

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

May 9, 2013 - 9:00 A.M.**

COMMITTEE MEMBERS:

Yves Chery, Chair
William de la Garza, Vice Chair
Marvin Adams
Vivian H. Gray
Shawn R. Kehoe, 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 APRIL 3, 2013
- III. ACTION ITEMS
 - A. Recommendation as submitted by Johanna M. Fontenot, Senior Staff Counsel: That the Committee recommend the Board of Retirement adopt the Administrative Appeal Procedures for Retirement and Health Benefits. (Memorandum dated April 30, 2013)
- IV. FOR INFORMATION
 - A. LACERA Operations Briefing
Robert Hill/JJ Popowich
 - B. Resources for Assisting Survivors and Beneficiaries Through the Process
Jeannine Smart *(oral presentation)*

May 9, 2013

Page 2

V. MISCELLANEOUS

VI. PUBLIC COMMENT

VII. GOOD OF THE ORDER

(For discussion purposes only)

VIII. 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.

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 Cynthia Guider at (626)-564-6000, 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 REGULAR 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

MAY 9, 2013, 12:00 P.M. – 1:05 P.M.

COMMITTEE MEMBERS

PRESENT: Yves Chery, Chair
William de la Garza, Vice Chair
Marvin Adams
Vivian H. Gray
Shawn R. Kehoe, Alternate

ALSO ATTENDING:

BOARD MEMBERS AT LARGE

Sadonya Antebi
Alan Bernstein (*left at 3:20 p.m.*)
Ed C. Morris
Mark Saladino

STAFF, ADVISORS, PARTICIPANTS

Robert Hill	Fern Billingsy
JJ Popowich	Robb Van Der Volgen
Johanna Fontenot	

The meeting was called to order by Chairman Chery at 12:00 p.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 APRIL 3, 2013

Mr. de la Garza made a motion, Mr. Chery seconded, to approve the minutes of the special meeting of April 3, 2013. The motion passed unanimously.

III. ACTION ITEMS

- A. Recommendation as submitted by Johanna M. Fontenot, Senior Staff Counsel: That the Committee recommend the Board of Retirement adopt the Administrative Appeal Procedures for Retirement and Health Benefits. (Memorandum dated April 30, 2013)

Mr. de la Garza made a motion, Mr. Adams seconded, to approve the recommendation.

Due to changes in CERL resulting from PEPRA, the Board of Retirement is required to establish a procedure to determine whether compensation has been paid to enhance a member's retirement benefit. The Board is also required to establish a procedure for members and/or employers to file an administrative appeal related to the member's determination of final compensation.

The Administrative Appeal Procedures would formalize our current appeal process and would also provide procedures for appeals of retirement and health benefits other than compensation earnable.

There are three levels to the administrative appeal process. The first level would be a written appeal to the Division Manager. If the applicant is dissatisfied with the Division Manager's response, the second level is an appeal to the Assistant Executive Officer (AEO). If the applicant disagrees with the AEO's determination, the third level would be to direct a request to LACERA's Legal Office for an administrative appeal to the Board of Retirement. The matter would then be placed on the Board of Retirement's agenda, with the Legal Office's analysis and recommendations discussed with the Board in closed session. Prior to the closed session, the applicant would have the opportunity to address the Board in open session.

After extensive discussion, the Committee requested staff bring the item back to the June Committee meeting with suggested changes and clarifications to the wording of the Administrative Appeal Procedures. Therefore, no vote was taken on the motion.

IV. FOR INFORMATION

A. LACERA Operations Briefing Robert Hill/JJ Popowich

Messrs. Hill and Popowich presented the monthly briefing on LACERA's operations. Many of the items highlighted may recur in subsequent briefings or may result in a future comprehensive OOC presentation.

- Banking Transition
- Training Update
 - PEPRA
 - New Staff

B. Resources for Assisting Survivors and Beneficiaries Through the Process Jeannine Smart *(oral presentation)*

Jeannine Smart discussed the resources available for assisting survivors and beneficiaries through the death benefit process.

- Survivor & Death Benefits Q&A Book, which includes the four steps to initiate the benefit process, information regarding the death of a retiree, an active member, or a deferred member, and resources such as important phone numbers.
- Survivor & Death Benefits Information Card, which includes important information regarding LACERA death benefits, important phone numbers, and LACERA contact information.

This information is also available online in the benefits section of lacera.com.

Often Human Resources is the first to learn of a member's death. We make available on our HR Pros website information on what to do when an employee dies, how to assist survivors, and directions to order materials.

In both June newsletters we will be running articles regarding the Q&A booklet and information card. Also, this topic will be placed on the agenda for the next HR Conference.

V. MISCELLANEOUS

VI. PUBLIC COMMENT

May 9, 2013

Page 4

VII. GOOD OF THE ORDER

(For discussion purposes only)

VIII. ADJOURNMENT

The meeting adjourned at 1:05 p.m.

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