
JULY 27, 2015

AGENDA ITEM 04
ACTION ITEM

CALIFORNIA SECURE CHOICE RETIREMENT SAVINGS INVESTMENT BOARD

Travel Requests

Presenter

Christina Elliott

Travel Requests

Board Member or Staff Member	Event	Date	Description	Funding Source	Estimated Travel Costs
Ruth Holton-Hodson	Bay Area Bank On & Economic Inclusion Forum	July 28, 2015	Forum to discuss accomplishments and operational strategies that promote access and use of banking services for the unbanked and underbanked.	California Secure Choice Retirement Savings Program Fund	\$110

Background

At the September 2014 California Secure Choice Retirement Savings Investment Board (Board) meeting, the Board adopted the following policy with respect to travel:

With the exception of travel to and from publicly noticed meetings of the California Secure Choice Retirement Savings Investment Board, all travel concerning the Board member's or staff's role as a California Secure Choice Retirement Savings Investment Board member or staff must be approved in advance by the Board. Requests for travel that would occur before the next scheduled Board meeting may be approved by the chair and reported to the Board at the next Board meeting.

From time to time, Board members and staff have received invitations to speak about the California Secure Choice Retirement Savings Program ("Secure Choice" or "the Program") and to attend educational conferences relevant to the issues of retirement security and retirement savings plans.

By statute (Government Code sections 100040 and 100042); the activities of the Board are currently limited to conducting “a market analysis to determine whether the necessary conditions for implementation of [the California Secure Choice Retirement Savings Trust Act] can be met.” Regularly-scheduled meetings of the Board are certainly consistent with this purpose. In addition, Board and staff travel to conferences and other educational opportunities may be permitted if those opportunities are reasonably related to the purpose of conducting the analysis and determining whether the conditions for implementing the Secure Choice Program can be met. Finally, travel to inform the public of the Board’s activities and/or receive input from the public could be considered consistent with this purpose.

Even though some types of travel outside of regularly-scheduled Board meetings may be consistent with the Board’s lawful duties and valuable to the Board’s work, there are at least three considerations in adhering to the Board’s policy of oversight of such travel.

The first consideration is cost and compliance with Secure Choice’s statute. Because the Board must rely solely on donated funds to conduct its work, Board oversight and approval of travel requests helps to ensure spending on travel is kept to reasonable levels and that sufficient funds will be available for the Board to complete its work.

The second consideration is compliance with laws that apply to attendance and travel-related expenses paid for by third parties. In some cases, the law allows state officials to accept admission or travel paid for by third parties. In other cases it does not or imposes certain limitations and/or requirements. A policy requiring prior approval of travel requests allows the staff attorney to review each request to determine whether the travel and related payments, advances, or reimbursements comply with applicable laws, and to assist the Board member with reporting requirements.

The third consideration is compliance with the Bagley-Keene Open Meeting Act. The Board’s travel policy allows the Board and staff to be aware of the number of Board members who will be attending the same event, and to determine whether it may be necessary to post a public meeting notice in order to avoid an unintentional violation of the Act.