Policy Statement and Guidelines (includes Benchmark)				X
Environmental, Social, and Governance (ESG) Investments	X	X	X	X
Review and Approval of 2022 Investment and Risk Agenda and Schedule				X
Total Substantive Items	14	20	16	17

Note: Normally the 4 meetings are set for February, May, August & November with an April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2021 the first meeting is in February. **No recommended changes.**

2021 Governance Committee Substantive Agenda Items				
<u>Standing Items</u>	Feb	May	Aug	Nov
Governance and Compliance Update (preread)	X	X	X	X
Update on Key Corporate Policies (preread unless action required)	X	X	X	X
Board Continuing Education (if applies)	X	X	X	X
Board Member Upcoming Speeches or Articles (preread)	X	X	X	X
Governance Considerations Related to the Strategic Plan	X	X	X	X
Governance Considerations Related to CDI Triennial Audit (if applies)	X	X	X	X
Enterprise Procurement Strategic Plan Update (if applies)	X	X	X	X
Report to the Board	X	X	X	X
*Loss Prevention Strategic Plan Update	X	X	X	X
<u>Governance Topics</u>	Feb	May	Aug	Nov
Performance Award Program	X			X
Review and Approval of Board Committee Assignments for 2022 (preread)				X
Review of Corporate Governance documents (preread unless action required): Code of Conduct/Conflict of Interest (mandated annual review); State Fund By-Laws (annual); Annual Review of Committee Charter; Charter of Audit and Risk and Investment Committees (as requested); Review of Board Delegated Authority and Approval Levels (annual)		X		
Compliance Training/Integrity in Action Hotline		X		
Reporting Obligations Compliance (annually)		X		
Planning for Board Strategic Meeting		X		
Review of Senior Management Succession Plans	X		X	
Specialized Governance Continuing Education			X	
Approval of 2022 Board and Committee Meeting Schedule and Location (preread)				X
Review and Approval of 2022 Agenda Board and Committee Agendas (preread)				X
Review and Approval of President and Executive Leadership 2021 Performance Against Plan; Long-Term Incentive Plan; and 2022 Executive Compensation	X			X
Preliminary Review of President 2022 Performance Objectives				X
Total Substantive Items	12	13	11	15

Note: Normally the 4 meetings are set for February, May, August & November with an April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2021 the first meeting is in February.

**Recommendation - add Loss Prevention Strategic Plan Update. This is in response to the recommendation made at the February 2020 Board meeting to, at least for one year, regular updates presented at the Governance meetings, and have Governance oversee the Loss Prevention Strategic Plan during the transition. Governance Chair will then prepare a report out to the full Board as with other topics discussed during Closed session.*

2021 Board of Directors Substantive Agenda Items							
Standing Items (OPEN)	Jan (if needed)	Feb	April	May	Aug	Nov	
Consent Calendar: Approve Minutes, Pre-Approved Board Continuing Education, Travel Expense Reimbursement, Retirement Resolutions, Renewal of Expiring Insurance; Ratification of Appointments		X		X	X	X	
Personnel Matters		X		X	X	X	
Financial Update (2020 Financial Statement, 2021 Quarterly reports) (pre-read)		X		X	X	X	
Legislation Report (read only)		X		X	X	X	
President's Report		X		X	X	X	
Committee Reports		X		X	X	X	
Chairperson's Report		X		X	X	X	
Board Member Reports		X		X	X	X	
Standing Items (CLOSED)	Jan (if needed)	Feb	April	May	Aug	Nov	
Pending and Potential Litigation		X		X	X	X	
Significant Open Audits Report and Fraud Litigation Report		X		X	X	X	
Board Considerations Related to the Strategic Plan		X		X	X	X	
Risk Considerations Related to the Strategic Plan		X		X	X	X	
**Safety and Loss Prevention Considerations Related to the Strategic Plan		X		X	X	X	
Governance Considerations Related to the Strategic Plan		X		X	X	X	
Financial and Investment Considerations Related to the Strategic Plan		X		X	X	X	
General Topics	Jan (if needed)	Feb	April	May	Aug	Nov	
Financials, Investments, Underwriting & Pricing							
Investments Portfolio Benchmark and Mgmt of Investment		X					
Loss and Loss Adjustment Expense Reserves		X					
Independent Auditors Report (EY)				X			
Independent Actuarial Reserves Report and Statement of Actuarial Opinion				X			
Review and Approval of Rate Filing		X		X	X	X	
Annual Dividend Evaluation		X		X	X	X	
Strategic Plan							
Update on 2021 Strategic Plan	X	X	X	X	X	X	
2022-2024 Pre-Strategic Planning				X	X		
Approval of 2022 Strategic Plan							X
Operational Effectiveness* (Quarterly Update: One-Way Communication)							
Claims		X		X	X	X	
Workplace Safety and Loss Prevention		X		X	X	X	
Information Technology		X		X	X	X	
Legislation		X		X	X	X	
Special Investigation Unit (SIU)		X		X	X	X	
Other Corporate Programs (if requested)		X		X	X	X	
Personnel Matters							
Review and Approval of 2021 Performance Awards							X
Review and Approval of 2021 President and Executive Leadership Performance Against Plans							X
Review and Approval of 2021 Exempt Executives Compensation and Long-Term Incentive Plan (LTIP)							X
Review and Approval of President and Executive Leadership 2022 Performance Objectives							X
Staffing Leadership & Succession Planning		X		X	X		
Engagement Survey							X
Preliminary Review of President's 2022 Performance Objectives							X
Governance							
Enterprise Procurement Strategic Plan Update		X		X	X	X	
Board Strategic Planning Agenda				X			
Review of Corporate Governance documents (preread unless action required); Code of Conduct/Conflict of Interest (mandated annual review); State Fund By-Laws (annual); Annual Review of Committee Charter; Charter of Audit and Investment Committees (as requested); Review of Board Delegated Authority and Approval Levels (annual); Board Member Education and Travel Expense Reimbursement Policy (annual)				X			
Insurance & Reinsurance Strategy					X	X	
Approval of Amendments to Key Corporate Policies		X		X		X	
Review and Approval of 2022 Agenda and Schedule							X
Review and Approval of Board Committee Assignments for 2022							X
Risk							
Update on Security Plan (including Cyber Risk) - part of Chair report out to the Board		X		X	X	X	
Enterprise Risk Management				X		X	
Continuing Education							
Board Continuing Education 2021			X				
CA Economy & WC Market		X			X	X	
Current or Emerging WC Issues							X
Total Substantive Items	1	31	2	34	30	40	

*Updates will be sent as one-way communication to the Board. However, there is a placeholder on the Board agenda to allow for Board discussion, if needed.

Note: Normally the 4 meetings are set for February, May, August & November with an April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2021 the first meeting is in February.

****Recommendation - remove from Board agenda. Oversight has been delegated to the Governance Committee. The staff will provide regular updates to the Governance Committee. The Governance Chair will then prepare a report out to the full Board, as with other topics discussed during Closed session.**