

**MINUTES OF THE NEW MEXICO  
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION  
RULES & ADMINISTRATION COMMITTEE MEETING**

**December 13, 2016**

This meeting of the Public Employees Retirement Board Rules & Administration Committee was called to order by Committee Vice Chair Dan Esquibel at approximately 10:27 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 as follows:

**Members Present:**

Dan Esquibel, Vice Chair  
Jackie Kohlasch  
John Melia  
Patricia French

**Member(s) Excused:**

Paula Fisher, Chair  
Cathy Townes

**Other Member(s) Present:**

James Maxon  
Loretta Naranjo Lopez  
Dan Mayfield

**Staff Present:**

Wayne Propst, Executive Director  
Susan Pittard, Chief of Staff/General Counsel  
Greg Trujillo, Deputy Director  
Karen Risku, Deputy General Counsel  
Jude Perez, Deputy CIO  
Renada Peery-Galon, ASD Director  
Natalie Cordova, Chief Financial Officer  
Trish Winter, Executive Assistant  
LeAnne Larrañaga-Ruffy, Director of Equity  
Karyn Lujan, Deferred Compensation Plan Manager  
Christine Ortega, Portfolio Manager

**Others Present:**

Mary Lou Leeder, BoardEffect

Upon Deputy Director Trujillo's request, the Committee recessed while staff prepared for the BoardEffect training/presentation.

**2. APPROVAL OF AGENDA**

Ms. French moved to approve the agenda as presented. Mr. Melia seconded and the motion passed by [4-0] voice vote.

**3. APPROVAL OF CONSENT AGENDA**

Ms. French moved approval of the consent agenda and Mr. Melia seconded. The motion passed without opposition.

**4. CURRENT BUSINESS**

**A. BoardEffect Training**

Mr. Trujillo indicated that the Board has been using BoardEffect for the past six months, and Mary Lou Leeder from BoardEffect was present to provide training and answer any questions.

Ms. Leeder displayed an iPad to navigate and answered questions on the software. She noted that BoardEffect is used by more than 2,000 clients in both the public and private sectors. She said the program has tools that address more annual cycles – policy and compliance, self-assessment surveys, executive director surveys, board development trainings – as well as the routine Board management of materials.

Ms. Leeder demonstrated how to access the menu option and the directory. In regard to security, access to workrooms and to people who share those workrooms are developed by staff. Events are listed and a small book icon indicates materials are available. She reviewed the meeting book, showing how to download, archive, annotate, and navigate. A demonstration of the web viewer and how to edit within the directory was provided. The libraries, survey abilities, tasks and scheduling were reviewed and demonstrated. She mentioned that a “stylus” can be used to improve navigating and offered to provide some to PERA.

Vice Chair Esquibel requested that staff schedule a training period for the Secretary of State.


**5. OTHER BUSINESS**

None was offered.

**6. ADJOURNMENT**

Having completed the agenda and upon motion by Ms. French and second by Mr. Esquibel, Chair Fisher adjourned this meeting at approximately 11:10 a.m.

Approved by:

  
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James Maxon, Chair  
Rules & Administration Committee

ATTEST:

  
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Wayne Popst, Executive Director