

MINUTES OF THE MEETING OF  
THE GOVERNING BOARD  
OF THE COLORADO COUNTY OFFICIALS AND  
EMPLOYEES RETIREMENT ASSOCIATION

The Monthly Meeting of the Governing Board of the Colorado County Officials and Employees Retirement Association (CCOERA) was held at 9:00 a.m. on the 22nd day of June 2018 by teleconference.

The following were present at the Meeting:

Tim Kauffman, Board Member  
Leroy Mauch, Board Member  
Lucas Hale, Board Member  
Tobe Allumbaugh, Board Member  
Marv Tuttle, Interim Executive Director  
Tim Mullen, Chief Financial Officer  
Ed Krisor, Legal Counsel

Board Members Bjorklund, Vargo and Ruff were not present.

Rob Spangler of Leading Associations also participated in the Meeting as a contract relationship of CCOERA.

Lucas Hale called the Meeting to order.

Tim Kauffman made a Motion to approve the Minutes of May 18, 2018. Leroy Mauch seconded the Motion and the Motion was passed unanimously.

Marv Tuttle provided his Interim Executive Director report which included an update on the 2018 election, CCOERA's 50<sup>th</sup> anniversary and the CCI Conference held in Keystone. Mr. Tuttle also discussed the upcoming Board Planning Session to be held on August 16<sup>th</sup> & 17<sup>th</sup> at the Hilton Garden Inn.

Tim Mullen was next with the Audit Engagement Letter from EKS&H for the year ended June 30, 2018.

Leroy Mauch made a Motion to accept the Audit Engagement Letter from EKS&H for the year ended June 30, 2018. The Motion was seconded by Tobe Allumbaugh and the Motion passed unanimously.

Tim Mullen continued with a review of the March 31, 2018 financials. Upon request from the May board meeting, the board discussed a potential fee waiver for participants. Tim Mullen offered background and research for the board's consideration. The board declined to take action on a fee waiver at this time.

Next, the Interim Executive Director and Association Attorney led a discussion on the proposed CCOERA Board Attendance Policy.

#### **Chapter 4: BOARD AND STAFF MANAGEMENT AND ETHICS POLICIES**

**4.1 Board Meetings.** The Board has regular meetings at least once per quarter, and holds special meetings as necessary.

All meetings are posted at CCOERA headquarters in conformance with the Colorado Open Records law. A meeting is defined to include any statutory Meeting as specified in C.R.S.

All members of the Board are expected to attend all regular meetings. Attendance at any scheduled meeting constitutes a waiver of any objection regarding notice.

It is the policy of the CCOERA Board that CCOERA board members must attend meetings to maintain governance continuity, to be fully informed about the issues on which they will vote, and to meet their responsibility to contribute to the decisions the Board is required to make.

If a board member will be absent from all or part of any meeting, the board member is expected to contact the board chair or the executive director as soon as the need to be absent is known. If a board member is absent from three (3) consecutive board meetings, the board chair will inform the board and ask the board for deliberation and discussion on potential action. When a board member is absent from two (2) consecutive board meetings, the board chair will contact the board member and remind the board member of this meeting attendance policy.

An Agenda and related materials are circulated to Board members one week in advance of the meeting. Board members are to review the materials prior to the Board meeting.

A Motion was made by Tim Kauffman and seconded by Leroy Mauch to adopt the proposed CCOERA Board Attendance Policy. The Motion was passed unanimously.

It was noted CCOERA's Board Vice-Chair will be elected at the August meeting.

Credit card expenses and expense reports were discussed and approved.

The next meeting will be held at the Hilton Garden Inn on August 17, 2018.

A motion was made at 10:21 a.m. by Tim Kauffman to hold an Executive Session pursuant to 24-6-402 (4)(f)(I) C.R.S. for staff personnel matters. The Motion was seconded by Leroy Mauch and the Motion passed unanimously. The Executive Session concluded at 10:37 a.m.

Following that Executive Session, a motion was made at 10:39 a.m. by Tim Kauffman to hold an Executive Session pursuant to 24-6-402 (4)(b) C.R.S. for the purpose of discussion with and to receive legal advice from CCOERA's legal counsel regarding a currently pending matter before the EEOC. The Motion was seconded by Leroy Mauch and the Motion passed unanimously. The Executive Session concluded at 10:53 a.m.