

James R. Wilbanks, Ph.D.
Retirement Administrator



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Date: November 2, 2016
To: Board of Retirement
From: James Wilbanks, Retirement Administrator
Subject: Administrator Report

MCERA Holiday Hours:

The Association will be closed to the public on November 23, 2016 and the week of December 26-30, 2016 to allow staff to enjoy time with family and friends during the holidays. Staff will be allowed to either use accrued leave or work their normal schedule without clients during these times.

Fiduciary Insurance Renewal, Waiver of Recourse Payments Due in December:

This is a reminder to Trustees that your annual waiver of recourse payment is due to Judy at the December Board of Retirement Meeting. Please bring a \$10 check for payment.