

VEBA ADVISORY COMMITTEE
SPECIAL MEETING

Patrick Chung
Elsa Cordova
Ben Lam
Farheen Sultana
VACANT

Firefighter Representative
City Manager's Representative
Police Representative
Employee's Representative
Employees' Representative

AGENDA

3:00 P.M.

October 15, 2018

City Hall, Tower-550

The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public. The City Code of Ethics may be viewed on-line at

<http://ca-sanjose.civicplus.com/DocumentCenter/View/1549>

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection in the Human Resources Department, at San José City Hall, 200 E. Santa Clara Street, 4th Floor, San José, CA 95113 at the same time that the public records are distributed or made available to the legislative body.

SPECIAL MEETING

ANNOUNCEMENTS

1. Oath of Office
2. Meeting Purpose and Outcomes
 - a. Introduction to VEBA Plans
 - b. Review committee roles, responsibilities, and schedule
3. Reminder of Committee vacancy

APPROVAL OF MINUTES

1. No Minutes

INFORMATION and TRAINING ITEMS

1. **[Boards and Commissions Training](#)** – Toni Taber, City Clerk
 - a. **[California Brown Act](#)** Opening Meeting law
 - b. **[Council Policy 0-4](#)**

To request an accommodation or alternative format for City-sponsored meetings, events or printed materials, please call Human Resources at 408-535-1285 as soon as possible, but at least three business days before the meeting.

NOTE: If you have any questions or concerns, please call Amy Morton at (408) 975-1425.



- 1) Roles & Responsibilities of a Board Member and Commissioners
- c. Parliamentary Procedures
 - 1) Order and Decorum
 - 2) [Rosenberg's Rules of Orders](#)
 - 3) [Rosenberg's Rules of Order Cheat Sheet](#)
 - 4) [Rosenberg's Rules of Order Chair Script](#)
- d. San José [Municipal Code 2.08](#)
 - 1) Attendance
 - 2) Code of Conduct
- e. [City Policy 1.2.2 Gift Policy](#)
- f. [Statement and Declaration of Conflict of Interest Form](#)
- g. AB1234 Ethics Training and AB1661 Sexual Harassment & Discrimination Training Requirements
- h. [Form 700 and Family Gift Report Requirements](#)
2. TASC (VEBA Third Party Administrator/TPA) [Sworn and Federated Contract](#) Extension - Staff
3. The following items are being provided for the committee's review and discussion at the December meeting:
 - a. [Fiduciary Overview](#)
 - b. Settlement Framework: [Federated](#), [Sworn](#)
 - c. Municipal [Code 3.57 Sworn](#) and [3.58 Federated](#)
 - d. [Resolution](#) pertaining to Committee selection and terms
 - e. Ordinances: [Federated 30017](#), [Sworn 29879](#)
 - f. [Side Letter Agreement](#)
 - g. Review example documents from Deferred Compensation Advisory Committee
 - 1) [Investment Policy](#)
 - 2) [Rules of Order](#)

DISCUSSION/ACTION ITEMS

1. Discuss and adopt meeting schedule and agenda topics for the next meeting
 - a. Review and accept Staff recommendation to hold regular meetings on the 3rd Monday of the last month of each calendar quarter, starting with a special meeting on Monday, December 10, 2018 at 1:30pm. —Staff
 - b. Review and discuss [proposed December agenda items](#)

NEXT MEETING*

Next Special Committee Meeting, December 10, 2018, City Hall, TBD, 1:30 p.m.

**Please refer to Item 1 above for potential change of date pending VAC approval.*

OPEN FORUM/PUBLIC COMMENT

ADJOURNMENT

