

## 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

THURSDAY, JANUARY 14, 2016 - 9:00 A.M.\*\*

#### COMMITTEE MEMBERS:

Joseph Kelly, Chair  
Yves Chery, Vice Chair  
Anthony Bravo  
Ronald Okum  
David Muir, Alternate

#### I. APPROVAL OF THE MINUTES

A. Approval of the minutes of the special meeting of November 4, 2015

#### II. PUBLIC COMMENT

#### III. FOR INFORMATION

A. Retirement Benefits Strategic Plan for Fiscal Years Ending 2017-2019  
Gregg Rademacher

B. LACERA Operations Briefing  
Robert Hill/JJ Popowich

C. FY 2014-2015 Final Budget Control Report  
Kaelyn Ung/Holly Henderson

D. Member Portal: Upcoming New Look and Features  
James Pu

E. Contract Verification for Vendor Payment Processing  
JJ Popowich

January 14, 2016

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IV. GOOD OF THE ORDER

(For information purposes only)

V. 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

WEDNESDAY, NOVEMBER 4, 2015, 2:05 P.M. – 2:55 P.M.

**COMMITTEE MEMBERS**

PRESENT: Joseph Kelly, Chair  
Yves Chery, Vice Chair  
Anthony Bravo  
Ronald Okum  
David L. Muir, Alternate

**ALSO ATTENDING:**

BOARD MEMBERS AT LARGE

William de la Garza  
Vivian H. Gray  
Les Robbins

STAFF, ADVISORS, PARTICIPANTS

Robert Hill	Carlos Barrios
JJ Popowich	Ted Granger
Gregg Rademacher	Michael Petersen
	Steve Rice

The meeting was called to order by Chair Kelly at 2:05 p.m.

I. APPROVAL OF THE MINUTES

A. Approval of the minutes of the regular meeting of September 10, 2015

Mr. Chery made a motion, Mr. Okum seconded, to approve the minutes of the regular meeting of September 10, 2015. The motion passed unanimously.

II. PUBLIC COMMENT

III. ACTION ITEMS

A. Recommendation as submitted by Carlos Barrios, CEBS, Section Head, Michael Peterson, Supervisor, and Vanessa Gonzalez, Supervisor: That the Committee recommend the Board of Retirement adopt the following proposed business model for the Member Service Center (MSC) to accommodate an 80% appointment allocation.

1. Offer one hour appointments
2. One hour closure for lunch, 12:00 PM-1:00 PM, while allowing for drop-offs
3. Appointment availability in-line with peak times and staff availability
4. Saturday in-house workshops and appointments
5. Neighborhood workshops
6. Advance bookings up to 90 days
7. Partner with Retiree Healthcare Division for their staff support
8. Focus Outreach events on high attendance events
9. Encourage members to use self-service options
10. Progressive implementation plan with February 28, 2016 goal

(Memorandum dated November 4, 2015)

Mr. Chery made a motion, Mr. Kelly seconded, to approve the recommendation. The motion passed unanimously.

III. ACTION ITEMS (Continued)

- B. Recommendation as submitted by Ted Granger, Assistant Financial Officer: That the Committee recommend the Board of Retirement and the Board of Investments adopt the LACERA OPEB Funding Policy, which would allow LACERA, as an independent entity, to begin pre-funding its share of the Retiree Healthcare Program's liability for its employees. (Memorandum dated October 1, 2015)

Mr. Chery made a motion, Mr. Kelly seconded, that the Committee recommend the Board of Retirement and the Board of Investments adopt the LACERA OPEB Funding Policy, with revisions/changes as suggested by the Committee. The motion passed unanimously.

IV. FOR INFORMATION

- A. Retirement Benefits Strategic Plan for Fiscal Years Ending 2017-2019  
Gregg Rademacher

The Retirement Benefits Strategic Plan helps LACERA set direction, define project goals, and make decisions on allocating resources. Mr. Rademacher discussed the five milestones of the strategic planning process.

- October Operations Oversight Committee – review current year plan and begin discussion on strategic direction
- October Management Offsite – management team provides operations substance
- January Operations Oversight Committee – introduce draft of new Strategic Plan
- January Board Offsite – work to finalize draft
- February Board Meeting – propose final draft for adoption

Also discussed was the current plan's strategic initiatives, making suggestions for improvement and exploring new ideas to help achieve LACERA's mission to Produce, Protect, and Provide the Promised Benefits.

IV. FOR INFORMATION (Continued)

B. 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.

- Public Records Request Update
- Report of Felony Forfeiture Cases Processed
- Positive Pay/Payee Update

C. Update on ZDI Contract  
JJ Popowich

Mr. Popowich presented an update on the ZDI contract. ZDI has for many years printed Annual Benefit Statements for LACERA's members. LACERA and ZDI have been operating under a terminated agreement since April 15, 2009, without objection from either party. Since staff is preparing to completely redesign the current form of Annual Benefit Statements, it would not be feasible to conduct an RFP at the current time. Therefore, the Legal Division will negotiate an 18 month addendum to the current, expired agreement, with an option for an additional 18 months. Upon completion of the redesign of the Annual Benefit Statements, an RFP will be conducted to select a vendor for the new Annual Benefit Statements.

Mr. Kelly requested an item be agendaized for the next Committee meeting with a more detailed discussion regarding how LACERA's internal payment processing guidelines allowed staff to continue paying ZDI without a contract in place.

V. EXECUTIVE SESSION

A. Conference with Legal Counsel – Anticipated Litigation  
(Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of California Government Code Section 54956.9)

1. Number of Potential Cases: 1

The Committee met in Executive Session pursuant to Government Code Section 54956.9 in which there is nothing to report at this time.

November 4, 2015

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VI. GOOD OF THE ORDER

(For information purposes only)

VII. ADJOURNMENT


The meeting adjourned at 2:55 p.m.

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January 3, 2016

To: Operations Oversight Committee  
Joseph Kelly, Chair  
Yves Chery, Vice Chair  
Anthony Bravo  
Ronald Okum  
David Muir, Alternate

From: Gregg Rademacher   
Chief Executive Officer

For: January 14, 2016 Operations Oversight Committee Meeting

Subject: **Retirement Benefits Strategic Plan for Fiscal Years Ending 2017-2019**

### **Executive Summary**

The Retirement Benefits Strategic Plan is a roadmap for aligning organizational resources in the best manner to successfully deliver on our mission to Produce, Protect, and Provide the Promised Benefits. The plan is a living document in that we carry it forward from fiscal year to fiscal year by using project milestones for up to three years into the future.

The planning process approved by the Board at our February 2015 meeting is a collaborative effort that begins nine months before the fiscal year begins with the Operations Oversight Committee reviewing the current year plan to test its relevance and to begin the discussion on how to move the plan forward.

At our Committee meetings, we reaffirm our guiding belief structure to ensure we have alignment on what we hold as most important. This facilitates our decision making process. At our November 2015 Committee meeting, we reviewed our current plan's strategic initiatives to see if we are on track and make suggestions for improvement. At our January 2016 Committee meeting we will explore new ideas to help us achieve our mission to Produce, Protect, and Provide the Promised Benefits.



### Process Overview

The strategic planning process has five milestones. It begins with the Operations Oversight Committee providing the initial momentum and culminates with the Board of Retirement adopting the plan. The following table lists these five process milestones:

Meeting	Purpose	Notes
1. October OOC	Plan Development	Review current year plan and begin discussion on strategic direction.
2. October Management Offsite	Plan Development	Management team provides operational substance.
3. January OOC	Plan Development	Introduce draft of new Strategic Plan. Revise as needed.
4. January Board Offsite	Plan Development	Work to finalize draft.
5. February Board Meeting	Plan Adoption	Propose final draft for adoption.

This timetable facilitates completing the Strategic Plan as we begin the budget process in mid-February. Having a firm idea on the Strategic Plan's initiatives we will be undertaking in the next three years provides the foundation for our budget's spending plan.

### Values

Our LACERA Values are what we collectively believe in and guide our behaviors. Our LACERA Values influence how we make choices, what choices we make, and how we are to be judged on our actions by our members and stakeholders.

#### *Professionalism*

We take the initiative to develop our skills to get the job done. We are accountable for providing quality service to our members that is efficient and accurate.

*Respect*

Our members and coworkers deserve to be treated with courtesy, patience, and empathy. When we listen to support each other, we create a nurturing work environment that promotes fairness and trust.

*Open Communications*

Our frank and straightforward expression of ideas fosters a common understanding of purpose – quality service to our members. We create a healthy work environment by sharing information, listening to each other’s ideas, and giving constructive feedback.

*Fairness*

Our employees are entitled to a clear explanation of performance expectations. Performance evaluations are timely, honest, and impartial; personal improvement plans are reasonable and constructive; and we provide opportunities for professional development and promotion.

*Integrity*

We inspire confidence by our high standards for member services and sound investment practices. We are reliable, ethical, and honest. Loyalty to LACERA means loyalty to members. Integrity guides all of our work relationships.

*Teamwork*

We are committed to teamwork and we openly share information and ideas. Working together to reach common goals is the essence of success.

**Guiding Principles**

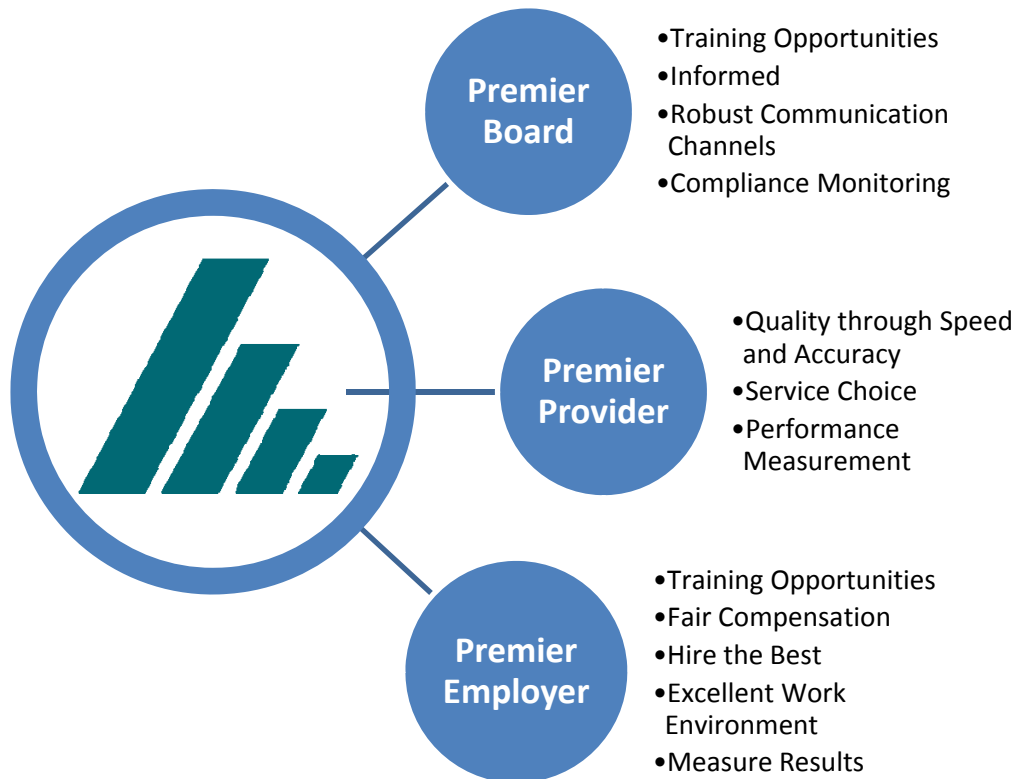
Our guiding principles describe the organization’s philosophy and guide what the organization does, why it does it and how it should be done. They will guide our organization in all circumstances irrespective of changes in our goals, strategies, work area, and leadership team.

1. To act at all times as prudent fiduciaries, executing our responsibilities exclusively on behalf of our members, beneficiaries, and participating employers.
2. To manage growth and change through planning, innovation, and the maximum use of available technology.
3. To provide responsive and consistent quality service using integrated cost-effective procedures and practices.

4. To maintain a human resources program to recruit, train, develop, and promote qualified staff; provide a quality work environment and enhance the quality of life for our employees.
5. To maximize investment returns and minimize long-term costs by employing prudent investment and actuarial policies and practices.
6. To promote and enhance the understanding of LACERA benefits among members, employers, County officials, and the public.

### Defining LACERA

In planning for the future, it is beneficial to understand, from a big picture perspective, what type of organization we will strive to become. Another way of thinking about this is to ask the question, "What is most important?" Historically, this question has been answered with a commitment to strive toward being a premier retirement association built upon our values and delivering superior member service. Expanding this definition we can view being a premier retirement organization in three dimensions.



### **Conclusion**

The LACERA Retirement Benefits Strategic Plan helps us set our direction, define our project goals, and make decisions on allocating resources. We begin our Retirement Benefits Strategic Plan with a collaborative conversation at the Operations Oversight Committee meeting. At our Committee meetings, we reaffirm our guiding belief structure to ensure we have alignment on what we hold as most important. This facilitates our decision making process. At our November 2015 Committee meeting, we reviewed our current plan's strategic initiatives to see if we are on track and make suggestions for improvement. At our January 2016 Committee meeting we will explore new ideas to help us achieve our mission to Produce, Protect, and Provide the Promised Benefits.

GR:nm

Retirement Benefits Strategic Plan 2017 OOC January 2016.doc

Attachment – Retirement Benefits Strategic Plan Proposal for fiscal years ending 2017-2019

# STRATEGIC PLAN

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## Proposal

Retirement Benefits  
FOR FISCAL YEARS ENDING 2017-2019



**L//CERA**

# OUR HISTORY

On January 1, 1938, LACERA was established to provide retirement allowances and other benefits to the safety and general members employed by Los Angeles County. Subsequently, LACERA expanded its membership program to include four outside Districts:

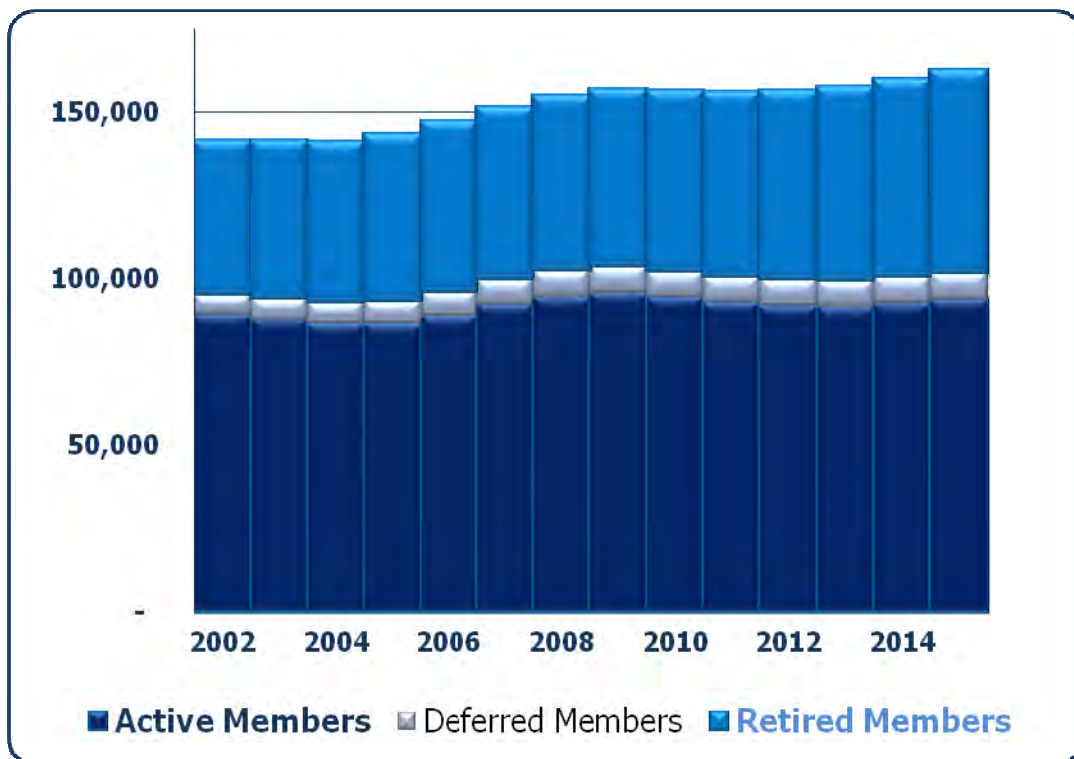
- Little Lake Cemetery District
- Local Agency Formation Commission
- Los Angeles County Office of Education
- South Coast Air Quality Management District

LACERA is governed by the California Constitution, the County Employees Retirement Law of 1937 (CERL), the California Public Employees' Pension Reform Act of 2013 (PEPRA), and the regulations, bylaws, procedures, and policies adopted by LACERA's Boards of Retirement and Investments. The Los Angeles County Board of Supervisors may also adopt resolutions, as permitted by CERL, which may affect benefits of LACERA members.

The Board of Retirement is responsible for the general management of LACERA. The Board of Investments is responsible for determining LACERA's investment objectives, strategies, and policies. Both Boards appoint a Chief Executive Officer, to whom is delegated the responsibility of overseeing the day-to-day management of LACERA and adopting its annual administrative budget.

# OUR MEMBERS

When we look at the members we serve, we see more than 160,000 individuals, each with a unique set of circumstances. And we see opportunity. For our active members, we see their opportunity to eventually retire with a secure future and we see our opportunity to provide them with the knowledge they need to make strategic choices throughout their careers that will enhance their retirements. For our retirees, we see more than the disbursement of a monthly benefit. We see the opportunity to provide the peace of mind that comes with knowing they will not outlive their hard-earned retirement allowances and that their eligible designated survivors will receive any benefits to which they are entitled.



## OUR MISSION

### **Produce, Protect, and Provide the Promised Benefits**

We see our mission as vast, yet personal. Although it is framed by statutes and diligently executed by highly-trained professionals, it is implemented each day on a personal level, with a personal touch. We see efficient service through education and compassion. We also see a prudently invested retirement fund, strategically positioned for long term growth.

## OUR CORE VALUES

**PROFESSIONALISM** • We take the initiative to develop our skills to get the job done. We are accountable for providing quality service to our members that is efficient and accurate.

**RESPECT** • Our members and coworkers deserve to be treated with courtesy, patience, and empathy. When we listen to and support each other, we create a nurturing work environment that promotes fairness and trust.

**OPEN COMMUNICATIONS** • Our frank and straightforward expression of ideas fosters a common understanding of purpose – quality service to our members. We create a healthy work environment by sharing information, listening to each others' ideas, and giving constructive feedback.

**FAIRNESS** • Our employees are entitled to a clear explanation of performance expectations. Performance evaluations are timely, honest, and impartial; personal improvement plans are reasonable and constructive; and we provide opportunities for professional development and promotion.

**INTEGRITY** • We inspire confidence by our high standards for member services and sound investment practices. We are reliable, ethical, and honest. Loyalty to LACERA means loyalty to members. Integrity guides all of our work relationships.

**TEAMWORK** • We are committed to teamwork and we openly share information and ideas. Working together to reach common goals is the essence of success.



# OUR OBJECTIVES

## • PRUDENT FIDUCIARY •

To act at all times as prudent fiduciaries, executing our responsibilities exclusively on behalf of our members, beneficiaries, and participating employers.

## • RESPONSIVE QUALITY SERVICE •

To provide responsive and consistent quality service using integrated cost-effective procedures and practices.

## • COMMUNICATION •

To promote and enhance the understanding of LACERA benefits among members, employers, County officials, and the public.

## • QUALITY WORKFORCE •

To develop a human resources program to recruit, train, develop, and promote qualified staff; provide a quality work environment and enhance the quality of life for our employees.

## • MANAGE GROWTH AND CHANGE •

To manage growth and change through planning, innovation, and the maximum use of available technology.

# STRATEGIC INITIATIVES



## Modernization of Information Technology

Information Technology plays a crucial role in every aspect of serving our membership. Our commitment to technological solutions dates back to the late 1980's when we built our own retirement processing data center, databases, and data programs. This effort continues with the transition to modern databases, graphical user interfaces, electronic documents and disaster redundancy.

### • Disability Retirement •

We are focusing our organizational energy on modernizing our disability investigation and appeal processes through revising Board policy, streamlining staff procedures, evaluating staffing deployment, changing operational expectations, improving accountability, creating new measurement structures, and developing new assistive technology tools.

Task	Implementation
Disability Process Modification	FY 2013-14
Disability Data Integration: Tracker	FY 2013-14
Disability Document Management	FY 2014-15
Disability Process Management	FY 2015-16
<b>Board and Management Metrics Reporting</b>	<b>FY 2016-17</b>
<b>Case Management</b>	<b>FY 2016-17</b>
<b>Digital Appeal Packages</b>	<b>FY 2016-17</b>
<b>Planning Writ Process Management</b>	<b>FY 2016-17</b>
Implement Writ Process Management	FY 2017-18
Appeal Process Management	FY 2017-18
Retire Legacy System: Tracker	FY 2017-18

## • Workspace •

The information system will facilitate member service while protecting membership information. The system environment and programs will be continually evaluated and updated. We look to improve the way we circulate the member's electronic document by creating a Job Ticket processing system.

<b>Task</b>	<b>Implementation</b>
Job Ticket 1.0 – Planning	FY 2013-14
Job Ticket 1.0 – Prototyping	FY 2014-15
Job Ticket 1.0 – Production	FY 2015-16
Replace Green Screens	FY 2015-16
Retire CICS	FY 2015-16
Update Estimate Program	FY 2016-17
COBOL Program Replacement – Planning	FY 2016-17
Job Ticket 2.0 – Reporting	FY 2016-17
Member Service Center Queue System – Planning	FY 2016-17
Call Recording – Benefits Division – Planning	FY 2016-17
Call Recording – Disability Division – Planning	FY 2016-17
Replace Call Recording System	FY 2017-18
Multiple Plan Streams	FY 2017-18
Reengineer 1 <sup>st</sup> Payment – Planning	FY 2017-18
Job Ticket 3.0 - Case Management	FY 2017-18
Job Ticket 4.0 - Audit Version	FY 2018-19

## • Electronic Board Package Delivery •

Provide Board members and staff an option to receive their meeting materials in a secure electronic format.

Task	Implementation
E-Board Packages – Board of Retirement	FY 2012-13
E-Board Packages – Board of Investments	FY 2013-14
E-Board Package – Disability Investigation Report	FY 2014-15
E-Board Package – Disability Medical Cases	FY 2015-16
E-Board Package – Disability Appeal Cases	FY 2017-18

## • LACERA.com •

Our website will support on-line transactions so that our members can self-service their accounts in a protected and expeditious manner.

Process	Implementation
Security Log-In	FY 2011-12
Direct Deposit	FY 2011-12
Tax Withholding	FY 2012-13
Beneficiary Update	FY 2013-14
Portal Redesign	FY 2015-16
Secure Message Center	FY 2015-16
Retirement Election	FY 2017-18
<del>New Member Enrollment</del>	<del>FY 2016-17</del>
Intranet Redesign	FY 2016-17
On-Line Pension Verification	FY 2016-17
On-Line Form – Service Credit Purchase	FY 2016-17
On-Line Form – Disability Application	FY 2017-18
LACERA.com Redesign	FY 2017-18

## • Knowledge & Content Management •

Provide an Enterprise Content Management System (ECMS) that integrates a centralized search of all knowledge content. We expect to internally ingest the Board of Retirement's Committee documents and implement a user friendly tool to access our membership rules and plan information.

Task	Implementation
Digital Archive – BOR Back file - Implement	FY 2011-12
Digital Archive – BOI & BOR Committee Back file – RFP	FY 2013-14
Disability Medical Document Portal –Infrastructure	FY 2014-15
Disability Medical Document Portal – Training	FY 2015-16
Board Package Web Posting	FY 2015-16
Digital Archive: BOI Back file – Implement	FY 2015-16
Digital Archive: BOR Committee – Implement	FY 2015-16
<b>Digital Archive – Disability Case Back file – Evaluate</b>	<b>FY 2016-17</b>
Digital Archive – RFP	FY 2017-18
Digital Archive – Actuary Reports	FY 2018-19
Digital Archive – Accounting Reports	FY 2018-19
Digital Archive – Brochures	FY 2018-19
Digital Archive – Summary Plan Descriptions	FY 2018-19
Digital Archive – Retiree Healthcare Program	FY 2018-19

## • Retiree Healthcare Program •

In 1987 we embarked on an ambitious program to create our own benefit administration software application. Over the ensuing decades we have devoted considerable resources to support our retirement benefit administration and more recently our disability application work processes. Looking to the future, now is the time to begin planning how to best support the Retiree Healthcare Program with improved document control, workflow, and technology. Similar to our efforts in the disability application area, this will be a multi dimensional effort which will require us to evaluate Board policy, staff procedures, staffing deployment, operational expectations, accountability, and measurement structures.

<b>Task</b>	<b>Implementation</b>
<b>Develop Needs Assessment</b>	<b>FY 2016-17</b>



Quality is paramount to the success of this organization. Quality must be ingrained in everything we do. Quality must be developed, nurtured and evolve as our staff, systems, processes and services transform. Our plan includes multiple initiatives to feed, care and grow our quality ecosystem.

### • In-Line Quality Audits •

LACERA made great strides building a quality ecosystem over the past 10 years. Our efforts include comprehensive training courses, data clean-up projects, apprenticeship programs, standardized business practices, and independent quality assurance. These practices achieved impressive results with our quality improving from 88% to a world class quality level exceeding 98%. Our next evolutionary step is to identify data anomalies and calculation errors earlier when working a member's account to prevent errors from reaching the member in the first place.

<b>Task</b>	<b>Implementation</b>
Develop In-Line Quality Program	FY 2012-13
Standardize and Test Audit Program	FY 2012-13
Train In-Line Auditors	FY 2012-13
Implement In-Line Audits	FY 2012-13
Increase the In-Line Audit ratio to 60%	FY 2015-16
<b>Increase the In-Line Audit ratio to 75%</b>	<b>FY 2016-17</b>
<b>Assess Program Resource Requirements</b>	<b>FY 2016-17</b>

## • **Advanced CERL Education (ACE) Certification** •

The International Foundation of Employee Benefits, in conjunction with the University of Pennsylvania, provides an outstanding educational certification in compensation management covering all aspects of benefits and compensation. This rigorous designation, known as the Certified Employee Benefit Specialist (CEBS), allows the student to specialize their CEBS certification into one of three specialty areas:

- *Compensation Management Specialist* - compensation and human resources
- *Group Benefits Associate* - healthcare and other group benefits
- *Retirement Plans Associate* - all aspects of retirement plans

While these are excellent educational opportunities, they do not specifically address plan design, practices, and procedures unique to LACERA. Our initial concept is for the ACE certification to serve as advanced certification available to LACERA's Claims Processing, Member Services, Retiree Healthcare, Quality Assurance, and Internal Audit staff. The program would include an eligibility test, class work, proficiency tests (class room and production), and continuing education requirements. It is our hope that this designation will be eligible for certification compensation.

<b>Task</b>	<b>Implementation</b>
<b>Develop ACE Program</b>	<b>FY 2016-17</b>
<b>Implement</b>	<b>FY 2017-18</b>
<b>Graduate Inaugural Class</b>	<b>FY 2018-19</b>



## • Succession Planning •

Succession planning is an important part of doing business, no matter how certain the future seems. It promotes strong leadership, facilitates organizational responsiveness, and builds team strength. A successful plan includes employees throughout the organization at all operational levels.

<b>Task</b>	<b>Implementation</b>
<b>Employee Survey - Planning</b>	<b>FY 2016-17</b>
<b>Employee Survey - Conduct</b>	<b>FY 2017-18</b>

## • Member Communications •

Members have important retirement choices to make, from plan selection when first hired through choosing the best date and retirement option at the end of their careers. It is our responsibility to provide the education they need to make good choices for their individual circumstances. Our strategic direction is to continue to expand and improve our communication to members by offering a wide variety of user-friendly, updated, informative, and creative educational tools that include print materials, seminars and workshops, website materials, videos, etc. We will review our current pre-retirement workshop and develop and offer topic-specific modules that members could choose from as alternatives.

<b>Task</b>	<b>Implementation</b>
<b>Outreach Web Video – Retirement</b>	<b>FY 2011-12</b>
<b>Outreach Web Video – New Member</b>	<b>FY 2014-15</b>
<b>Active Member Benefit Statement</b>	<b>FY 2016-17</b>
<b>Retirement Estimate Document</b>	<b>FY 2016-17</b>
<b>Retirement University – Course 1</b>	<b>FY 2016-17</b>
<b>Retirement University – Course 2</b>	<b>FY 2017-18</b>
<b>Member Survey – Customer Needs</b>	<b>FY 2017-18</b>

## • Member Centric Process Management •

Benefits Division has developed a Process Management Group (PMG) that has successfully managed its business rules, documentation and tools so that they are coordinated, standardized, and optimized through a continuous process improvement effort. Our strategic plan will expand this effort to include all member centric service divisions and business rule repositories.

<b>Task</b>	<b>Implementation</b>
<b>Develop Coordinated Procedures</b>	<b>FY 2016-17</b>
<b>Monitor and Harmonize Procedures</b>	<b>FY 2017-18</b>
<b>Audit Program</b>	<b>FY 2017-18</b>
<b>Develop Requirements for Knowledge System</b>	<b>FY 2018-19</b>



## Scrubbing Legacy Data

Our membership data is diverse, voluminous, and spans many decades of time. We maintain our membership data for perpetuity. The consequences of poor or incomplete data can magnify as time progresses and may cause serious ramifications to our members. The 1989-90 database conversion includes a series of poor or incomplete data that has placed a number of our members in harm's way. Our three year strategic plan places a high priority in scrubbing our legacy data.

### • Member Data Evaluation •

A multi-year project plan to identify and prioritize data clean-up projects that will improve processing accuracy and service to members.

Task	Implementation
Employee 1996 Contribution - 7,200	FY 2010-11
eHR Rate Change - 900	FY 2011-12
New Member Plan Elections - 7,400	FY 2011-12
Multiple Sworn Statements - 2,800	FY 2014-15
MOU Retroactive Salary Adjustments - 26,000	FY 2014-15
Missing Service Credit - 1,000	FY 2015-16
Back Contributions Uncollected - 1,000	FY 2015-16
Service Contract not Resident - 1,000	FY 2015-16
<b>Recalculate Contracts Uncompleted - 4,000</b>	<b>FY 2016-17</b>
Data Certification System	FY 2018-19



# Implementing PEPRA

The Public Employees' Pension Reform Act of 2013 (PEPRA) required LACERA to open new plan tiers, design information systems to support the new benefit structure, develop member communications, conduct staff training, and create new monitoring protocols. With the new plan tiers successfully launched, the organization needs to take a fresh look at the additional implementation efforts yet to be completed.

<b>Task</b>	<b>Implementation</b>
<b>PEPRA Implementation Needs Assessment</b>	<b>FY 2015-16</b>
<b>PEPRA Implementation Tactical Plan</b>	<b>FY 2016-17</b>

GR:RH:JP  
Strategic Plan Retirement Benefits 2017 Committee Proposal January 2016.docx

## FOR INFORMATION ONLY

January 5, 2016

TO: Operations Oversight Committee  
Joseph Kelly, Chair  
Yves Chery, Vice Chair  
Anthony Bravo  
Ronald Okum  
David Muir, Alternate

FROM: Robert R. Hill, Assistant Executive Officer *RRH*  
JJ Popowich, Assistant Executive Officer *JJ*

FOR: January 14, 2016 Operations Oversight Committee Meeting

SUBJECT: **LACERA OPERATIONS BRIEFING**

The purpose of this briefing is to share insights on staff activities, updates on goals, and discuss opportunities and/or concerns. Many of the items highlighted may recur in subsequent briefings or may result in a future comprehensive OOC presentation.

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- Public Records Request Update
- Report of Felony Forfeiture Cases Processed

RRH:rrh

**CA PUBLIC RECORDS REQUEST – 2015 TRACKING LIST**

DATE RECEIVED	REQUESTER	DOCS REQUESTED
10/08/15	J. Hammond, RELAC	Monthly request of Benefit Approval List. <i>Transmitted, via email, the September 2, 2015 list.</i>
10-20-15	O. Dieterle, Factset	Requested most recent doc re quarterly performance of Alternative Equity Portfolio. <i>Transmitted via email: Q\$ RE Fund Report and Q1 2015 PE Report.</i>
10-23-15	A. Jacobius, Pensions & Investments	<p>Questions:</p> <ol style="list-style-type: none"> <li>1. Did Board approve Cornerstone Real Estate Debt Program Loan Parameters? If so, what they are and how much LACERA has invested in the program?</li> <li>2. Did Board adopt Wilshire's Base Case implementation plan for transitioning to the new asset allocation policy mix selected by the BOI in August 2015?</li> <li>3. Did Board decide to invite Callan Associates and The Townsend Group to interview with the Board for possible selection as the Real Estate Consultant to the Board? Who is incumbent and when is the incumbent's contract set to expire? Do you know when Townsend and Callan executives will be coming before the board?</li> <li>4. What are LACERA's total assets?</li> </ol> <p><i>Response transmitted via email:</i>  <i>Cornerstone Real Estate Debt Program Loan Parameters was approved with the exception that raw land not be included in the property type.</i>  <i>Callan Associates and The Townsend Group to interview with the Board for possible selection as the Real Estate Consultant to the Board is postponed to November 10 Board meeting.</i>  <i>All other items on the agenda were approved.</i></p>
11-02-15	D. Kushner	Monthly request. Requested information for all November 4, 2015 Board of Retirement and all Board Committee Meetings. <i>Executive office electronically submitted website link for the BOR Administrative/Disability meeting and IBL/OOC Committee meetings.</i>

**CA PUBLIC RECORDS REQUEST – 2015 TRACKING LIST**

DATE RECEIVED	REQUESTER	DOCS REQUESTED
11-02-15	H. Parker, Preqin	<p>Requested reports re LACERA's hedge fund investments.</p> <ol style="list-style-type: none"> <li>1. A list of ALL hedge funds and fund of hedge funds in which Los Angeles County Employees' Retirement Association is an investor; and</li> <li>2. For each hedge fund and fund of hedge funds, may I please have a copy of any records that would show some or all of the following information:               <ol style="list-style-type: none"> <li>a. the month by month market value of Los Angeles County Employees' Retirement Association's holding in each fund since the Los Angeles County Employees' Retirement Association initial investment in hedge funds to September 30, 2015,</li> <li>b. the month by month amount invested by Los Angeles County Employees' Retirement Association in each fund since the Los Angeles County Employees' Retirement Association initial investment in hedge funds to September 30, 2015,</li> <li>c. the month by month net returns (net of fees) earned by Los Angeles County Employees' Retirement Association on its investment in each fund since the Los Angeles County Employees' Retirement Association initial investment in hedge funds to September 30, 2015.</li> </ol> </li> </ol> <p>Transmitted via email the following documents.            BOI memo dated June, 1, 2012 re 2012 1<sup>st</sup> Quarter Hedge Fund Performance Report; Grosvenor Presentation to LACERA, March 2012; Grosvenor Presentation to LACERA, August 2012, 2Q;            Grosvenor Presentation to LACERA, December 2012, 3Q; Grosvenor Presentation to LACERA, February 2013, 4Q; Grosvenor Presentation to LACERA, June 2013; Grosvenor Presentation to Hedge Fund Strategy and Industry Review and Outlook, August 2013, 2<sup>nd</sup> Q; Grosvenor Presentation to LACERA, September 2013, 2Q;            Grosvenor Presentation to LACERA, December 2013, 3Q;            BOI memo dated June 2, 2014 re 2014 1<sup>st</sup> Q, Hedge Fund Performance Report; BOI memo dated August 27, 2014 re 2014 2<sup>nd</sup> Q Hedge Fund Performance Report; BOI memo dated November 20, 2014 re 2014 3<sup>rd</sup> Q Hedge Fund Performance Report; BOI memo dated February 25, 2015 re 2014 4<sup>th</sup> Q Hedge Fund Performance Report; BOI Memo dated May 27, 2015 re 2015 1<sup>st</sup> Q Hedge Fund Performance Report.</p>
11-04-15	D. Kushner	<p>Monthly request.            Requested agenda packet for November BOI meeting.  <i>Information transmitted via email.</i></p>
11-04-15	F. Massey, Individual	<p>Monthly request for BOI agenda packet for the month of November, 2015.  <i>Information sent via U.S. mail.</i></p>
11-04-15	R. Spare, Individual	<p>Monthly request for BOI agenda packet for the month of November, 2015.  <i>Information sent via U.S. mail</i></p>

**CA PUBLIC RECORDS REQUEST – 2015 TRACKING LIST**

<b>DATE RECEIVED</b>	<b>REQUESTER</b>	<b>DOCS REQUESTED</b>
11-04-15	M. Pease, Wilshire	Monthly request for BOI agenda packet for the month of November, 2015. <i>Information sent via U.S. mail</i>
11-04-15	LA Sheriff's Department	Monthly request for Fire & Sheriff Retirement lists. <i>Transmitted via email monthly agenda reports for November 2015. Date run for each report is October 29, 2015.</i>
11-04-15	S. Moomjean, LA County.Gov (Various Members)	Monthly request for BOI agenda packet for the month of November, 2015. <i>Information sent via U.S. mail</i>
11-05-15	B. Ratner, Individual	Requested the names of all the individuals, firms or anyone else who responded to the RFP entitled "Private Equity Fund Investment Management Fee, Expenses, and Carrier Interest Recalculation and Verification Services." <i>Response, via email, is the following data: FTI Consulting, Kreisler Miller, LP Capital Advisors, Meketa Investment Group, Maples Fund Services, PEF Services LLC, Conifer Financial Services, Real Estate Fiduciary Services.</i>
11-06-15	T. Sturrock, Fund Fire	Requested documents re Item D. Recommendation submitted by J. Rice, Hedge Funds that Board invest \$300 million in customized Opportunistic Credit Hedge funds of Funds Portfolio by Grosvenor Capital Management and Item E Recommendation by J. Rice, Hedge Funds that Board approve Hedge Fund Allocation Plan which includes (1) Move forward on path to invest in hedge funds beginning in fiscal year 2016-2017, (2) Use the two existing hedge fund of funds managers and advisors for manager selection and termination decisions rather than hiring a separate independent hedge fund consultant, and (3) Add additional staff resources for direct hedge fund investing in upcoming fiscal year budget processes. <i>Submit via email BOI Memo dated October 27, 2015 re Grosvenor Opportunistic Credit Hedge Fund of Funds Recommendation and BOI Memo dated October 27, 2015 re Hedge Fund Allocation Plan.</i>
11-09-15	G. Chung, Financial Investment News	Requested copy of November 10, 2015 BOI package. <i>Submitted via email the November 10, 2015 BOI package.</i>
11-10-15	D. Kushner, Individual	Monthly request. Requested DVD copy of Board of Investment meeting held on November 10, 2015. Requested DVD all Committee Meetings held on November 4, 2015, electronic copy of all materials provided at these meetings including Green Folder Items. <i>Legal submitted via email response letter and also sent via USPS mail DVDS for BOI meeting and Committee Meetings 2015. No Green Folder Items for this month.</i>
11-11-15	G. Chung, Financial Investment News	Question: Did BOI approve all items presented at Board meeting? <i>Response via email: All Private Equity Items were approved.</i>



**CA PUBLIC RECORDS REQUEST – 2015 TRACKING LIST**

DATE RECEIVED	REQUESTER	DOCS REQUESTED
11-12-15	A. Mills, Pitchbook	Requested copy of the quarterly public records from Q2 2015, Q1 2015, Q3 2014, Q1 2013 and Q3 2013. Requested to receive names, commitment amount, net asset value, and since inception percentage return of any hedge funds in which LACERA plan has invested. <i>Submitted response via email: Most recent Real Estate Fund report - 1<sup>st</sup> Q 2015 Commingled Fund document by Townsend Group. Q2 has not yet been compiled. Requestor notified that LACERA does not compile quarterly data; only semiannual reports – Q2 and Q4 on PE returns.</i>
11-13-15	VERBAL L. Krietzer, Thomas Reuters/Wall Street Journal	Inquired about the Private Equity Plan for 2016. <i>Response via telephone that the Plan is still in progress.</i>
11-13-15	D. Gregory, Public Plan IQ, LLC	Request a copy of <ol style="list-style-type: none"> <li>1. November 10, 2015 Board of Investments, Agenda Item VIII.D: Opportunistic Credit Hedge Fund of Fund;</li> <li>2. November 10, 2015 Board of Investments, Agenda Item VIII.E: Hedge Fund Allocation Plan;</li> <li>3. November 10, 2015 Board of Investments, Agenda Item IX. B: Fund Performance Review;</li> <li>4. October 14, 2015 Board of Investments, Agenda Item VIII. B: Wilshire Base Case Asset Allocation;</li> <li>5. September 9, 2015 Board of Investments, Agenda Item VIII. B: Hedge Fund Strategic Plan;</li> <li>6. September 9, 2015, Board of Investments, Agenda Item IX. F: Hedge Fund Performance Report;</li> <li>7. September 9, 2015, Real Estate Committee Agenda Item II.A.: Real Estate Priorities Update;</li> <li>8. September 9, 2015, Real Estate Committee Agenda Item II.B.: International Real Estate Strategy Review;</li> <li>9. June 10, 2015, Board of Investments, Agenda Item VIII.A: Real Estate Performance Measurement;</li> <li>10. June 10, 2015, Board of Investments, Agenda Item VIII.B: Real Estate Program History &amp; Presentation, and</li> <li>11. June 10, 2015, Board of Investments, Agenda Item VIII.D: Real Estate Debt Program.</li> </ol> <i>Transmitted the following documents via email: BOI memo dated May 22, 2015 re Real Estate Performance Measurement Report, 4<sup>th</sup> quarter 2014; BOI memo dated June 1, 2015 re Real Estate Debt Program; Townsend Group Real Estate Program History and Presentation dated June 10, 2015; BOI Memo dated August 25, 2015 re 2015 Second Quarter Hedge Fund Performance Report; BOI Memo dated August 27, 2015 re Hedge Fund Strategic Plan; International Real Estate Strategy Review dated Sept. 9, 2015; Performance Review as of Sept. 30, 2015; BOI Memo dated Oct. 6, 2015 re Asset Allocation Implementation Plan; BOI memo dated Oct. 27, 2015 re Hedge Fund Allocation Plan; and BOI Memo dated Oct. 27, 2015 re Grosvenor Opportunistic Credit Hedge Fund of Funds Recommendation.</i>

**CA PUBLIC RECORDS REQUEST – 2015 TRACKING LIST**

DATE RECEIVED	REQUESTER	DOCS REQUESTED
11-15-15	M. Sunitha, AARM Corp.	Requested Alternative Investment's Performance Data for Private Equity Reports for Q1 2015; Q2 2015 and Q3 2015. <i>Transmitted via most recent Real Estate Fund report - 1<sup>st</sup> Q 2015 Commingled Fund document by Townsend Group. Q2 has not yet been compiled.</i> <i>Requestor notified that LACERA does not compile quarterly data; only semiannual reports – Q2 and Q4 on PE returns. Also transmitted BOI memo dated August 25, 2015 re 2015 2<sup>nd</sup> Q Hedge Fund Performance Report.</i>
12-02-15	LA County Sheriff's Department	Monthly request for Fire & Sheriff Retirement lists. <i>Transmitted via email monthly agenda reports for December, 2015. Date run for each report is December 1, 2015.</i>
12-03-15	D. Kushner	Monthly request. Requested agenda packet for December BOI meeting. <i>Information transmitted via email.</i>
12-03-15	S. Moomjean, LA County.Gov (Various Members)	Monthly request for BOI agenda packet for the month of December, 2015. <i>Information sent via email.</i>
12-03-15	M. Pease, Wilshire	Monthly request for BOI agenda packet for the month of December, 2015. <i>Information sent via email.</i>
12-03-15	A. Poe, ReedSmith	Monthly request for BOI agenda packet for the month of December, 2015. <i>Information sent via email.</i>
12-08-15	G. Chung, Financial Investment News	Monthly request for BOI agenda packet for the month of December, 2015. <i>Information sent via email.</i>
12-10-15	D. Gregory, Public Plan IQ	Requested agenda items in December BOI agenda packet. <i>Information sent via email.</i>





December 16, 2015

TO: Each Member  
Operations Oversight Committee

FROM: Kaelyn Ung and Holly Henderson  
Administrative Services Division

SUBJECT: **FY 2014-2015 FINAL BUDGET CONTROL REPORT**

Attached is a copy of the Final Budget Control Report for the LACERA Administrative, Retiree Healthcare Benefits Program, and Other-Post Employment Benefits (OPEB) Trust Budget for Fiscal Year 2014-2015.

**LACERA ADMINISTRATIVE BUDGET**

The total operating expenses are \$62,917,421. This represents an underexpenditure of \$2,711,831 from LACERA's operating budget. The Executive Summary details the major factors contributing to this underexpenditure.

**RETIREE HEALTHCARE BENEFITS PROGRAM (RHCBP) BUDGET**

The total program expenses are \$5,424,333. This represents an overexpenditure of \$122,287 from the total RHCBP operating budget. The Executive Summary details the major factors contributing to this overexpenditure.

**OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST BUDGET**

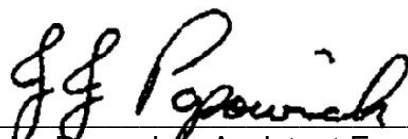
The total operating expenses are \$152,552. This represents an overexpenditure of \$18,726 from the OPEB Trust operating budget. The Executive Summary details the major factor contributing to this overexpenditure.

If you have any questions, please call Kaelyn at (626) 564-6000, ext. 3332 or Holly at ext. 3571.

Attachment

c: G. Rademacher  
R. Hill  
K. Hines

Approved: \_\_\_\_\_

  
John Popowich, Assistant Executive Officer

# Fiscal Year 2014-2015 Budget Control Report

Based on Expenditures as of June 30, 2015

**LACERA**  
**FISCAL YEAR 2014-2015**  
**BUDGET CONTROL REPORT**  
**BASED ON EXPENDITURES AS OF**  
**JUNE 30, 2015**

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**FISCAL YEAR 2014-2015**  
**LACERA BUDGET CONTROL REPORT**  
**EXECUTIVE SUMMARY**  
**BASED ON EXPENDITURES AS OF**  
**JUNE 30, 2015**

The following is the Final Budget Control Report for Fiscal Year 2014-2015. The total operating expenses of \$62,917,421 are based on actual expenditure information through June 30, 2015. This represents an under-expenditure of \$2,711,831 from our operating budget.

The major contributing factors are:

**Salaries and Employee Benefits:**



Under-expenditure of **\$2,492,719** in Salaries and Employee Benefits resulting from the following factors:

- ⇓ Permanent salaries are lower than anticipated due to hiring plan changes resulting from recruitment delays, unplanned vacancies, and/or retirements.
- ⇑ Variable benefits are higher than anticipated due to increase in the Options benefits plan for represented employees and Retirement costs were higher than budgeted.
- ⇑ Overtime costs are higher than anticipated due to Member Services and Claims Processing special projects such as the Retro-Salary Contribution Project, Plan E Cola Correction Project, 82-91 Final Phase Project and PEPRA data clean-up project.
- ⇑ Agency temps are higher than anticipated due to the need for assistance in Administrative Services, Communications, Legal Services and Member Services to perform the duties and workload of vacant positions.

**Services and Supplies:**



Under-expenditure of **\$219,112** in Services and Supplies primarily due to the following:



- ↑ Over-expenditure of \$408,682 in Disability Fees and Services due to higher than anticipated cost for Medical and Hearing Officer Fees. The new implementation of the medical flat fee for medical exams was anticipated to be a cost saver due to Physician's inability to charge beyond LACERA's threshold. However, with the addition of staff and division reorganization, along with policy and procedural changes in Disability Retirement; an increase in productivity (i.e. more cases resolved) resulted in higher than anticipated cost for Medical Fees. In addition, Disability Litigation had eleven more regular hearings in FY 2014-2015 than in previous fiscal years, which contributed to the over-expenditures in Hearing Officer Fees.
- ↓ Under-expenditure of \$314,982 in Equipment Maintenance due to lower than anticipated costs for Mainframe Equipment. Mainframe upgrade from last fiscal year was inclusive of three years maintenance which eliminated majority of maintenance cost.
- ↓ Under-expenditure of \$202,367 in Building Costs due to lower than anticipated cost for Renovation. Administrative Services renovation project that was scheduled for fiscal year 2014-2015 was placed on hold. In place of a single renovation, funds were reallocated to purchase additional cubicles for the Call Center and Investment Office, which were being discontinued by the vendor. In addition, invoices for the Human Resources renovation for 2013-2014 fiscal year were not paid until after the year-end books were closed.
- ↓ Under-expenditure of \$171,229 in Educational Expenses due to lower than anticipated costs for Registration Fees and Departmental Training. Recruitment delays and not being fully staffed resulted in having less staff members partaking in anticipated conferences, trainings, and seminars. Departmental Training is lower than anticipated due to a number of scheduled trainings that were placed on hold because of other organizational priorities.
- ↑ Over-expenditure of \$160,311 in Communications due to higher than anticipated cost for Trunk Lines. LACERA was out of contract for two years but an unexpected price increase resulted in LACERA renegotiating a new AT&T contract in March 2015.
- ↑ Over-expenditure of \$130,674 in Computer Services & Support due to higher than anticipated costs for Mainframe Software and Licensing, and Co-location. Mainframe Software and Licensing was higher due to an unbudgeted expenditure that was necessary to resolve under licensed Filenet products. In addition, data replication activity of circuit used for Co-location was higher than anticipated.

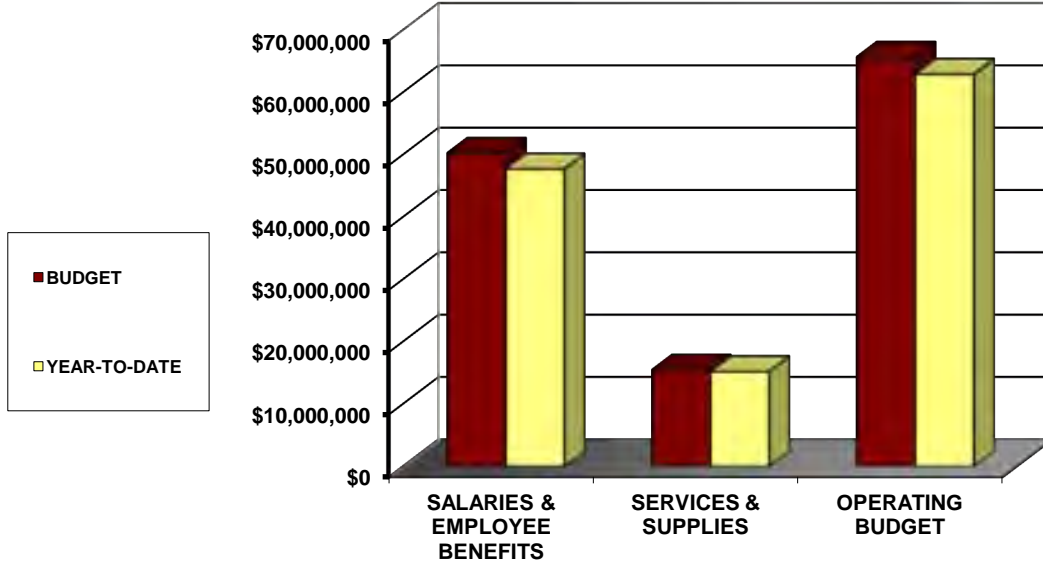
↓ Under-expenditure of \$108,477 in Transportation and Travel due to lower than anticipated costs for Travel. Recruitment delays and postponement of projects resulted in having less staff members to travel and partake in anticipated events and conferences.

# LACERA

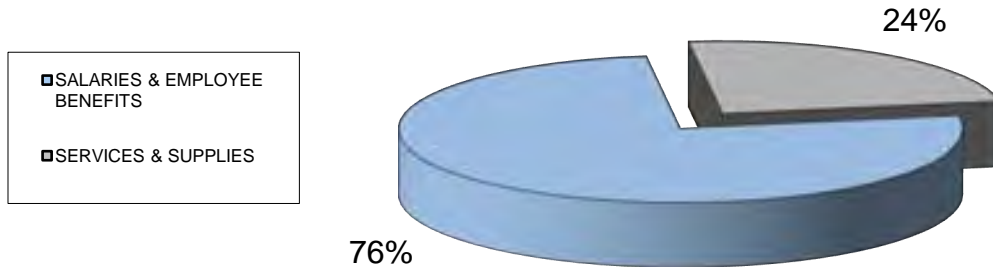
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$50,210,152	\$47,717,433	(\$2,492,719)
SERVICES & SUPPLIES	\$15,419,100	\$15,199,988	(\$219,112)
<b>OPERATING BUDGET</b>	<b>\$65,629,252</b>	<b>\$62,917,421</b>	<b>(\$2,711,831)</b>

Budgeted Positions 381  
Filled Positions 348



### Total Expenditures by Category



2014 - 2015

LACERA BUDGET CONTROL REPORT

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER/(UNDER) BUDGET</b>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$32,220,056	\$28,673,954	(\$3,546,102)
AGENCY TEMPORARY	1,602,300	1,627,145	24,845
STIPENDS	50,000	63,782	13,782
OVERTIME	413,267	558,534	145,267
BILINGUAL BONUS	12,000	8,100	(3,900)
TRANSPORTATION ALLOWANCE	13,500	6,300	(7,200)
SICKLEAVE BUYBACK	51,500	44,879	(6,621)
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$34,362,623</b>	<b>\$30,982,694</b>	<b>(\$3,379,929)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	5,025,557	5,733,082	707,525
FICA CONTRIBUTION	449,709	441,619	(8,090)
COUNTY SUBSIDY - INSURANCE	940,725	1,190,073	249,348
OPTIONS PLAN	2,489,731	2,655,308	165,577
LIFE INSURANCE	14,042	13,840	(202)
HEALTH INSURANCE TEMPS	120,828	142,750	21,922
FLEXIBLE BENEFIT PLAN	75,692	66,109	(9,583)
THRIFT PLAN / HORIZONS	789,875	820,506	30,631
SAVINGS PLAN	547,898	557,164	9,266
PENSION SAVINGS PLAN	19,718	16,398	(3,320)
MEGAFLEX	2,851,752	2,794,633	(57,119)
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$13,325,527</b>	<b>\$14,431,482</b>	<b>\$1,105,955</b>
<b>OTHER BENEFITS</b>	<b>2,522,000</b>	<b>2,303,257</b>	<b>(218,743)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$15,847,527</b>	<b>\$16,734,739</b>	<b>\$887,212</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$50,210,152</b>	<b>\$47,717,433</b>	<b>(\$2,492,719)</b>

2014 - 2015

LACERA BUDGET CONTROL REPORT

SUMMARY OF SERVICES AND SUPPLIES  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	BUDGET	YTD ACTUAL	OVER / (UNDER) BUDGET
AUTO EXPENSES	\$68,500	\$53,931	(\$14,569)
COMMUNICATIONS	673,700	834,011	160,311
TRANSPORTATION & TRAVEL	774,500	666,023	(108,477)
POSTAGE	804,600	760,547	(44,053)
STATIONERY & FORMS	563,000	499,424	(63,576)
OFFICE SUPPLIES & EQUIPMENT	572,900	544,847	(28,053)
INSURANCE	617,000	537,241	(79,759)
EQUIPMENT MAINTENANCE	719,300	404,318	(314,982)
EQUIPMENT RENTS & LEASES	263,200	275,642	12,442
BUILDING COSTS	1,858,000	1,655,633	(202,367)
PARKING FEES	372,000	384,960	12,960
PROFESSIONAL & SPECIALIZED SERVICES	1,655,000	1,598,255	(56,745)
BANK SERVICES	180,000	165,598	(14,402)
LEGAL FEES & SERVICES	269,800	320,903	51,103
DISABILITY FEES & SERVICES	1,567,000	1,975,682	408,682
COMPUTER SERVICES & SUPPORT	3,234,100	3,364,774	130,674
EDUCATIONAL EXPENSES	1,068,400	897,171	(171,229)
MISCELLANEOUS	158,100	261,029	102,929
TOTAL	\$15,419,100	\$15,199,988	(\$219,112)

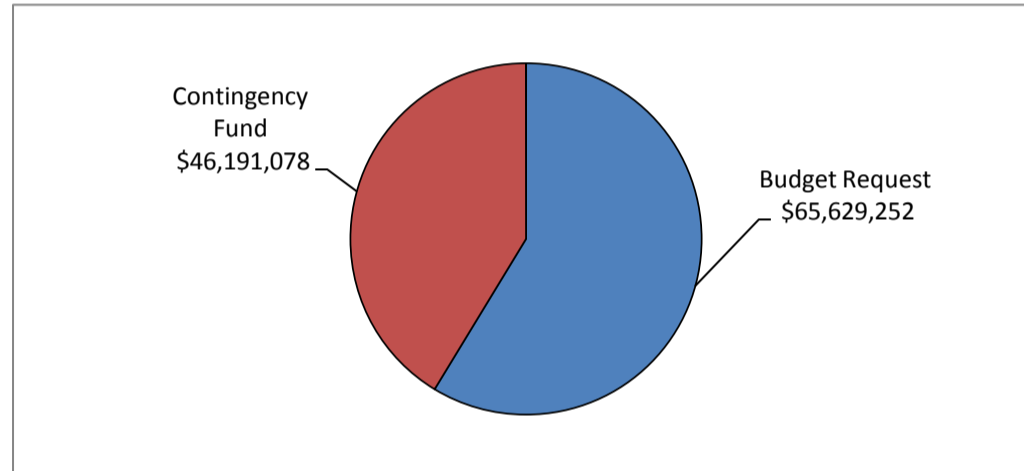
2014-2015

LACERA BUDGET CONTROL REPORT

SUMMARY OF CONTINGENCY FUND ADJUSTMENTS

BASED ON EXPENDITURES AS OF JUNE 30, 2015

BUDGET REQUEST	CONTINGENCY FUND	TOTAL APPROPRIATION
<u>\$ 65,629,252</u>	<u>\$ 46,191,078</u>	<u>\$ 111,820,330</u>



CONTINGENCY FUND	APPROVED TRANSFERS	YEAR-TO-DATE EXPENDITURES	REMAINING CONTINGENCY FUND
<u>\$ 46,191,078</u>	<u>\$0</u>	<u>\$0</u>	<u>\$ 46,191,078</u>

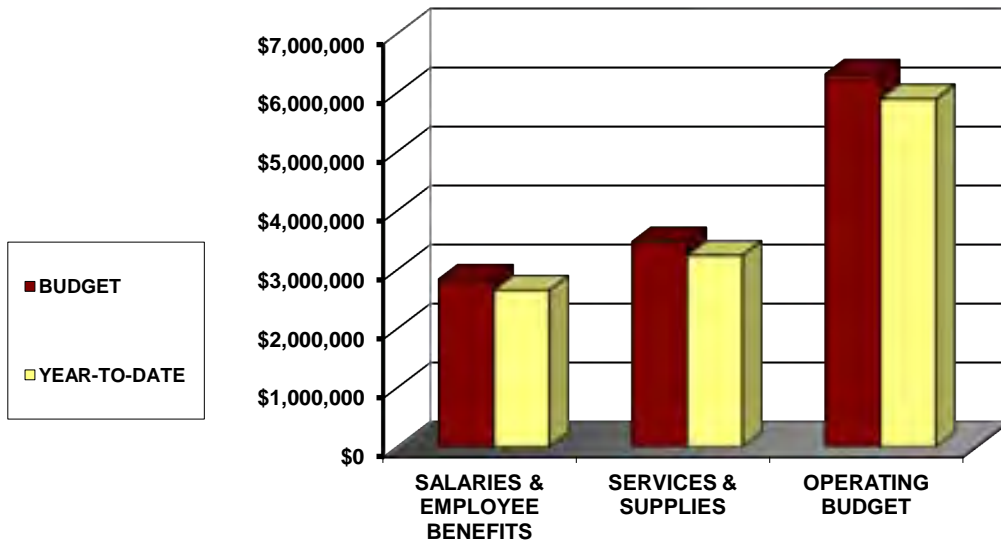
\* Pursuant to Section 31580.3 of the County Employees Retirement Law of 1937 (Government Code Title 3, Division 4, Part 3, Chapter 3)

# ADMINISTRATIVE SERVICES

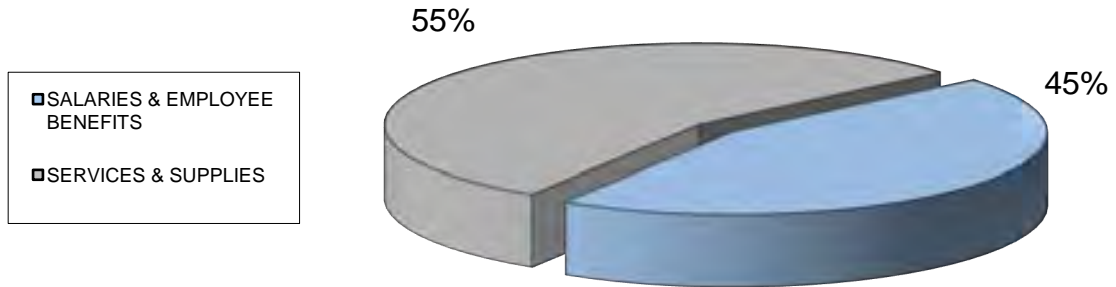
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$2,840,894	\$2,654,000	(\$186,894)
SERVICES & SUPPLIES	\$3,474,100	\$3,246,507	(\$227,593)
<b>OPERATING BUDGET</b>	<b>\$6,314,994</b>	<b>\$5,900,507</b>	<b>(\$414,487)</b>

Budgeted Positions      31  
Filled Positions         29



### Total Expenditures by Category



2014 - 2015

ADMINISTRATIVE SERVICES DIVISION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER/(UNDER) BUDGET</b>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$1,882,745	\$1,551,682	(\$331,063)
AGENCY TEMPORARY	51,800	141,833	90,033
STIPENDS	0	0	0
OVERTIME	19,331	3,319	(16,013)
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	7,300	8,587	1,287
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$1,961,176</b>	<b>\$1,705,421</b>	<b>(\$255,755)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	287,561	339,785	52,224
FICA CONTRIBUTION	23,116	21,001	(2,116)
COUNTY SUBSIDY - INSURANCE	19,894	28,761	8,867
OPTIONS PLAN	277,598	268,910	(8,688)
LIFE INSURANCE	1,155	919	(236)
HEALTH INSURANCE TEMPS	7,535	13,406	5,871
FLEXIBLE BENEFIT PLAN	29,487	36,093	6,606
THRIFT PLAN / HORIZONS	40,057	42,560	2,503
SAVINGS PLAN	16,727	21,053	4,326
PENSION SAVINGS PLAN	468	77	(391)
MEGAFLEX	28,750	41,970	13,220
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$732,348</b>	<b>\$814,535</b>	<b>\$82,187</b>
<b>OTHER BENEFITS</b>	<b>147,370</b>	<b>134,044</b>	<b>(13,326)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$879,718</b>	<b>\$948,579</b>	<b>\$68,861</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$2,840,894</b>	<b>\$2,654,000</b>	<b>(\$186,894)</b>



2014 - 2015

ADMINISTRATIVE SERVICES DIVISION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET	
<b>AUTO EXPENSES</b>				
9102	AUTO MAINTENANCE/REPAIR	\$8,000	\$10,200	\$2,200
9103	GAS	1,800	1,392	(408)
9105	LICENSE FEES	200	103	(97)
9106	SPECIAL ORDER - AUTOMOBILE	40,000	25,880	(14,120)
	TOTAL	50,000	37,576	(12,424)
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	1,600	1,032	(568)
9182	TRAVEL	6,200	3,936	(2,264)
	TOTAL	7,800	4,968	(2,832)
<b>POSTAGE</b>				
9201	POSTAGE METER	180,000	199,964	19,964
9202	BUS REPLY PERMIT 4796/ACCTG FEE	900	905	5
9203	ADVANCE POSTAGE - TRUST ACCOUNT	8,000	10,000	2,000
9204	CALLER BOX SERVICE ANNUAL FEE	1,200	1,218	18
	TOTAL	190,100	212,087	21,987
<b>STATIONERY AND FORMS</b>				
9264	MISC STATIONERY & FORMS/DIRECTORIES	3,500	2,967	(533)
	TOTAL	3,500	2,967	(533)
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	15,000	15,038	38
9305	SAFETY AND HEALTH SUPPLIES	7,500	5,315	(2,185)
9306	COMPUTER SUPPLIES	65,000	102,519	37,519
9307	STANDARD STOCK	125,000	119,486	(5,514)
9337	OFFICE FURNISHINGS	60,000	38,166	(21,834)
9352	ERGONOMIC ITEMS	800	246	(554)
	TOTAL	273,300	280,770	7,470
<b>INSURANCE</b>				
9381	FIDUCIARY INSURANCE	289,000	264,003	(24,997)
9382	UMBRELLA POLICY	23,000	20,930	(2,070)
9384	EARTHQUAKE/FLOOD	119,000	103,497	(15,503)
9386	CRIME INSURANCE POLICY	18,000	17,282	(718)
9387	BUSINESS PACKAGE	62,000	61,279	(721)
9388	EMPLOYMENT PRACTICE LIABILITY INSURANCE	77,000	70,250	(6,750)

2014 - 2015

ADMINISTRATIVE SERVICES DIVISION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
9389	OPEB INSURANCE	\$17,000	\$0	(\$17,000)
9390	CYBER LIABILITY INSURANCE	12,000	0	(12,000)
	TOTAL	617,000	537,241	(79,759)
	<b>EQUIPMENT MAINTENANCE</b>			
9401	FAX MACHINES	7,300	3,213	(4,087)
9403	CANON READER-PRINTERS	500	0	(500)
9423	TIME CLOCK MAINTENANCE	1,100	95	(1,005)
9426	SECURITY SYSTEM (PANIC BUTTONS)	900	768	(133)
	TOTAL	9,800	4,075	(5,725)
	<b>EQUIPMENT RENTS AND LEASES</b>			
9452	MAILING EQUIPMENT	13,200	16,923	3,723
9463	PRODUCTION COPIERS - LEASES	250,000	258,719	8,719
	TOTAL	263,200	275,642	12,442
	<b>BUILDING COSTS</b>			
9476	BUILDING OPERATIONAL COSTS	1,268,000	1,205,001	(62,999)
9477	OVERTIME HVAC/LIGHTING	140,000	167,013	27,013
9480	FACILITIES MAINTENANCE	100,000	63,145	(36,855)
9481	RENOVATION PROJECTS	350,000	220,473	(129,527)
	TOTAL	1,858,000	1,655,633	(202,367)
	<b>PROFESSIONAL AND SPECIALIZED SERVICES</b>			
9506	COUNTY MESSENGER SERVICES - ISD	5,000	3,465	(1,535)
9553	ARCHIVE/ OFF-SITE STORAGE	27,000	39,528	12,528
9677	SHREDDING SERVICE	26,000	38,448	12,448
9685	LEGAL PREFERENCE COURIER	45,000	36,225	(8,775)
9686	FURNITURE OFF-SITE STORAGE	15,000	16,457	1,457
9688	UNIVERSAL MAIL DELIVERY SERVICE	9,000	6,871	(2,129)
9689	NEXT DAY MAIL DELIVERY SERVICE	32,000	35,170	3,170
9706	EMERGENCY NOTIFICATION SYSTEM	13,000	12,850	(150)
	TOTAL	172,000	189,013	17,013
	<b>COMPUTER SERVICES &amp; SUPPORT</b>			
9838	MISC SOFTWARE PACKAGES	16,000	30,922	14,922
	TOTAL	16,000	30,922	14,922

2014 - 2015

ADMINISTRATIVE SERVICES DIVISION

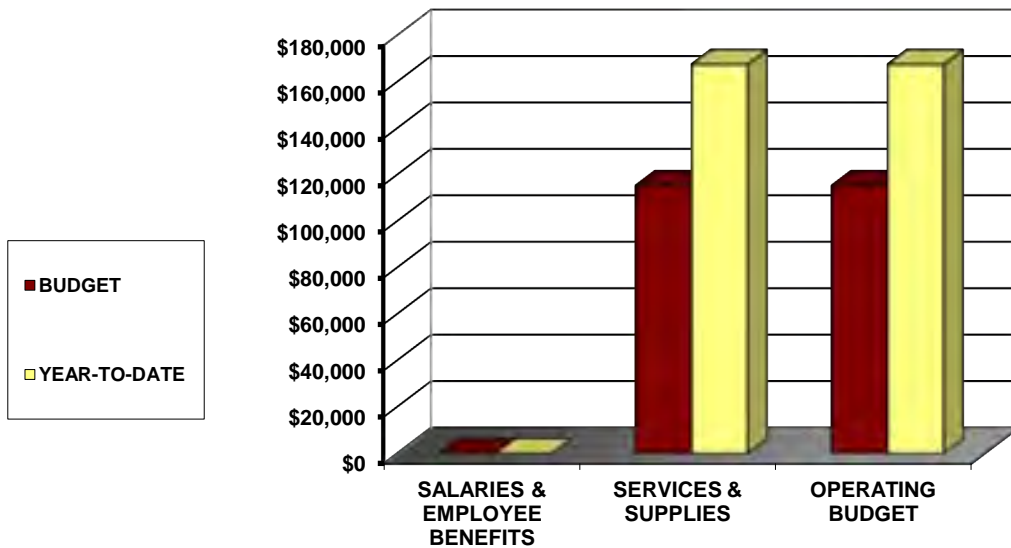
DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>EDUCATIONAL EXPENSES</b>				
9961	MEMBERSHIPS	\$1,400	\$349	(\$1,051)
9962	REGISTRATION FEES	6,500	4,969	(1,531)
9963	EDUCATIONAL MATERIALS	1,000	49	(951)
TOTAL		8,900	5,367	(3,533)
<b>MISCELLANEOUS</b>				
9986	MISCELLANEOUS	500	6,106	5,606
9990	RIDESHARE	4,000	4,140	140
TOTAL		4,500	10,246	5,746
<b>GRAND TOTAL</b>		<b>\$3,474,100</b>	<b>\$3,246,507</b>	<b>(\$227,593)</b>

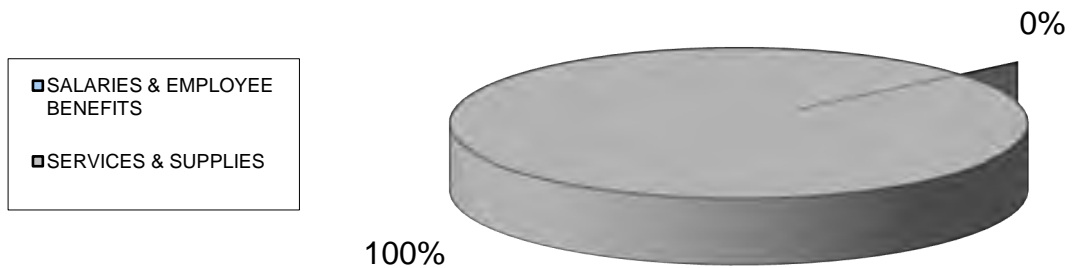
# BOARD OF RETIREMENT

## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$0	\$0	\$0
SERVICES & SUPPLIES	\$115,210	\$167,498	\$52,288
<b>OPERATING BUDGET</b>	<b>\$115,210</b>	<b>\$167,498</b>	<b>\$52,288</b>



**Total Expenditures by Category**



2014 - 2015

BOARD OF RETIREMENT

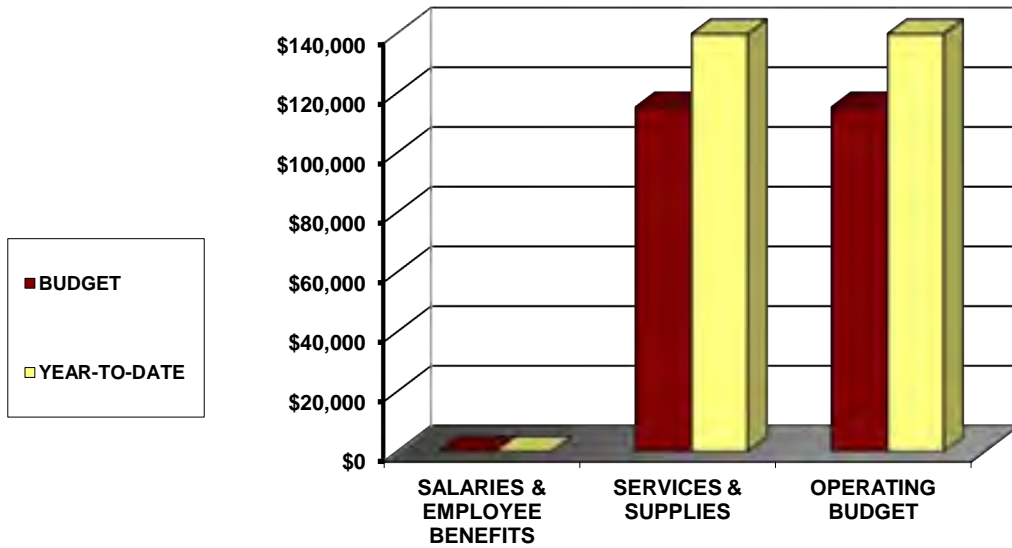
DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	<b>COMMUNICATIONS</b>			
9129	PC LINES FOR BOARD MEMBERS	\$3,250	\$2,154	(\$1,096)
	TOTAL	3,250	2,154	(1,096)
	<b>TRANSPORTATION AND TRAVEL</b>			
9181	TRANSPORTATION	9,000	14,158	5,158
9182	TRAVEL	71,460	89,009	17,549
	TOTAL	80,460	103,167	22,707
	<b>EDUCATIONAL EXPENSES</b>			
9962	REGISTRATION FEES	30,000	56,272	26,272
9963	EDUCATIONAL MATERIALS	1,500	5,905	4,405
	TOTAL	31,500	62,177	30,677
	<b>GRAND TOTAL</b>	<b>\$115,210</b>	<b>\$167,498</b>	<b>\$52,288</b>

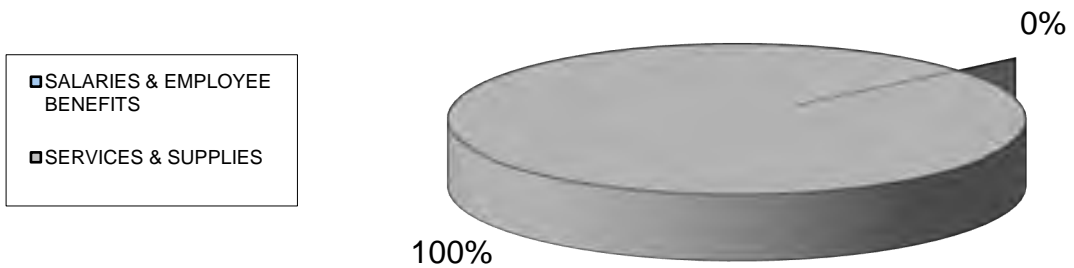
# BOARD OF INVESTMENTS

## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$0	\$0	\$0
SERVICES & SUPPLIES	\$115,210	\$139,818	\$24,608
<b>OPERATING BUDGET</b>	<b>\$115,210</b>	<b>\$139,818</b>	<b>\$24,608</b>



**Total Expenditures by Category**



2014 - 2015

BOARD OF INVESTMENTS

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

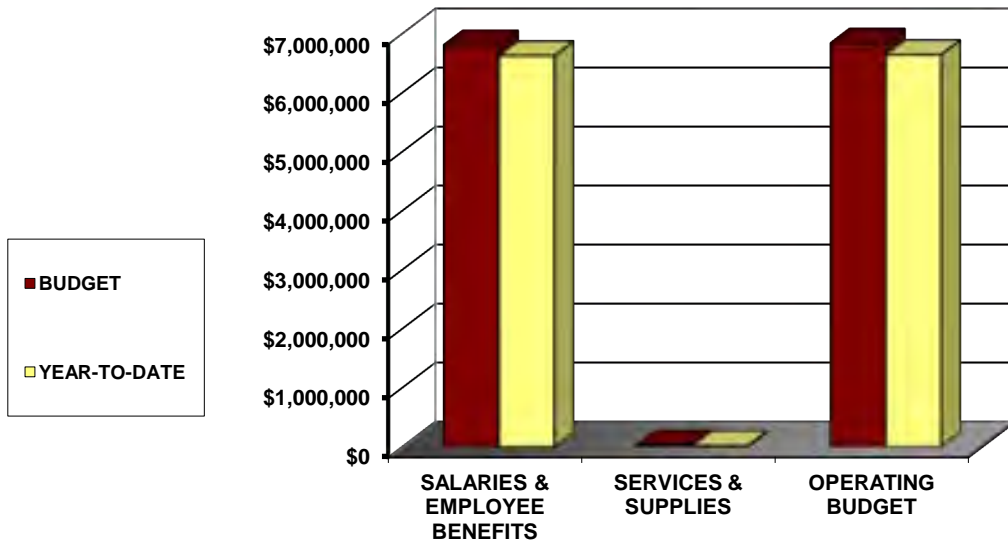
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	<b>COMMUNICATIONS</b>			
9129	PC LINES FOR BOARD MEMBERS	\$3,250	\$1,884	(\$1,366)
	TOTAL	3,250	1,884	(1,366)
	<b>TRANSPORTATION AND TRAVEL</b>			
9181	TRANSPORTATION	9,000	6,921	(2,079)
9182	TRAVEL	71,460	86,040	14,580
	TOTAL	80,460	92,961	12,501
	<b>EDUCATIONAL EXPENSES</b>			
9962	REGISTRATION FEES	30,000	39,621	9,621
9963	EDUCATIONAL MATERIALS	1,500	5,352	3,852
	TOTAL	31,500	44,973	13,473
	<b>GRAND TOTAL</b>	<b>\$115,210</b>	<b>\$139,818</b>	<b>\$24,608</b>

# CLAIMS PROCESSING

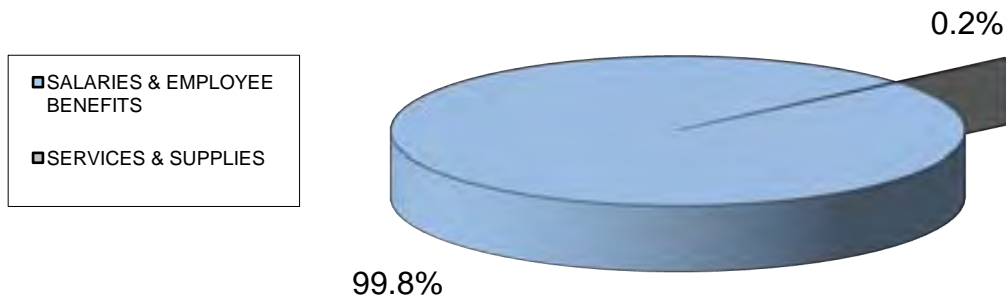
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$6,810,272	\$6,634,618	(\$175,654)
SERVICES & SUPPLIES	\$32,600	\$16,024	(\$16,576)
<b>OPERATING BUDGET</b>	<b>\$6,842,872</b>	<b>\$6,650,642</b>	<b>(\$192,230)</b>

Budgeted Positions      62  
Filled Positions         65



### Total Expenditures by Category





2014 - 2015

CLAIMS PROCESSING

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER/(UNDER) BUDGET</u>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$4,510,179	\$3,950,247	(\$559,932)
AGENCY TEMPORARY	89,400	57,936	(31,464)
STIPENDS	0	0	0
OVERTIME	165,200	208,641	43,441
BILINGUAL BONUS	2,400	1,150	(1,250)
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	6,000	9,983	3,983
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$4,773,179</b>	<b>\$4,227,957</b>	<b>(\$545,222)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	614,542	786,984	172,442
FICA CONTRIBUTION	58,481	58,937	456
COUNTY SUBSIDY - INSURANCE	39,562	63,159	23,597
OPTIONS PLAN	739,400	887,722	148,322
LIFE INSURANCE	4,659	4,851	192
HEALTH INSURANCE TEMPS	58,327	46,922	(11,405)
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	90,274	113,164	22,890
SAVINGS PLAN	3,949	10,502	6,553
PENSION SAVINGS PLAN	7,918	4,733	(3,185)
MEGAFLEX	66,949	105,634	38,685
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$1,684,062</b>	<b>\$2,082,609</b>	<b>\$398,547</b>
<b>OTHER BENEFITS</b>	<b>353,031</b>	<b>324,053</b>	<b>(28,978)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$2,037,092</b>	<b>\$2,406,662</b>	<b>\$369,570</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$6,810,272</b>	<b>\$6,634,618</b>	<b>(\$175,654)</b>

2014 - 2015

CLAIMS PROCESSING

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

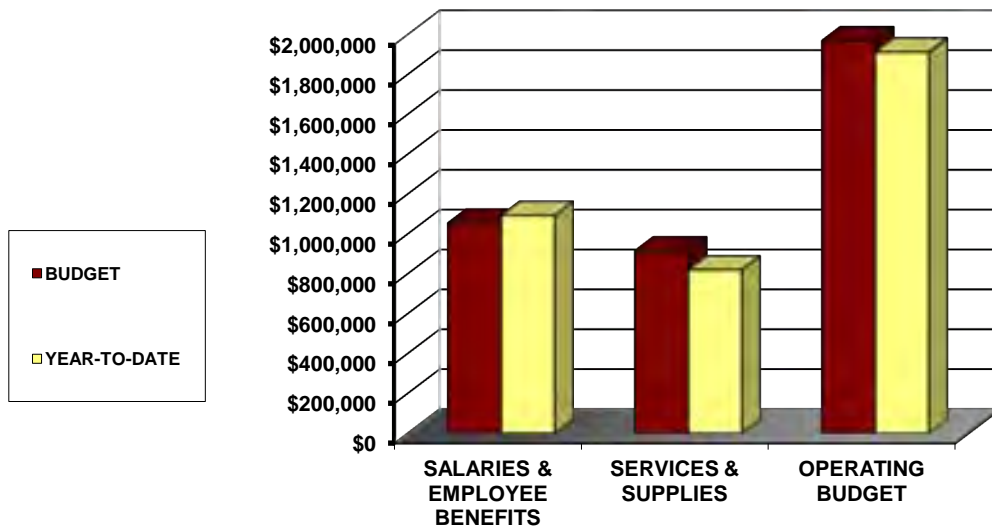
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	\$2,000	\$1,493	(\$507)
9182	TRAVEL	8,000	5,027	(2,973)
	TOTAL	10,000	6,520	(3,480)
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	4,000	2,190	(1,810)
	TOTAL	4,000	2,190	(1,810)
<b>PROFESSIONAL AND SPECIALIZED SERVICES</b>				
9516	RECORD SEARCHES	800	57	(743)
	TOTAL	800	57	(743)
<b>EDUCATIONAL EXPENSES</b>				
9961	MEMBERSHIPS	2,000	1,547	(453)
9962	REGISTRATION FEES	15,000	4,938	(10,062)
9963	EDUCATIONAL MATERIALS	300	0	(300)
	TOTAL	17,300	6,485	(10,815)
<b>MISCELLANEOUS</b>				
9986	MISCELLANEOUS	500	772	272
	TOTAL	500	772	272
	<b>GRAND TOTAL</b>	<b>\$32,600</b>	<b>\$16,024</b>	<b>(\$16,576)</b>

# COMMUNICATIONS

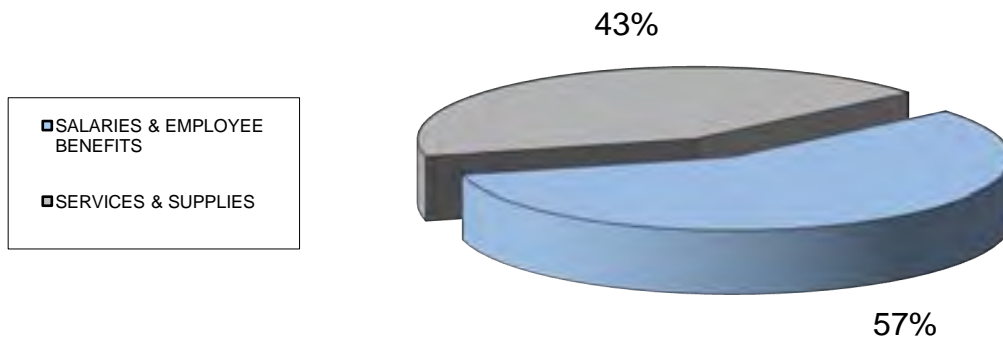
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$1,054,417	\$1,094,069	\$39,652
SERVICES & SUPPLIES	\$915,300	\$820,467	(\$94,833)
<b>OPERATING BUDGET</b>	<b>\$1,969,717</b>	<b>\$1,914,536</b>	<b>(\$55,181)</b>

Budgeted Positions      10  
Filled Positions         6



### Total Expenditures by Category



2014 - 2015

COMMUNICATIONS

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER/(UNDER) BUDGET</u>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$690,757	\$577,390	(\$113,367)
AGENCY TEMPORARY	73,500	196,962	123,462
STIPENDS	0	0	0
OVERTIME	1,538	1,931	393
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	3,500	3,523	23
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$769,295</b>	<b>\$779,807</b>	<b>\$10,512</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	84,464	113,153	28,689
FICA CONTRIBUTION	9,136	9,134	(2)
COUNTY SUBSIDY - INSURANCE	11,276	18,423	7,147
OPTIONS PLAN	65,517	56,563	(8,954)
LIFE INSURANCE	367	349	(18)
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	12,060	11,514	(546)
SAVINGS PLAN	8,934	9,945	1,011
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	39,300	46,002	6,702
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$231,054</b>	<b>\$265,083</b>	<b>\$34,029</b>
<b>OTHER BENEFITS</b>	<b>54,068</b>	<b>49,179</b>	<b>(4,889)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$285,122</b>	<b>\$314,262</b>	<b>\$29,140</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$1,054,417</b>	<b>\$1,094,069</b>	<b>\$39,652</b>

2014 - 2015

COMMUNICATIONS

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	\$1,000	\$718	(\$282)
9182	TRAVEL	5,100	7,012	1,912
	TOTAL	6,100	7,730	1,630
<b>POSTAGE</b>				
9205	NEWSLETTER POSTAGE	150,000	155,334	5,334
9207	ANNUAL BENEFITS STATEMENT POSTAGE	96,500	97,697	1,197
9210	MISCELLANEOUS MAILINGS	43,500	7,429	(36,071)
	TOTAL	290,000.00	260,459.87	(29,540.13)
<b>STATIONERY AND FORMS</b>				
9233	DISABILITY AND HEARING - BROCHURES	7,000	4,347	(2,653)
9235	PLANS AB;ABC;D;E - BROCHURES	35,000	18,099	(16,901)
9236	PREVIOUS SERVICE - BROCHURES	5,000	0	(5,000)
9237	SURVIVOR - BROCHURES	5,000	0	(5,000)
9239	WITHDRAWAL/RECIPROCITY - BROCHURES	6,000	4,996	(1,004)
9240	ANNUAL REPORT	42,000	39,180	(2,820)
9242	ANNUAL BENEFITS STATEMENT	130,000	116,969	(13,031)
9246	FORMS	9,000	11,970	2,970
9249	LACERA CALENDARS	5,000	5,941	941
9253	NEW MEMBER PACKAGE	15,000	0	(15,000)
9255	PRE-RET GUIDE	15,000	16,018	1,018
9256	POSTSCRIPT PRINTING	61,000	55,948	(5,052)
9259	RETIRES - INSERTS	2,500	3,277	777
9261	SPOTLIGHT PRINTING	51,000	47,304	(3,696)
9262	SURVEY	4,000	3,000	(1,000)
9263	UNANTICIPATED PROJECTS	50,000	50,210	210
9265	SPECIALIZED MAILINGS	22,000	8,275	(13,725)
9266	DIRECT DEPOSIT - BROCHURES	2,500	5,379	2,879
9267	Q&A - BROCHURES	5,000	0	(5,000)
9268	TRANSFER BROCHURES	4,500	14,620	10,120
9269	DISABILITY PACKETS	25,000	19,957	(5,043)
9274	STATIONERY	30,000	54,329	24,329
9280	ZDI PDF CD'S	23,000	16,638	(6,362)
9281	ESTIMATE PACKAGE	2,500	0	(2,500)
9282	NEW RETIREE PACKAGE	2,500	0	(2,500)
	TOTAL	559,500	496,457	(63,043)

2014 - 2015

COMMUNICATIONS

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

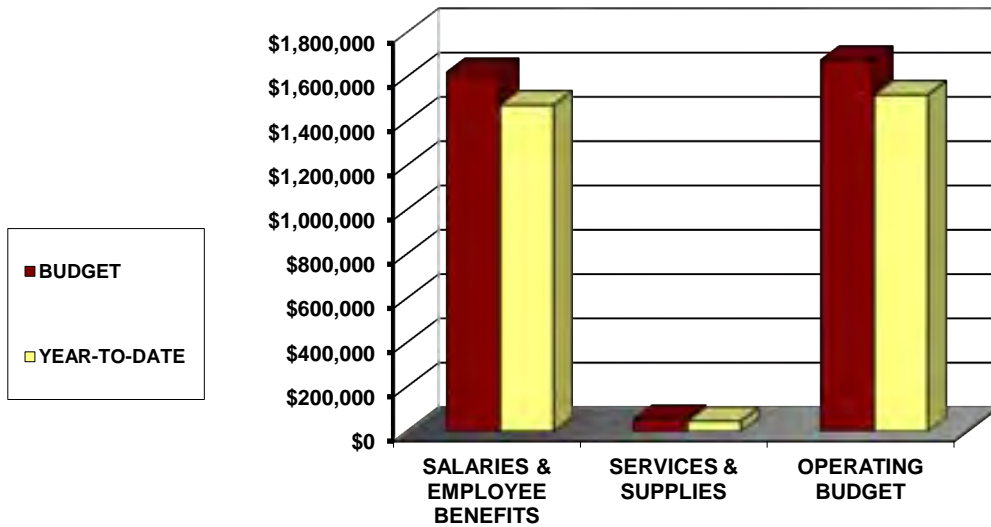
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	\$12,000	\$12,846	\$846
	TOTAL	12,000.00	12,845.60	845.60
<b>PROFESSIONAL AND SPECIALIZED SERVICES</b>				
9627	NEWSLETTER MAILINGS	20,000	21,830	1,830
9628	PRE PEP RESOURCES	1,200	664	(536)
	TOTAL	21,200	22,494	1,294
<b>COMPUTER SERVICES &amp; SUPPORT</b>				
9837	MACINTOSH CONSULTING & MAINT	5,000	1,257	(3,743)
9840	MACINTOSH SOFTWARE PACKAGE	5,000	0	(5,000)
9855	MACINTOSH EQUIPMENT	10,000	11,080	1,080
	TOTAL	20,000	12,337	(7,663)
<b>EDUCATIONAL EXPENSES</b>				
9962	REGISTRATION FEES	4,000	4,850	850
9963	EDUCATIONAL MATERIALS	2,500	3,293	793
	TOTAL	6,500	8,143	1,643
	<b>GRAND TOTAL</b>	<b>\$915,300</b>	<b>\$820,467</b>	<b>(\$94,833)</b>

# DISABILITY LITIGATION

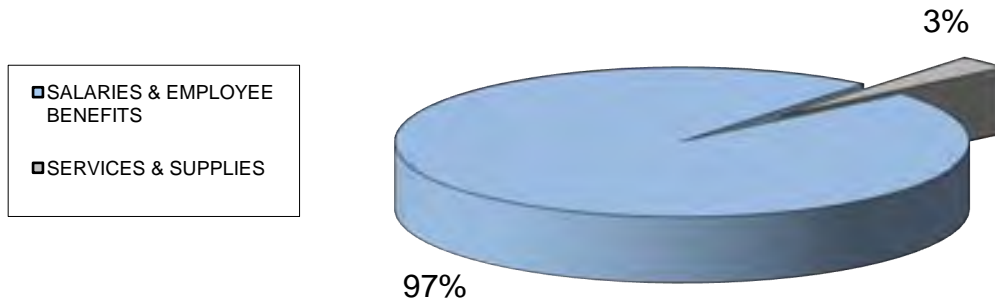
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$1,621,357	\$1,475,035	(\$146,322)
SERVICES & SUPPLIES	\$54,900	\$45,595	(\$9,305)
<b>OPERATING BUDGET</b>	<b>\$1,676,257</b>	<b>\$1,520,630</b>	<b>(\$155,627)</b>

Budgeted Positions      7  
Filled Positions         7



### Total Expenditures by Category



2014 - 2015

DISABILITY LITIGATION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER/(UNDER) BUDGET</b>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$1,042,632	\$922,937	(\$119,695)
AGENCY TEMPORARY	0	0	0
STIPENDS	0	0	0
OVERTIME	0	731	731
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	0	0	0
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$1,042,632</b>	<b>\$923,667</b>	<b>(\$118,965)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	165,913	187,001	21,088
FICA CONTRIBUTION	14,660	13,905	(755)
COUNTY SUBSIDY - INSURANCE	70,992	80,084	9,092
OPTIONS PLAN	0	0	0
LIFE INSURANCE	0	0	0
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	37,372	34,142	(3,230)
SAVINGS PLAN	23,805	24,668	863
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	184,372	137,336	(47,036)
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$497,114</b>	<b>\$477,136</b>	<b>(\$19,978)</b>
<b>OTHER BENEFITS</b>	<b>81,611</b>	<b>74,232</b>	<b>(7,380)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$578,725</b>	<b>\$551,368</b>	<b>(\$27,357)</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$1,621,357</b>	<b>\$1,475,035</b>	<b>(\$146,322)</b>



2014 - 2015

DISABILITY LITIGATION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

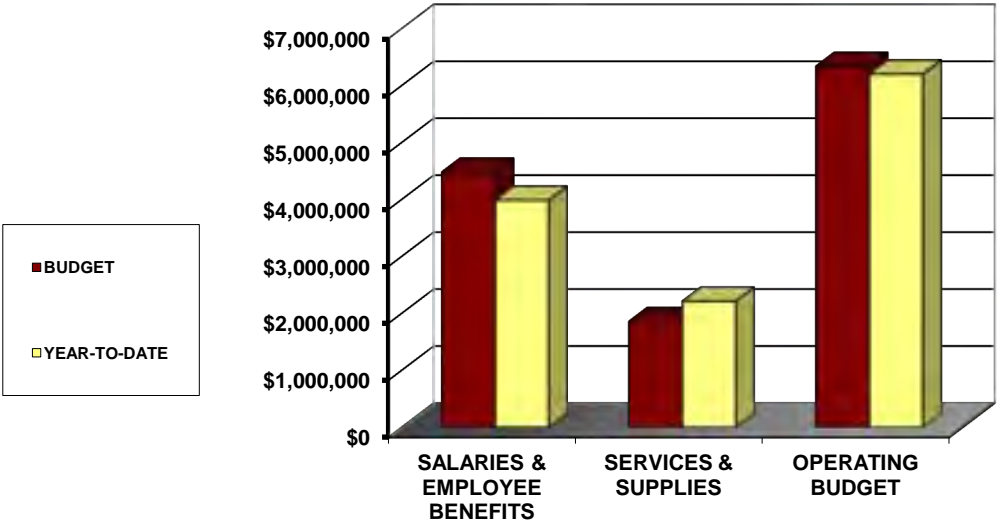
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>AUTO EXPENSES</b>				
9102	AUTO MAINTENANCE/REPAIR	\$1,500	\$280	(\$1,220)
9103	GAS	2,000	1,130	(870)
9105	LICENSE FEES	300	290	(10)
	TOTAL	3,800	1,700	(2,100)
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	1,500	556	(944)
9182	TRAVEL	7,500	4,341	(3,159)
	TOTAL	9,000	4,898	(4,102)
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	2,500	2,732	232
	TOTAL	2,500	2,732	232
<b>LEGAL FEES AND SERVICES</b>				
9772	OUTSIDE LEGAL COUNSEL	7,000	4,850	(2,150)
9774	PROCESS SERVER SERVICES	300	75	(225)
9775	ON-LINE LEGAL/MEDICAL RESEARCH	18,000	21,890	3,890
9776	REFERENCE MATERIAL	2,000	1,564	(436)
9778	WITNESS FEES	500	0	(500)
	TOTAL	27,800	28,379	579
<b>EDUCATIONAL EXPENSES</b>				
9961	MEMBERSHIPS	2,500	2,725	225
9962	REGISTRATION FEES	5,000	3,688	(1,312)
9963	EDUCATIONAL MATERIALS	4,000	750	(3,250)
	TOTAL	11,500	7,163	(4,337)
<b>MISCELLANEOUS</b>				
9986	MISCELLANEOUS	300	724	424
	TOTAL	300	724	424
<b>GRAND TOTAL</b>		<b>\$54,900</b>	<b>\$45,595</b>	<b>(\$9,305)</b>

# DISABILITY RETIREMENT

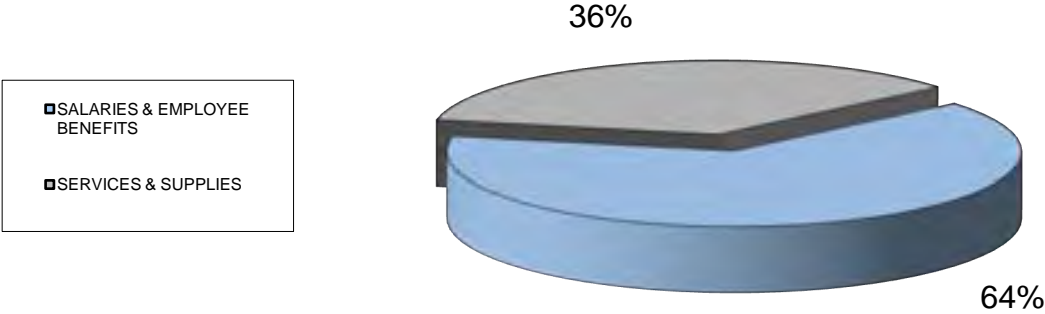
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$4,481,049	\$3,991,311	(\$489,738)
SERVICES & SUPPLIES	\$1,857,500	\$2,215,769	\$358,269
<b>OPERATING BUDGET</b>	<b>\$6,338,549</b>	<b>\$6,207,081</b>	<b>(\$131,468)</b>

Budgeted Positions      39  
Filled Positions         34



**Total Expenditures by Category**



2014 - 2015

DISABILITY RETIREMENT

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER/(UNDER) BUDGET</u>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$3,000,634	\$2,371,664	(\$628,970)
AGENCY TEMPORARY	114,500	58,570	(55,930)
STIPENDS	0	0	0
OVERTIME	15,083	12,662	(2,421)
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	3,000	4,072	1,072
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$3,133,217</b>	<b>\$2,446,968</b>	<b>(\$686,249)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	411,932	513,481	101,549
FICA CONTRIBUTION	37,106	39,106	2,000
COUNTY SUBSIDY - INSURANCE	105,921	156,173	50,252
OPTIONS PLAN	137,655	136,450	(1,205)
LIFE INSURANCE	673	525	(148)
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	59,550	71,113	11,563
SAVINGS PLAN	46,986	50,161	3,175
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	313,137	363,416	50,279
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$1,112,959</b>	<b>\$1,330,425</b>	<b>\$217,466</b>
<b>OTHER BENEFITS</b>	<b>234,872</b>	<b>213,919</b>	<b>(20,953)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$1,347,832</b>	<b>\$1,544,344</b>	<b>\$196,512</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$4,481,049</b>	<b>\$3,991,311</b>	<b>(\$489,738)</b>

2014 - 2015

DISABILITY RETIREMENT

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

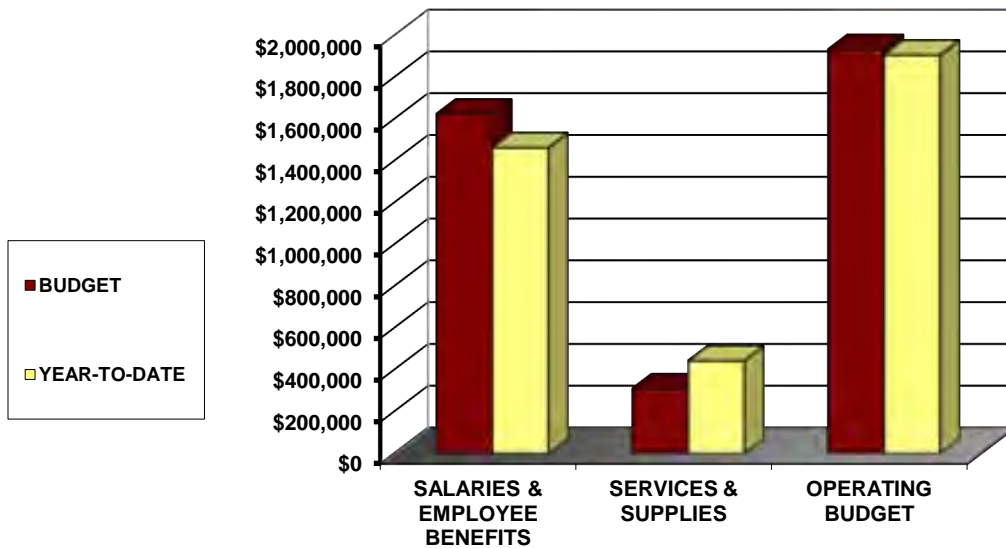
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	\$7,400	\$1,736	(\$5,664)
9182	TRAVEL	5,600	3,729	(1,871)
	TOTAL	13,000	5,465	(7,535)
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	10,000	7,764	(2,236)
	TOTAL	10,000	7,764	(2,236)
<b>PROFESSIONAL AND SPECIALIZED SERVICES</b>				
9673	PHOTOCOPIES OF DOCUMENTS	215,000	194,273	(20,727)
9695	JOB ANALYST	8,000	9,703	1,703
	TOTAL	223,000	203,975	(19,025)
<b>DISABILITY FEES AND SERVICES</b>				
9802	HEARING OFFICER FEES	225,000	280,837	55,837
9803	MEDICAL FEES	1,200,000	1,515,785	315,785
9804	COURT REPORTER	46,000	44,799	(1,201)
9805	INVESTIGATIVE SERVICES	35,000	51,187	16,187
9806	DATABASE SEARCHES	1,000	889	(111)
9807	MEDICAL ADVISOR	60,000	82,185	22,185
	TOTAL	1,567,000	1,975,682	408,682
<b>EDUCATIONAL EXPENSES</b>				
9961	MEMBERSHIPS	500	0	(500)
9962	REGISTRATION FEES	42,000	22,154	(19,846)
9963	EDUCATIONAL MATERIALS	1,500	290	(1,210)
	TOTAL	44,000	22,443	(21,557)
<b>MISCELLANEOUS</b>				
9986	MISCELLANEOUS	500	439	(61)
	TOTAL	500	439	(61)
<b>GRAND TOTAL</b>		<b>\$1,857,500</b>	<b>\$2,215,769</b>	<b>\$358,269</b>

# EXECUTIVE OFFICE

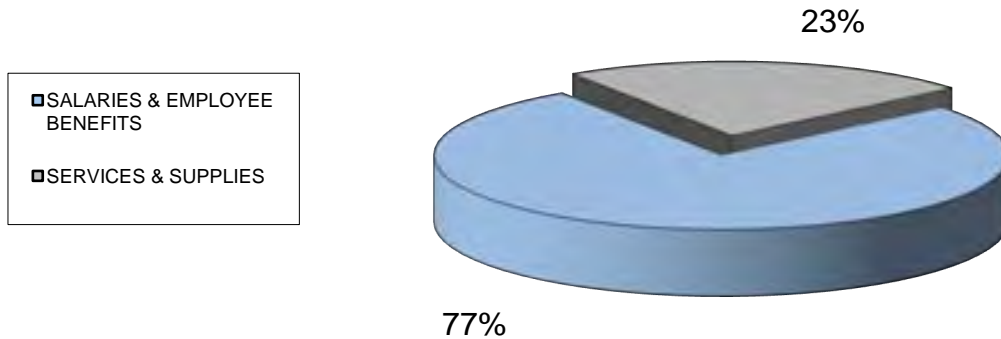
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$1,623,926	\$1,463,708	(\$160,218)
SERVICES & SUPPLIES	\$309,180	\$443,375	\$134,195
<b>OPERATING BUDGET</b>	<b>\$1,933,106</b>	<b>\$1,907,083</b>	<b>(\$26,023)</b>

Budgeted Positions 7  
Filled Positions 7



### Total Expenditures by Category



2014 - 2015

EXECUTIVE OFFICE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER/(UNDER) BUDGET</u>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$1,025,582	\$873,030	(\$152,552)
AGENCY TEMPORARY	0	0	0
STIPENDS	50,000	63,782	13,782
OVERTIME	0	6,077	6,077
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	6,300	0	(6,300)
SICKLEAVE BUYBACK	1,000	0	(1,000)
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$1,082,882</b>	<b>\$942,890</b>	<b>(\$139,992)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	184,958	177,363	(7,595)
FICA CONTRIBUTION	14,845	15,571	726
COUNTY SUBSIDY - INSURANCE	48,862	58,317	9,455
OPTIONS PLAN	0	0	0
LIFE INSURANCE	0	0	0
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	8,425	17,139	8,714
SAVINGS PLAN	12,086	21,285	9,199
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	191,591	158,127	(33,464)
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$460,767</b>	<b>\$447,801</b>	<b>(\$12,966)</b>
<b>OTHER BENEFITS</b>	<b>80,277</b>	<b>73,018</b>	<b>(7,259)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$541,044</b>	<b>\$520,819</b>	<b>(\$20,225)</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$1,623,926</b>	<b>\$1,463,708</b>	<b>(\$160,218)</b>

2014 - 2015

EXECUTIVE OFFICE

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

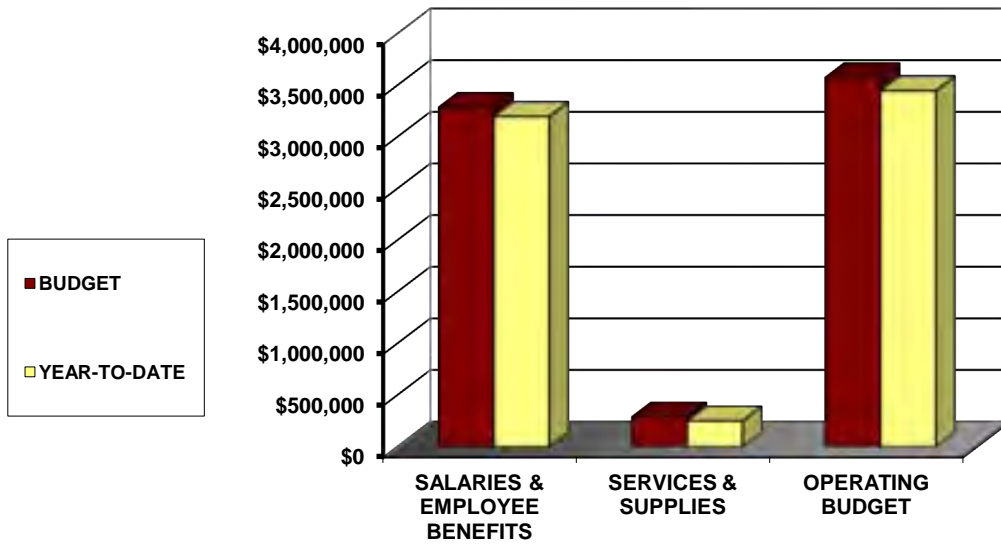
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>AUTO EXPENSES</b>				
9102	AUTO MAINTENANCE/REPAIR	\$2,500	\$4,553	\$2,053
9103	GAS	9,000	7,717	(1,283)
9105	LICENSE FEES	800	677	(123)
	TOTAL	12,300	12,947	647
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	3,200	2,292	(908)
9182	TRAVEL	14,680	14,768	88
	TOTAL	17,880	17,060	(820)
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	3,500	1,311	(2,189)
	TOTAL	3,500	1,311	(2,189)
<b>PROFESSIONAL AND SPECIALIZED SERVICES</b>				
9543	LEGISLATIVE CONSULTING	46,000	145,720	99,720
9672	IMPROVEMENT PROJECTS	85,000	49,687	(35,313)
	TOTAL	131,000	195,407	64,407
<b>EDUCATIONAL EXPENSES</b>				
9961	MEMBERSHIPS	46,500	80,416	33,916
9962	REGISTRATION FEES	10,000	3,380	(6,620)
9963	EDUCATIONAL MATERIALS	8,400	6,196	(2,204)
	TOTAL	64,900	89,992	25,092
<b>MISCELLANEOUS</b>				
9982	EMPLOYEE RECOGNITION PROGRAM	4,500	3,450	(1,050)
9983	OFF-SITE BOARD MEETING EXPENSE	39,000	79,960	40,960
9984	FOOD/BEVERAGES	33,600	40,182	6,582
9986	MISCELLANEOUS	2,500	3,065	565
	TOTAL	79,600	126,658	47,058
<b>GRAND TOTAL</b>		<b>\$309,180</b>	<b>\$443,375</b>	<b>\$134,195</b>

# FINANCIAL AND ACCOUNTING SERVICES

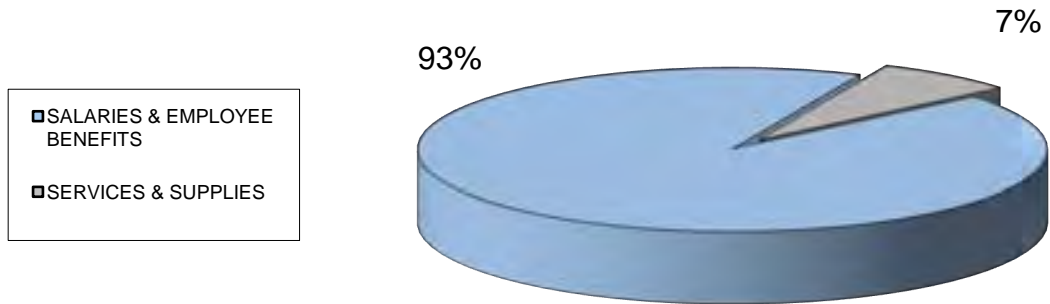
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$3,286,893	\$3,201,791	(\$85,102)
SERVICES & SUPPLIES	\$288,400	\$250,142	(\$38,258)
<b>OPERATING BUDGET</b>	<b>\$3,575,293</b>	<b>\$3,451,933</b>	<b>(\$123,360)</b>

Budgeted Positions      29  
Filled Positions         27



### Total Expenditures by Category





2014 - 2015

FINANCIAL AND ACCOUNTING SERVICES DIVISION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER/(UNDER) BUDGET</u>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$2,079,993	\$2,037,249	(\$42,744)
AGENCY TEMPORARY	131,100	12,815	(118,285)
STIPENDS	0	0	0
OVERTIME	41,008	52,162	11,154
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	12,000	5,434	(6,566)
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$2,264,101</b>	<b>\$2,107,659</b>	<b>(\$156,442)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	356,809	395,507	38,698
FICA CONTRIBUTION	27,843	29,145	1,302
COUNTY SUBSIDY - INSURANCE	25,105	30,101	4,996
OPTIONS PLAN	316,493	347,589	31,096
LIFE INSURANCE	2,312	2,717	405
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	16,348	15,367	(981)
THRIFT PLAN / HORIZONS	60,151	67,356	7,205
SAVINGS PLAN	15,461	10,822	(4,639)
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	39,460	45,540	6,080
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$859,982</b>	<b>\$944,144</b>	<b>\$84,162</b>
<b>OTHER BENEFITS</b>	<b>162,810</b>	<b>149,988</b>	<b>(12,822)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$1,022,792</b>	<b>\$1,094,132</b>	<b>\$71,340</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$3,286,893</b>	<b>\$3,201,791</b>	<b>(\$85,102)</b>

2014 - 2015

FINANCIAL AND ACCOUNTING SERVICES DIVISION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

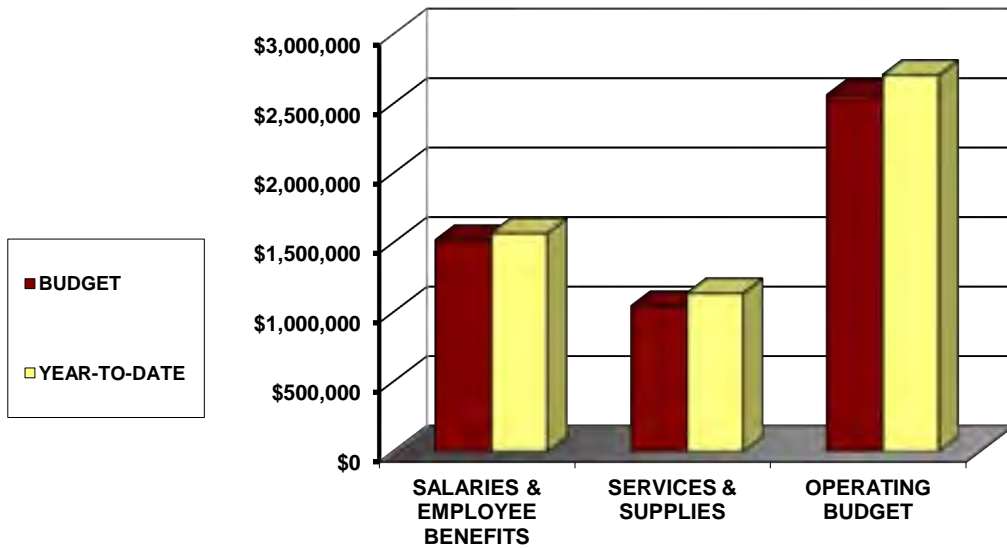
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	<b>TRANSPORTATION AND TRAVEL</b>			
9181	TRANSPORTATION	\$4,700	\$3,998	(\$702)
9182	TRAVEL	21,200	27,862	6,662
	TOTAL	25,900	31,860	5,960
	<b>OFFICE SUPPLIES AND EQUIPMENT</b>			
9302	SPECIAL ORDERS/MINOR EQUIP	5,000	4,054	(946)
	TOTAL	5,000	4,054	(946)
	<b>PROFESSIONAL AND SPECIALIZED SERVICES</b>			
9572	PENSION BENEFIT INFORMATION	20,000	8,633	(11,367)
	TOTAL	20,000	8,633	(11,367)
	<b>BANK SERVICES</b>			
9751	BANK CHARGES - MELLON	180,000	8,281	(171,719)
9753	BANK CHARGES - STATE STREET	0	157,317	157,317
	TOTAL	180,000	165,598	(14,402)
	<b>EDUCATIONAL EXPENSES</b>			
9961	MEMBERSHIPS	6,000	7,093	1,093
9962	REGISTRATION FEES	35,000	29,299	(5,701)
9963	EDUCATIONAL MATERIALS	13,500	899	(12,601)
	TOTAL	54,500	37,291	(17,209)
	<b>MISCELLANEOUS</b>			
9986	MISCELLANEOUS	3,000	2,707	(293)
	TOTAL	3,000	2,707	(293)
	<b>GRAND TOTAL</b>	<b>\$288,400</b>	<b>\$250,142</b>	<b>(\$38,258)</b>

# HUMAN RESOURCES

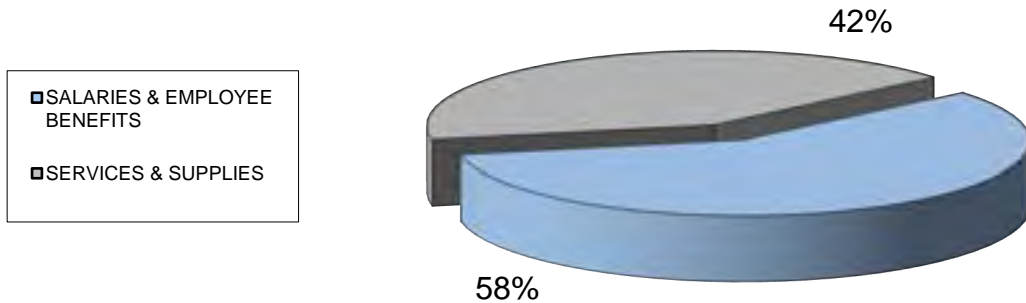
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$1,519,200	\$1,570,087	\$50,887
SERVICES & SUPPLIES	\$1,043,900	\$1,138,373	\$94,473
<b>OPERATING BUDGET</b>	<b>\$2,563,100</b>	<b>\$2,708,460</b>	<b>\$145,360</b>

Budgeted Positions 12  
Filled Positions 12



### Total Expenditures by Category



2014 - 2015

HUMAN RESOURCES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER/(UNDER) BUDGET</u>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$983,578	\$975,793	(\$7,785)
AGENCY TEMPORARY	0	0	0
STIPENDS	0	0	0
OVERTIME	3,093	1,271	(1,822)
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	0	0	0
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$986,671</b>	<b>\$977,064</b>	<b>(\$9,607)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	182,233	198,986	16,753
FICA CONTRIBUTION	13,665	14,314	649
COUNTY SUBSIDY - INSURANCE	44,352	87,347	42,995
OPTIONS PLAN	0	0	0
LIFE INSURANCE	230	318	88
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	20,227	25,052	4,825
SAVINGS PLAN	26,368	27,844	1,476
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	168,465	169,135	670
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$455,540</b>	<b>\$522,996</b>	<b>\$67,456</b>
<b>OTHER BENEFITS</b>	<b>76,989</b>	<b>70,027</b>	<b>(6,962)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$532,529</b>	<b>\$593,023</b>	<b>\$60,494</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$1,519,200</b>	<b>\$1,570,087</b>	<b>\$50,887</b>

2014 - 2015

HUMAN RESOURCES

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	\$5,000	\$2,978	(\$2,022)
9182	TRAVEL	10,000	10,682	682
	TOTAL	15,000	13,660	(1,340)
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	8,000	7,319	(681)
	TOTAL	8,000	7,319	(681)
<b>PARKING FEES</b>				
9491	GATEWAY PLAZA	370,000	384,960	14,960
9492	MUSIC CENTER	2,000	0	(2,000)
	TOTAL	372,000	384,960	12,960
<b>PROFESSIONAL AND SPECIALIZED SERVICES</b>				
9504	PAYROLL SERVICES	117,000	126,874	9,874
9510	FINGERPRINTING SERVICES	2,500	3,697	1,197
9511	SECURITY SERVICES - SHERIFF	8,000	7,210	(790)
9512	PAYROLL ENV, DUPLICATE W2'S - AUD	500	150	(350)
9513	PERSONNEL SRVCS - HUMAN RESOURCES	25,000	25,778	778
9547	HUMAN RESOURCES CONSULTING	30,000	116,067	86,067
9694	BACKGROUND CHECKS	2,000	2,036	36
9700	OHS PHYSICALS	1,000	170	(830)
9711	REQUEST FOR ACCOMMODATIONS	15,000	7,195	(7,805)
	TOTAL	201,000	289,176	88,176
<b>COMPUTER SERVICES &amp; SUPPORT</b>				
9838	MISC SOFTWARE PACKAGES	35,000	37,061	2,061
	TOTAL	35,000	37,061	2,061
<b>EDUCATIONAL EXPENSES</b>				
9961	MEMBERSHIPS	9,000	7,030	(1,970)
9962	REGISTRATION FEES	25,000	30,574	5,574
9963	EDUCATIONAL MATERIALS	10,000	6,045	(3,955)
9966	DEPARTMENTAL TRAINING	141,500	91,313	(50,187)

2014 - 2015

HUMAN RESOURCES

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

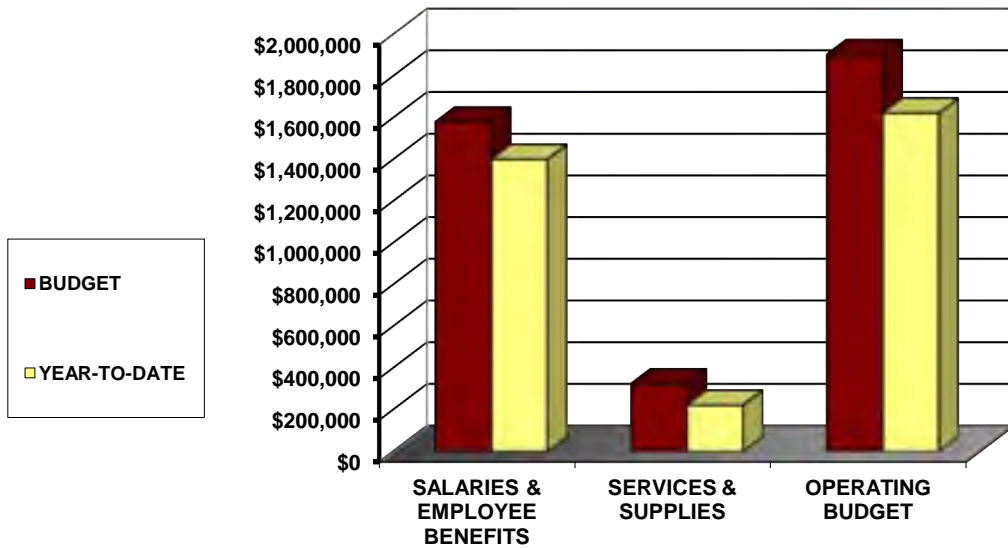
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
9967	TUITION REIMBURSEMENT PROGRAM	\$75,000	\$69,684	(\$5,316)
9968	MOU TRAINING ALLOCATION	75,000	71,016	(3,984)
9969	MENTORING PROGRAM	25,000	24,500	(500)
	TOTAL	360,500	300,162	(60,338)
	<b>MISCELLANEOUS</b>			
9981	RECRUITMENT	35,000	85,699	50,699
9986	MISCELLANEOUS	1,400	1,173	(227)
9989	WEB DAY	2,000	2,032	32
9991	MANAGEMENT OFFSITE	14,000	17,130	3,130
	TOTAL	52,400	106,034	53,634
	<b>GRAND TOTAL</b>	<b>\$1,043,900</b>	<b>\$1,138,373</b>	<b>\$94,473</b>

# INTERNAL AUDIT

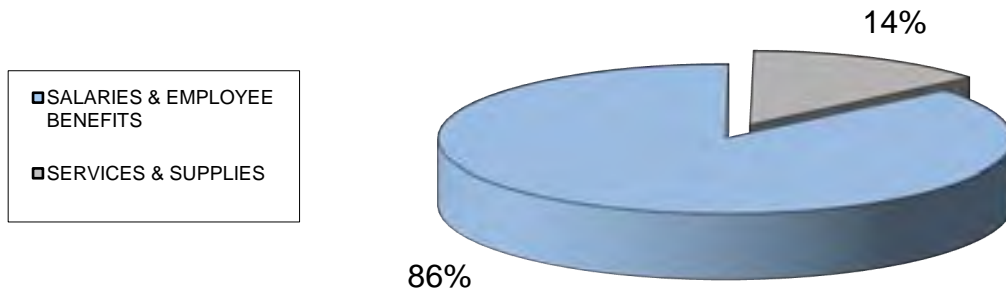
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$1,579,147	\$1,401,421	(\$177,726)
SERVICES & SUPPLIES	\$323,600	\$222,112	(\$101,488)
<b>OPERATING BUDGET</b>	<b>\$1,902,747</b>	<b>\$1,623,533</b>	<b>(\$279,214)</b>

Budgeted Positions      10  
Filled Positions         8



**Total Expenditures by Category**



2014 - 2015

INTERNAL AUDIT SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER/(UNDER) BUDGET</u>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$1,027,574	\$893,562	(\$134,012)
AGENCY TEMPORARY	0	0	0
STIPENDS	0	0	0
OVERTIME	1,054	556	(498)
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	1,500	596	(904)
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$1,030,128</b>	<b>\$894,715</b>	<b>(\$135,413)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	191,453	181,299	(10,154)
FICA CONTRIBUTION	14,958	13,963	(995)
COUNTY SUBSIDY - INSURANCE	40,256	38,945	(1,311)
OPTIONS PLAN	17,026	9,566	(7,460)
LIFE INSURANCE	100	7	(93)
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	25,954	25,920	(34)
SAVINGS PLAN	27,427	25,575	(1,852)
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	151,412	138,270	(13,142)
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$468,586</b>	<b>\$433,547</b>	<b>(\$35,039)</b>
<b>OTHER BENEFITS</b>	<b>80,433</b>	<b>73,159</b>	<b>(7,274)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$549,019</b>	<b>\$506,707</b>	<b>(\$42,312)</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$1,579,147</b>	<b>\$1,401,421</b>	<b>(\$177,726)</b>



2014 - 2015

INTERNAL AUDIT SERVICES

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

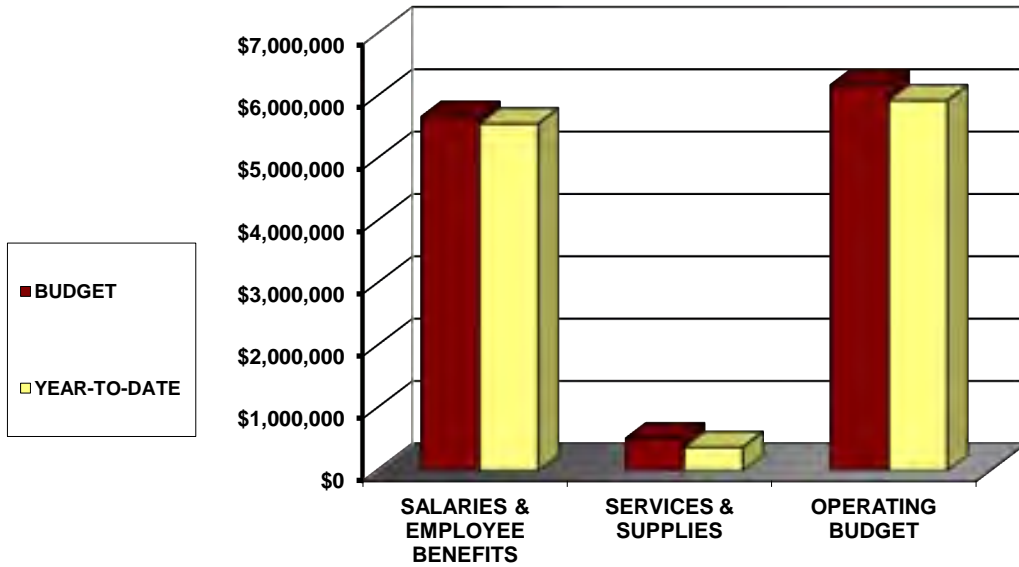
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	\$3,400	\$2,229	(\$1,171)
9182	TRAVEL	14,200	17,778	3,578
	TOTAL	17,600	20,007	2,407
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	6,500	76	(6,424)
	TOTAL	6,500	76	(6,424)
<b>PROFESSIONAL AND SPECIALIZED SERVICES</b>				
9541	AUDITS	230,000	152,513	(77,487)
9674	MEMBER VERIFICATION	24,000	19,183	(4,818)
9702	AUDIT COMMITTEE CONSULTANT	15,000	8,573	(6,427)
	TOTAL	269,000	180,268	(88,732)
<b>EDUCATIONAL EXPENSES</b>				
9961	MEMBERSHIPS	7,000	5,290	(1,710)
9962	REGISTRATION FEES	17,000	10,801	(6,199)
9963	EDUCATIONAL MATERIALS	5,500	4,704	(796)
	TOTAL	29,500	20,796	(8,704)
<b>MISCELLANEOUS</b>				
9986	MISCELLANEOUS	1,000	965	(36)
	TOTAL	1,000	965	(36)
<b>GRAND TOTAL</b>		<b>\$323,600</b>	<b>\$222,112</b>	<b>(\$101,488)</b>

# INVESTMENT OFFICE

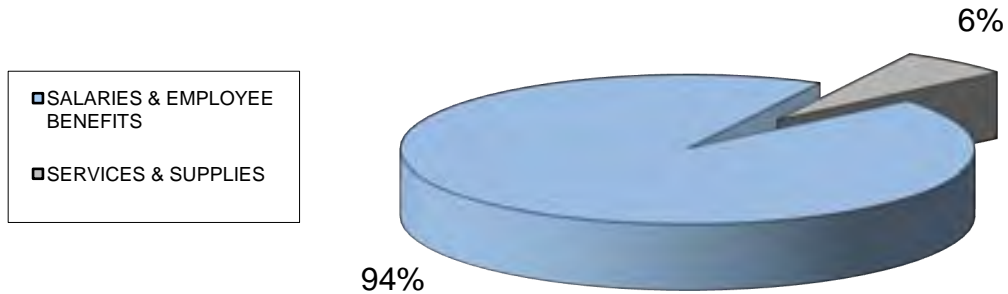
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$5,665,632	\$5,562,703	(\$102,930)
SERVICES & SUPPLIES	\$508,000	\$371,407	(\$136,593)
<b>OPERATING BUDGET</b>	<b>\$6,173,632</b>	<b>\$5,934,110</b>	<b>(\$239,522)</b>

Budgeted Positions      27  
Filled Positions         24



**Total Expenditures by Category**



2014 - 2015

INVESTMENT OFFICE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER/(UNDER) BUDGET</u>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$3,682,646	\$3,527,877	(\$154,769)
AGENCY TEMPORARY	77,500	33,982	(43,518)
STIPENDS	0	0	0
OVERTIME	0	0	0
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	7,200	6,300	(900)
SICKLEAVE BUYBACK	1,200	0	(1,200)
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$3,768,546</b>	<b>\$3,568,158</b>	<b>(\$200,388)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	589,710	684,087	94,377
FICA CONTRIBUTION	59,128	58,381	(747)
COUNTY SUBSIDY - INSURANCE	163,510	190,946	27,436
OPTIONS PLAN	20,618	20,509	(109)
LIFE INSURANCE	100	49	(51)
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	110,036	110,783	747
SAVINGS PLAN	126,588	129,345	2,757
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	539,140	538,253	(887)
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$1,608,829</b>	<b>\$1,732,354</b>	<b>\$123,525</b>
<b>OTHER BENEFITS</b>	<b>288,256</b>	<b>262,191</b>	<b>(26,065)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$1,897,086</b>	<b>\$1,994,544</b>	<b>\$97,458</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$5,665,632</b>	<b>\$5,562,703</b>	<b>(\$102,930)</b>

2014 - 2015

INVESTMENT OFFICE

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

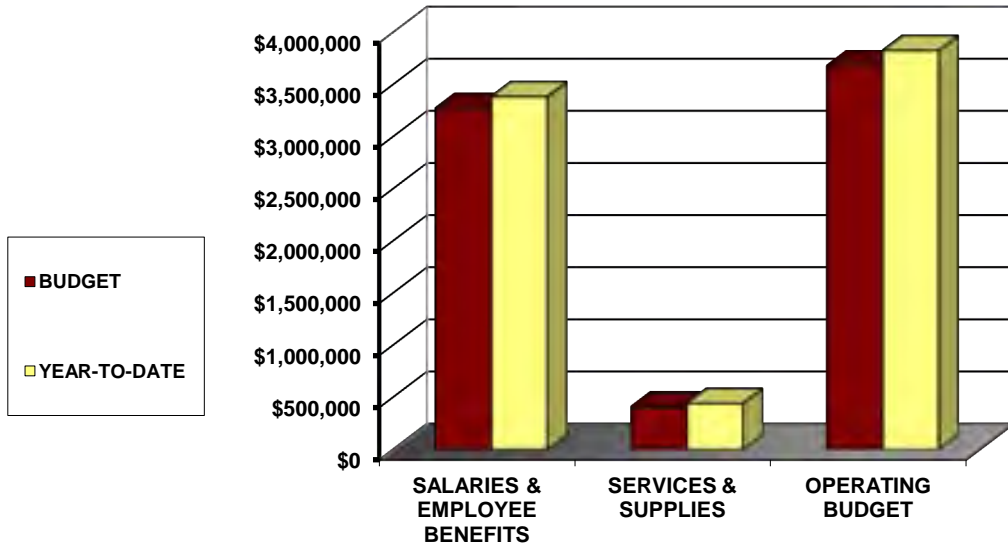
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	<b>TRANSPORTATION AND TRAVEL</b>			
9181	TRANSPORTATION	\$45,000	\$25,587	(\$19,413)
9182	TRAVEL	305,000	242,204	(62,796)
	TOTAL	350,000	267,791	(82,209)
	<b>OFFICE SUPPLIES AND EQUIPMENT</b>			
9302	SPECIAL ORDERS/MINOR EQUIP	5,000	4,950	(50)
	TOTAL	5,000	4,950	(50)
	<b>EDUCATIONAL EXPENSES</b>			
9961	MEMBERSHIPS	55,000	67,358	12,358
9962	REGISTRATION FEES	75,000	22,375	(52,625)
9963	EDUCATIONAL MATERIALS	18,000	4,281	(13,719)
	TOTAL	148,000	94,014	(53,986)
	<b>MISCELLANEOUS</b>			
9986	MISCELLANEOUS	5,000	4,654	(347)
	TOTAL	5,000	4,654	(347)
	<b>GRAND TOTAL</b>	<b>\$508,000</b>	<b>\$371,407</b>	<b>(\$136,593)</b>

# LEGAL SERVICES

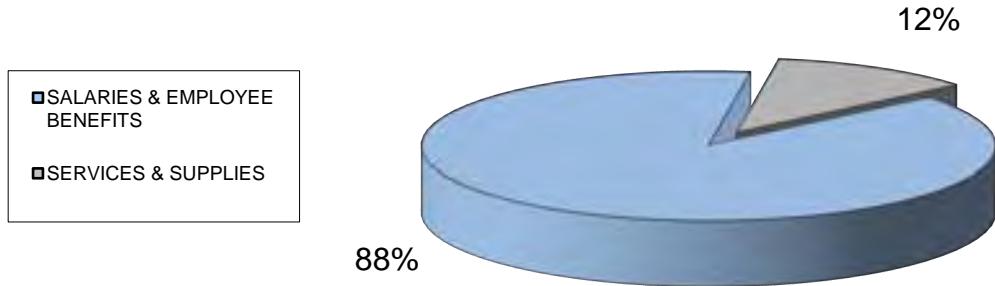
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$3,270,740	\$3,385,238	\$114,498
SERVICES & SUPPLIES	\$407,600	\$442,078	\$34,478
<b>OPERATING BUDGET</b>	<b>\$3,678,340</b>	<b>\$3,827,316</b>	<b>\$148,976</b>

Budgeted Positions      17  
Filled Positions         17



### Total Expenditures by Category



2014 - 2015

LEGAL SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<u>BUDGET</u>	<u>YTD ACTUAL</u>	<u>OVER/(UNDER) BUDGET</u>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$2,120,003	\$2,081,038	(\$38,965)
AGENCY TEMPORARY	37,500	85,514	48,014
STIPENDS	0	0	0
OVERTIME	4,119	400	(3,719)
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	0	0	0
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$2,161,622</b>	<b>\$2,166,952</b>	<b>\$5,330</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	364,269	415,633	51,364
FICA CONTRIBUTION	28,942	31,202	2,260
COUNTY SUBSIDY - INSURANCE	104,947	158,232	53,285
OPTIONS PLAN	0	0	0
LIFE INSURANCE	0	0	0
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	57,724	60,713	2,989
SAVINGS PLAN	74,032	80,253	6,221
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	313,262	321,316	8,054
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$943,176</b>	<b>\$1,067,350</b>	<b>\$124,174</b>
<b>OTHER BENEFITS</b>	<b>165,942</b>	<b>150,936</b>	<b>(15,006)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$1,109,118</b>	<b>\$1,218,286</b>	<b>\$109,168</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$3,270,740</b>	<b>\$3,385,238</b>	<b>\$114,498</b>

2014 - 2015

LEGAL SERVICES

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

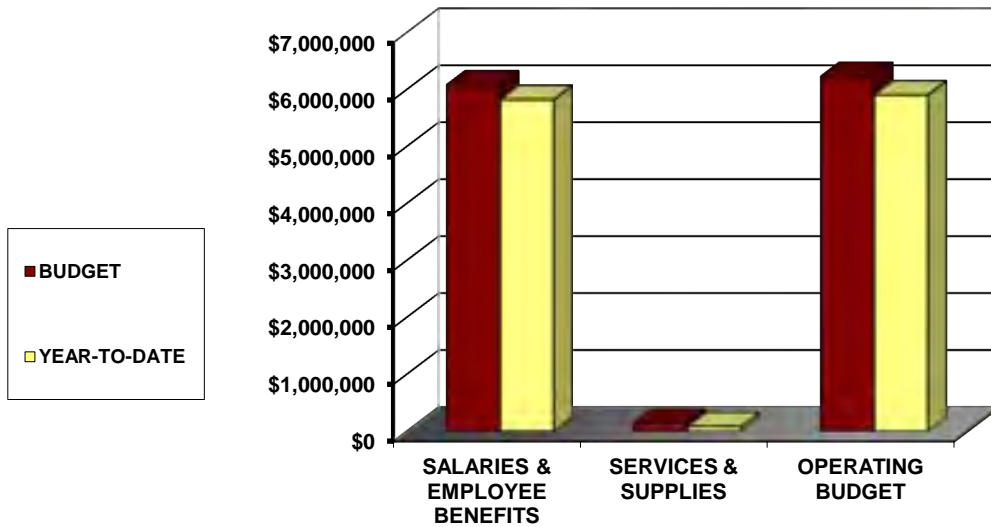
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>AUTO EXPENSES</b>				
9102	AUTO MAINTENANCE/REPAIR	\$1,200	\$1,200	(\$0)
9103	GAS	800	334	(466)
9105	LICENSE FEES	400	174	(226)
	TOTAL	2,400	1,708	(692)
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	4,500	4,777	277
9182	TRAVEL	34,200	24,837	(9,363)
	TOTAL	38,700	29,613	(9,087)
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	4,500	3,816	(684)
	TOTAL	4,500	3,816	(684)
<b>PROFESSIONAL AND SPECIALIZED SERVICES</b>				
9673	PHOTOCOPIES OF DOCUMENTS	1,000	804	(196)
	TOTAL	1,000	804	(196)
<b>LEGAL FEES AND SERVICES</b>				
9771	ATTORNEY FEES AWARDS	0	11,510	11,510
9772	OUTSIDE LEGAL COUNSEL	240,000	277,025	37,025
9777	LITIGATION SUPPORT	2,000	3,989	1,989
	TOTAL	242,000	292,524	50,524
<b>EDUCATIONAL EXPENSES</b>				
9961	MEMBERSHIPS	7,000	7,934	934
9962	REGISTRATION FEES	24,000	13,039	(10,961)
9963	EDUCATIONAL MATERIALS	85,000	90,688	5,688
	TOTAL	116,000	111,661	(4,339)
<b>MISCELLANEOUS</b>				
9986	MISCELLANEOUS	3,000	1,951	(1,049)
	TOTAL	3,000	1,951	(1,049)
<b>GRAND TOTAL</b>		<b>\$407,600</b>	<b>\$442,078</b>	<b>\$34,478</b>

# MEMBER SERVICES

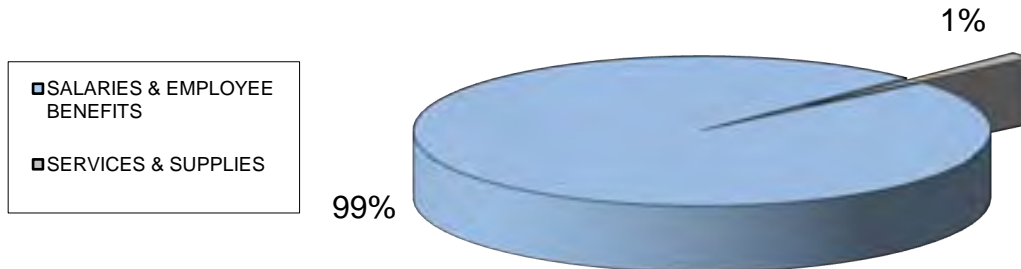
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$6,084,607	\$5,831,996	(\$252,611)
SERVICES & SUPPLIES	\$147,800	\$79,939	(\$67,861)
<b>OPERATING BUDGET</b>	<b>\$6,232,407</b>	<b>\$5,911,935</b>	<b>(\$320,472)</b>

Budgeted Positions 64  
Filled Positions 58



### Total Expenditures by Category





2014 - 2015

MEMBER SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER/(UNDER) BUDGET</b>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$4,029,367	\$3,550,337	(\$479,030)
AGENCY TEMPORARY	0	86,708	86,708
STIPENDS	0	0	0
OVERTIME	74,261	154,724	80,463
BILINGUAL BONUS	9,600	6,950	(2,650)
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	10,000	7,430	(2,570)
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$4,123,228</b>	<b>\$3,806,150</b>	<b>(\$317,078)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	603,314	666,060	62,746
FICA CONTRIBUTION	58,958	56,943	(2,015)
COUNTY SUBSIDY - INSURANCE	40,087	45,346	5,259
OPTIONS PLAN	703,334	686,324	(17,010)
LIFE INSURANCE	3,255	2,793	(462)
HEALTH INSURANCE TEMPS	46,852	82,422	35,570
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	108,635	101,184	(7,451)
SAVINGS PLAN	9,065	13,911	4,846
PENSION SAVINGS PLAN	7,446	7,908	462
MEGAFLEX	65,038	72,470	7,432
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$1,645,983</b>	<b>\$1,735,360</b>	<b>\$89,377</b>
<b>OTHER BENEFITS</b>	<b>315,396</b>	<b>290,486</b>	<b>(24,910)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$1,961,380</b>	<b>\$2,025,846</b>	<b>\$64,466</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$6,084,607</b>	<b>\$5,831,996</b>	<b>(\$252,611)</b>

2014 - 2015

MEMBER SERVICES

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

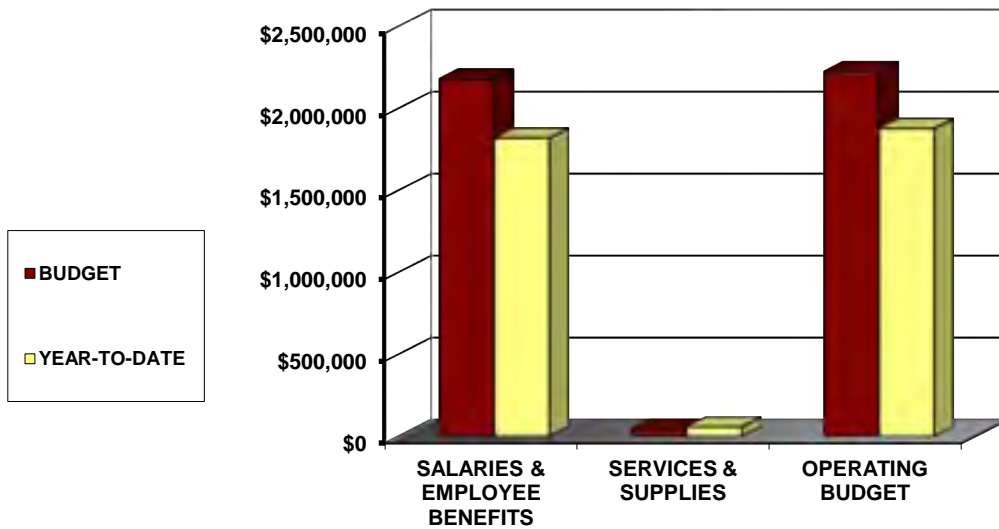
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	<b>TRANSPORTATION AND TRAVEL</b>			
9181	TRANSPORTATION	\$18,500	\$11,823	(\$6,677)
9182	TRAVEL	31,600	15,741	(15,859)
	TOTAL	50,100	27,564	(22,536)
	<b>OFFICE SUPPLIES AND EQUIPMENT</b>			
9302	SPECIAL ORDERS/MINOR EQUIP	28,400	11,981	(16,419)
	TOTAL	28,400	11,981	(16,419)
	<b>EDUCATIONAL EXPENSES</b>			
9961	MEMBERSHIPS	800	501	(299)
9962	REGISTRATION FEES	60,500	34,345	(26,155)
9963	EDUCATIONAL MATERIALS	1,000	0	(1,000)
	TOTAL	62,300	34,846	(27,454)
	<b>MISCELLANEOUS</b>			
9986	MISCELLANEOUS	7,000	5,548	(1,452)
	TOTAL	7,000	5,548	(1,452)
	<b>GRAND TOTAL</b>	<b>\$147,800</b>	<b>\$79,939</b>	<b>(\$67,861)</b>

# QUALITY ASSURANCE

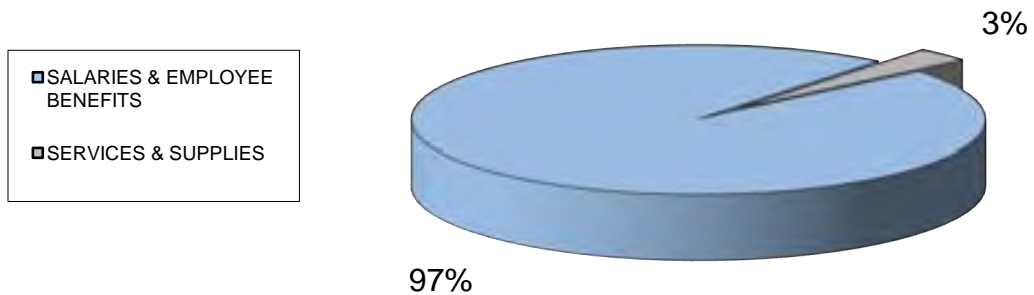
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$2,181,128	\$1,821,889	(\$359,239)
SERVICES & SUPPLIES	\$44,800	\$58,299	\$13,499
<b>OPERATING BUDGET</b>	<b>\$2,225,928</b>	<b>\$1,880,188</b>	<b>(\$345,740)</b>

Budgeted Positions      17  
Filled Positions         13



### Total Expenditures by Category



2014 - 2015

QUALITY ASSURANCE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER/(UNDER) BUDGET</b>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$1,394,145	\$1,115,048	(\$279,097)
AGENCY TEMPORARY	0	0	0
STIPENDS	0	0	0
OVERTIME	1,029	0	(1,029)
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	0	0	0
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$1,395,174</b>	<b>\$1,115,048</b>	<b>(\$280,126)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	204,438	232,102	27,664
FICA CONTRIBUTION	20,885	16,004	(4,881)
COUNTY SUBSIDY - INSURANCE	66,641	68,616	1,975
OPTIONS PLAN	0	0	0
LIFE INSURANCE	0	0	0
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	13,985	0	(13,985)
THRIFT PLAN / HORIZONS	40,276	30,684	(9,592)
SAVINGS PLAN	59,834	37,939	(21,895)
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	270,769	222,236	(48,533)
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$676,827</b>	<b>\$607,582</b>	<b>(\$69,245)</b>
<b>OTHER BENEFITS</b>	<b>109,126</b>	<b>99,258</b>	<b>(9,868)</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$785,954</b>	<b>\$706,840</b>	<b>(\$79,114)</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$2,181,128</b>	<b>\$1,821,889</b>	<b>(\$359,239)</b>

2014 - 2015

QUALITY ASSURANCE

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

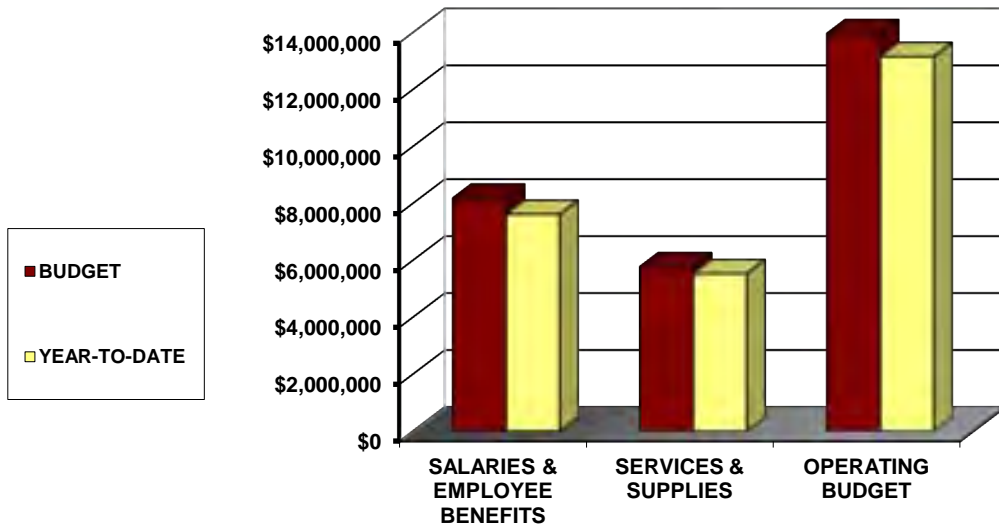
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	\$2,000	\$2,271	\$271
9182	TRAVEL	18,000	14,390	(3,610)
TOTAL		20,000	16,661	(3,339)
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	2,400	2,078	(322)
TOTAL		2,400	2,078	(322)
<b>EDUCATIONAL EXPENSES</b>				
9961	MEMBERSHIPS	2,900	2,771	(129)
9962	REGISTRATION FEES	16,000	36,459	20,459
9963	EDUCATIONAL MATERIALS	3,200	299	(2,901)
TOTAL		22,100	39,530	17,430
<b>MISCELLANEOUS</b>				
9986	MISCELLANEOUS	300	31	(269)
TOTAL		300	31	(269)
<b>GRAND TOTAL</b>		<b>\$44,800</b>	<b>\$58,299</b>	<b>\$13,499</b>

# SYSTEMS DIVISION

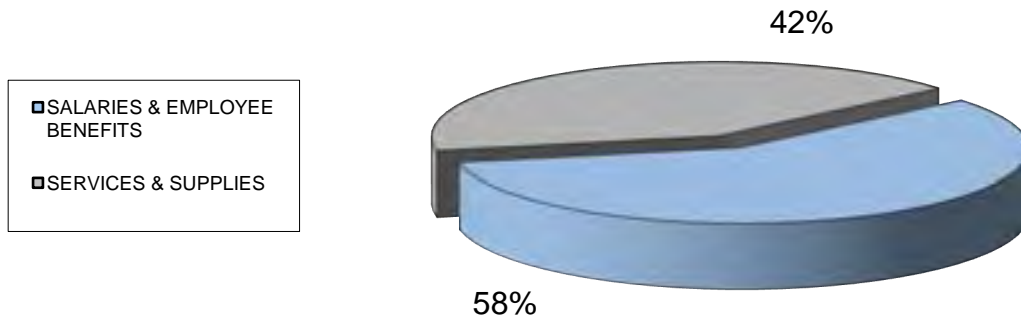
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$8,190,889	\$7,629,566	(\$561,323)
SERVICES & SUPPLIES	\$5,781,000	\$5,542,585	(\$238,415)
<b>OPERATING BUDGET</b>	<b>\$13,971,889</b>	<b>\$13,172,150</b>	<b>(\$799,739)</b>

Budgeted Positions      49  
Filled Positions         41



### Total Expenditures by Category



2014 - 2015

SYSTEMS DIVISION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER/(UNDER) BUDGET</b>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$4,750,220	\$4,246,098	(\$504,122)
AGENCY TEMPORARY	1,027,000	952,825	(74,175)
STIPENDS	0	0	0
OVERTIME	87,551	116,061	28,510
BILINGUAL BONUS	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	6,000	5,254	(746)
RESERVE FOR REMUNERATION	0	0	0
	-----	-----	-----
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$5,870,771</b>	<b>\$5,320,238</b>	<b>(\$550,533)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	783,961	841,641	57,680
FICA CONTRIBUTION	67,986	64,013	(3,973)
COUNTY SUBSIDY - INSURANCE	159,323	165,624	6,301
OPTIONS PLAN	212,090	241,674	29,584
LIFE INSURANCE	1,191	1,312	121
HEALTH INSURANCE TEMPS	8,113	0	(8,113)
FLEXIBLE BENEFIT PLAN	15,871	14,650	(1,221)
THRIFT PLAN / HORIZONS	119,134	109,180	(9,954)
SAVINGS PLAN	96,636	93,858	(2,778)
PENSION SAVINGS PLAN	3,886	3,680	(206)
MEGAFLEX	480,107	434,929	(45,178)
	-----	-----	-----
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$1,948,297</b>	<b>\$1,970,560</b>	<b>\$22,263</b>
<b>OTHER BENEFITS</b>	<b>371,820</b>	<b>338,768</b>	<b>(33,052)</b>
	-----	-----	-----
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$2,320,118</b>	<b>\$2,309,328</b>	<b>(\$10,790)</b>
	-----	-----	-----
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$8,190,889</b>	<b>\$7,629,566</b>	<b>(\$561,323)</b>
	=====	=====	=====

2014 - 2015

SYSTEMS DIVISION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>COMMUNICATIONS</b>				
9121	DISASTER RECOVERY - CELLULAR SRVC	\$80,000	\$72,916	(\$7,084)
9124	INTERNET ACCESS	138,000	127,305	(10,695)
9125	TRUNK LINES	200,000	400,251	200,251
9130	TELECOMMUTING EXPENSE	35,000	41,045	6,045
9133	TELEPHONE SYSTEM SUPPLIES	25,000	5,288	(19,712)
9135	TELEPHONE SYSTEM MAINTENANCE	170,200	161,033	(9,167)
9138	DISASTER RECOVERY PHONES	6,000	6,983	983
9139	LA NET DATA CIRCUIT CHARGES/MCI	13,000	15,153	2,153
	TOTAL	667,200	829,973	162,773
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	7,500	3,597	(3,903)
9182	TRAVEL	25,000	12,501	(12,499)
	TOTAL	32,500	16,098	(16,402)
<b>POSTAGE</b>				
9208	MONTHLY RETIREE CHECK MAILING	324,500	288,000	(36,500)
	TOTAL	324,500	288,000	(36,500)
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	24,000	25,149	1,149
9332	COMPUTER MONITORS	30,000	29,364	(636)
9336	COMPUTER PRINTER	10,000	37,517	27,517
9344	COMPUTER ACCESSORIES	10,000	1,054	(8,946)
9345	COMPUTER PERIPHERALS	30,000	42,565	12,565
9347	STORAGE MEDIA	15,000	15,748	748
9348	BOARD MEMBER TECH SUPPORT	25,000	25,361	361
9353	DIVISIONAL IT SUPPLIES/EQUIPMENT	63,800	26,204	(37,596)
	TOTAL	207,800	202,961	(4,839)
<b>EQUIPMENT MAINTENANCE</b>				
9406	MAINFRAME EQUIPMENT	350,000	36,020	(313,980)
9411	AV MAINTENANCE CONTRACT BOARDROOM	43,000	21,850	(21,150)
9412	KEY CARD SECURITY SYSTEM (DAS)	30,000	33,225	3,225
9414	LAN HARDWARE MAINTENANCE	164,000	220,161	56,161
9419	ON-SITE PRINTER MAINTENANCE	18,000	21,525	3,525



2014 - 2015

SYSTEMS DIVISION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
9424	EQUIP MAINT - UPS - SERVER ROOM	\$23,500	\$23,658	\$158
9436	EQUIP MAINT - AIR CONDITIONING	31,000	34,670	3,670
9438	AUDIO VISUAL ENHANCEMENTS	25,000	8,607	(16,393)
9439	SURVEILLANCE SYSTEM	15,000	526	(14,474)
9442	FIRE SUPPRESSION SYSTEM	10,000	0	(10,000)
	TOTAL	709,500	400,242	(309,258)
<b>PROFESSIONAL AND SPECIALIZED SERVICES</b>				
9502	EDP CHARGES - ISD	\$6,000	\$465	(\$5,535)
9509	AUDITOR CONTROLLER - PAYROLL SERVICES	75,900	38,000	(37,900)
9550	FILENET WORKFLOW/GUI CONSULTING	45,000	40,050	(4,950)
9574	CONSULTING SERVICES - CLAIMS PROC.	100,000	0	(100,000)
9680	IRON MOUNTAIN MEDIA STORAGE	50,000	31,800	(18,200)
9681	RETIREE PAYROLL PRINTING	139,100	190,815	51,715
9692	IBM HOTSITE SERVICES	200,000	207,297	7,297
	TOTAL	616,000	508,427	(107,573)
<b>COMPUTER SERVICES &amp; SUPPORT</b>				
9831	LAN SOFTWARE & LIC - NEW	70,000	39,402	(30,598)
9832	LAN SOFTWARE & LIC - EXISTING	649,800	699,263	49,463
9833	MAINFRAME SOFTWARE & LIC - EXISTING	985,000	1,282,381	297,381
9843	LAN NETWORK HARDWARE - NEW	122,300	139,606	17,306
9858	CALL CENTRIC MEMBER RECORDING	75,000	59,357	(15,643)
9872	ACROBAT LICENSES	18,000	0	(18,000)
9878	NETWORK DATA STORAGE INVENTORY	70,000	89,777	19,777
9879	CO-LOCATION	165,000	230,048	65,048
9880	ENVIRONMENTAL MONITORING	10,000	0	(10,000)
9882	BOARDROOM OPERATION MGMT SYSTEMS I	150,000	0	(150,000)
9889	VIRTUALIZATION SYSTEM ENHANCEMENTS	20,000	32,327	12,327
9890	STORAGE EXPANSION	40,000	32,666	(7,334)
9892	FILENET SYSTEM UPGRADE	90,000	0	(90,000)
9893	DISABILITY ECM	90,000	108,989	18,989
9896	DIV. UNIFICATION OF INFO. TECHNOLOGY	68,000	19,071	(48,929)
9897	MAINFRAME REPLACEMENT	300,000	318,960	18,960
9898	MAINFRAME REPLatform	30,000	0	(30,000)
9899	SECURITY ASSESSMENT	40,000	0	(40,000)
9900	ROUTER REPLACEMENT	170,000	232,606	62,606
	TOTAL	3,163,100	3,284,454	121,354

2014 - 2015

SYSTEMS DIVISION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>EDUCATIONAL EXPENSES</b>				
9961	MEMBERSHIPS	\$900	\$1,100	\$200
9962	REGISTRATION FEES	50,000	5,240	(44,760)
9963	EDUCATIONAL MATERIALS	8,500	5,789	(2,711)
	TOTAL	59,400	12,129	(47,271)
<b>MISCELLANEOUS</b>				
9986	MISCELLANEOUS	1,000	301	(699)
	TOTAL	1,000	301	(699)
<b>GRAND TOTAL</b>		<b>\$5,781,000</b>	<b>\$5,542,585</b>	<b>(\$238,415)</b>

**FISCAL YEAR 2014-2015**  
**RETIREE HEALTHCARE BENEFITS PROGRAM**  
**BUDGET CONTROL REPORT**  
**BASED ON EXPENDITURES AS OF**  
**JUNE 30, 2015**

**RETIREE HEALTHCARE BENEFITS PROGRAM**

**FISCAL YEAR 2014-2015**

**BUDGET CONTROL REPORT**

**BASED ON EXPENDITURES AS OF  
JUNE 30, 2015**

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**FISCAL YEAR 2014-2015**  
**RETIREE HEALTHCARE BENEFITS PROGRAM**  
**BUDGET CONTROL REPORT**  
**EXECUTIVE SUMMARY**  
**BASED ON EXPENDITURES AS OF**  
**JUNE 30, 2015**

The following is the Final Budget Control Report for Fiscal Year 2014-2015. The total program expenses are \$5,424,333 based on actual expenditure information through June 30, 2015. This represents an over-expenditure of \$122,287 from the operating budget.

The major contributing factors for this over-expenditure are higher than anticipated costs for Postage, Departmental Overhead, and Professional and Specialized Services.

**Services and Supplies:**



Over-expenditure of **\$209,700** in Services and Supplies primarily due to the following factors:

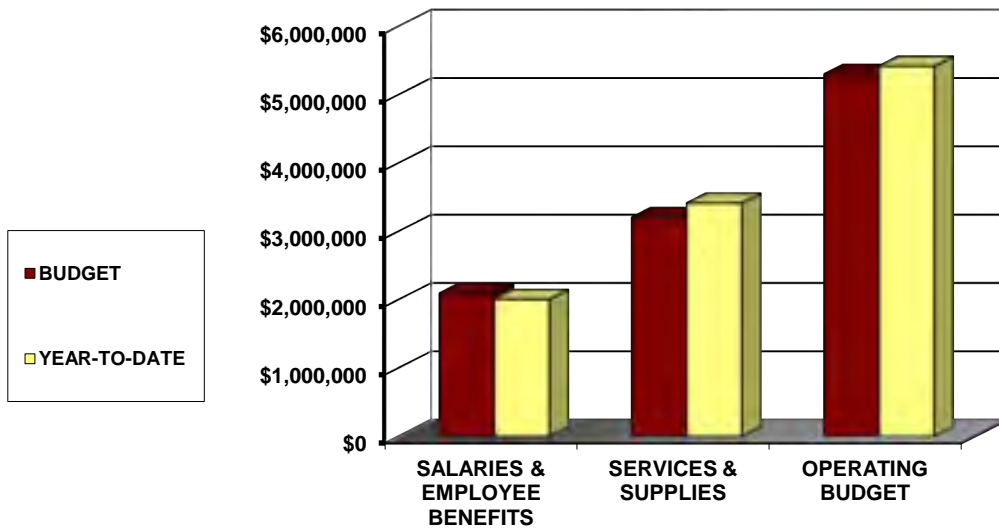
- ↑ Postage cost is higher than anticipated due to invoices for 2013-2014 fiscal year not being received until after the year-end books were closed. In addition, there was an unanticipated special mailing notification that was due to the SB1088 mandate.
- ↑ The Departmental Overhead cost is higher than anticipated due to additional staff and corresponding hours in overhead cost calculation that were not previously identified and/or anticipated.
- ↑ Professional and Specialized Services costs are higher due to ongoing Centers for Medicare and Medicaid Services' (CMS) Medicare Part D Retiree Drug Subsidy (RDS) audit for RDS applications for multiple plan years.

# RETIREE HEALTHCARE BENEFITS PROGRAM

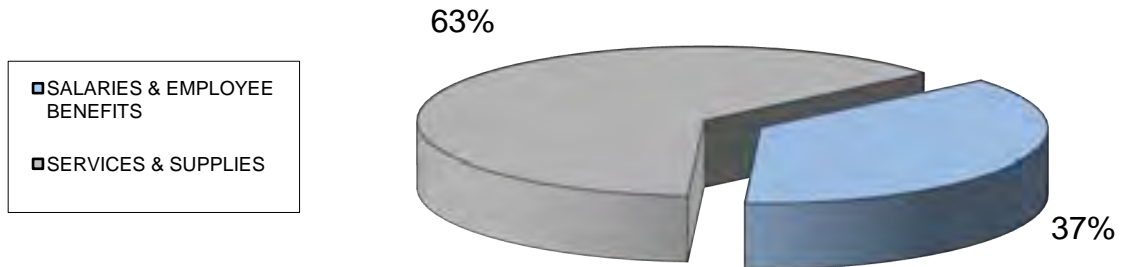
## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$2,095,311	\$2,007,899	(\$87,412)
SERVICES & SUPPLIES	\$3,206,735	\$3,416,435	\$209,700
<b>OPERATING BUDGET</b>	<b>\$5,302,046</b>	<b>\$5,424,333</b>	<b>\$122,287</b>

Budgeted Positions      21  
Filled Positions         18



### Total Expenditures by Category



2014 - 2015

RETIREE HEALTHCARE BENEFITS PROGRAM

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS  
 BASED ON EXPENDITURES AS OF JUNE 30, 2015

	<b>BUDGET</b>	<b>YTD ACTUAL</b>	<b>OVER/(UNDER) BUDGET</b>
<b>SALARIES &amp; OTHER PAYS</b>			
PERMANENT / COUNTY TEMPORARY	\$1,477,630	\$1,313,903	(\$163,727)
AGENCY TEMPORARY	0	14,760	14,760
STIPENDS	0	0	0
OVERTIME	12,834	10,049	(2,785)
BILINGUAL BONUS	2,400	1,350	(1,050)
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	10,000	23,721	13,721
RESERVE FOR REMUNERATION	0	0	0
<b>TOTAL SALARIES &amp; OTHER PAYS</b>	<b>\$1,502,864</b>	<b>\$1,363,783</b>	<b>(\$139,081)</b>
<b>VARIABLE BENEFITS</b>			
RETIREMENT	206,615	253,283	46,668
FICA CONTRIBUTION	15,466	16,571	1,105
COUNTY SUBSIDY - INSURANCE	32,235	28,719	(3,516)
OPTIONS PLAN	229,499	235,011	5,512
LIFE INSURANCE	644	666	22
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	34,268	36,656	2,388
SAVINGS PLAN	12,115	14,223	2,108
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	61,605	58,986	(2,619)
<b>TOTAL VARIABLE BENEFITS</b>	<b>\$592,447</b>	<b>\$644,116</b>	<b>\$51,669</b>
<b>OTHER BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$592,447</b>	<b>\$644,116</b>	<b>\$51,669</b>
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>\$2,095,311</b>	<b>\$2,007,899</b>	<b>(\$87,412)</b>

2014 - 2015

RETIREE HEALTHCARE BENEFITS PROGRAM

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS  
BASED ON EXPENDITURES AS OF JUNE 30, 2015

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
<b>TRANSPORTATION AND TRAVEL</b>				
9181	TRANSPORTATION	\$6,000	\$4,887	(\$1,113)
9182	TRAVEL	40,100	35,208	(4,892)
	TOTAL	46,100	40,095	(6,005)
<b>POSTAGE</b>				
9212	SPECIAL RETIREE MAILINGS	135,000	244,614	109,614
	TOTAL	135,000	244,614	109,614
<b>OFFICE SUPPLIES AND EQUIPMENT</b>				
9302	SPECIAL ORDERS/MINOR EQUIP	4,000	1,140	(2,860)
	TOTAL	4,000	1,140	(2,860)
<b>OPERATIONAL COSTS</b>				
9482	RENT	138,300	138,288	(12)
9483	DEPARTMENTAL OVERHEAD	1,485,435	1,613,957	128,522
	TOTAL	1,623,735	1,752,244	128,509
<b>PROFESSIONAL AND SPECIALIZED SERVICES</b>				
9541	AUDITS	424,000	503,937	79,937
9545	HEALTH CARE CONSULTING	700,000	647,929	(52,071)
9573	OPEB VALUATION	250,000	211,650	(38,350)
	TOTAL	1,374,000	1,363,516	(10,484)
<b>EDUCATIONAL EXPENSES</b>				
9961	MEMBERSHIPS	300	0	(300)
9962	REGISTRATION FEES	20,000	14,825	(5,175)
9963	EDUCATIONAL MATERIALS	3,600	0	(3,600)
	TOTAL	23,900	14,825	(9,075)
<b>GRAND TOTAL</b>		<b>\$3,206,735</b>	<b>\$3,416,435</b>	<b>\$209,700</b>



**FISCAL YEAR 2014-2015**  
**OTHER POST-EMPLOYMENT BENEFITS TRUST**  
**BUDGET CONTROL REPORT**  
**BASED ON EXPENDITURES AS OF**  
**JUNE 30, 2015**

**OTHER POST-EMPLOYMENT BENEFITS TRUST**

**FISCAL YEAR 2014-2015**

**BUDGET CONTROL REPORT**

**BASED ON EXPENDITURES AS OF  
JUNE 30, 2015**

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**FISCAL YEAR 2014-2015**

**OTHER POST-EMPLOYMENT BENEFITS TRUST  
BUDGET CONTROL REPORT  
EXECUTIVE SUMMARY**

**BASED ON EXPENDITURES AS OF  
JUNE 30, 2015**

The County of Los Angeles (County) maintains a Retiree Healthcare Program (RHP) for members of LACERA. In Fiscal Year 2012-2013, the County established a trust to fund this program. The LACERA Board of Investments is the trustee and investment manager for this trust.

The Trust Agreement between the County and LACERA stipulates that “...*the Trustee (LACERA) shall be entitled to payment or reimbursement of all its reasonable and appropriate expenses incurred in administering or investing the Trust...*” In other words, LACERA will not expend any pension dollars to administer the trust. Instead, the Trust Agreement allows LACERA to seek payment directly from the County or obtain payment from the OPEB Trust.

To avoid OPEB Trust assets to be commingled with the retirement fund assets, it is important for LACERA to maintain a separate accounting of the costs associated with running the OPEB Trust.

Beginning Fiscal Year 2013-2014, the OPEB Trust was implemented into the budget to capture the cost of maintaining and running the OPEB Trust.

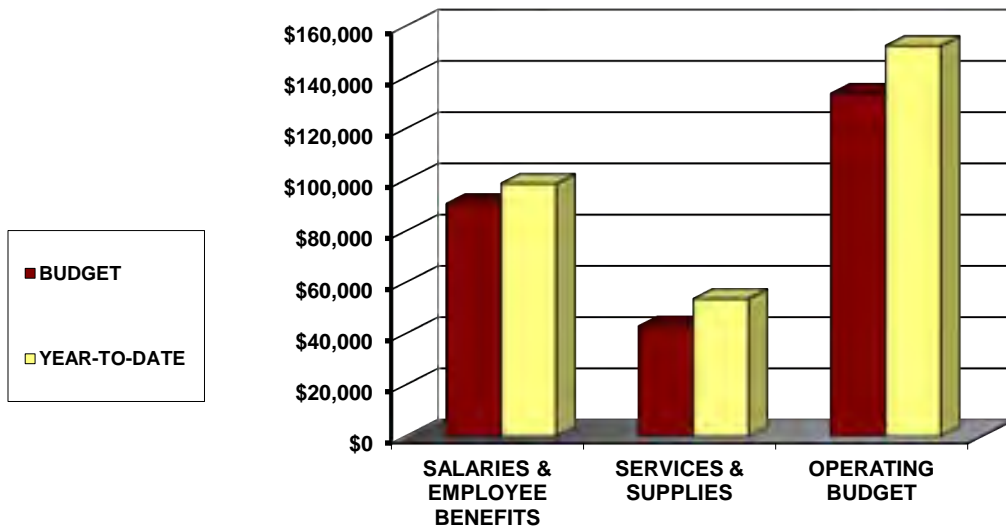
The following is the Final Budget Control Report for Fiscal Year 2014-2015. The total OPEB Trust expenses of \$152,552 are based on actual expenditure information through June 30, 2015. This represents an over-expenditure of \$18,726 from our operating budget.

The major contributing factor to this over-expenditure is higher than anticipated cost for services and supplies due to an unanticipated expense for an Internal Revenue Service (IRS) response letter for the OPEB Trust Private Letter Ruling.

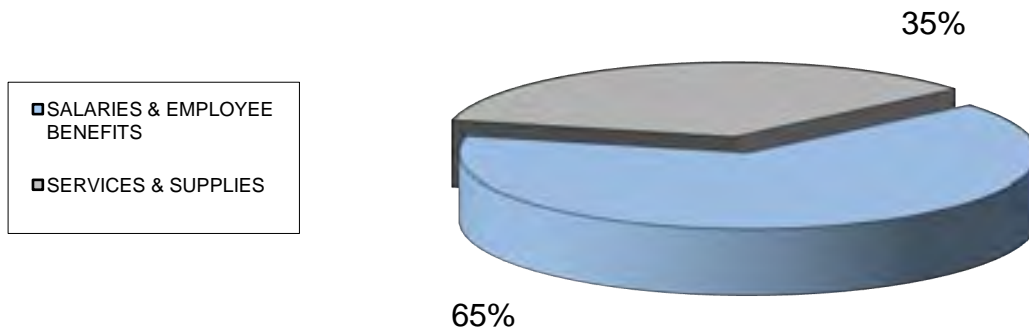
# OTHER POST-EMPLOYMENT BENEFITS TRUST

## BUDGET CONTROL REPORT - FISCAL YEAR 2014-2015 BASED ON EXPENDITURES AS OF JUNE 30, 2015

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$90,794	\$98,780	\$7,986
SERVICES & SUPPLIES	\$43,032	\$53,772	\$10,740
<b>OPERATING BUDGET</b>	<b>\$133,825</b>	<b>\$152,552</b>	<b>\$18,726</b>



**Total Expenditures by Category**





**FOR INFORMATION ONLY**

December 18, 2015

**TO:** Operations Oversight Committee  
Joseph Kelly, Chair  
Yves Chery, Vice Chair  
Anthony Bravo  
Ronald Okum  
David Muir, Alternate

**FROM:** James Pu, Chief Information Officer  
Systems Division

**SUBJECT: MEMBER PORTAL: UPCOMING NEW LOOK & FEATURES**

Continuing the evolution of providing our members with service choices and online functionalities, we are in the midst of completely rebuilding our Member Portal interface. We focused on constructing a member experience that is purposeful and inviting, while simultaneously architecting an environment that will seamlessly scale with the growth of technology. Accordingly, we framed the new Portal using scientific-design principles, leveraging human aesthetics and goal-oriented navigation. Tightly adhering to industry standards and best practices, our next-generation websites will operate across a wide variety of platforms.

Also to be introduced is the *Secure Message Center*. A feature addition to the Portal, the Message Center facilitates secure written communications between LACERA and our members. This important milestone also paves the way to digital document delivery and future capabilities. Enveloped in the Portal security, members will be able to receive documents digitally – and benefit from the possibility to stop the corresponding paper delivery.

We anticipate releasing the new Member Portal and the Secure Message Center in the latter half this fiscal year. During this presentation, staff will provide a first-look at the new Portal; discuss our development plans and roadmap to offering members the ability to opt-out of certain paper communications.

Noted and Approved:

Robert R. Hill  
Assistant Executive Officer

12-18-2015  
Date

# MEMBER PORTAL

New Look & New Capabilities

## MEMBER PORTAL



New Look & New Capabilities

- Development Objectives
- Secure Message Center
- Digital Document Delivery
- Development Roadmap



- Open & prevailing standards
- Goal-oriented design
- Clean & comfortable appearance
- Dynamic, multi-platform support
- Seamless accessibility



## Development Objectives



## Message Center



Because...

...email is not secure in so many ways

...email provides a poor "paper trail"

...email can get lost just like paper mail



# Secure Message Center



- Two-way written communication
- Permits sensitive information
- Interaction preservation
- Document delivery & history



- Allowing for paper opt-out
- On-demand printing
- Member document library
- Resume paper anytime



# Digital Document Delivery





# Roadmap: Web Development

- 1 Portal
- 2 Internal "Intranet"
- 3 External "Internet"



- 1 Annual benefits statements
- 2 Newsletters
- 3 Direct deposit statements

# Roadmap: Digital Delivery



# MEMBER PORTAL




Sneak Preview



**FOR INFORMATION ONLY**

DATE: January 4, 2016

TO: Operations Oversight Committee  
Joseph Kelly, Chair  
Yves Chery, Vice Chair  
Anthony Bravo  
Ronald Okum  
David Muir, Alternate

FROM: JJ Popowich   
Assistant Executive Officer

FOR: January 14, 2016 Operations Oversight Committee Meeting

SUBJECT: **CONTRACT VERIFICATION FOR VENDOR PAYMENT PROCESSING**

At the November 4, 2015 Operations Oversight Committee Mr. Kelly requested staff return to the Committee to discuss the payment of contracted vendors, and address LACERA's internal payment processing guidelines that allowed staff to pay a vendor, ZDI, after the contract had expired. ZDI is a San Diego based company that has for many years up to the present, printed Annual Benefit Statements for LACERA's members and performed other services.

Staff from the Executive Office, Communications, Internal Audit, Systems, Financial Accounting Services, and the Legal Division ("the team"), have been involved in reviewing contract management functions. This memo will update the Committee on the results of staff's review of LACERA's current invoice payment processes for vendors with whom we have a contractual relationship.

**Current Contract Payment Process**

LACERA utilizes a decentralized contract management system. Once a contract has been executed, the Division Manager becomes the Contract Administrator, who is responsible for overseeing the work product for the contracted services, and is responsible for all aspects of contract compliance. This includes ensuring a valid contract is in effect before services are requested, as well as establishing procedures for verifying the charges incurred are appropriate. Each division is responsible for verifying and approving invoices for payment. In some cases, the Division Manager may delegate this responsibility to a designated staff member.

The payment request generated by the Contract Administrator is reviewed and approved by the Administrative Services Division's Budget Team. The Budget Team

verifies that the expense corresponds with a budget line item allocated to the division, and that the budget line item amount has not been exceeded. Once approved by the Budget Team the payment request is routed to the Financial Accounting Services Division (FASD) for payment processing. FASD maintains a list of authorized Division representatives, including authorized signatures and approval limits. FASD staff verify the approval is appropriate based on this list and a payment is issued. Improperly approved invoices are returned to the Division for follow up.

### **Action Plan**

The current process works well for ensuring that LACERA receives the agreed upon services from the vendor and that those services are acceptable. The Division Manager, acting as the Contract Administrator, is in the best position to ensure the end product or service is delivered as expected. However, the internal process could be improved with additional checks and balances to ensure the vendors are in compliance with contract terms, and that LACERA's procurement policies and contract management best practices have been adhered to. As the ZDI case demonstrated, there is a risk staff can overlook the fact a contract has expired, or the expected contract terms have not been fulfilled. Expired contractual agreements can expose LACERA to risks such as the lack of oversight of proper data protection by vendors, disputes over charges for services delivered, and other potential risks.

Over the last few years LACERA's Systems and Administrative Services Divisions have been working to centralize the contract management oversight. Systems developed a Contract Management System (CMS) that will allow Administrative Services to record key data metrics from vendor contracts. These data metrics will allow us to generate reports that will be used to ensure compliance with a number of internal policies, including ensuring that LACERA management is aware of contract expiration dates which would prevent the request of services under an expired agreement or a non-compliant vendor.

The initial project has been expanded into three phases to help ensure LACERA develops a robust contract monitoring process. Phase one involved the identification and collection of all approved contracts. These contracts have been imaged for easier access by approved personnel. The original contracts are stored in a secured physical environment with restricted access.

Staff is currently working on phase two of this project. Phase two consists of the collection of at least 15 key data points required to populate the CMS database. Staff will be presenting a report and providing a demonstration of the CMS to the Operations Oversight Committee at a later date.

Before the end of the fiscal year, Administrative Services staff will begin beta testing the CMS and working with Systems to refine the reporting features that will allow us to ensure proper contract management. Administrative Services will be responsible for

ensuring each contract is in compliance with our procurement policies, ongoing terms and conditions such as insurance requirements, and that Division Managers are updated regarding contract status. Division managers will continue to be responsible for monitoring the delivery of services and approving payment requests.

Phase one and two of this project has focused on compilation of contracts and data for all Divisions, except the Investments Office. Phase three of this project will focus on investment related contracts and is expected to be completed by the end of fiscal year 2016-2017.

The team reviewing the payment procedures for contracted services recognized the CMS can be leveraged to ensure that we are paying vendors appropriately. Over the next few months, the team will be developing and training division management on new procedural guidelines for the payment of contracts. Contract Administrators, the subject matter experts, will continue to review and approve invoices for payment. Once an invoice has been approved, the Division who received the goods and services will complete an updated version of the payment request form, and forward it to Administrative Services Division.

The Administrative Services Division Budget Team currently reviews payment requests to verify there is a budget line item expense matching payment under the requesting division. Administrative Services staff will add an additional step to access the CMS to verify the vendor has an approved contract and the payment terms are in accordance with the contract terms. Payment requests deemed to be non-compliant will be returned to the Division Manager for resolution. Resolution processes will be included in the final procedures. Approved requests will be forwarded on to FASD, who will validate the payment authorization, and issue the payment.

The team will be reviewing the internal control structure and related processes within each Division for approving vendor payments. The goal is to identify best practices and share those best practices with all Division Managers. For example, the Systems Division has a multi-level approval process that includes an "Invoice Verification Form," which is essentially a checklist of items that must be verified before a payment can be approved. The team will be looking to leverage these internal best practices as part of the new payment processing procedures.

### **Conclusion**

Staff understands the importance of ensuring LACERA has a valid contract in place. Staff also understands the importance of ensuring that all goods and services have been received as expected, and that all terms and conditions of the contract have been met by the vendor, before payment is requested and issued. The new Contract Management System and the proposed enhanced procedures outlined above will ensure LACERA properly manages contractual relationships and that payments are issued under the terms of an active contract.