

**MINUTES OF THE NEW MEXICO
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION
AUDIT & BUDGET COMMITTEE MEETING**

August 9, 2016

This meeting of the Public Employees Retirement Board Audit & Budget Committee was called to order by Chair Dan Mayfield at approximately 11:55 a.m. on the above-cited date in the PERA Building, Senator Fabian Chavez, Jr. Board Room, 33 Plaza La Prensa, Santa Fe, New Mexico.

Roll was called by Executive Director Wayne Propst and a quorum was established with the following members present:

Members Present:

Dan Mayfield, Chair
John Reynolds, Vice Chair
James Maxon
Jackie Kohlasch

Member(s) Absent:

Tim Eichenberg
Brad Winter

Other Member(s) Present:

Patty French
Dan Esquibel
Paula Fisher
Loretta Naranjo Lopez
John Melia
Cathy Townes

Staff Members Present:

Wayne Propst, Executive Director
Susan Pittard, Chief of Staff-General Counsel
Jon Grabel, Chief Investment Officer
Greg Trujillo, Deputy Director/Chief Information Officer
Karen Risku, Deputy General Counsel
David Dana, Assistant General Counsel
Renada Peery-Galon, ASAD Director
Theresa Storey, Financial Coordinator
Jude Perez, Deputy CIO
Karyn Lujan, Deferred Compensation Plan Manager
LeAnne Larrañaga-Ruffy, Director of Equity
Kristin Varela, Portfolio Manager
Emily Lopez, Financial Specialist
Christine Ortega, Portfolio Manager

2. APPROVAL OF AGENDA

Ms. Kohlasch moved to approve the agenda as presented. Her motion was seconded by Mr. Reynolds and passed by unanimous voice vote.

3. APPROVAL OF CONSENT AGENDA

Mr. Maxon moved to approve the consent agenda. Mr. Reynolds seconded and the motion passed by unanimous voice vote.

4. CURRENT BUSINESS

A. PERA Travel Presentation

Chair Mayfield introduced this item by thanking Ms. Peery-Galon for the excellent preparation of the material.

Renada Peery-Galon, Administrative Services Director, said it is the policy of the PERA to approve and reimburse employees' and public officers' travel in accordance with the Per Diem and Mileage Act, Sections 10-8-1 et seq. NMSA 1978 and 2.42.2 NMAC. All staff and Board member are responsible for completion of a travel form, "Staff/Board Travel," before any travel can be approved or taken. The travel form must be approved and submitted to ASD for processing to ensure that there is sufficient budget in place. ASD reviews and prepares the appropriate documentation.

Theresa Storey, PERA Financial Coordinator, discussed travel advances which need to be submitted to DFA two weeks prior to travel. These are available and can be up to 80 percent of per diem rates and mileage costs or 80 percent of actual costs of lodging and meals. Upon return, original itemized receipts must be submitted to ASD.

Ms. Storey reviewed how registration, airfare, mileage using privately owned vehicles, lodging and the use of actual expenses are all accomplished. The agency prefers using Aquila Travel; however, reimbursements are possible on an individual purchase. Reimbursement for meals was reviewed with a 24-hour period of \$30 in-state and \$45 out-of-state. She explained other incidentals about meal reimbursement.

Ms. Storey reminded the Board to save all receipts when traveling. She noted the agency allows for 18 percent gratuities. She discussed taxi travel, parking fees and rental cars.

Ms. Kohlasch asked about sky cap tips and Ms. Storey said there is a \$6 maximum without receipt.

Ms. Peery-Galon noted there is a lost receipt provision where an affidavit can be

submitted in place of the actual receipt. DFA has a rule that when seeking actual expenditure reimbursement the original vendor issued invoice and service tickets are necessary. There is a new form for the affidavit of lost receipts. She encouraged the Board members to retain the receipts in an envelope while traveling and submit them to Administrative Services upon return.

B. Fiscal Year 2015 CAFR Report Review

Natalie Cordova, Chief Financial Officer, said she was proud to announce PERA once again received the CAFR “Certificate of Achievement for Excellence in Financial Reporting” award. The Government Finance Officers Association (GFOA) encourages entities to go beyond the minimum requirements of generally accepted accounting practices. The certificate of achievement is the highest form of recognition in the area of governmental accounting and reporting and its attainment represents a significant accomplishment by a government and its management.

Ms. Cordova said PERA has achieved this award for 15 consecutive years. She explained the review and judging process. PERA is one of 15 entities in New Mexico to receive the award

The Committee congratulated staff on their accomplishments.


5. OTHER BUSINESS

Ms. Kohlasch raised concerns about legal issues coming before PERA and mentioned Board member Fisher, the budget for outside counsel and the cost of lawsuits.

6. ADJOURNMENT

Having completed the agenda, Chair Mayfield adjourned this meeting at approximately 12:25 p.m.

Approved by:



Dan Mayfield, Chair
Audit & Budget Committee

ATTEST:


Wayne Propst, Executive Director