

AGENDA

MEETING OF THE OPERATIONS OVERSIGHT COMMITTEE and BOARD OF RETIREMENT*

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

300 North Lake Avenue, Suite 810
Pasadena, CA 91101

June 14, 2012 - 9:00 A.M.**

COMMITTEE MEMBERS:

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 SPECIAL MEETING OF MAY 17, 2012
- III. FOR INFORMATION
 - A. Overpayment & Forgery Receivables (Period Ending March 31, 2012)
Robert Hill/ Gloria Harriel/Susana Seeckts/ Stephen Gibbs
 - B. New Digital Microfiche Viewer Application
James Pu
- IV. MISCELLANEOUS
- V. PUBLIC COMMENT
- VI. GOOD OF THE ORDER

(For discussion purposes only)
- VII. ADJOURNMENT

***The Board of Retirement has adopted a policy permitting any member of the Board to attend a standing committee meeting open to the public. In the event five or more members of the Board of Retirement (including members appointed to the Committee) are in attendance, the meeting shall constitute a joint meeting of the Committee and the Board of Retirement. Members of the Board of Retirement who are not members of the Committee may attend and participate in a meeting of a Board Committee but may not vote 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 preceding it. 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 members 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.

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MINUTES OF THE MEETING OF THE
OPERATIONS OVERSIGHT COMMITTEE
and
BOARD OF RETIREMENT*

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

GATEWAY PLAZA - 300 N. LAKE AVENUE, SUITE 810, PASADENA, CA 91101

JUNE 14, 2012, 11:20 A.M. – 12:20 P.M.

COMMITTEE MEMBERS

PRESENT: Yves Chery, Chair
William de la Garza, Vice Chair
Shawn R. Kehoe
Ed C. Morris
Simon S. Russin, Alternate

ALSO ATTENDING:

BOARD MEMBERS AT LARGE

Marvin Adams
Sadonya Antebi
Les Robbins

STAFF, ADVISORS, PARTICIPANTS

Robert Hill	Eddie Paz
Stephen Gibbs	James Pu
Gloria Harriel	Susana Seeckts

The meeting was called to order by Chairman Chery at 11:20 a.m.

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

All regular members of the Committee were present.

II. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF MAY 17, 2012

A motion was made by Mr. Kehoe, seconded by Mr. de la Garza, to approve the minutes of the special meeting of May 17, 2012. The motion passed with Mr. Morris abstaining.

III. FOR INFORMATION

A. Overpayment & Forgery Receivables (Period Ending March 31, 2012)
Robert Hill/ Gloria Harriel/Susana Seeckts/ Stephen Gibbs

Susana Seeckts, Gloria Harriel, and Stephen Gibbs presented the status report on overpayment and forgery receivables for the six month period ending March 31, 2012. There are currently 438 overpayment and forgery cases. Overall, during the past six months we have decreased our overpayments by 3% to \$2.2 million, due to the joint efforts of Claims Processing, Financial and Accounting Services, Quality Assurance, and Systems.

Overpayments are broken out into three categories:

- Death related as a result of late death notification
The majority of the cases are as a result of late death notification. This occurs when we are notified one or more months after the member is deceased. We are using both Pension Benefit Information (PBI) and Berwyn Group to assist with early death notification. We are also on line with the County Registrar/Recorder, and, in that case, are usually notified within a month of the death. Deaths occurring outside of California usually take longer to be reported.

We now partner with Retiree Health Care to assist them in recovering overpayments due to Part B reimbursements for Medicare, which are paid to the member one month in advance. Even though the number of cases is high, the total dollar amount is low in this area.

- Incorrect computation
This is the third quarter in a row we have had a decrease in this category. This is directly related to additional staff training in areas identified by our supervisors and Quality Assurance.

III. FOR INFORMATION (Continued)

- Miscellaneous

These are situations over which staff has no control, such as data system clean-up. There was a decrease in this category of about 15%.

Robert Hill discussed the following plans for future collection efforts.

- Clarification of the three-year statute of limitations by LACERA's Legal Office
- Review of internal write-off policies
 - Amounts exceeding staff authority will be presented to the OOC, including cases exceeding the three-year statute of limitations
 - Consider increasing write-off limits for staff authority
 - Consider forwarding cases to the Treasurer Tax Collector earlier in the process, and excluding cases exceeding the three-year statute of limitations
- Set-up processes so underpayments (under collected contributions) are treated similar to overpayments

B. New Digital Microfiche View Application

James Pu

Converting LACERA's microfiche to a digital format was a significant achievement. This preserves the available data and mitigates the risks of deterioration and loss. The digital images are now stored in our Enterprise Content Management system and are backed up to tape for secure storage.

The next step was to design a digital viewer to both emulate the efficiency of the traditional microfiche reader while leveraging the power of database integration. To accomplish this, the entirely in-house designed and developed Microfiche Viewer Application was created. This application introduces never-before-seen capabilities, which include rapid fiche search and retrieval, as well as interoperation to our existing member database system.

Mr. Pu presented a video showing the old microfiche viewing procedures, followed by a live demonstration of the new Microfiche Viewer Application conducted by Eddie Paz.

IV. MISCELLANEOUS

V. PUBLIC COMMENT

June 14, 2012

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VI. GOOD OF THE ORDER

(For discussion purposes only)

VII. ADJOURNMENT

The meeting adjourned at 12:20 p.m.

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