

LIVE VIRTUAL COMMITTEE MEETING

*The Committee meeting will be held following the Board of Retirement meeting scheduled prior.



TO VIEW VIA WEB



TO PROVIDE PUBLIC COMMENT

You may submit a request to speak during Public Comment or provide a written comment by emailing PublicComment@lacera.com. If you would like to remain anonymous at the meeting without stating your name, please let us know.

Attention: Public comment requests must be submitted via email to PublicComment@lacera.com.

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION
300 N. LAKE AVENUE, SUITE 650, PASADENA, CA

AGENDA

THE MEETING OF THE

DISABILITY PROCEDURES AND SERVICES COMMITTEE

and

BOARD OF RETIREMENT*

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

**300 NORTH LAKE AVENUE, SUITE 810
PASADENA, CA 91101**

8:30 A.M., THURSDAY, JUNE 10, 2021 **

This meeting will be conducted by the Disability Procedures and Services Committee by teleconference under the Governor's Executive Order No. N-29-20.

Any person may view the meeting online at
https://members.lacera.com/lmpublic/live_stream.xhtml.

*The Board may take action on any item on the agenda,
and agenda items may be taken out of order.*

COMMITTEE TRUSTEES:

JP Harris, Chair
Wayne Moore, Vice Chair
Herman B. Santos
Gina Zapanta
William Pryor, Alternate

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

A. Approval of the minutes of the regular meeting of May 5, 2021

III. PUBLIC COMMENT

IV. FOR INFORMATION ONLY

A. Overview of the Pre-Employment/Post-Offer
Medical Examination Process in Occupational
Health Programs
Presentation by Dr. Sepideh A. Souris

V. ITEMS FOR STAFF REVIEW

VI. GOOD OF THE ORDER
(for information only)

VII. ADJOURNMENT

***The Board of Retirement has adopted a policy permitting any trustee of the Board to attend a standing committee meeting open to the public. In the event five (5) or more trustees of the Board of Retirement (including trustees appointed to the Committee) are in attendance, the meeting shall constitute a joint meeting of the Committee and the Board of Retirement. Trustees of the Board of Retirement who are not trustees of the Committee may attend and participate in a meeting of a Board Committee but may not vote, make a motion, or second on any matter discussed at the meeting. The only action the Committee may take at the meeting is approval of a recommendation to take further action at a subsequent meeting of the Board.**

****Although the meeting is scheduled for 9:00 a.m., it can start anytime thereafter, depending on the length of the Board of Retirement meeting. Please be on call.**

Any documents subject to public disclosure that relate to an agenda item for an open session of the Committee, that are distributed to trustees of the Committee less than 72 hours prior to the meeting, will be available for public inspection at the time they are distributed to a majority of the Committee, at LACERA's offices at 300 North Lake Avenue, suite 820, Pasadena, California during normal business hours from 9:00 a.m. to 5:00 p.m. Monday through Friday.

Persons requiring an alternative format of this agenda pursuant to Section 202 of the Americans with Disabilities Act of 1990 may request one by calling the Board Offices at (626) 564-6000, Ext. 4401/4402 from 8:30 a.m. to 5:00 p.m. Monday through Friday, but no later than 48 hours prior to the time the meeting is to commence. Assistive Listening Devices are available upon request. American Sign Language (ASL) Interpreters are available with at least three (3) business days notice before the meeting date.

MINUTES OF THE MEETING OF THE
DISABILITY PROCEDURES AND SERVICES COMMITTEE
and
BOARD OF RETIREMENT

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION
GATEWAY PLAZA - 300 N. LAKE AVENUE, SUITE 810, PASADENA, CA 91101

WEDNESDAY, MAY 5, 2021

This meeting was conducted by the Board of Retirement by teleconference under the Governor's Executive Order No. N-29-20.

COMMITTEE TRUSTEES

PRESENT:

JP Harris, Chair
Wayne Moore, Vice Chair
Herman B. Santos
Gina Zapanta (Joined meeting at 8:33 a.m.)
William Pryor, Alternate

ALSO IN ATTENDANCE:

BOARD TRUSTEES AT LARGE

Vivian Gray (Joined meeting at 8:43 a.m.)
Keith Knox (Joined meeting at 8:31 a.m.)
Ronald Okum
Les Robbins
Alan Bernstein

STAFF, ADVISORS, PARTICIPANTS

Ricki Contreras, Disability Retirement Services Manager
Tamara Caldwell, Disability Retirement Services Supervisor
Francis J. Boyd, Senior Staff Counsel

I. CALL TO ORDER

The Meeting was called to order virtually by Chair Harris at 8:30 a.m.

II. APPROVAL OF THE MINUTES

A. Approval of the minutes of the regular meeting of April 15, 2021

Mr. Santos made a motion, Mr. Moore seconded, to approve the minutes of the regular meeting of April 15, 2021. The motion passed unanimously.

III. PUBLIC COMMENT

There were no requests from the public to speak.

IV. ACTION ITEMS

A. Recommendation that the Disability Procedures and Services Committee recommend to the Board of Retirement to adopt one of the two fee schedules proposed in this memo and approve a new contract with LACERA's panel physicians for the 2021-2022 fiscal year that includes this new fee schedule (Memo dated April 23, 2021)

Mr. Santos made a motion, Mr. Moore seconded, to recommend to the Board of Retirement to approve the Proposed Alternative Fee Schedule for LACERA's panel physicians. The motion passed unanimously.

Ms. Contreras and Mr. Boyd stated they will work on updating the panel physician contracts to include the new alternative fee schedule.

V. ITEMS FOR STAFF REVIEW

There was nothing to report.

VI. GOOD OF THE ORDER

There were no comments during the Good of the Order.

VII. ADJOURNMENT

With no further business to come before the Disability Procedures and Services Committee, the meeting was adjourned at 8:46 a.m.



COUNTY OF LOS ANGELES
Department of Human Resources
Occupational Health & Leave Management Division

**Overview of the Pre-Employment / Post-Offer Medical
Examination Process in Occupational Health Programs**

June 2021



2

OVERVIEW


Pre- Employment / Post-Offer Medical Examinations



To assess whether applicants can safely perform the essential functions of the job **with or without reasonable accommodation**.



To identify restrictions that will **inform an interactive process meeting** with applicants to support the identification of potential accommodation.

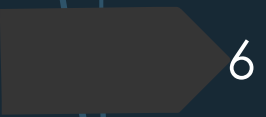


Pre- Employment /Post-Offer (PEPO) Across the County

- ▶ 486 Positions across 21 departments require PEPO Screenings
- ▶ 10 positions across 5 departments comprise the bulk of PEPO screenings
 - ▶ Sheriff, Fire, DCFS, Probation, Parks

Focus on Timely Processing & Communication

- ▶ The new protocol has also realized significant efficiencies in the amount of time for processing PEPO screenings
- ▶ Departments receive individual documentation for each applicant to support better record-keeping



THE PEPO PROCESS



7

Roles & Responsibilities

Hiring Department

- ▶ Extends the conditional offer which includes information about the PEPO requirements.
- ▶ Issues the work order for the examination(s)
- ▶ Provides the applicant with information about the contracted evaluator(s) performing the exams
- ▶ Conducts a good faith and timely IPM with the applicant when restrictions are issued
- ▶ Rescinds the offer of employment when a reasonable accommodation cannot be identified or is unavailable.

Occupational Health Programs (OHP)

- ▶ Manages the administrative process and record-keeping
- ▶ Tracks deliverables and managing time frames
- ▶ Issues correspondence with initial findings
- ▶ Manages the appeals process
- ▶ Issues final findings

Contracted Evaluators

- ▶ Conduct the medical examination or psychological evaluation.
- ▶ Consult with OHP's Physician when additional testing is needed on indeterminate findings to reach a determination.
- ▶ Complete and submit the Findings Report.
- ▶ For appeals: evaluate additional medical records to make a final determination.

FINDINGS

FINDINGS

- ▶ Findings are limited as follows:
 - ▶ UNRESTRICTED
 - ▶ RESTRICTED
 - ▶ Requires specific functional work restrictions
 - ▶ INDETERMINATE

- ▶ Findings forms do not have any HIPAA information or PHI



13

THE APPEALS PROCESS

Built-in Appeals Process

- ▶ If the applicant disagrees with the identified restrictions, they have an opportunity to obtain an independent medical and/or psychological opinion, at their own expense.
- ▶ Medical:
 - ▶ The IMO is submitted directly to the physician at the contracted occupational health clinic for evaluation and determination.
- ▶ Psychological:
 - ▶ If the applicant disagrees with the determination, they may submit a second opinion from an independent psychologist/evaluator.
 - ▶ The second evaluation submitted to the OHP's Psychological Services Unit (PSU) will be reviewed along with the findings of the initial evaluation and a final determination will be made about applicant's suitability and ability to perform the essential functions of the position safely with or without restrictions by the Chief of Psychological Services as well as another PSU psychologist.
 - ▶ Final findings are submitted to the department; the department must engage in an IPM with the applicant in a timely, good faith manner.



15

PEPO DRUG SCREENING

Positive Drug Test Findings

- ▶ All positive results are evaluated by a Medical Review Officer (MRO).
- ▶ Positive drug test results supersede any finding; hiring departments proceed with rescinding the conditional offer of employment.

17

Questions?

**Thank you for
your time!**