

## **OPERATIONS OVERSIGHT COMMITTEE AGENDA 10-13-11**

### **MEMBERSHIP**

Yves Chery, Chair

William de la Garza, Vice Chair

Shawn R. Kehoe

Ed C. Morris

Simon S. Russin, Alternate

### **I. APPOINTMENT OF VOTING MEMBER(S) IN THE EVENT ONE OR MORE REGULAR COMMITTEE MEMBERS ARE ABSENT**

### **II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 15, 2011**

### **III. ACTION ITEMS**

- A.** Recommendation as submitted by Beulah S. Auten, Chief Financial Officer: That the Committee review and consider the Board Travel Expenditure and Reimbursement Payment Reports. (Memo dated September 21, 2011)
- B.** Recommendation as submitted by Kimberly Hines, Manager: 1) That the Committee authorize the destruction of LACERA's original microfiche inventory by a certified document destruction company, after electronic images have been made, and in a timeframe consistent with LACERA's Records Retention Policy and Schedule, and 2) Authorize the Chairman to execute a Resolution of the Board of Retirement regarding the disposal of original Microfiche inventory. (Memo dated October 5, 2011)

### **IV. MISCELLANEOUS**

### **V. PUBLIC COMMENT**

### **VI. GOOD OF THE ORDER**

(For discussion purposes only)

### **VII. ADJOURNMENT**

## OPERATIONS OVERSIGHT COMMITTEE MINUTES 10-13-11

### PRESENT

Yves Chery, Chair  
William de la Garza, Vice Chair  
Ed C. Morris

### ABSENT

Shawn R. Kehoe  
Simon S. Russin, Alternate

### ALSO ATTENDING:

#### BOARD MEMBERS AT LARGE

Marvin Adams  
Sadonya Antebi  
Alan Bernstein  
Les Robbins

#### STAFF, ADVISORS, PARTICIPANTS

Janice Golden  
Robert Hill  
Beulah Auten  
Kimberly Hines  
Justin Stewart

The meeting was called to order by Chery at 11:10 a.m.

#### I. APPOINTMENT OF VOTING MEMBER(S) IN THE EVENT ONE OR MORE REGULAR COMMITTEE MEMBERS ARE ABSENT

The Chair appointed Miss Antebi a voting member of the Committee.

#### II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 15, 2011

A motion was made by Mr. Morris, seconded by Mr. de la Garza, to approve the minutes of the regular meeting of September 15, 2011. The motion passed unanimously.

#### III. ACTION ITEMS

- A. Recommendation as submitted by Beulah S. Auten, Chief Financial Officer: That the Committee review and consider the Board Travel Expenditure and Reimbursement Payment Reports. (Memo dated September 21, 2011)  
At the April, 2011 Travel Policy Committee meeting some Committee members requested staff provide information relating to all reimbursement payments made to Board members in the interest of transparency. To that end, staff is presenting two expense reports that, when combined, can provide a comprehensive view of payments to Board members. Staff is seeking direction relating to these potential reports.  
A motion was made by Mr. Morris, seconded by Mr. de la Garza, to receive and file. The motion passed unanimously.
- B. Recommendation as submitted by Kimberly Hines, Manager: 1) That the Committee recommend the Board of Retirement authorize the destruction of LACERA's original microfiche inventory by a certified document destruction company, after electronic images have been made, and in a timeframe consistent with LACERA's Records Retention Policy and Schedule, and 2) Authorize the Chairman to execute a Resolution of the Board of Retirement regarding the disposal of original Microfiche inventory. (Memo dated October 5, 2011)  
By two resolutions in September and October 1996 the Board of Retirement authorized staff to convert all member documents in our existing files to electronic imaged storage and to store all incoming member documents in the same fashion. Further, the Board authorized the destruction of all original documents in accordance with the set retention schedule consistent with prudent quality assurance practices, security procedures, and electronic data retention practices. However, these resolutions did not address member records maintained in microfiche format. Staff is now requesting a similar action related to the destruction of legacy member data maintained in microfiche format.  
A motion was made by Mr. Morris, seconded by Mr. de la Garza, to approve the recommendation. The motion passed unanimously.

#### IV. MISCELLANEOUS

#### V. PUBLIC COMMENT

**VI. GOOD OF THE ORDER**

(For discussion purposes only)

**VII. ADJOURNMENT**