

**NOTICE OF MEETING AND AGENDA**

**SPECIAL 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, JUNE 1, 2017 - 9:00 A.M.\*\***

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

**COMMITTEE MEMBERS:**

Alan Bernstein, Chair  
Anthony Bravo, Vice Chair  
Joseph Kelly  
Ronald Okum  
David Muir, Alternate

**I. APPROVAL OF THE MINUTES**

A. Approval of the minutes of the special meeting of May 11, 2017

**II. PUBLIC COMMENT**

**III. ACTION ITEMS**

A. Recommendation as submitted by Michael Cordial, Senior Human Resources Analyst, and John Nogales, Director Human Resources, that the Committee recommend the Board of Retirement approve the LACERA Internship Program. (Memo dated May 23, 2017)

**IV. FOR INFORMATION**

A. LACERA Operations Briefing  
Robert Hill/JJ Popowich

B. 2017 Seal of Distinction Recognition  
Connie Chan

June 1, 2017

Page 2

V. REPORT ON STAFF ACTION ITEMS

VI. GOOD OF THE ORDER

(For information purposes only)

VII. ADJOURNMENT

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

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

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

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

MINUTES OF THE 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

THURSDAY, MAY 11, 2017, 12:20 P.M. – 12:50 P.M.

**COMMITTEE MEMBERS**

PRESENT: Alan Bernstein, Chair  
Anthony Bravo, Vice Chair  
Ronald Okum (*left at 12:40 p.m.*)  
Joseph Kelly

ABSENT: David Muir, Alternate

**ALSO ATTENDING:**

BOARD MEMBERS AT LARGE

Marvin Adams  
Shawn R. Kehoe

STAFF, ADVISORS, PARTICIPANTS

Robert Hill  
JJ Popowich  
Johanna M. Fontenot  
James Beasley  
James Pu

The meeting was called to order by Chair Bernstein at 12:20 p.m.

I. APPROVAL OF THE MINUTES

A. Approval of the minutes of the regular meeting of April 5, 2017

Mr. Okum made a motion, Mr. Bravo seconded, to approve the minutes of the regular meeting of April 5, 2017. The motion passed unanimously.

II. PUBLIC COMMENT

III. ACTION ITEMS

A. Recommendation as submitted by Johanna M. Fontenot, Senior Staff Counsel, and James Beasley, Administrative Services Analyst: That the Committee recommend the Board of Retirement approve the revised Records and Information Management (RIM) Policy (revised March 29, 2017). (Memorandum dated May 1, 2017)

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

IV. FOR INFORMATION

A. LACERA Operations Briefing  
Robert Hill/JJ Popowich

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

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

V. GOOD OF THE ORDER

(For information purposes only)

VI. ADJOURNMENT

The meeting adjourned at 12:50 p.m.

**\*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.**



May 23, 2017

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

**FROM:** Michael Cordial, Senior Human Resources Analyst, LACERA  
John Nogales, Director Human Resources, LACERA

**FOR:** June 1, 2017 Operations Oversight Committee Meeting

**SUBJECT: LACERA INTERNSHIP PROGRAM**

### **RECOMMENDATION**

It is recommended the Operations Oversight Committee recommend to the Board of Retirement the approval of the LACERA Internship Program.

### **PROPOSED LACERA INTERNSHIP PROGRAM**

In accordance with LACERA's Strategic Plan, Human Resources has developed a paid Internship Program for students at the doctorate, graduate and undergraduate levels, in fields of study that correspond to LACERA's business needs. The Internship Program (the "Program") provides students with exposure to the complex and dynamic public pension industry and the business operations of a governmental entity. LACERA believes this Program will increase awareness of the positive community impact made by public defined benefit plans and encourage students to pursue careers in the public sector or LACERA.

LACERA embraces the opportunity to provide motivated, inspiring, and valuable work experience to the future leaders of America. Each Intern will be assigned meaningful projects guided by a knowledgeable LACERA professional serving in a Mentor role. The Mentor will oversee their projects and ensure the Intern develops an understanding of LACERA's mission, values, business operations, and business objectives. Interns will gain experience interacting with LACERA staff, members, and/or business partners on a professional level.

The attached Internship Program document provides an in depth overview of the

Program parameters. The highlights of the Program include:

### **A Paid Internship Program**

The Program is a paid Internship with individuals compensated based on their academic level. Undergraduates will be benchmarked at the Los Angeles County's Professional Worker I hourly rate (\$13.49 per hour). Graduate and doctorate student compensation will be benchmarked at the Los Angeles County's Student Professional Worker II hourly rate (\$18.93 per hour). Hourly rates may be adjusted based on the prevailing Internship labor market.

The Program for the FY 2017-18 is expected to cost \$157,500 [the equivalent of four (4) Full Time Employee (FTE) Interns at the Student Professional Worker II level]. The budget for this Program will be modified annually based on LACERA's utilization history and included in future budget requests by Human Resources.

### **Flexible Work Schedules**

Interns will be asked to commit to an Internship period of up to sixteen (16) weeks where they will work under the guidance of the Mentor to complete clearly defined specific projects. LACERA will offer flexible work schedules to accommodate school commitments. However, Interns shall not be expected to work more than forty (40) hours per week.

### **Continual Feedback & Program Assessments**

The Program and the Interns will be assessed on a regular basis through the administration of evaluations completed by both Mentor and Intern. Overall program performance will be based on these assessments, the completion of the assigned project, as well as return on investment by LACERA.

The Mentor will be expected to provide regular feedback to the Intern throughout the Program as they discuss progress on the assigned project and general observations regarding their performance and LACERA operations. At the end of each Internship, the Mentor will provide final written feedback regarding the status of the project, and the Intern's performance. The Intern will also provide LACERA with written feedback reflecting their experience in the Program. LACERA will use this feedback to continually modify and improve the Program's design.

### **Not a Replacement for Full Time Positions**

LACERA's Internship Program does not take the place of our commitment to hire full time employees to support on-going business needs. Additionally, the Program will not replace the usage of agency temporary employees which are sometimes used to fill short term vacancies when staff is out on leave or participating in a learning

development program. The Program is designed to fill targeted staffing needs on a clearly defined project basis.

The Program is under the general oversight of the Human Resources Division. Human Resources will meet with interested managers to define their needs and determine the appropriate type of staffing needed (permanent, agency temporary, or Interns) based on those needs.

### **Finding the Right Intern**

The Program supports LACERA's effort to build partnerships by establishing and maintaining a recruiting presence at local colleges and universities. The Program will provide LACERA a continuous candidate pool to meet Internship opportunities as they arise. LACERA will also work with non-profit organizations who work with undergraduate and graduate students preparing for the workplace.

Potential Interns will express their interest by visiting LACERA's website where they will find information describing the Program. Interested individuals may submit an application, letter of interest and resume through LACERA's automated job application system.

Interns will be asked to pass the same security clearance background and credit check as any LACERA employee. To prevent conflicts of interest, potential Interns will be subject to the same nepotism rules as permanent LACERA staff. Additionally Internships shall not create either a direct or indirect supervisor/subordinate relationship with a related party or create any conflict of interest or appearance of a conflict of interest based on business relationships.

LACERA will utilize temporary agencies to manage payment of compensation for all Interns. Interns will not be designated as employees of LACERA nor will be eligible for employment benefits.

### **CONCLUSION**

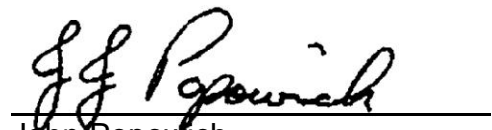
We anticipate LACERA's Intern Program will successfully provide students with meaningful work experience and strengthen LACERA's employment brand and recruitment efforts.

**It is therefore recommended** the Operations Oversight Committee recommend to the Board of Retirement the approval of the LACERA Internship Program.

Attachments:

LACERA Internship Program  
PowerPoint Presentation

Noted and Approved:

A handwritten signature in black ink, appearing to read "J. Popowich", is written over a horizontal line.

John Popowich  
Assistant Executive Officer



# LACERRA INTERSHIP PROGRAM



# LACERA INTERNSHIP PROGRAM

## TABLE OF CONTENTS

ABOUT THE PROGRAM

PROGRAM OBJECTIVE

PROGRAM OPERATIONS

SCHEDULE

COMPENSATION & BUDGETING

EVALUATION

INTERNSHIP VS. AGENCY TEMP

MANAGEMENT SELECTION PARAMETERS

RECRUITMENT & ADVERTISING

HOW CANDIDATES WILL APPLY

SELECTION CRITERIA

MANAGER ACCESS TO AVAILABLE INTERN LIST

ONCE A CANDIDATE IS SELECTED

INTERN TESTIMONIALS

QUESTIONS

## ABOUT THE PROGRAM

The Los Angeles County Employees Retirement Association (LACERA) Internship Program ("Program") is a continuous, as needed, opportunity for both highly motivated and aspiring undergraduate, graduate and doctorate Interns. This is an exciting opportunity for students to gain paid experience and on-the-job training at a government entity. LACERA is an independent governmental entity, separate and distinct from Los Angeles County.

As one of the largest county retirement systems in America, LACERA offers potential Interns the opportunity to work in a variety of fields. LACERA has Internship opportunities in areas such as Accounting, Benefits Administration, Communications, Disability Retirement, Finance, Human Resources, Legal, and Systems.



LACERA believes the Internship Program will provide students the opportunity for professional development as they gain valuable professional and technical skills and gain life experiences.

The Program will give participants a chance to learn, under the guidance of a Mentor, about LACERA's fiduciary responsibility to promote, enhance, and efficiently administer a financially sound retirement system.

The following will explain in detail the parameters, the implementation, and on-going administration of the Program.

## PROGRAM OBJECTIVE

Interns will gain professional work experience and exposure to LACERA's business field and operations; develop an understanding in LACERA's Values, Mission, and business objectives; interact with LACERA staff and managers; along with possible interaction with LACERA members and vendors.

Interns will be given an assignment or project to accomplish under the direction of a Mentor. The Mentor assigned to the Intern will be chosen by the Division Management. The Mentor is expected to provide the Intern on-the-job direction, offer job shadowing opportunities, and develop the Intern's understanding of LACERA business, policies and procedures.



At the end of the Internship, both Intern and Mentor will complete an assessment describing their overall experience of the Program and a detailed summary of the assignment or project achievements.

## PROGRAM OPERATIONS

Interns are expected to commit to the period agreed upon with Division Management, whether it is during the school year or a school break. The Program is designed to provide the student an Internship opportunity during a semester period and will generally last (16) weeks.

The Program is designed for students currently attending school, and as such, Interns must supply their current school transcripts during each semester or quarter to verify school attendance.

In order for an Intern to continue working past the initial approved defined period, Division management must receive Human Resources' approval. Interns that do not supply their current school transcripts will not be allowed to participate in the Program.



## SCHEDULE

Interns will be given the opportunity to work flexible schedules, Monday through Friday between the hours of 8:00 am to 5:00 pm.



Interns working five (5) hours per day must take a minimum thirty (30) minute/ maximum sixty (60) minute, non-paid lunch break. Interns working eight (8) hours per day will be given two 15 minute breaks and must take a non-paid lunch break.

Management has the discretion to dictate the number of hours that the Intern will complete each week.

Interns will not be allowed to work more than forty (40) hours per week.

## COMPENSATION & BUDGETING

Interns will be compensated based on their academic level at the time of assignment. Undergraduates compensation will be benchmarked at the Los County's Professional Worker I hourly rate. Graduate and doctorate student compensation will be benchmarked at the Los Angeles County's Student Professional Worker II hourly rates. A Student Professional Worker I's minimum requirement is that the candidate be a current sophomore, junior or senior at an accredited college. A Student Professional Worker II's minimum requirement is that the candidate is a current student at an accredited graduate or university program leading to a Master's or Doctorate Degree. The hourly rate may be adjusted based on the prevailing internship labor market.

Interns will not be employees of LACERA and will not be eligible for any LACERA employee benefits. Internships are not a substitute for filling full-time budgeted positions covered under Civil Service Rules. Interns will be paid through a LACERA contracted temporary agency.

Human Resources will budget for four (4) Full Time Equivalent (FTE) Interns for a fiscal year at the Student Professional Worker II level. LACERA will adjust the budget after the first year based on actual experience and projected Divisional requirements. The FY 2016-2017 hourly rates for Student Professional Worker I & II are \$13.49 and 18.93, respectively. Four Student Professional Worker II full FTE is approximately \$157,500 annual cost.

## EVALUATION

As part of the Internship Program, each Intern will be assigned a Mentor. The Mentor will be providing continual guidance to the Intern. In addition, the Mentor will allow the Intern to job shadow so that he/she will gain a better understanding of LACERA and its operations.

At the end of each Intern's approved period, the Mentor will meet and provide verbal feedback to the Intern about his/her performance in the Program. The Intern will also be asked to provide



feedback regarding the assignment/project and overall experience. The Mentor will also be asked to complete a written assessment of the Intern's performance that will be turned into and kept with Human Resources for a period of no longer than three (3) years. A letter of Internship participation will be completed by the Mentor to provide to the Intern at the end of the Internship to reflect the work experienced gained during the Program.

## INTERNSHIP VS. AGENCY TEMP

### ***What is the difference between an Intern and an Agency Temp?***

An Intern is defined as an undergraduate, graduate, or doctorate student currently enrolled in an accredited college or university receiving on-the-job training through the shadowing and direction of a LACERA Mentor.

An Agency Temp is a temporary employee assisting with an assignment or project of a permanent employee currently on approved leave or participating in a training program, or to assist in a LACERA division to address critical temporary workload needs. The use of an Agency Temp cannot be used to fill a vacant, funded position. In addition, the Agency Temp should not exceed a year contract. Any extension of that contract must be first approved by the Executive Office. LACERA's belief is that temporary employees should be used strategically and makes reasonable efforts to fill vacant full time positions as quickly as feasible.

### ***How do I decide which would be best for the Division?***

Management seeking a potential Intern for their Division should first consult the Human Resources office. Human Resources will discuss and assess with the Manager the needs of the Division and as to what their ideal candidate may be. Human Resources will determine, based on the assignment/project, if it would be best to seek an Intern or an Agency Temp.

### ***What happens if an Agency Temp is the best option for the Division?***

If an Agency Temp is decided as being the best option for the Division, a Temporary Request form must be completed by the Division then signed by the Executive Office. Human Resources will retrieve resumes of applicants that best fit the description of the Division's need. Once a student's resume is selected, the Division may then hold interviews.

## **MANAGEMENT SELECTION PARAMETERS**

**Once Management and Human Resources has determined an Intern would be the best option, they must adhere to the following parameters:**

- ❖ Interns cannot work continuously from one sixteen (16) week period to another without Human Resources' approval.
- ❖ Division Management must clearly define the reason/need for hiring an Intern.
- ❖ Division Management must have clearly defined goals, duties, and expected output from the assignment or project given to the Intern.
- ❖ Division Management must assign a Mentor to act as a guide to the Intern.
- ❖ Division Management will not allow the Intern's work schedule to exceed the amount of daily or weekly hours allowable through the Program.



## RECRUITMENT AND ADVERTISING

The Human Resources Division will regularly make contact with local colleges and universities to source talent. In addition, job fairs will be attended during the school year and prior to the summer break. Working relationships have already been established with some local colleges and universities including:

- University of Southern California
- University of California – Los Angeles
- Pepperdine
- California State University of Northridge
- California State University of Los Angeles, and
- Azusa Pacific University.

In an effort to reach students pursuing an Associate's degree with an already designated emphasis or area of study LACERA will develop relationships with local Community Colleges such as:

- Pasadena City College
- Glendale Community College, and
- Los Angeles City College

In addition to connecting with local schools and universities, LACERA will identify and work with non-profit organizations who help undergraduate and graduate students prepare for the workplace. During our pilot program LACERA already identified the Toigo Foundation as a partner in this area. The Toigo Foundation's mission is to help prepare underrepresented professionals for leadership and possible career advancement roles in the workplace. Any students sourced and chosen through Toigo, or similar organizations, must complete the established registration process, including all background checks, and must sign up with an approved temporary agency.

## HOW STUDENTS WILL APPLY

Potential Interns will express their interest by visiting [lacera.com](http://lacera.com) and reviewing the Program information on the LACERA career opportunities page. Once the Program

information has been reviewed students will be redirected to the LACERA recruiting website (NeoGov) to create an account. Students may submit an application, attach their current or most recent school transcripts along with a cover letter and resume, and answer all listed supplemental questions.

## SELECTION CRITERIA

The following is an overview of selection criteria when reviewing applications:

- ❖ A complete online application must be submitted on LACERA's NeoGov site, including a completed supplemental questionnaire.
- ❖ A cover letter, resume, and copy of latest school transcripts must be attached to the application.
- ❖ The Program is open only to currently enrolled students either pursuing an Associates, Undergraduate, Graduate, or Doctorate degree. A student may either be attending school on a full-time or part-time status.
- ❖ No less than an overall C (2.0) grade point average (GPA).
- ❖ Must pass a security clearance background and credit check.
- ❖ To prevent related party conflicts of interest, LACERA may not contract with a person who is related to: a Board Member, the Chief Executive Officer, anyone reporting directly to the Chief Executive Officer, or anyone serving as a Division Head.
- ❖ Related parties of other LACERA staff members may be considered for contract with LACERA provided the candidate possess all the selection criteria. Such a related party may not be contracted to a position which would:  
(1) Create either a direct or indirect supervisor/subordinate relationship with a



related party; or (2) Create either an actual conflict of interest or the appearance of a conflict of interest.

## MANAGER ACCESS TO AVAILABLE INTERN LIST

Students will be informed their information will be kept on file for no more than one (1) year from the date of submission. A candidate may reapply once the one (1) year has lapsed.

Division Managers will have access to the resume and school transcripts of each candidate who has expressed interest in an Internship with LACERA. Other information available to Management will be items such as the candidate's name, undergraduate or graduate degree, the current grade level, area of degree, and the fields of interest at LACERA.



## ONCE A STUDENT IS SELECTED

At the request of the Division, Human Resources will contact the student to schedule an interview with Division staff.

If the student is selected, Human Resources will contact the student to make a formal offer.

If the student accepts, Human Resources will offer the student several temporary agency options for their choosing for processing their pay. It will be suggested that they choose an agency nearest their residence. Currently, four (4) agencies have been selected based on geographical location in Los Angeles County: West Los Angeles, Downtown Los Angeles, Pasadena, or Arcadia. LACERA plans in the future to create new contracts with temporary agencies located in further locations.

LACERA will utilize temporary agencies to manage payment of compensation for all Interns. LACERA will only seek the assistance of approved temporary agencies with an ongoing current contract with LACERA.

As a temporary contractor the Intern will not be designated any benefits from LACERA.

The Intern will have to undergo two (2) separate background checks: a LiveScan and a credit check. It will be necessary for the Intern to clear both security clearances in order to work at LACERA. Failure to pass any background checks will disqualify the student from working as an Intern at LACERA.



The Intern will also complete all other relevant onboarding documents that all LACERA permanent and temporary agency staff are required to complete as well. This would include documents such as LACERA's privacy policy, workplace security agreements, email policy, use of LACERA property, etc.

Once all background checks have been cleared, Human Resources will coordinate an official start date with the Intern.

## INTERN TESTIMONIALS

LACERA successfully hosted Interns during the summer of 2015 and 2016. Below are quotes from past Interns about their experience at LACERA.

George Z.  
MBA Candidate, USC Marshall School of Business  
LACERA Investments Intern 2016

*“Great internship experience at LACERA! This internship has allowed me to see public pension fund in action and exposed me to the whole asset management ecosystem. I had opportunities to interact and learn from different teams in the Investment office, even with senior managers. Colleagues were helpful and easy-going. I cannot remember how many co-workers had invited me for lunch and*

*genuinely shared their experiences and knowledge with me. I will be forever grateful to those wonderful people."*

Jeff J.  
MBA Candidate, UCLA Anderson School of Management  
LACERA Investments Intern 2016

*"LACERA provided a great opportunity for me to understand the inner workings of a pension fund and improve my knowledge on investment management. Through working on my summer project and meeting with various high-level fund managers over the course of my internship, I gained new perspectives on the financial market and best practices. It is a highly valuable, enriching experience, and I recommend that you see it for yourself."*

Taylor N.  
MBA Candidate, UCLA Anderson School of Management  
LACERA Intern 2015

*"Working as a summer intern with the Real Estate Investments team at LACERA was a rewarding and eye-opening experience. I gained significant exposure to all real estate product types while learning how investments impacts the portfolio as a whole. Even as an intern I felt my work was important and would be used by the LACERA Investments team. During my time at LACERA I received a firsthand experience on how a pension fund operates and invests in order to serve their members, all while working in a friendly environment with a fun and passionate team."*

Cindy R.  
MBA Graduate 2015, Columbia Business School  
LACERA Intern 2015

*"My experience at LACERA was life-changing. I interned with a highly professional team and helped serve the objectives of the LACERA organization. Beyond the specific project I worked on over the summer, I had the opportunity to shadow leaders of the organization and sit in on meetings I would not otherwise have had access to."*

## QUESTIONS

If you have any questions about the LACERA Internship Program, please contact Michael Cordial, Intern Coordinator, at (626) 564-6000. Email inquiries may also be sent to [humanresources@lacera.com](mailto:humanresources@lacera.com) with the subject line as "Intern – LACERA".

# LACERA INTERNSHIP PROGRAM



**OPERATIONS OVERSIGHT COMMITTEE**

**JUNE 2017**

## **PROGRAM OBJECTIVE**



- **Interns will:**
  - Gain professional development and work experience
  - Be exposed to LACERA's business field and operations
  - Develop an understanding in LACERA's Values, Mission, and business objectives
- **LACERA's Return-on-Investment (ROI)**

# **MENTOR – INTERN COLLABORATION**



- Interns are given an assignment/project under direction of a Mentor
- Mentors are designated by Division Management
- Mentors provide the Intern on-the-job direction





# EVALUATION



- Mentors will:
  - Provide verbal feedback to the Intern
  - Give written assessment of Intern performance
- Intern provides feedback regarding experience
- Letter of Internship participation



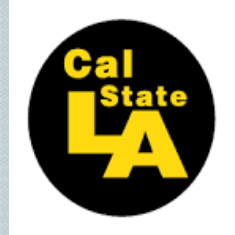
# MANAGEMENT PARAMETERS

- Define reason/need for hiring an Intern
- Have clearly defined:
  - Goals,
  - Duties, and
  - Expected output.



# RECRUITMENT AND ADVERTISING

- Partnerships with local colleges and universities
- Job fairs



# **SELECTION CRITERIA**



- Evaluation of online application, resume, and transcripts
- Currently enrolled students pursuing an Associates, Undergraduate, Graduate, or Doctorate degree.
- An overall C (2.0) grade point average (GPA) or higher
- Background and credit check

# CANDIDATE POOL

- Continual Stream
- Ongoing Basis
- Accessible to Management



# **LACERA CONTACT**



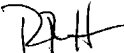
- Questions directed to Michael Cordial, Intern Coordinator
- Email inquiries may also be sent to [humanresources@lacera.com](mailto:humanresources@lacera.com)


# QUESTIONS?



## FOR INFORMATION ONLY

May 23, 2017

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

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

FOR: June 1, 2017 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
- GASB 74-75 Update



DATE RECEIVED	REQUESTER	DOCS REQUESTED
04-24-17	G. Chung, FIN	<p>Requested the names of the retrospective and ongoing winners for auditing fees.</p> <p>Link <a href="https://www.lacera.com/Opportunities/RFP/private_equity_inv_svcs/index.html">https://www.lacera.com/Opportunities/RFP/private_equity_inv_svcs/index.html</a> is</p> <p><i>Response transmitted via email: Retrospective winner was Kreischer Miller and ongoing winner was LP Capital, now known as Pavillion.</i></p>
05-04-17	S. Moomjean, CEO, LA County	<p>Requested agenda packet for BOI meeting held on, Wednesday, May 10, 2017.</p> <p><i>Transmitted information via email.</i></p>
05-04-17	S. Desikan, Individual	<p>Requested agenda packet for BOI meeting held on, Wednesday, May 10, 2017.</p> <p><i>Transmitted information via email.</i></p>
05-04-17	F. Massey, Individual	<p>Requested agenda packet for BOI meeting held on, Wednesday, May 10, 2017.</p> <p><i>Transmitted information via email.</i></p>
05-04-17	A. Poe, Reedsmith	<p>Requested agenda packet for BOI meeting held on, Wednesday, May 10, 2017.</p> <p><i>Transmitted information via email.</i></p>
05-04-17	D. Kushner, Individual	<p>Requested agenda packet for BOI meeting held on, Wednesday, May 10, 2017.</p> <p><i>Transmitted information via email.</i></p>
05-05-17	M. McCue, FIN	<p>Requested agenda packet for BOI, RE, EQ meetings held on, Wednesday, May 10, 2017.</p> <p><i>Transmitted information via email.</i></p>
05-05-17	A. Kruk, Mandate Wire	<p>Requested agenda packet for BOI, RE, EQ meetings held on, Wednesday, May 10, 2017.</p> <p><i>Transmitted information via email.</i></p>
05-10-17	A. Wolcott, Individual	<p>Trying to locate his assistant, Betty Ramsey, whom he worked with many years ago. She worked at the LA County Hospital dental and may be retired for 15 to 20 years. Would like to have her contact information.</p> <p><i>Response via email:</i></p> <p><i>LACERA can not provide member information. Government Code Section 6254 (c) exempts personnel files or personal information from disclosure. It is a violation of our member's privacy to distribute personal information.</i></p>

DATE RECEIVED	REQUESTER	DOCS REQUESTED
05-11-17	J. Hammond, RELAC	<p>Transmitted monthly request for Retiree's Benefit Approval List.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Sent via email: LACERA's Retiree list dated May 11, 2017.</i></p>
05-11-17	S. Ayers Tristar Group	<p>Transmitted monthly request for Retiree's Benefit Approval List.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Sent via email: LACERA's Retiree list dated May 11, 2017.</i></p>
05-11-17	Les Robbins, LASD	<p>Transmitted monthly request for Retiree's Benefit Approval List.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Sent via email: LACERA's Retiree list dated May 11, 2017.</i></p>
05-12-17	F. Massey, Individual	<p>Requested copy of Budget Book.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Sent via email: The Budget Book.</i></p>
05-11-17	D. Gregory, Public Plan IQ	<p>Requested copy of the following documents listed below.</p> <ol style="list-style-type: none"> <li>1. May 10, 2017 Regular Meeting Board of Investments: All investment related discussion materials.</li> <li>2. May 10, 2017 Corporate Governance Committee: All investment related discussion materials.</li> <li>3. May 10, 2017 Equity Public/Private Committee: All investment related discussion materials.</li> <li>4. May 10, 2017 Real Estate Committee: All investment related discussion materials.</li> </ol> <p><i>Transmitted 4 documents.</i></p> <p><i>Sent via email:</i> <i>Agenda packets for BOI, RE, EQ, GOV meetings held on, Wednesday, May 10, 2017.</i></p>

DATE RECEIVED	REQUESTER	DOCS REQUESTED
05-11	A. Tarantino, Colmore	<p>Requested 8 responses to the LACERA RFP "Private Equity Fund Investment Management FEE, Expenses, and Carried Interest Recalculation and Verification Services."</p> <p><i>Transmitted 8 documents.</i></p> <p><i>Sent via email:</i></p> <ol style="list-style-type: none"> <li>1. <i>Conifer LACERA RFP Response;</i></li> <li>2. <i>FTI Consulting Proposal, Redacted;</i></li> <li>3. <i>Kreischer Miller LACERA Proposal;</i></li> <li>4. <i>LP Capital Advisors, Redacted;</i></li> <li>5. <i>Maples Fund Services Response to LACERA RFP, Redacted;</i></li> <li>6. <i>Meketa Investment Group Proposal, Redacted;</i></li> <li>7. <i>PEF Services LLC Proposal, Redacted; and</i></li> <li>8. <i>Real Estate Fiduciary Services, LLC RFP, Redacted.</i></li> </ol> <p><i>LACERA has produced the redacted documents in reliance upon the exemption contained in California Government Code §6254(k). Certain portions of the RFP responses are privileged under the Evidence Code because they contain proprietary information disclosed only in response to the RFP.</i></p>



**INFORMATION ONLY**

May 24, 2017

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

**FROM:** Connie Chan *CC*  
Senior Human Resources Analyst

**FOR:** June 1, 2017 Operations Oversight Committee

**SUBJECT:** 2017 Seal of Distinction Recognition

On January 17, 2017, LACERA's investment in creating a positive work environment earned the prestigious WorldatWork 2017 Seal of Distinction. LACERA was publicly recognized at WorldatWork's 2017 Total Rewards Conference in Washington, D.C. on May 9, 2017.

The Seal of Distinction is sponsored by WorldatWork, a nonprofit human resources association for professionals and organizations focused on compensation, benefits, work-life effectiveness and total rewards — strategies to attract, motivate and retain an engaged and productive workforce.

Since 2012, the prestigious and nationally recognized Seal of Distinction has been awarded to companies for the overall strength of their total rewards portfolio, success in creating positive work environments, and commitment to employees. Companies are measured on the quality of internal programs, a few of which include health and wellness programs, compensation packages, employee recognition and their ability to provide their employees with career development opportunities.

LACERA was chosen to receive this award for our commitment to cultivating a culture, and programs, that promote a highly engaged, professional workforce based on our shared VALUES in support of our Mission to Produce, Protect, and Provide

Each Member, Operations Oversight Committee

May 24, 2017

Re: 2017 Seal of Distinction Recognition

Page 2 of 2

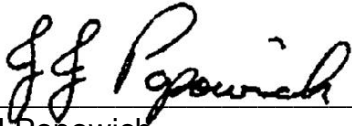
the promised benefit to our Members. LACERA's comprehensive total rewards package is not only comprised of competitive compensation and benefits with strong support for employee development, but also programming and policies that promote an employee culture and experience that supports a healthy work-life balance and continuous individual and organizational improvement.

This presentation will provide an overview of the Seal of Distinction and LACERA's Total Rewards portfolio.

JJP:jjp

Attachment

REVIEWED AND APPROVED

A handwritten signature in black ink, appearing to read "JJ Popowich", written over a horizontal line.

JJ Popowich

Assistant Executive Officer



## 2017 WorldatWork Seal of Distinction

June 1, 2017

# Recruit the Best

## Millennial are taking over the workplace

*Millennials are 95 million strong across the world today and will comprise 75% of the global workforce by 2025.*

*- Deloitte Millennial Survey, January 2014*

### World Population by Generation

Worldwide and in the U.S., Millennials are the largest generation yet - some 2.3 billion strong in 2025.



4


LACERA continually strives to improve our Recruitment Strategy to ensure we are marketing ourselves to attract and retain the best candidates.



# Total Rewards

As a public agency, LACERA may find it difficult to compete with the private sector in terms of compensation alone; however, our Total Rewards package is very competitive.

Total rewards include:

- ▶ Compensation,
  - ▶ Benefits,
  - ▶ Work–life effectiveness,
  - ▶ Employee recognition, and
  - ▶ Performance management.
- 

# WorldatWork 2017 Seal of Distinction

The prestigious and nationally recognized Seal of Distinction is awarded to companies for:

- ▶ The overall strength of their total rewards portfolio,
- ▶ Success in creating positive work environments, and
- ▶ Commitment to investing in our employees.



# LACERA's Benefits and Workplace Programs were evaluated in the following areas:

- ▶ Health & wellness
- ▶ Pay for time not worked
- ▶ Unpaid time off
- ▶ Retirement
- ▶ Perquisites
- ▶ Base pay
- ▶ Bonus programs
- ▶ Short-term incentives
- ▶ Long-term incentives
- ▶ Performance management
- ▶ Employee recognition
- ▶ Development opportunities
- ▶ Dependent care
- ▶ Cultural initiatives
- ▶ Community involvement
- ▶ Financial wellness
- ▶ Workplace flexibility
- ▶ Workforce experience.

# LACERA Recognition



LACERA's investment in creating a positive work environment earned the prestigious WorldatWork 2017 Seal of Distinction in January 2017.

Staff had the honor of accepting the award and being publically recognized at the WorldatWork's 2017 Total Rewards Conference in Washington D.C.

# COUNTY OF LOS ANGELES

## Fringe Benefits

- ▶ Health and Wellness Benefits
- ▶ LACERA Defined Benefit Plans
- ▶ Defined Contribution Plans (401K, 457K)
- ▶ Paid Time-Off
- ▶ 12 Holidays Per Year
- ▶ Dependent Care Subsidy



# LACERA Employee Development

- ▶ Tuition Reimbursement
- ▶ Mentoring Program
- ▶ Leadership Training
- ▶ Classroom Learning
- ▶ Core Benefits Training
- ▶ Performance Evaluations
- ▶ Job Rotation Opportunities
- ▶ Professional Organizations
- ▶ Seminars and Conferences
- ▶ Career Paths

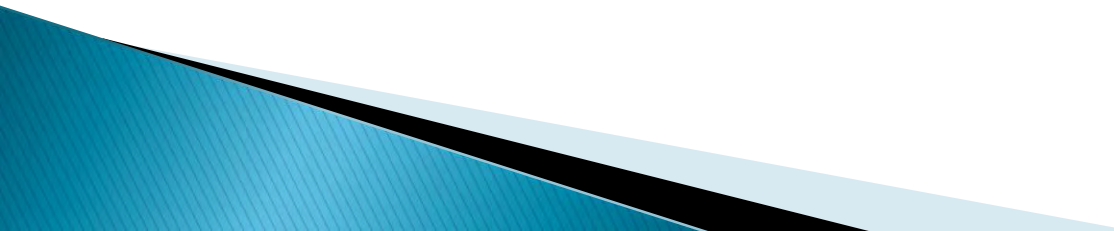


# LACERA Employee Culture & Experience

- ▶ Candidates' fit to the organizational culture
- ▶ LACERA Newsletter and Intranet
- ▶ Peer-to-Peer Recognition
- ▶ Volunteer Opportunities
- ▶ Customer Service
- ▶ Employee Counsel Team
- ▶ Charitable Giving (Jeans on Friday)
- ▶ Flexible Work Schedules
- ▶ Teamwork



# LACERA Management Support

- ▶ LACERA Values
  - ▶ Work / Life Balance
  - ▶ Open-door Policy
  - ▶ Annual Employee Forum
  - ▶ Gregg's Monthly Brown Bag
  - ▶ Classification/Compensation Studies
  - ▶ Employees as People First
- 



# LACERA Volunteer Day



# In Good Company



MasterCard

children'shealth  SM



Quantum.



Herman Miller

**VOLVO**

Volvo Group North America

**UCLA** Health



 Nestlé **PURINA.**



**Prudential**



**PROLOGIS.**



NATIONAL  
FUTURES  
ASSOCIATION®



# WorldatWork Press Release



LINK:

<https://www.worldatwork.org/adimLink?id=81107>