

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, MARCH 15, 2018 - 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:

Marvin Adams, Chair
Thomas Walsh, Vice Chair
Alan Bernstein
William Pryor
Vivian H. Gray, Alternate

I. APPROVAL OF THE MINUTES

A. Approval of the minutes of the regular meeting of February 7, 2018

II. PUBLIC COMMENT

III. ACTION ITEMS

A. Recommendation as submitted by Jill P. Rawal, Staff Counsel: That the Operations Oversight Committee recommend the Board of Retirement (Board):

1. Determine that the Board wishes to exempt LACERA from possible business associate status under HIPAA; and
2. Approve and authorize staff to execute the HIPAA Privacy and Security Rule Requirements for Disclosure of PHI to LACERA Retiree Healthcare Program amendment to the Retiree Healthcare plan documents in order to take advantage of one of HIPAA's Plan Sponsor Exceptions.

(Memorandum dated March 5, 2018)

III. ACTION ITEMS (Continued)

- B. Recommendation as submitted by JJ Popowich, Assistant Executive Officer: That the Operations Oversight Committee recommend the Board of Retirement approve the LACERA Secured Workplace Policy. (Memorandum dated March 2, 2018)

IV. FOR INFORMATION

- A. LACERA Operations Briefing
JJ Popowich/Bernie Buenaflor
- B. Water Intrusion Incident
Roxana Castillo/Cynthia Guider
- C. FY 2016-2017 Final Budget Control Report
Robert Morgan/Holly Henderson

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

WEDNESDAY, FEBRUARY 7, 2018, 10:25 A.M. – 11:20 A.M.

COMMITTEE MEMBERS

PRESENT: Marvin Adams, Chair
Thomas Walsh, Vice Chair
Alan Bernstein
Vivian H. Gray, Alternate

ABSENT: William Pryor

ALSO ATTENDING:

BOARD MEMBERS AT LARGE

JP Harris
Shawn R. Kehoe
Joseph Kelly
Les Robbins
Herman B. Santos
Gina Zapanta-Murphy

STAFF, ADVISORS, PARTICIPANTS

JJ Popowich
Bernie Buenaflor
Robert Hill

Angel Calvo
Quoc Nguyen

The meeting was called to order by Chair Adams at 10:25 a.m. Due to the absence of Mr. Pryor, the Chair announced that Ms. Gray, as the alternate, would be a voting member of the Committee.

I. APPROVAL OF THE MINUTES

A. Approval of the minutes of the special meeting of December 14, 2017

Mr. Bernstein made a motion, Ms. Gray seconded, to approve the minutes of the special meeting of December 14, 2017. The motion passed unanimously.

B. Approval of the minutes of the special meeting of January 11, 2018

Mr. Walsh made a motion, Mr. Bernstein seconded, to approve the minutes of the special meeting of November 9, 2017. The motion passed unanimously.

II. PUBLIC COMMENT

III. ACTION ITEMS

A. Recommendation as submitted by Bernie Buenaflor, Interim Assistant Executive Officer: That the Operations Oversight Committee recommend the Board of Retirement approve the Policy on Policies, Procedures, and Charters (POPCC). (Memorandum dated January 26, 2018)

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

B. Recommendation as submitted by JJ Popowich, Assistant Executive Officer: That the Operations Oversight Committee recommend the Board of Retirement approve the LACERA Incident Response Team (LIRT) Charter. (Memorandum dated January 22, 2018)

The Charter to be amended as follows:

- Include the Chief Investment Officer as a standing team member of the LACERA Incident Response Team
- Approvals changed to Recommended by OOC, Approval by BOR

Mr. Bernstein made a motion, Mr. Walsh seconded, to approve the recommendation as amended. The motion passed unanimously.

III. ACTION ITEMS (Continued)

- C. Recommendation as submitted by JJ Popowich, Assistant Executive Officer: That the Operations Oversight Committee recommend the Board of Retirement approve the LACERA Secured Workplace Policy. (Memorandum dated January 22, 2018)

Mr. Bernstein made a motion, Ms. Gray seconded, to return this item to staff for further development. The motion passed unanimously.

IV. FOR INFORMATION

- A. LACERA Operations Briefing
JJ Popowich/Bernie Buenaflor

Messrs. Popowich and Buenaflor 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
- Call Center Call Back Feature
- Update on After Tax Contribution Project

- B. Member Death Verification Process Audit Report
Quoc Nguyen, Angel Calvo

At its November 30, 2017 meeting, the Audit Committee directed staff to forward the Member Death Verification Process Audit Report to the Operations Oversight Committee for further discussion. The Committee's specific concern was related to the practice of placing payment holds on member accounts prior to having conclusive evidence that the member is deceased. Messrs. Nguyen and Calvo provided a brief presentation, including an overview of the payment hold process as related to Member Death Verification, and answered questions from the Committee.

V. REPORT ON STAFF ACTION ITEMS

There was nothing to report on for staff action items.

February 7, 2018

Page 4

VI. GOOD OF THE ORDER

(For information purposes only)

VII. ADJOURNMENT

The meeting adjourned at 11:20 a.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.**



March 5, 2018

To: Operations Oversight Committee
Marvin Adams, Chair
Thomas Walsh, Vice Chair
Alan Bernstein
William Pryor
Vivian H. Gray, Alternate

From: Jill P. Rawal, 
Staff Counsel

For: March 15, 2018 Operations Oversight Committee Meeting

Subject: **HIPAA Privacy and Security Rule Amendment to Retiree Healthcare Plan Documents**

RECOMMENDATION

That the Operations Oversight Committee recommend that the Board of Retirement (Board):

1. Determine that the Board wishes to exempt LACERA from possible business associate status under HIPAA; and
2. Approve and authorize staff to execute the HIPAA Privacy and Security Rule Requirements for Disclosure of PHI to LACERA Retiree Healthcare Program amendment to the Retiree Healthcare plan documents in order to take advantage of one of HIPAA's Plan Sponsor Exceptions.

LEGAL AUTHORITY

As part of their plenary authority and fiduciary responsibility for administration of the system under Article XVI, Section 17 of the California Constitution, the Board has discretion to adopt such amendments to the plan documents as it deems prudent. Additionally, LACERA administers the Retiree Healthcare Program (Plan) on behalf of the County pursuant to the 1982 Agreement, the 1994 Agreement, the 2014 Agreement, and all subsequent modifications to each agreement (collectively, the Agreements); the Board has authority under the Agreements to take such actions, including amendment of the plan documents, as are reasonably necessary in furtherance of the administration of the Plan. The proposed amendment to the Retiree Healthcare plan documents is reasonably within the scope of the Boards' discretion and authority under the Constitution and the Agreements as a means of establishing a formal structure to ensure organizational compliance with HIPAA Privacy Rules.

In LACERA's Board of Retirement Standing Committee Charters approved April 13, 2017 (Charters), under Section I of the Operations Oversight Committee (OOC) Charter, the OOC "advises the BOR in: the development, implementation, and review of LACERA's retirement and administrative operating policies and procedures." This amendment is therefore a proper subject for discussion and recommendation by the OOC to the Board of Retirement. Under the Charters, the IBLC has authority over certain retiree healthcare issues. However, in that the proposed amendment affects LACERA staff outside of the Retiree Healthcare Division (RHC) who support the Plan, it is appropriate that the proposed amendment be considered by the OOC as an administrative matter. The proposed amendment was recommended by the 2016 Alston & Bird (Alston) Privacy Audit (Audit); staff has brought other Audit recommendations to the OOC, thereby facilitating a consistency of perspective and action in addressing the Audit's recommendations.

DISCUSSION

A. Background

The Alston Audit found that, under current business practices, LACERA could possibly be deemed a business associate of the Plan under the Health Insurance Portability and Accountability Act (HIPAA), and therefore potentially subject to compliance with HIPAA's requirements.

The Audit recommended that LACERA should make an affirmative determination as to whether it chooses to (a) accept business associate status under HIPAA, or (b) take steps to exempt itself from such status by amending the plan documents so they comply with one of HIPAA's Plan Sponsor Exceptions. Alston's conclusions on this subject were publicly reported in the firm's presentations to the Boards on October 12 and 13, 2016.

HIPAA, through its Privacy Rule and Security Rule, regulates the use and dissemination of Protected Health Information (PHI) held by covered entities and their business associates. The Retiree Healthcare Program falls within the definition of a group health plan under HIPAA and is therefore a covered entity. PHI includes any health information relating to a person's treatment or diagnosis, as well as individually identifiable health information that is created or received by a covered entity or business associate. The Privacy Rule establishes national standards for the use and disclosure of PHI by covered entities and their business associates. The Security Rule establishes a national set of security standards for protecting PHI that is held or transferred in electronic form.

A business associate is a person or entity, other than a member of the workforce of a covered entity, who performs functions or activities on behalf of, or provides certain services to, a covered entity that involve access by the business associate to PHI. After reviewing the current plan documents, Alston concluded that LACERA acts as plan sponsor/administrator of the Program on behalf of the County as plan sponsor pursuant to the 1982 Agreement, as amended, with the County, and that therefore LACERA could

possibly be considered a business associate of the Program, unless an exception to the definition of a business associate was to apply.

HIPAA sets forth two possible Plan Sponsor Exceptions to the definition of a business associate:

1. The plan sponsor receives only limited PHI in the form of summary health information, obtained for purposes relating to obtaining or modifying health insurance coverage, and/or enrollment and disenrollment information; or
2. The plan sponsor receives additional PHI to perform plan administration functions, but (a) plan documents created by the plan sponsor contain provisions that restrict its uses and disclosures of PHI and require it to protect the privacy, confidentiality, and security of the information, and (b) it certifies that the plan documents contain such provisions and that it agrees to comply with such requirements.

The first exception does not apply to LACERA due to the volume of PHI received by LACERA. The second exception does not currently apply to LACERA because of the current plan documents, but Alston concluded the second exception could apply if the plan documents are formally revised to include specific provisions as required by HIPAA limiting the use of PHI and protecting such information and stating that LACERA agrees to comply with such requirements. Alston recommended a two-step approach as reflected in the Recommendation above: first, a specific determination that the Board wishes to exempt LACERA from possible business associate status; and second, if so, adoption of a legally-compliant Plan amendment

B. Recommendation

LACERA management, including staff from RHC and the Legal Division and the interim Compliance Committee, have determined the most prudent course of action is to amend the plan documents and invoke the second exemption to possible business associate status. Business associates are subject to a number of administrative requirements that could not only prove burdensome to LACERA, but the failure to comply with any of the requirements could result in civil monetary penalties. By availing itself of the exception to the business associate rule, LACERA alleviates the administrative burden and protects itself from any potential liability for failure to comply.

Invoking the exception, however, will limit the access to PHI to only the essential LACERA staff required for Plan administration purposes as described in the amendment and a separation or “firewall” must be maintained between RHC and designated LACERA staff, on the one hand, and other LACERA staff, on the other hand. While this limitation does somewhat restrict LACERA’s general ability to make administrative changes, this burden is relatively minimal given the administrative burden of choosing to accept business associate status.

The proposed plan document amendment complies with HIPAA and will allow LACERA to fall under the second exception. The practical effect of the amendment will be to limit the use and disclosure of PHI only to certain designated individuals: employees of RHC and key employees of other divisions in the course of supporting the functions of the RHC. Other than those designated individuals, no other LACERA employees shall have access to PHI.

The proposed amendment is now presented to the OOC for review and comment, and recommendation for adoption by the Board of Retirement. The amendment is based on a template provided by Alston. [Attachment A].

C. Summary of the Key Terms of the Amendment

Section III clarifies that the Plan may disclose to LACERA, and LACERA may receive, PHI, including Electronic PHI, only for plan administration functions.

Section IV sets forth certain specific conditions for disclosure of PHI from the Plan to LACERA for plan administration purposes. Although there are several conditions, one of the key components is that LACERA must implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic PHI that it creates, receives, maintains, or transmits on behalf of the Plan.

Section V establishes a separation between the Program and LACERA by designating certain key employees that may have access to PHI. Such designated employees include all of RHC, as well as those key staff in other departments, including but not limited to, Executive, Legal, Internal Audit, and Financial and Accounting Services Division in the course of supporting the functions of the Retiree Healthcare Division. No other LACERA employees shall have access to PHI.

As provided in Section II, enrollment and disenrollment information is not subject to the requirements of Sections III and IV because when LACERA performs such functions, it is on behalf of participants, not the Plan. Summary Health Information may also be disclosed to LACERA in obtaining premium bids from health plans and in modifying, amending or terminating the Plan, without regard for Sections III and IV.

The last section is the official certification, as required by HIPAA, to certify that LACERA will comply with all terms in the plan document amendment. This is required under HIPAA in order for LACERA to invoke the business associate exemption.

IT IS THEREFORE RECOMMENDED THAT YOUR COMMITTEE:

Recommend the Board of Retirement

1. Determine that the Board wishes to exempt LACERA from possible business associate status under HIPAA; and

2. Approve and authorize staff to execute the HIPAA Privacy and Security Rule Requirements for Disclosure of PHI to LACERA Retiree Healthcare Program amendment to the Retiree Healthcare plan documents in order to take advantage of one of HIPAA's Plan Sponsor Exceptions.

Reviewed and Approved



Steven P. Rice
Chief Counsel

Attachment.

c: Robert Hill
James Brekk
Bernie Buenaflor
JJ Popowich
Cassandra Smith
Leilani Ignacio
Steven P. Rice
Richard Bendall
Quoc Nguyen

**HIPAA Privacy and Security Rule Requirements for
Disclosure of PHI to LACERA
Retiree Healthcare Program**

WHEREAS, the Los Angeles County Employees Retirement Association ("LACERA") administers the Retiree Healthcare Program for the County of Los Angeles and other participating agencies (the "Plan"). The Retiree Healthcare Program is a group health plan under HIPAA Rules;

WHEREAS, certain designated members of LACERA's workforce have access to the individually identifiable health information of Plan participants for administration functions of the Plan. When this health information is provided from the Plan (or from a Health Insurance Issuer in connection with coverage provided under the Plan) to LACERA, as administrator acting on behalf of the plan sponsor¹, it is Protected Health Information ("PHI") and, if it is transmitted by or maintained in electronic media, it is Electronic PHI;

WHEREAS, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended from time to time, and its implementing regulations (collectively, the "HIPAA Rules"), restrict LACERA's ability to use and disclose PHI and Electronic PHI and require that the plan documents include such restrictions in order for certain PHI to be disclosed to LACERA;

WHEREAS, LACERA wishes to set forth certain rules regarding the use and disclosure of PHI, including Electronic PHI, by LACERA as required by the HIPAA Rules at 45 C.F.R. §§ 164.504(f)(1) and 164.314(b). These rules, and the terms of this document, state LACERA's historical practices with respect to PHI, including Electronic PHI, and confirm such practices for the future; and

WHEREAS, LACERA shall have access to PHI and Electronic PHI from the Plan (or from a Health Insurance Issuer in connection with coverage provided under the Plan) only as permitted under this document or as otherwise required or permitted by HIPAA and the HIPAA Rules.

NOW, THEREFORE, LACERA, through its Board of Retirement, states and provides as follows:

I. DEFINITIONS

As used in this document, the following capitalized terms shall have the respective meaning given below:

¹ Under HIPAA Rules and for purposes of this document, LACERA is considered the plan sponsor. Reference to plan sponsor status for this document does not change or affect the County's role as plan sponsor for all other business purposes.

Electronic Protected Health Information ("Electronic PHI"). Electronic PHI means PHI that is transmitted by, or maintained in, electronic media.

Health Insurance Issuer. Health insurance issuer (as defined in section 2791(2) of the PHS Act, 42 U.S.C. 300gg-91(b)(2) and used in this document) means an insurance company, insurance service, or insurance organization (including an HMO) that is licensed to engage in the business of insurance in a State and is subject to State law that regulates insurance. Such term does not include a group health plan.

Individual. Individual means the person who is the subject of the health information created, received, maintained, or transmitted by or on behalf of the Plan (or by a Health Insurance Issuer in connection with coverage provided under the Plan).

Plan Administration Functions. Plan Administration Functions means administration functions performed by LACERA on behalf of the Plan, generally comprised of activities relating to "payment," as that term is defined in the HIPAA Rules, such as quality assurance, auditing, monitoring, and Plan management (including financial and administrative oversight and HIPAA compliance). Plan Administration Functions subject to this document do not include enrollment functions performed by LACERA in connection with the Plan, or functions performed by LACERA in connection with any other benefit provided by LACERA (such as the pension plan, disability, or life insurance) or any employment-related actions or decisions.

Protected Health Information ("PHI"). Protected Health Information ("PHI") means information that is created or received by the Plan (or by a Health Insurance Issuer in connection with coverage provided under the Plan) and relates to the past, present, or future physical or mental health or condition of an Individual; the provision of health care to an Individual; or the past, present or future payment for the provision of health care to an Individual; and that identifies the Individual or for which there is a reasonable basis to believe that the information can be used to identify the Individual. PHI includes information of persons who are living or who have been deceased for less than 50 years. PHI does not include health information about an employee that is held in LACERA's employment records in its role as an employer, or LACERA's member records in its role as retirement plan administrator.

Summary Health Information. Summary Health Information means information (1) that summarizes the claims history, claims expenses, or type of claims experienced by Individuals for whom LACERA has provided health benefits under the Plan, and (2) from which the information described at 45 C.F.R. § 164.514(b)(2)(i) has been deleted, except that the geographic information described in 45 C.F.R. § 164.514(b)(2)(i)(B) need only be aggregated to the level of a five-digit zip code.

II. ENROLLMENT/DISENROLLMENT INFORMATION; SUMMARY HEALTH INFORMATION

A. Enrollment/Disenrollment Information

Enrollment and disenrollment information created by or disclosed to LACERA is not considered PHI and is not subject to Sections III and IV of this document because, when LACERA performs enrollment functions, it does so on behalf of participants and beneficiaries rather than on behalf of the Plan.

In accordance with 45 C.F.R. § 164.504(f)(1)(iii), the Plan (or a Health Insurance Issuer with respect to the Plan) may disclose to LACERA information on whether an Individual is participating in the Plan, or is enrolled in or has disenrolled from health insurance offered by the Plan, and Sections III and IV of this document do not apply to such disclosures.

B. Permitted Uses and Disclosure of Summary Health Information

The Plan (or a Health Insurance Issuer in connection with the Plan) may disclose Summary Health Information to LACERA, and LACERA may receive such information, provided that LACERA requests the Summary Health Information for the purpose of:

- (1) obtaining premium bids from health plans for providing health insurance coverage under the Plan; or
- (2) modifying, amending, or terminating the Plan, in accordance with 45 C.F.R. § 164.504(f)(1)(ii).

Sections III and IV do not apply to such disclosures of Summary Health Information.

Neither the Plan (nor any Health Insurance Issuer with respect to the Plan) will disclose genetic information (as defined at 45 C.F.R. § 160.103) to LACERA for underwriting purposes as defined at 45 C.F.R. § 164.502(a)(5)(i).

III. PERMITTED AND REQUIRED USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION FOR PLAN ADMINISTRATION PURPOSES

Unless otherwise permitted by law, and subject to the conditions of disclosure described in Section IV, the Plan (or a business associate or Health Insurance Issuer on behalf of the Plan) may disclose PHI, including Electronic PHI, to LACERA, and LACERA may receive such information, provided that LACERA shall use or disclose PHI only for Plan Administration Functions.

Notwithstanding any provision of this Plan or the plan documents to the contrary, in no event shall LACERA use or disclose PHI, including Electronic PHI, in a manner that is

inconsistent with 45 C.F.R. § 164.504(f), including disclosure that is inconsistent with Section IV of this document.

IV. CONDITIONS OF DISCLOSURE TO LACERA FOR PLAN ADMINISTRATION FUNCTIONS AND PURPOSES

LACERA agrees that, with respect to PHI (other than PHI disclosed pursuant to a signed authorization that complies with the requirements of 45 C.F.R. § 164.508, with respect to HIPAA-compliant authorizations), including Electronic PHI, disclosed to it by the Plan (or a business associate or Health Insurance Issuer on behalf of the Plan), LACERA shall:

1. Not use or further disclose the PHI other than as permitted or required by the Plan (including through this document) or as required by law.
2. Ensure that any agent, including any subcontractor, to whom it provides PHI received from the Plan (or from the Health Insurance Issuers providing coverage under the Plan) agrees to the same restrictions and conditions that apply to LACERA with respect to such PHI.
3. Not use or disclose the PHI for employment-related actions and decisions, or in connection with any other benefit or employee benefit plan, of LACERA.
4. Report to the Plan any use or disclosure of the PHI of which it becomes aware that is inconsistent with the uses or disclosures provided for in this document.
5. Provide Individuals with access to PHI in accordance with 45 C.F.R. § 164.524, or make available all PHI necessary for the Plan to comply with the Individual's right to access PHI in accordance with 45 C.F.R. § 164.524, including the right to access electronic copies of PHI, if applicable.
6. Make available PHI required for the Plan to comply with an Individual's right to amend PHI, and incorporate any amendments to PHI, in accordance with 45 C.F.R. § 164.526.
7. Make available the information and PHI required for the Plan to comply with an Individual's right to request an accounting of disclosures in accordance with 45 C.F.R. § 164.528.
8. Make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plan (or from a Health Insurance Issuer in connection with the Plan) available to the Secretary of Health and Human Services for purposes of determining compliance by the Plan with HIPAA's privacy requirements.

9. If feasible, return or destroy all PHI received from the Plan (or from a Health Insurance Issuer in connection with the Plan) that LACERA maintains in any form and retain no copies of such PHI when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures of such PHI to those purposes that make the return or destruction of such information infeasible.
10. Ensure that the adequate separation between the Plan and LACERA (*i.e.*, the "firewall"), required by 45 C.F.R. § 164.504(f)(2)(iii) and described in Section V of this document, is satisfied.

LACERA further agrees that if it creates, receives, maintains, or transmits any Electronic PHI on behalf of the Plan (other than Electronic PHI disclosed pursuant to a signed authorization that complies with the requirements of 45 C.F.R. § 164.508, with respect to HIPAA-compliant authorizations), it will:

1. Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic PHI that it creates, receives, maintains, or transmits on behalf of the Plan.
2. Ensure that the adequate separation between the Plan and LACERA (*i.e.*, the firewall), described in Section V of this document, is supported by reasonable and appropriate security measures.
3. Ensure that any agent, including any subcontractor, to whom it provides Electronic PHI agrees to implement reasonable and appropriate security measures to protect such Electronic PHI.
4. Report to the Plan any security incident of which it becomes aware, as follows:
 - a. LACERA will report to the Plan as soon as feasible any successful unauthorized access, use, disclosure, modification, or destruction of Electronic PHI or interference with systems operations in an information system containing Electronic PHI.
 - b. By this document, LACERA provides notice that, on a routine basis, it experiences trivial incidents such as scans, "pings," and other unsuccessful attempts to penetrate computer networks, information systems, or servers maintained by LACERA.

V. ADEQUATE SEPARATION BETWEEN PLAN AND LACERA

In order to provide for the required adequate separation between Plan and LACERA, as a whole and with respect to its other operations, LACERA agrees that:

1. In accordance with the HIPAA Rules, only certain employees of LACERA and other persons who perform Plan Administration Functions ("Designated

Employees") on behalf of, and under the control of, LACERA may be given access to PHI, including Electronic PHI. Such Designated Employees are:

- a. Employees of LACERA' s Retiree Healthcare Division.
 - b. Employees of other divisions, including the Executive Office, the Legal Division, the Financial & Accounting Services Division, and the Internal Audit Division, in the course of supporting the functions of the Retiree Healthcare Division.
2. Only such Designated Employees shall have access to PHI to perform the Plan Administration Functions. They shall have access to, use, and/or disclose, PHI only to the extent necessary to perform such Plan Administration Functions that LACERA performs for the Plan.
 3. No other LACERA employees shall have access to PHI.
 4. LACERA shall establish or provide a mechanism for resolving any issues of noncompliance by Designated Employees or others with the provisions of this document. In the event that LACERA determines that a Designated Employee or other person has violated a provision of this document, such Designated Employee or other person shall be subject to disciplinary action by LACERA for noncompliance pursuant to LACERA's employee disciplinary, sanctions, and/or termination policies and procedures, or otherwise, as reasonable and appropriate under the circumstances.
 5. LACERA shall ensure that the requirement for adequate separation are supported by reasonable and appropriate information security measures to the extent that the Designated Employees create, receive, maintain, or transmit Electronic PHI on behalf of the Plan.

[Intentionally left blank]

VI. CERTIFICATION BY LACERA

The Plan (or a Health Insurance Issuer with respect to the Plan) shall disclose PHI to LACERA only upon receipt of a certification by LACERA that, by adoption of this document, the Plan's plan documents have been amended to incorporate certain requirements set forth in 45 C.F.R. § 164.504(f)(2)(ii) and identified in Section IV and that LACERA agrees to comply with such requirements.

This document shall take effect as of _____, and was adopted by LACERA's Board of Retirement on _____.

LACERA

Authorized Signature

Name


Title

Date



March 2, 2018

TO: Operations Oversight Committee
Marvin Adams, Chair
Thomas Walsh, Vice Chair
Alan Bernstein
William Pryor
Vivian H. Gray, Alternate

FROM: JJ Popowich 
Assistant Executive Officer

FOR: March 15, 2018 Operations Oversight Committee Meeting

SUBJECT: **Secured Workplace Policy**

RECOMMENDATION:

It is recommended the Operations Oversight Committee recommend the Board of Retirement approve the LACERA Secured Workplace Policy.

EXECUTIVE SUMMARY:

LACERA has a long history of taking proactive steps to protect private and sensitive information pertaining to LACERA members and their survivors. For example, access to our offices are controlled by key card and the individuals need to have access to specific areas within LACERA.

The Alston & Bird (Alston) privacy audit acknowledged that LACERA's policies and procedures demonstrate a culture of security and privacy. However, like all good audits the Alston privacy audit identified several areas where LACERA could take further steps to protect the security of member and sensitive information. Alston made eight (8) specific recommendations that can generally be combined under the general heading of a Secured Workplace, with many of the recommendations suggesting LACERA implement a "clean desk" policy.

This Secured Workplace policy satisfies these audit recommendations made by the Alston & Bird (Alston) privacy audit.

Each Member, Operations Oversight Committee
Re: Secured Workplace Policy
March 2, 2018
Page 2

At the February 2018 Operations Oversight Committee meeting the Committee directed staff to review and address specific concerns in section “4.2 Enforcement and Consequences of Noncompliance”. Staff reviewed the Committee members’ concerns and made appropriate adjustments included in the attached draft policy.

AUTHORITY:

As part of their plenary authority and fiduciary responsibility for administration of the system under Article XVI, Section 17 of the California Constitution, the Boards have discretion to adopt such policies as they deem prudent. The proposed LACERA Secured Workplace Policy is reasonably within the scope of the Boards’ discretion and authority under the Constitution as a means of establishing LACERA-wide standards for the important administrative and governance function of protecting member data as well as other sensitive operational data.

In LACERA’s Board of Retirement Standing Committee Charters approved April 13, 2017, under Section I- Operations Oversight Committee (OOC) Charter, the OOC “advises the BOR in: the development, implementation, and review of LACERA’s retirement and administrative operating policies and procedures.” The Secure Workplace Policy is, therefore, a proper subject for discussion and recommendation by the OOC to the Board of Retirement.

This Policy fulfils LACERA’s fiduciary responsibility to all of its members. In addition, LACERA wishes to be in complete compliance with various Federal and State laws, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA), County Employees Retirement Law of 1937 (CERL), and Federal and State Privacy and Data Breach laws.

DISCUSSION:

The Alston audit identified eight (8) recommendations that call for further restriction of access to member and sensitive data. The audit acknowledged LACERA has a privacy focused culture and that we had taken many steps to ensure the protection of sensitive data including aforementioned restricted access to office suites. However, the audit indicated that additional steps were necessary and recommended the creation of a “clean desk” policy.

The audit found that while LACERA has taken steps to secure access to our office suites, once access is gained an individual may have access to private or sensitive information

that may be processed within the suites. During the normal work hours, it is unlikely that someone would be able to gain access to data, but after work hours someone gaining access to these suites may be able to access private or sensitive data.

Overview of Policy

The proposed Secured Workplace policy provides a minimum set of requirements to secure member and sensitive data in the workplace. It reinforces the current training provided to staff that makes them responsible for ensuring data is secure while in their possession within the workplace. The policy provides expectations that staff should be regularly managing data that may be printed on communal printers or left in fax machines. It also sets expectations for the appropriate storage of data in a secure location when not in use.

Securing information relies on staff adhering to policies. This Policy also defines who is responsible for training and oversight of the enforcement of the policy. It clearly defines expected actions in the event of non-compliance.

The Policy was also designed with the understanding that the implementation of a Secured Workplace policy may take some time and in some cases may require the implementation of new technology or renovations to work areas to provide additional secure storage. The Policy allows for the Privacy Officer to work with division management to develop a specific action plan to bring any area not in compliance into compliance.

Proposed Revisions to the Draft Policy

The policy defines the Privacy Officer as the responsible party for ensuring the policy is enforced throughout the organization. The original proposed policy did not include a back-up to the Privacy Officer in the event the Privacy Officer's position was vacant or the Privacy Officer was not available. The Committee directed staff to review section 4.2.1 and make appropriate changes. Staff reviewed the policy and modified it to allow the Privacy Officer to designate someone to act in his or her absence, or the Chief Executive Officer to designate someone on an interim basis if the position is vacant.

Additionally, the Committee requested staff review Section 4.2.4 and revisit the enforcement aspects of the policy. Staff reviewed the policy and added clarification to make it clearer that the enforcement of the policy at the staff level is overseen by the appropriate Division Manager. Furthermore, language was added to ensure the policy

Each Member, Operations Oversight Committee
Re: Secured Workplace Policy
March 2, 2018
Page 4

was in line with the values of the organization and the performance management system by supporting a process of coaching and training as well as the appropriate disciplinary process.

Staff also changed section 4.2.4.c which contained descriptive language for various types of digital devices. In order to make the memo more inclusive of any future technology, the specificity was removed and replaced with a reference to digital devices.

The attached revised policy has been red-lined to help the Committee see the specific revisions addressed above.

CONCLUSION:

The revised policy clarifies and strengthens the clarity of the policy and will help LACERA administer a secure workplace. Once approved by the Board we anticipate the Secured Workplace Policy will be the foundation for detailed procedures developed throughout LACERA to reliably protect members' private information while addressing a variety of workplace conditions and operating requirements.

IT IS THEREFORE RECOMMENDED THAT YOUR COMMITTEE:

Recommend the Board of Retirement approve the LACERA Secured Workplace Policy.

JJ:mc

Attachment(s)

c: Robert Hill	Richard Bendall	Louis Gittens
James Brekk	Derwin Brown	Michael Cordial
Bernie Buenaflor	Cynthia Martinez	Jill Rawal
Jonathan Gabel	Roxana Castillo	Darla Vidger
Steven P. Rice	Roberta Van Nortrick	

REVIEWED AND APPROVED



James P. Brekk
Interim Deputy Chief Executive Officer

SECURED WORKPLACE POLICY

Responsible Manager: LACERA's Privacy Officer

Original Effective Date: April 1, 2018

Last Updated: March 7, 2018

Mandatory Review: April 1, 2020 (Biennially)

Approval Level: Board of Retirement (BOR)

1 PURPOSE

The purpose of the Secured Workplace Policy ("Policy") is to establish LACERA's minimum requirements and parameters for securing sensitive and confidential information under its physical control.

The goals of this policy are to:

- Mitigate potential security breaches; and
- Create employee awareness about the importance of securing sensitive and confidential information such as Protected Health Information (PHI) and Personal Identifiable Information (PII).

2 LEGAL AUTHORITY

This Policy is created as part of LACERA's fiduciary responsibility to all of its members. Also, LACERA is obligated to secure all sensitive and confidential personal information and medical information of members and staff under various Federal and State laws, including but not limited to:

- The Health Insurance Portability and Accountability Act (HIPAA), as a plan sponsor,
- County Employees Retirement Law of 1937 (CERL)
- Federal and State Privacy and Data Breach laws

3 SCOPE

The term "secured workplace" refers to any physical location where sensitive and/or confidential information is handled or stored by LACERA's employees, temporary agency staff, board members, and contractors (authorized individuals). These physical locations include, but are not limited to, cubicles, offices, work areas, shelves and storage areas, and other LACERA office locations.

SECURED WORKPLACE POLICY

March 7, 2018

Page 2 of 5

4 POLICY STATEMENT

4.1 Protection of Sensitive and/or Confidential Information

At all times, sensitive and confidential information is to be protected from misuse, loss, unauthorized access, unintended modification, disclosure, and/or removal.

When in use, such materials are to remain in the exclusive possession and control of authorized individuals and used only for the originally intended and authorized use. Reasonable security measures must be followed, such as keeping these materials in a secured location and protected from unauthorized examination or access. Sensitive documents should not be left unattended on printers, fax machines, or copiers or any other areas where they might be accessible to other parties.

When not in use, confidential and sensitive documents should be stored in a secured storage space. This includes a locked drawer, cabinet, or specific room such as an office, storage room, or records room.

Only authorized and accountable individuals should control the access to secured work and storage spaces.

Any known or suspected violation of this policy should be reported to management immediately, and appropriate steps should be taken to correct or mitigate any negative impact.

4.2 Enforcement and Consequences of Noncompliance

4.2.1 The Privacy Officer (PO), the PO's designee, or the interim PO as appointed by the Chief Executive Officer, is responsible for:

- a. Enforcing the provisions of the Secured Workplace Policy and ensuring that all divisions comply with it;
- b. Notifying management of any new local or national-level regulations that apply to the Policy;
- c. Periodic monitoring and auditing of the Policy;
- d. Providing management and staff with any guidance on the Policy, including defining reasonable security measures; and
- e. Investigating possible violations of the Policy and advising on any corrective actions when necessary.

4.2.2 Each Division Manager is responsible (subject to the Privacy Officer's concurrence) for:

SECURED WORKPLACE POLICY

March 7, 2018

Page 3 of 5

- a. Developing division procedures that ensure the Secured Workplace Policy is properly managed and adhered to within the division;
- b. Ensuring that employees are properly trained on divisional procedures;
- c. Providing staff with the tools they need to keep their workspaces secure. For example, ensuring that all desks have lockable drawers, or provide lockable storage areas so employees can lock up printed documents that may contain confidential data;
- d. Enforcing compliance with the Secured Workplace Policy, including imposing appropriate consequences for policy non-compliance. Examples of enforcement measures include, but are not limited to, periodic inspections. ~~and appointing one or more employees to monitor office areas.~~

4.2.3 If a division is not in full compliance with LACERA's Secured Workplace Policy, the Division Manager will prepare a Secured Workplace Compliance Plan, subject to the approval of LACERA's Privacy Officer. This plan lays out remediation steps and an estimated date of completion. Steps listed should include immediate mitigation measures that are to be implemented until permanent security measures are established.

4.2.4 Each employee's manager is responsible for ensuring the employee is in compliance with the Policy. Any employee found not to be in ~~non~~compliance with the Policy or an approved Secured Workplace Compliance Plan will be counseled and/or provided refresher training regarding the policy as deemed necessary by the manager. Continued noncompliance will be subject to disciplinary action, in accordance with the Progressive Discipline guidelines, up to and including termination of employment, depending on the severity of the incident.

The following serve as examples of possible violations:

- a. Keys and lock combinations are accessible by unauthorized parties;
- b. Sensitive documents are left unattended in plain sight;

SECURED WORKPLACE POLICY

March 7, 2018

Page 4 of 5

- c. LACERA-issued equipment such as key cards, ID badges, or any digital devices~~tablets, phones, or removable hard drives~~ are not secured; and
- d. Sensitive documents are left unattended on equipment, such as printers, fax machines, or copiers.

4.3 Definitions

- 4.3.1 Authorized and Accountable Individuals:** LACERA employees, temporary agency staff who have been approved to access specific data types, board members, and contractors (with the exception of maintenance and cleaning contractors, whether employed by LACERA or the Office of the Building)
- 4.3.2 HIPAA:** Health Insurance Portability and Accountability Act, a 1996 Federal law that restricts access to individuals' private medical information
- 4.3.3 Secured Work Space:** Work space that can be locked to prohibit entry
- 4.3.4 Unsecured Work Space:** An open work space that cannot be locked to prohibit entry
- 4.3.5 Secured Storage Space:** Storage that can be locked to prohibit entry
- 4.3.6 Unsecured Storage Space:** Storage space that cannot be locked to prohibit entry
- 4.3.7 Security:** Protecting information from unauthorized disclosure or intelligible interception
- 4.3.8 Reasonable Security Measures:** Security tools and practices established by a Division Manager or above, and approved by LACERA's Privacy Officer, based on a careful consideration of costs, risks, and benefits
- 4.3.9 Sensitive and Confidential Information:** Includes but not limited to all LACERA-related data, storage media in any format, medical files such as those protected under the HIPAA Privacy Rule or medical records maintained by Disability Retirement Services and Disability Litigation, Social Security numbers, information not attainable through the Public Records Act, etc. The following are the primary categories of Sensitive and Confidential Information:
 - a. **PHI:** Protected Health Information as defined by HIPAA or other similar laws

SECURED WORKPLACE POLICY

March 7, 2018

Page 5 of 5

- b. **PII:** Personal Identifiable Information, including member records
- c. **Security Information:** Information required to access other sensitive or confidential information, or LACERA's assets
- d. **Proprietary Information:** Information that is considered a valuable asset to LACERA that requires protection from unauthorized access to preserve its value
- e. **Privileged Information:** Information that LACERA is entitled by law to protect from disclosure, such as attorney–client communications and legal work products

4.3.10 Secured Workplace Compliance Plan. This plan is prepared by Division Management when a division is found to be noncompliant with LACERA's Secured Workplace Policy. This plan is subject to the approval of LACERA's Privacy Officer. This plan lays out remediation steps and an estimated date of completion. Steps listed should include immediate mitigation measures that are to be implemented until permanent security measures are established.

5 HISTORY

5.1 Approvals

As the scope of this Policy applies to all LACERA staff and has an organization-wide effect, the following approval is required.

5.1.1 Recommended by OOC:

5.1.2 Approval by BOR:

5.2 Current Status

5.2.1 Original Effective Date: April 1, 2018

5.2.2 Last Updated: March 7, 2018

5.2.3 Mandatory Review: April 1, 2020 (Biennially)

5.3 Versions

5.3.1 There are no prior versions to date.

FOR INFORMATION ONLY

March 6, 2018

TO: Operations Oversight Committee
Marvin Adams, Chair
Thomas Walsh, Vice Chair
Alan Bernstein
William Pryor
Vivian H. Gray, Alternate

FROM: JJ Popowich, Assistant Executive Officer 
Bernie Buenaflor, Interim Assistant Executive Officer 

FOR: March 15, 2018 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.

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

DATE RECEIVED	REQUESTER	DOCS REQUESTED
Date Rec'd	Requester	Info/Docs Requested
01-15-18	G. Morgan, Unquote	<p><i>Requested Item IX. G. from January 10, 2018 investment committee meeting referring to a memo dated December 22, 2017 on launching a RFP process for a private equity secondaries adviser.</i></p> <p><i>Question asked and responsive comment transmitted January 18, 2018, in bold italics:</i></p> <p><i>Was the request approved and the RFP is going ahead?</i></p> <p><i>Yes, the Board of Investments approved this item. I do not have a timeline, but the Investments Division will release an RFP regarding this item.</i></p> <p><i>Transmitted 1 document.</i></p> <p><i>Sent via email: BOI Memo dated December 22, 2017 re Private Equity Secondary Advisor(s) Request for Proposal Process - Recommendation: Approve the Minimum Qualifications ("MQs") and Evaluation Criteria thereby authorizing staff to initiate the Request for Proposal ("RFP") process for a private equity secondary advisor(s).</i></p>
01-17-18	M. Lau	<p>Requested pension amount and retirement date of Sgt. Clyde Terry of the Los Angeles County Sheriff's Dept.</p> <p><i>Transmitted comment response on January 17, 2018: Clyde Terry Retirement Date: 04/18/2016; Pension Amount: \$6,061.42.</i></p>
01-17-18	A. Sandate, Individual	<p>Requested meeting materials shown below.</p> <p>Meeting of the Board of Investments, Wednesday, January 10, 2018.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Agenda Package for Board of Investments, for meeting held on Wednesday, January 10, 2018.</i></p>
01-19-18 (Legal received on 01-22-18)	N. Lee, Preqin	<p>Requested information regarding hedge funds that the Los Angeles County Employees Retirement Association may have.</p> <ol style="list-style-type: none"> 1. A list of ALL hedge funds and fund of hedge funds in which Los Angeles County Employees Retirement Association is an investor; and 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"> a. the month by month market value of Los Angeles County Employees Retirement Association's holding in each fund from April 1, 2017 to September 30, 2017; b. the month by month amount invested by Los Angeles County Employees Retirement Association in each fund from April 1, 2017 to September 30, 2017, and

DATE RECEIVED	REQUESTER	DOCS REQUESTED
		<p>c. the month by month net returns (net of fees) earned by Los Angeles County Employees Retirement Association on its investment in each fund from April 1, 2017 to September 30, 2017.</p> <p><i>Transmitted 2 documents.</i></p> <p><i>Sent via email: Q1 2017 Hedge Fund Performance Book and Q2 2017 Hedge Fund Performance Book.</i></p>
01-22-18	S. Westerback, Cebile Capital	<p>Firm is interested in responding to the anticipated Request for Proposal for a private equity secondary advisor. It would be great if you could send this to me once the RFP becomes available.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Sent via email: BOI memo dated December 22, 2017 re Private Equity Secondary Advisor(s) Request for Proposal Process - Recommendation:</i></p> <p><i>Approve the Minimum Qualifications ("MQs") and Evaluation Criteria thereby authorizing staff to initiate the Request for Proposal ("RFP") process for a private equity secondary advisor(s).</i></p>
01-22-18	L. Borja, Thomson Reuters	<p>Requested bond holdings information for the below funds.</p> <ol style="list-style-type: none"> 1. Barclays 2. Blackrock 3. Dolan McEniry 4. Goldman Sachs 5. GW Capital 6. LM Capital 7. Loomis Sayles 8. Oaktree 9. PENN Capital 10. PIMCO 11. Post Advisory 12. Principal GI 13. Pugh Capital 14. Standish Mellon 15. WAMCO 16. Wells Capital 17. LACERA <p><i>Transmitted 1 document.</i></p> <p><i>Fixed Income Holdings Q4 2017.</i></p>
01-30-18	A. Calonder, S&P Global	<p>Read that LACERA is planning to issue an RFP for private equity secondary advisers, just wanted to confirm this and ask for more details.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Sent via email: Equity: Public/Private Committee dated December 4, 2017 re Private Equity Secondary Advisor(s) Request for Proposal Process - Recommendation:</i></p> <ol style="list-style-type: none"> 1. Review the proposed Minimum Qualifications ("MQs") and Investment Criteria for the Private

DATE RECEIVED	REQUESTER	DOCS REQUESTED
		<p><i>Equity Secondary Advisors search, and 2. Advance the proposed Minimum Qualifications and Investment Criteria to the full Board of Investments ("BOI") for approval, which will initiate the Request for Proposal ("RFP") process for a private equity secondary advisor(s).</i></p>
01-30-18	K. Zinkiewicz, PEI Media	<p>Requested confirmation that Los Angeles County Employees Retirement Association is expected to launch soon an RFP for a bench of private equity secondary advisers to help it sell limited partnership interests on the private equity secondary market.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Sent via email: Equity: Public/Private Committee Memorandum dated December 4, 2017 re Private Equity Secondary Advisor(s) Request for Proposal Process - Recommendation:</i></p> <p><i>1. Review the proposed Minimum Qualifications ("MQs") and Investment Criteria for the Private Equity Secondary Advisors search, and 2. Advance the proposed Minimum Qualifications and Investment Criteria to the full Board of Investments ("BOI") for approval, which will initiate the Request for Proposal ("RFP") process for a private equity secondary advisor(s).</i></p>
02-01-18	A. Ruta, PWC	<p>Requested the number of LACERA retirement beneficiaries utilizing Medicare benefits. Specifically, I am interested in the following:</p> <p>1. How many individuals were eligible for retiree medical benefits in 2017? (How many total retirees did we have as of 12/31/2017)</p> <p>2. How many individuals were eligible for retiree medical benefits in 2017? (How many total retirees did we have as of 12/31/2017)</p> <p><i>Transmitted on January 4, 2018 the following email response:</i></p> <p><i>Per the CEO Report (found on the intranet):</i></p> <p><i>As of 12/27/17:</i> <i>Total Retirees: 55,016</i> <i>Total Survivors: 8,794</i></p> <p><i>2) How many individuals were enrolled in a Medicare Advantage plan in 2017 (as of December 31, 2017) by insurance carrier?)</i></p> <p><i>Carrier: Cigna Medicare Select Plus Rx (Available in Arizona only) – Count 57</i> <i>Carrier: Kaiser Senior Advantage - Count 23,382</i> <i>Carrier: SCAN Health Plan – Count 406</i> <i>Carrier: United Healthcare MA – Count 3,868</i></p>
02-09-18	K. Zinkiewicz, PEI Media	<p>Requested following investment information at the partnership level. Please send the data in excel format, if possible.</p> <ul style="list-style-type: none"> • Names and vintage years of all closed-ended alternative funds (private equity, venture capital, mezzanine, distressed, real estate, real assets, natural resources, debt and infrastructure) in your institution's portfolio. • Date when each commitment was made. • Commitment amount made to each partnership.

DATE RECEIVED	REQUESTER	DOCS REQUESTED
		<ul style="list-style-type: none"> • Contributions drawn down since inception and date the calculation was made. • Distributions made to your institution to date by each individual partnership and date the calculation was made. • Net Asset Value of each partnership and date the calculation was made. • Internal rates of return since inception for each individual partnership and date the calculation was made. • Investment multiple for each individual partnership and date the calculation was made. • Total management fees and costs paid for each individual partnership as percentage of committed capital. • Hurdle rate set by each fund's general partner. • Proportion of carried interest which will be charged at the end of the fund life. • Key investment professionals listed for each partnership. • Names of all partnerships partially and fully sold by you including date of sale. <p><i>Transmitted 2 documents.</i></p> <p><i>Sent via email: Private Equity Portfolio Investment Report as of June 30, 2017 and LACERA (Real Estate) 2017 – 2Q17 PMR.</i></p>
02-11-18	S. Johnson, AARM Corp.	<p>Requested the following information, shown below, from your organization. Requested the following information, shown below, from your organization.</p> <p>Alternative Investment's performance data for the Q1, Q2, Q3, Q4 of 2017.</p> <p>1. For Commitments to Alternative Investment Funds, please provide the following information on an Excel spread sheet format.</p> <p style="padding-left: 40px;">a) Please include all private equity, real estate and hedge funds.</p> <p style="padding-left: 40px;">b) For each fund, please include Fund Name, Strategy, Commitment, Cash In, Cash Out, Net Asset Value, Cash Out + NAV, Net Investment Multiple, Net IRR, Management fees.</p> <p><i>Transmitted 6 documents.</i></p> <p><i>Sent via email: LACERA 2016 4Q16 PMR; LACERA 2016.12.31; LACERA 2017 2q17 PMR; LACERA 2017.06.30; Q2 201Y Hedge Fund Performance Book; and Q4 2016 Hedge Fund Performance Book.</i></p>
02-12-18	R. Fellner, Transparent California	<p>Requested LACERA's 2015 pension benefits report at this time.</p> <p>We are seeking the following information:</p> <ol style="list-style-type: none"> 1. Retiree Name 2. Former Job Title 3. Total 2015 pension payout

DATE RECEIVED	REQUESTER	DOCS REQUESTED
		<p>4. Years of Service 5. Retirement Year</p> <p><i>Transmitted 2 documents.</i></p> <p><i>Sent via email: Transparent_Calif_Retirees_2017 and Transparent_Calif_Survivors_2017.</i></p>
02-14-18	R. Rao, Pageant Media	<p>Questions and answers provided in bold italics.</p> <p>Were the changes to the fixed income structure approved? Why did Mr. Moore suggest these changes? <i>The Board approved all five recommendations under Item VII. F. as part of the Consent Items.</i> <i>Staff does not provide comment as to the motivations of Board actions. The Fixed Income Committee unanimously approved the recommendations in January, but since decision making authority resides with the full Board and not the Committee, LACERA's procedures require that the Committee Chairman (Mr. Moore) forward the recommendations to the Board for its vote on the matter.</i></p> <p>Were BTC Intermediate, Blackrock and LM Capital terminated? Why? <i>The Board approved all five recommendations under Item VII. F. as part of the Consent Items. The attached December 20, 2017 staff memo provides rationale for the terminations on pages 7, 8, and 9. These recommendations should be viewed as the byproduct of the structural changes, which are designed to reduce risk, increase liquidity, and reduce fees.</i></p> <p>Pugh Capital Management is graduating from the emerging manager program. Why? Will it be given an additional mandate since its now part of the regular investments? <i>The promotion of Pugh is consistent with LACERA's Emerging Manager Policy. A decision regarding additional assets will depend on the Board's allocation to the Fixed Income asset class, expected in May.</i></p> <p>Why did Mr. Moore recommend merging high yield and opportunistic sub-asset classes? <i>Staff does not provide comment as to the motivations of Board actions. However, staff recommended the action because merging the high yield and opportunistic segments may facilitate the creation of a new asset category, called Credit, which the Board might consider during its upcoming review of LACERA's asset allocation. The primary source of risk for this potentially new asset category is credit risk, whereas the primary source of risk for the existing Core and Core Plus bond categories is interest rate risk.</i></p> <p>I see that The Townsend Group's performance was evaluated at the real estate committee meeting. Was the firm given an additional mandate?</p>

DATE RECEIVED	REQUESTER	DOCS REQUESTED
		<p><i>Please note that the review was a discussion of LACERA's Real Estate Portfolio Attribution, not of the Townsend Group's performance. Townsend is a Board consultant and not a Manager.</i></p> <p>What was discussed in the private equity emerging manager in-house review at the public/private committee meeting? Could you send me the corresponding memo? <i>I have attached the staff memo.</i></p> <p>Are there updates on the secondary private equity advisor search? <i>No updates regarding the secondary private equity advisor were included in the meeting items.</i></p> <p>Were any other managers hired, terminated or put on the watch list? <i>No.</i></p> <p>Is LACERA planning to issue a new search? <i>No new searches were announced.</i></p> <p><i>Transmitted 1 document.</i></p> <p><i>Sent via email: Agenda Package for Board of Investments, for meeting held on Wednesday, February 14, 2018.</i></p>
02-15-18	C. Fritz, Individual	<p>Requested quarterly cash flow information of all your Private Equity investments made by Los Angeles County Employees Retirement Association since inception until today. The details per quarter for each Private Equity investment would include Period Date, Capital Calls, Distributions, Net Asset Values, Gross & Net IRRs (internal rate of return), Gross & Net Money MOIC (multiple of invested capital).</p> <p><i>Transmitted 27 documents.</i></p> <p><i>Sent via email: LACERA quarterly Private Equity Portfolio Financial Summaries for reporting periods ending in the years 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 and 2017.</i></p>
02-15-18	D. Gregory, Public Plan IQ	<p>1. Requested February 14, 2018 DVD recordings for the open sessions of the Board of Investments and Committee Meetings.</p> <p><i>Sent on February 23, 2018, via USPS First Class Mail, DVDs regarding open sessions for Board of Investments and Committee Meetings.</i></p>

**INFORMATION ONLY**

March 5, 2018

TO: Operations Oversight Committee
Marvin Adams, Chair
Thomas Walsh, Vice Chair
Alan Bernstein
William Pryor
Vivian H. Gray, Alternate

FROM: Roxana Castillo *RC*
Interim Systems Division Manager

Cynthia Guider *CG*
Administrative Services Officer

FOR: March 15, 2018 Operations Oversight Committee

SUBJECT: **WATER INTRUSION INCIDENT**

INTRODUCTION

LACERA staff responded to a water intrusion incident on Friday, February 23, 2018, involving the basement storage areas. Administrative Services and Systems Division staff immediately responded to the incident. The building management company, Avison Young, was on site to respond to the failure of the main pump and manage their vendors who were called in to perform repairs and restoration.

LACERA utilizes the basement for file storage, form storage, office supply storage, storage of new technology equipment until deployed, retired technology equipment, and storage of various types of facility and office furnishing items such as chairs, carpet tiles, and retired technology assets (until disposition). The basement also houses LACERA's large Uninterruptable Power Supply (UPS) equipment which supplies back-up power support to technology assets in the event of a power surge or failure.

The water was contained to the file and supply storage areas; the UPS room and Systems technology storage areas were not involved at any time during the incident.

DISCUSSION

The Gateway Plaza's main water pressure reducing regulator and relief valves broke, resulting in a flooding of the basement. Avison Young staff worked to shut off the water supply as quickly as possible, but not before water had seeped into the LACERA basement storage and file area.

In a follow-up report to Avison Young, their plumbing vendor stated that after a close inspection of the existing lower level regulator bank and relief valve it was determined that this failure was due to a series of events that involved a minor pressure creep that was compensated by the building's water use. Once the building was vacated on Thursday night, the slow pressure creep hit the level in which the relief valve opens to protect the building. At this point, the relief valve was doing what it was designed to do.

However, the flooding was caused when, due to mechanical failure, the relief valve became stuck in the open position. As part of the subject matter expert analysis from the plumbing vendor, they provided the following statement:

“What took place on February 23, 2018 could not have been prevented. There is no testing or preventative maintenance schedule that could have predicted or prevented this issue from happening.”

Avison Young has an extensive preventative maintenance program in place for the entire building and all equipment. The building's equipment is consistently under evaluation for repairs and upgrades.

FOLLOW-UP

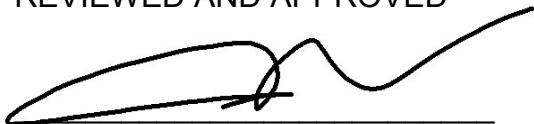
The water intrusion incident was a relatively well-contained incident due to the immediate action of Systems and Administrative Services staff. The Executive Team coordinated with Member Services to mitigate the impact to members. The Call Center and the Member Service Center remained in operation until members waiting for service were cleared out of the respective queues. Corporate Reception also remained open until the normal close of business.

Additionally, Member Services cancelled a planned Saturday Workshop and Counseling event as a result of the restroom closures and staff contacted each member to advise them of the cancellation. Member Services' management was on hand Saturday morning to personally explain why the workshop was cancelled in the event someone arrived for the meeting.

The Administrative Services and Systems teams diligently worked together to move boxes and equipment, soak up standing water as much as possible, and provide their expertise whenever necessary. Avison Young's vendors repaired the mechanical breakdown, removed all the water from the space, and inspected the facility for any hazards. The communication tree between Avison Young and LACERA was maintained throughout the event and all stakeholders were provided ongoing updated information. LACERA and Avison Young partner to manage projects, events, and ongoing work in order to maintain and/or improve the Gateway Plaza as a Class A Building. Mitigating the risk and severity of the water intrusion was a team effort and together the team did an excellent job of managing and controlling the event.

/cg

REVIEWED AND APPROVED





James P. Brekk
Interim Deputy Chief Executive Officer



March 5, 2018

TO: Operations Oversight Committee
Marvin Adams, Chair
Thomas Walsh, Vice Chair
Alan J. Bernstein
William R. Pryor
Vivian H. Gray, Alternate

FROM: Robert Morgan 
Administrative Services Officer, LACERA

Holly Henderson 
Administrative Services Analyst, LACERA

FOR: March 15, 2018 Operations Oversight Committee Meeting

SUBJECT: **FY 2016-2017 FINAL BUDGET CONTROL REPORT**

Attached is a copy of the Final Budget Control Report for the LACERA Administrative, Retiree Health Care Benefits Program, and Other-Post Employment Benefits (OPEB) Trust Budget for FY 2016-17.

LACERA ADMINISTRATIVE BUDGET

The total operating expenses are \$67,426,897. This represents an under expenditure of \$9,401,420 compared to LACERA's operating budget. The Executive Summary details the major factors contributing to this under expenditure.

RETIREE HEALTH CARE BENEFITS PROGRAM (RHCBP) BUDGET

The total operating expenses are \$5,326,190. This represents an under expenditure of \$1,175,098 compared to the RHCBP operating budget. The Executive Summary details the major factors contributing to this under expenditure.

COUNTY OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST BUDGET

The total operating expenses are \$138,733. This represents an over expenditure of \$15,213 compared to the OPEB Trust operating budget. The Executive Summary details the major factors contributing to this over expenditure.

LACERA'S PORTION OF LA COUNTY OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST BUDGET

The total operating expenses are \$33,381. This represents an over expenditure of \$8,186 compared to the OPEB Trust operating budget. The Executive Summary details the major factors contributing to this over expenditure.


SUPERIOR COURT OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST BUDGET

The total operating expenses are \$104,946. This represents an over expenditure of \$43,566 compared to the Superior Court OPEB operating budget. The Executive Summary details the expenses.

If you have any questions, please call Robert at (626) 564-6000, ext. 4422 or Holly at ext. 3571.

Attachment

c: R. Hill
J. Brekk
J. Popowich
B. Buenaflor
K. Hines

Approved: 
John Popowich, Assistant Executive Officer

Fiscal Year 2016-2017 Budget Control Report

Based on Expenditures as of June 30, 2017

LACERA
FISCAL YEAR 2016-2017
BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF
JUNE 30, 2017

TABLE OF CONTENTS

DEPARTMENTAL

	PAGE
EXECUTIVE SUMMARY.....	1
SUMMARY	3
SUMMARY OF SALARIES AND EMPLOYEE BENEFITS.....	4
SUMMARY OF SERVICES AND SUPPLIES	5
SUMMARY OF CONTINGENCY FUND ADJUSTMENTS	6

TABLE OF CONTENTS (CONTINUED)

DIVISIONAL

	PAGE
ADMINISTRATIVE SERVICES DIVISION.....	7
BENEFITS DIVISION	12
BOARD OF RETIREMENT	15
BOARD OF INVESTMENTS.....	17
COMMUNICATIONS.....	19
DISABILITY LITIGATION	23
DISABILITY RETIREMENT	26
EXECUTIVE OFFICE	29
FINANCIAL AND ACCOUNTING SERVICES DIVISION.....	32
HUMAN RESOURCES	35
INTERNAL AUDIT SERVICES	39
INVESTMENT OFFICE	42
LEGAL SERVICES	45
MEMBER SERVICES	48
QUALITY ASSURANCE	51
SYSTEMS DIVISION.....	54

FISCAL YEAR 2016-2017
LACERA BUDGET CONTROL REPORT
EXECUTIVE SUMMARY
BASED ON EXPENDITURES AS OF
JUNE 30, 2017

The following is the Final Budget Control Report for FY 2016-17. The total operating expenses of \$67,426,897 are based on actual expenditure information through June 30, 2017. This represents an under expenditure of \$9,401,920 of budgeted expenditures.

The major contributing factors are:

Salaries and Employee Benefits:



Under expenditure of **\$7,256,980** in Salaries and Employee Benefits resulting from the following factors:

- ⇓ Permanent salaries were lower than anticipated due to hiring plan changes resulting from recruitment delays, unplanned vacancies, and/or retirements.
- ⇓ Agency and Temporary staff expenditures were lower than anticipated due to project deferrals associated with change of organizational priorities.
- ⇓ Variable Benefit expenditures were lower than anticipated due to vacancies in various divisions and corresponding reduced expenditures in variable benefits.

Services and Supplies:



Under expenditure of **\$2,144,939** in Services and Supplies, mainly as a result of the following:

- ⇓ Under expenditure of \$743,999 for Professional and Specialized Services as a result of lower than anticipated expenses related to services rendered for Audits., which were not performed in FY 2016-17 Expenditures related to services provided by the external auditors were less than expected. During FY 2017-18, it is anticipated that LACERA will engage external auditors to perform operation and compliance audits of the Real Estate Investment Program. In addition, the Knowledge and Document Management project is a multi-year project, with several purchases deferred until future years. Finally, the Security Assessment has been deferred to future years due to organizational priorities.

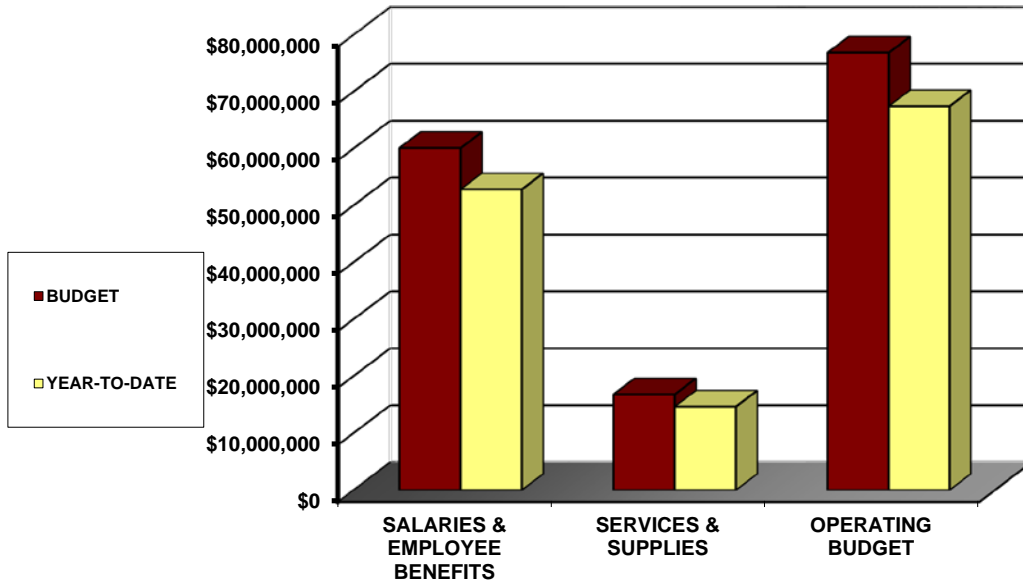
- ⇓ Under expenditure of \$405,672 in Building Costs as a result of the renovation project being delayed to a later fiscal year and other organizational priorities.
- ⇓ Under expenditure of \$371,037 in Educational Expenses as a result of lower than anticipated expenses for Registration Fees and Departmental Training. Registration fees were less than anticipated as a result of fewer staff attending trainings and conferences than was expected. Departmental Training is lower than anticipated due to a number of scheduled trainings that were placed on hold.
- ↑ Over expenditure of \$294,326 in Legal Fees and Services due to engagement of outside counsel for several unanticipated employment matters, and the Board's special fiduciary counsel to conduct an unanticipated investigation.
- ↑ Over expenditure of \$280,484 in Miscellaneous. This is largely as a result of an over expenditure of \$171,144 for Recruitment Costs as a result of the Chief Investment Officer search fees and the unanticipated need to advertise for recruitments that were re-opened. Additionally, there was an over expenditure of \$134,701 for Off-Site Board Meeting Expenses. During FY 2016-17, the Offsite was extended an additional day, resulting in additional unanticipated expenses.
- ⇓ Under expenditure of \$207,046 in Communications as a result of re-negotiated contracts from a previous fiscal year that resulted in a credit adjustment that was applied during FY 2016-17.
- ⇓ Under expenditure of \$201,349 in Computer Services and Support as a result of reduced costs for Mainframe Software and Licenses, attributable to normalization of FileNet product licenses as well as organizational priorities, which resulted in project deferral for future years.

LACERA

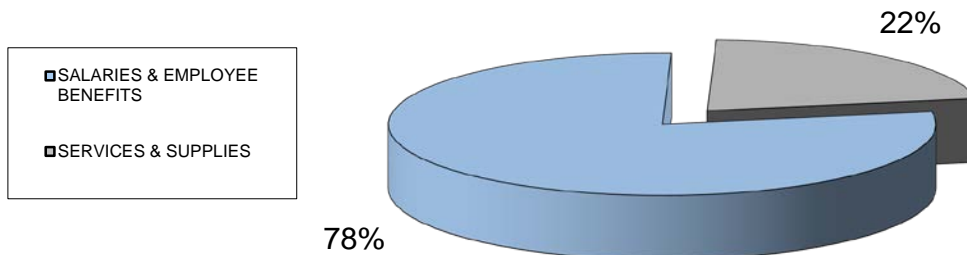
BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$60,063,617	\$52,806,637	(\$7,256,980)
SERVICES & SUPPLIES	\$16,765,200	\$14,620,261	(\$2,144,939)
OPERATING BUDGET	\$76,828,817	\$67,426,897	(\$9,401,920)

Budgeted Positions 401
Filled Positions 356



Total Expenditures by Category



2016-2017

LACERA BUDGET CONTROL REPORT

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$36,653,919	\$31,974,657	(4,679,262)
AGENCY TEMPORARY	2,498,900	1,783,373	(715,527)
STIPENDS	173,000	60,994	(112,007)
OVERTIME	524,675	633,159	108,484
BILINGUAL BONUS	24,000	13,850	(10,150)
PAY IN LIEU OF SALARY REDUCTION	0	11	11
TRANSPORTATION ALLOWANCE	7,200	0	(7,200)
SICKLEAVE BUYBACK	58,100	36,466	(21,634)
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$39,939,794	\$34,502,509	(\$5,437,285)
VARIABLE BENEFITS			
RETIREMENT	6,500,675	5,215,774	(1,284,901)
FICA CONTRIBUTION	534,758	501,538	(33,220)
COUNTY SUBSIDY - INSURANCE	1,400,075	1,514,988	114,913
OPTIONS PLAN	3,031,340	3,052,936	21,596
LIFE INSURANCE	16,673	12,680	(3,993)
HEALTH INSURANCE TEMPS	134,120	155,943	21,823
FLEXIBLE BENEFIT PLAN	75,004	66,832	(8,172)
THRIFT PLAN / HORIZONS	1,008,612	922,196	(86,416)
SAVINGS PLAN	742,461	690,208	(52,253)
PENSION SAVINGS PLAN	18,949	17,345	(1,604)
MEGAFLEX	3,431,442	3,206,436	(225,006)
TOTAL VARIABLE BENEFITS	\$16,894,106	\$15,356,877	(\$1,537,232)
OPEB CONTRIBUTION	\$234,716	\$232,818	(\$1,898)
OTHER BENEFITS	\$2,995,000	\$2,714,433	(\$280,567)
TOTAL EMPLOYEE BENEFITS	\$20,123,825	\$18,304,127	(\$1,819,698)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$60,063,617	\$52,806,637	(\$7,256,980)

2016 - 2017

LACERA BUDGET CONTROL REPORT

SUMMARY OF SERVICES AND SUPPLIES
BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER / (UNDER) BUDGET
AUTO EXPENSES	\$70,200	\$55,186	(\$15,014)
COMMUNICATIONS	580,800	373,754	(207,046)
TRANSPORTATION & TRAVEL	885,100	867,527	(17,573)
POSTAGE	798,300	831,415	33,115
STATIONERY & FORMS	598,500	428,347	(170,153)
OFFICE SUPPLIES & EQUIPMENT	609,000	448,625	(160,375)
INSURANCE	637,100	494,102	(142,998)
EQUIPMENT MAINTENANCE	530,400	416,587	(113,813)
EQUIPMENT RENTS & LEASES	284,000	299,885	15,885
BUILDING COSTS	2,194,000	1,788,328	(405,672)
PARKING FEES	442,000	374,330	(67,670)
PROFESSIONAL & SPECIALIZED SERVICES	2,315,600	1,571,601	(743,999)
BANK SERVICES	200,000	218,784	18,784
LEGAL FEES & SERVICES	439,300	733,626	294,326
DISABILITY FEES & SERVICES	2,053,000	1,882,166	(170,834)
COMPUTER SERVICES & SUPPORT	2,605,300	2,403,951	(201,349)
EDUCATIONAL EXPENSES	1,278,200	907,163	(371,037)
MISCELLANEOUS	244,400	524,884	280,484
TOTAL	\$16,765,200	\$14,620,261	(\$2,144,939)

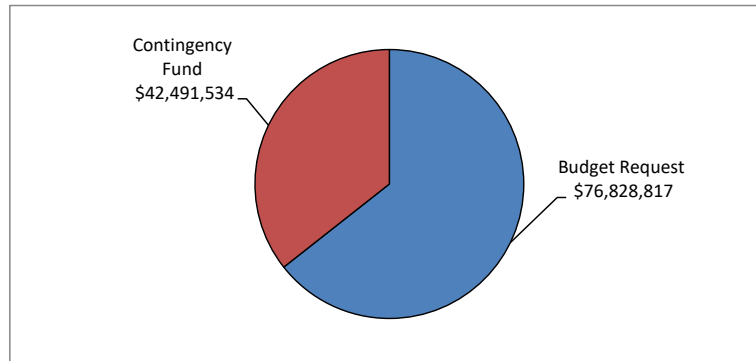
2016-2017

LACERA BUDGET CONTROL REPORT

SUMMARY OF CONTINGENCY FUND ADJUSTMENTS

BASED ON EXPENDITURES AS OF JUNE 30, 2017

BUDGET REQUEST	CONTINGENCY FUND	TOTAL APPROPRIATION
<u>\$ 76,828,817</u>	<u>\$ 42,491,534</u>	<u>\$ 119,320,351</u>



CONTINGENCY FUND	APPROVED TRANSFERS	YEAR-TO-DATE EXPENDITURES	REMAINING CONTINGENCY FUND
<u>\$ 42,491,534</u>	<u>\$0</u>	<u>\$0</u>	<u>\$ 42,491,534</u>

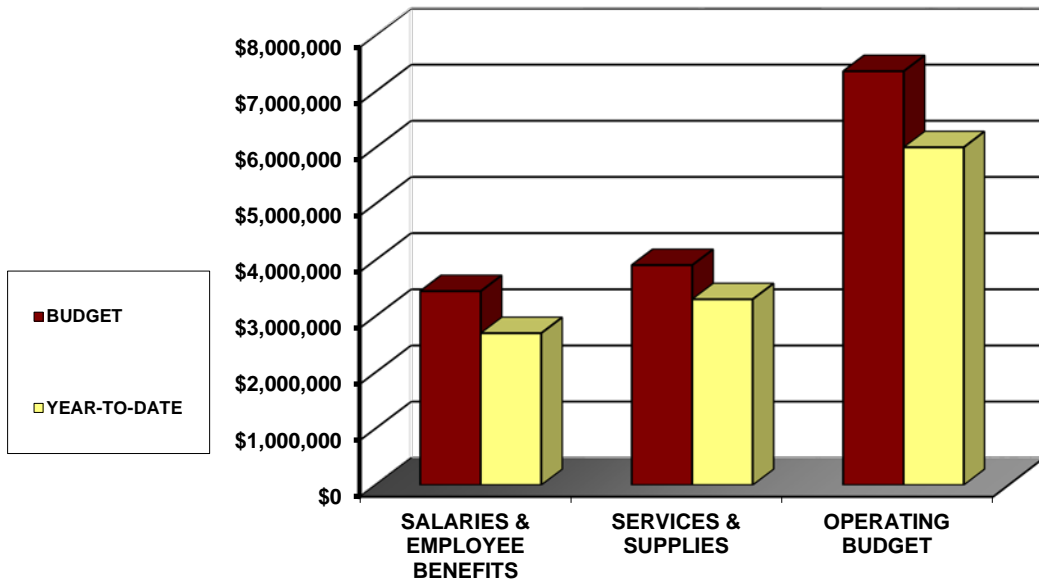
* Pursuant to Section 31580.3 of the County Employees Retirement Law of 1937 (Government Code Title 3, Division 4, Part 3, Chapter 3)

ADMINISTRATIVE SERVICES

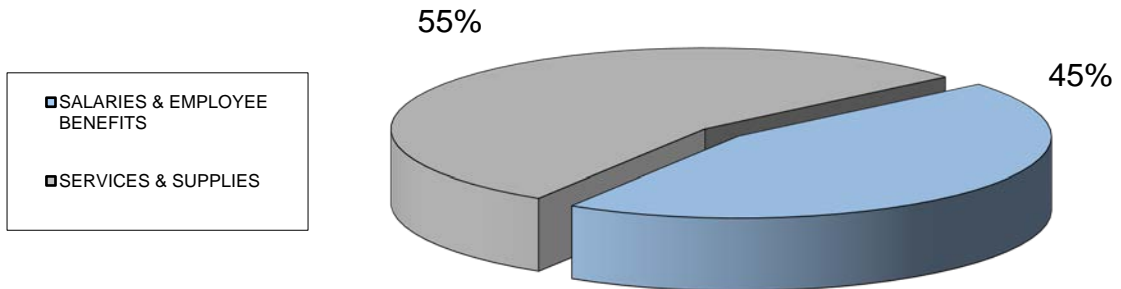
BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$3,452,630	\$2,704,534	(\$748,096)
SERVICES & SUPPLIES	\$3,916,000	\$3,308,888	(\$607,112)
OPERATING BUDGET	\$7,368,630	\$6,013,422	(\$1,355,208)

Budgeted Positions 31
Filled Positions 25



Total Expenditures by Category



2016 - 2017

ADMINISTRATIVE SERVICES DIVISION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	ACTUAL	YTD OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$2,068,691	\$1,576,917	(\$491,774)
AGENCY TEMPORARY	151,600	125,800	(25,800)
STIPENDS	0	0	0
OVERTIME	21,504	28,183	6,679
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	11	11
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	7,300	7,044	(256)
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$2,249,095	\$1,737,955	(\$511,140)
VARIABLE BENEFITS			
RETIREMENT	415,141	277,890	(137,251)
FICA CONTRIBUTION	26,544	21,594	(4,950)
COUNTY SUBSIDY - INSURANCE	36,109	29,396	(6,713)
OPTIONS PLAN	334,259	312,050	(22,209)
LIFE INSURANCE	1,097	874	(223)
HEALTH INSURANCE TEMPS	11,454	17,399	5,945
FLEXIBLE BENEFIT PLAN	42,507	30,327	(12,180)
THRIFT PLAN / HORIZONS	52,993	42,618	(10,375)
SAVINGS PLAN	33,138	21,933	(11,205)
PENSION SAVINGS PLAN	109	905	796
MEGAFLEX	67,904	45,979	(21,925)
TOTAL VARIABLE BENEFITS	\$1,021,255	\$800,966	(\$220,289)
OPEB CONTRIBUTION	13,247	12,482	(765)
OTHER BENEFITS	169,033	153,131	(15,902)
TOTAL EMPLOYEE BENEFITS	\$1,203,535	\$966,579	(\$236,956)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$3,452,630	\$2,704,534	(\$748,096)

2016-2017

ADMINISTRATIVE SERVICES DIVISION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
AUTO EXPENSES				
9102	AUTO MAINTENANCE/REPAIR	\$7,000	\$740	(\$6,260)
9103	GAS	1,600	1,139	(461)
9105	LICENSE FEES	300	0	(300)
9106	SPECIAL ORDER - AUTOMOBILE	40,000	37,030	(2,970)
	TOTAL	48,900	38,909	(9,991)
TRANSPORTATION AND TRAVEL				
9181	TRANSPORTATION	2,500	301	(2,199)
9182	TRAVEL	9,400	2,849	(6,551)
	TOTAL	11,900	3,150	(8,750)
POSTAGE				
9201	POSTAGE METER	200,000	200,000	0
9202	BUS REPLY PERMIT 4796/ACCTG FEE	1,000	0	(1,000)
9203	ADVANCE POSTAGE - TRUST ACCOUNT	10,000	(448)	(10,448)
9204	CALLER BOX SERVICE ANNUAL FEE	1,300	1,270	(30)
	TOTAL	212,300	200,822	(11,478)
STATIONERY AND FORMS				
9264	MISC STATIONERY & FORMS/DIRECTORIES	3,500	0	(3,500)
	TOTAL	3,500	0	(3,500)
OFFICE SUPPLIES AND EQUIPMENT				
9302	SPECIAL ORDERS/MINOR EQUIP	18,000	22,113	4,113
9305	SAFETY AND HEALTH SUPPLIES	7,500	2,052	(5,448)
9306	COMPUTER SUPPLIES	70,000	75,407	5,407
9307	STANDARD STOCK	125,000	116,592	(8,408)
9337	OFFICE FURNISHINGS	55,000	55,780	780
9352	ERGONOMIC ITEMS	500	51	(449)
	TOTAL	276,000	271,995	(4,005)
INSURANCE				
9381	FIDUCIARY INSURANCE	291,000	199,159	(91,841)
9382	UMBRELLA POLICY	23,100	21,043	(2,057)
9384	EARTHQUAKE/FLOOD	113,000	93,342	(19,658)
9386	CRIME INSURANCE POLICY	21,000	20,000	(1,000)

2016-2017

ADMINISTRATIVE SERVICES DIVISION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
9387	BUSINESS PACKAGE	\$83,000	\$71,082	(\$11,918)
9388	EMPLOYMENT PRACTICE LIABILITY INSURAN	88,000	89,475	1,475
9390	CYBER LIABILITY INSURANCE	18,000	0	(18,000)
	TOTAL	637,100	494,102	(142,998)
	EQUIPMENT MAINTENANCE			
9401	FAX MACHINES	8,000	3,406	(4,594)
9403	CANON READER-PRINTERS	500	0	(500)
9423	TIME CLOCK MAINTENANCE	500	0	(500)
9426	SECURITY SYSTEM (PANIC BUTTONS)	11,000	10,294	(706)
	TOTAL	20,000	13,699	(6,301)
	EQUIPMENT RENTS AND LEASES			
9452	MAILING EQUIPMENT	24,000	32,048	8,048
9463	PRODUCTION COPIERS - LEASES	260,000	267,836	7,836
	TOTAL	284,000	299,885	15,885
	BUILDING COSTS			
9476	BUILDING OPERATIONAL COSTS	1,583,000	1,511,579	(71,421)
9477	OVERTIME HVAC/LIGHTING	126,000	163,266	37,266
9480	FACILITIES MAINTENANCE	85,000	61,311	(23,689)
9481	RENOVATION PROJECTS	400,000	52,173	(347,827)
	TOTAL	2,194,000	1,788,328	(405,672)
	PROFESSIONAL AND SPECIALIZED SERVICES			
9506	COUNTY MESSENGER SERVICES - ISD	4,600	3,818	(782)
9553	ARCHIVE/ OFF-SITE STORAGE	36,000	55,011	19,011
9677	SHREDDING SERVICE	30,000	23,132	(6,868)
9685	LEGAL PREFERENCE COURIER	40,000	27,805	(12,195)
9686	FURNITURE OFF-SITE STORAGE	18,000	19,908	1,908
9688	UNIVERSAL MAIL DELIVERY SERVICE	10,000	5,722	(4,278)
9689	NEXT DAY MAIL DELIVERY SERVICE	39,000	37,167	(1,833)
9706	EMERGENCY NOTIFICATION SYSTEM	13,000	12,850	(150)
	TOTAL	190,600	185,412	(5,188)
	COMPUTER SERVICES & SUPPORT			
9838	MISC SOFTWARE PACKAGES	15,500	0	(15,500)
	TOTAL	15,500	0	(15,500)

2016-2017

ADMINISTRATIVE SERVICES DIVISION

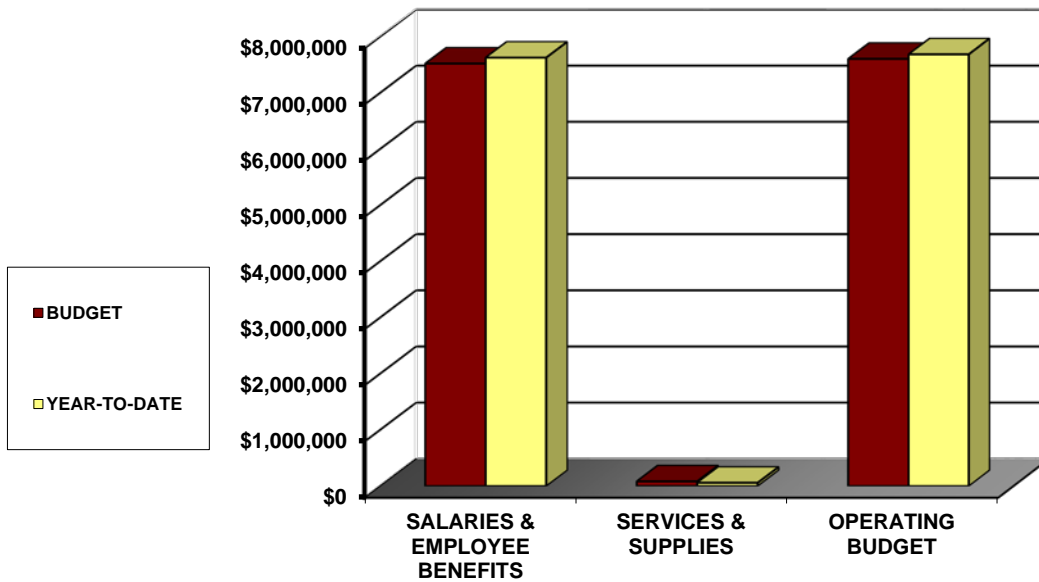
DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
EDUCATIONAL EXPENSES				
9961	MEMBERSHIPS	\$1,000	\$447	(\$553)
9962	REGISTRATION FEES	10,000	41	(9,959)
9963	EDUCATIONAL MATERIALS	1,000	659	(341)
	TOTAL	12,000	1,147	(10,853)
MISCELLANEOUS				
9986	MISCELLANEOUS	6,200	7,775	1,575
9990	RIDESHARE	4,000	3,665	(335)
	TOTAL	10,200	11,440	1,240
GRAND TOTAL		\$3,916,000	\$3,308,888	(\$607,112)

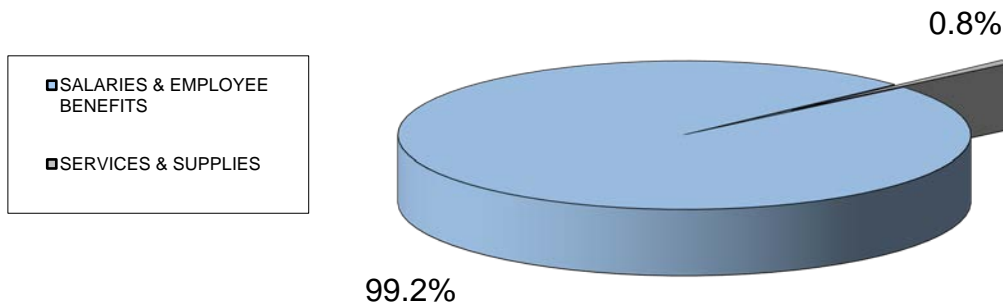
BENEFITS DIVISION

BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$7,522,143	\$7,627,332	\$105,189
SERVICES & SUPPLIES	\$83,700	\$58,985	(\$24,715)
OPERATING BUDGET	\$7,605,843	\$7,686,317	\$80,474
Budgeted Positions	66		
Filled Positions	70		



Total Expenditures by Category



2016-2017

BENEFITS DIVISION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	ACTUAL	YTD OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$4,528,223	\$4,684,900	\$156,677
AGENCY TEMPORARY	35,000	42,460	7,460
STIPENDS	0	0	0
OVERTIME	165,200	184,072	18,872
BILINGUAL BONUS	2,400	1,000	(1,400)
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	11,000	7,108	(3,892)
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$4,741,823	\$4,919,540	\$177,717
VARIABLE BENEFITS			
RETIREMENT	846,310	768,990	(77,320)
FICA CONTRIBUTION	71,676	70,380	(1,296)
COUNTY SUBSIDY - INSURANCE	64,540	99,097	34,557
OPTIONS PLAN	997,909	1,012,826	14,917
LIFE INSURANCE	5,947	5,589	(358)
HEALTH INSURANCE TEMPS	46,483	64,443	17,960
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	150,601	149,816	(785)
SAVINGS PLAN	19,725	23,793	4,068
PENSION SAVINGS PLAN	5,477	6,211	734
MEGAFLEX	172,653	135,192	(37,461)
TOTAL VARIABLE BENEFITS	\$2,381,321	\$2,336,338	(\$44,983)
OPEB CONTRIBUTION	28,997	34,767	5,770
OTHER BENEFITS	370,002	336,688	(33,314)
TOTAL EMPLOYEE BENEFITS	\$2,780,320	\$2,707,792	(\$72,528)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$7,522,143	\$7,627,332	\$105,189

2016-2017

BENEFITS DIVISION

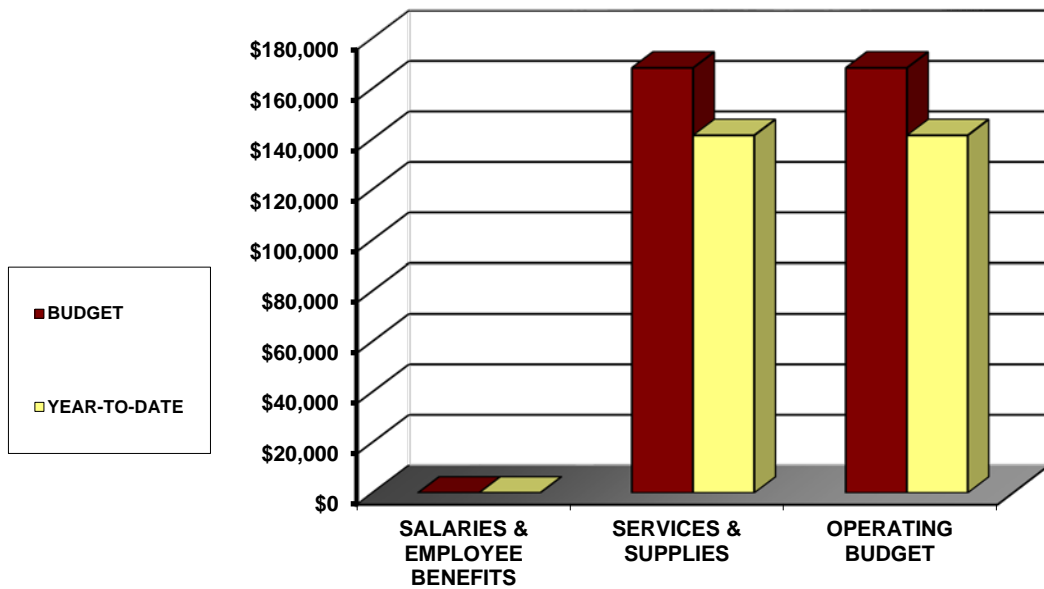
DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
TRANSPORTATION AND TRAVEL				
9181	TRANSPORTATION	\$2,000	\$1,455	(\$545)
9182	TRAVEL	10,000	4,615	(5,385)
TOTAL		12,000	6,070	(5,930)
OFFICE SUPPLIES AND EQUIPMENT				
9302	SPECIAL ORDERS/MINOR EQUIP	3,500	3,293	(207)
TOTAL		3,500	3,293	(207)
PROFESSIONAL AND SPECIALIZED SERVICES				
9516	RECORD SEARCHES	400	22	(378)
9572	PENSION BENEFIT INFORMATION	15,000	6,658	(8,342)
9674	MEMBER VERIFICATION	19,000	17,284	(1,716)
TOTAL		34,400	23,964	(10,436)
EDUCATIONAL EXPENSES				
9961	MEMBERSHIPS	2,500	2,040	(460)
9962	REGISTRATION FEES	30,000	23,057	(6,943)
9963	EDUCATIONAL MATERIALS	300	0	(300)
TOTAL		32,800	25,097	(7,703)
MISCELLANEOUS				
9986	MISCELLANEOUS	1,000	561	(439)
TOTAL		1,000	561	(439)
GRAND TOTAL		\$83,700	\$58,985	(\$24,715)

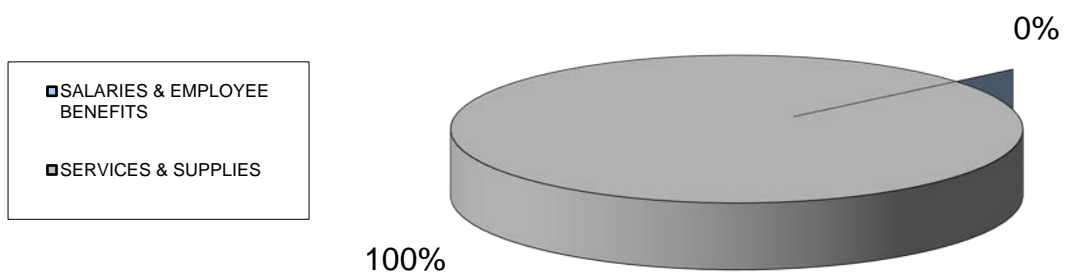
BOARD OF RETIREMENT

BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$0	\$0	\$0
SERVICES & SUPPLIES	\$168,200	\$141,451	(\$26,749)
OPERATING BUDGET	\$168,200	\$141,451	(\$26,749)



Total Expenditures by Category



2016-2017

BOARD OF RETIREMENT

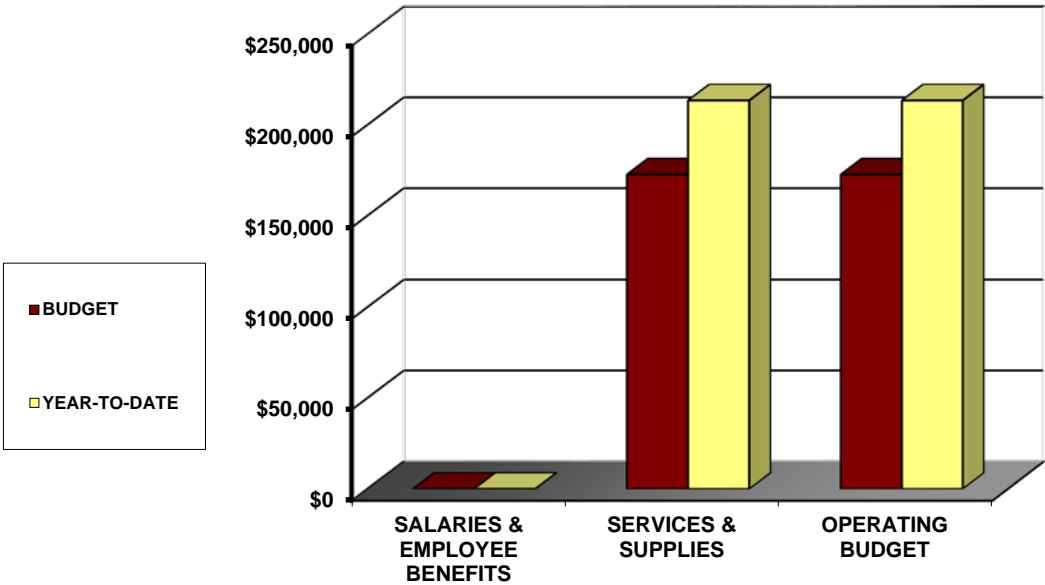
DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
COMMUNICATIONS				
9129	PC LINES FOR BOARD MEMBERS	\$3,400	\$2,092	(\$1,308)
	TOTAL	3,400	2,092	(1,308)
TRANSPORTATION AND TRAVEL				
9181	TRANSPORTATION	12,000	13,135	1,135
9182	TRAVEL	107,500	82,462	(25,038)
	TOTAL	119,500	95,597	(23,903)
EDUCATIONAL EXPENSES				
9962	REGISTRATION FEES	40,000	37,379	(2,621)
9963	EDUCATIONAL MATERIALS	5,300	6,383	1,083
	TOTAL	45,300	43,762	(1,538)
GRAND TOTAL		\$168,200	\$141,451	(\$26,749)

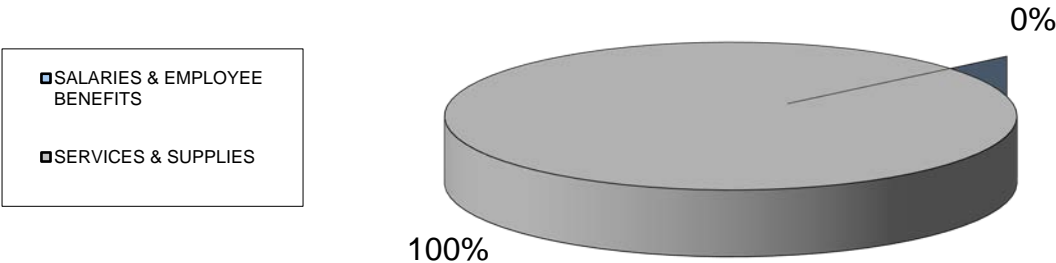
BOARD OF INVESTMENTS

BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$0	\$0	\$0
SERVICES & SUPPLIES	\$172,700	\$213,462	\$40,762
OPERATING BUDGET	\$172,700	\$213,462	\$40,762



Total Expenditures by Category



2016-2017

BOARD OF INVESTMENTS

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

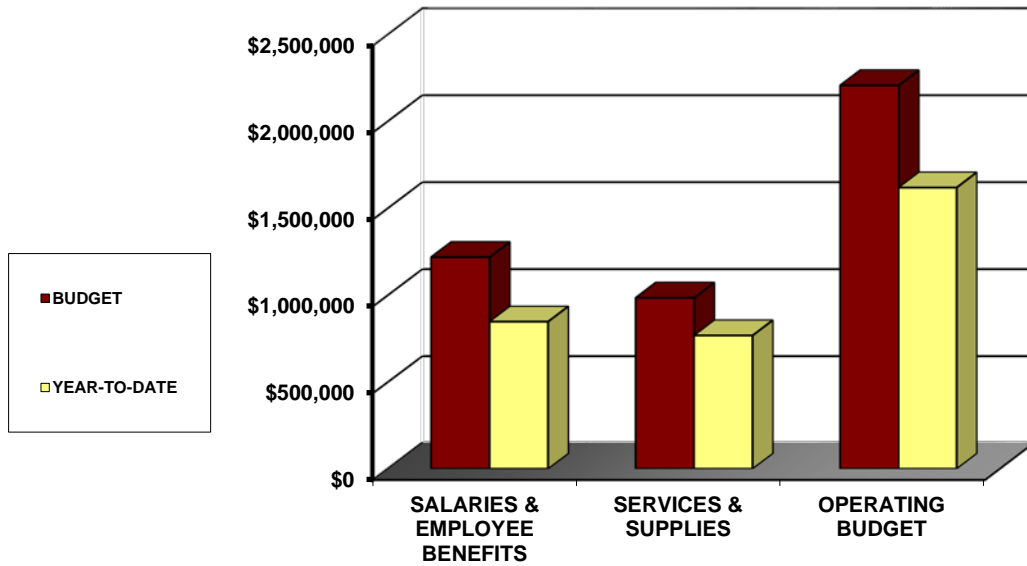
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	COMMUNICATIONS			
9129	PC LINES FOR BOARD MEMBERS	\$2,400	\$1,725	(\$675)
	TOTAL	2,400	1,725	(675)
	TRANSPORTATION AND TRAVEL			
9181	TRANSPORTATION	10,000	12,591	2,591
9182	TRAVEL	100,000	167,432	67,432
	TOTAL	110,000	180,023	70,023
	EDUCATIONAL EXPENSES			
9962	REGISTRATION FEES	55,000	28,311	(26,689)
9963	EDUCATIONAL MATERIALS	5,300	3,404	(1,896)
	TOTAL	60,300	31,714	(28,586)
	GRAND TOTAL	\$172,700	\$213,462	\$40,762

COMMUNICATIONS

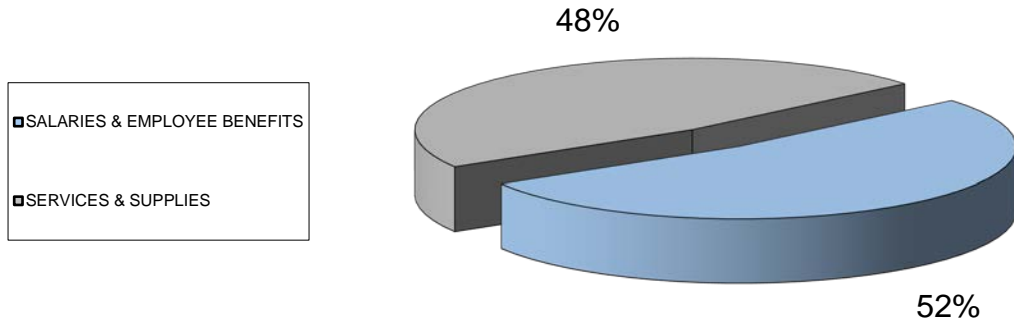
BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$1,220,910	\$850,113	(\$370,797)
SERVICES & SUPPLIES	\$987,400	\$770,733	(\$216,667)
OPERATING BUDGET	\$2,208,310	\$1,620,847	(\$587,463)

Budgeted Positions 10
Filled Positions 6



Total Expenditures by Category



2016 - 2017

COMMUNICATIONS

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	ACTUAL	YTD OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$827,342	\$537,830	(\$289,512)
AGENCY TEMPORARY	67,500	0	(67,500)
STIPENDS	0	0	0
OVERTIME	2,376	6,918	4,542
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	3,500	0	(3,500)
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$900,718	\$544,748	(\$355,970)
VARIABLE BENEFITS			
RETIREMENT	93,127	87,146	(5,981)
FICA CONTRIBUTION	8,629	8,494	(135)
COUNTY SUBSIDY - INSURANCE	13,900	13,160	(740)
OPTIONS PLAN	61,487	86,506	25,019
LIFE INSURANCE	387	323	(64)
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	11,799	7,204	(4,595)
SAVINGS PLAN	9,103	2,683	(6,420)
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	48,860	34,960	(13,900)
TOTAL VARIABLE BENEFITS	\$247,292	\$240,476	(\$6,816)
OPEB CONTRIBUTION	5,298	3,849	(1,449)
OTHER BENEFITS	67,602	61,041	(6,561)
TOTAL EMPLOYEE BENEFITS	\$320,192	\$305,365	(\$14,827)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$1,220,910	\$850,113	(\$370,797)

2016-2017

COMMUNICATIONS

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
TRANSPORTATION AND TRAVEL				
9181	TRANSPORTATION	\$1,600	\$802	(\$798)
9182	TRAVEL	9,400	6,799	(2,601)
	TOTAL	11,000	7,601	(3,399)
POSTAGE				
9205	NEWSLETTER POSTAGE	155,000	152,399	(2,601)
9207	ANNUAL BENEFITS STATEMENT POSTAGE	98,000	90,414	(7,586)
9210	MISCELLANEOUS MAILINGS	43,000	27,110	(15,890)
	TOTAL	296,000	269,923	(26,077)
STATIONERY AND FORMS				
9233	DISABILITY AND HEARING - BROCHURES	7,000	0	(7,000)
9235	PLANS AB;ABC;D;E - BROCHURES	35,000	0	(35,000)
9236	PREVIOUS SERVICE - BROCHURES	5,000	0	(5,000)
9237	SURVIVOR - BROCHURES	4,000	0	(4,000)
9239	WITHDRAWAL/RECIPROCITY - BROCHURES	5,000	5,346	346
9240	ANNUAL REPORT	40,000	46,042	6,042
9242	ANNUAL BENEFITS STATEMENT	130,000	106,946	(23,054)
9246	FORMS	15,000	18,320	3,320
9249	LACERA CALENDARS	6,000	5,821	(179)
9253	NEW MEMBER PACKAGE	15,000	10,005	(4,995)
9255	PRE-RET GUIDE	15,000	14,404	(596)
9256	POSTSCRIPT PRINTING	70,000	49,182	(20,818)
9259	RETIRES - INSERTS	2,500	2,376	(124)
9261	SPOTLIGHT PRINTING	60,000	58,625	(1,375)
9262	SURVEY	4,000	6,261	2,261
9263	UNANTICIPATED PROJECTS	35,000	16,281	(18,719)
9265	SPECIALIZED MAILINGS	22,000	14,593	(7,407)
9266	DIRECT DEPOSIT - BROCHURES	2,500	4,763	2,263
9267	Q&A - BROCHURES	5,000	6,617	1,617
9268	TRANSFER BROCHURES	14,000	2,310	(11,690)
9269	DISABILITY PACKETS	20,000	0	(20,000)
9274	STATIONERY	30,000	38,473	8,473
9280	ZDI PDF CD'S	21,000	17,439	(3,561)
9281	ESTIMATE PACKAGE	2,000	706	(1,294)
9282	NEW RETIREE PACKAGE	2,000	0	(2,000)

2016-2017

COMMUNICATIONS

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

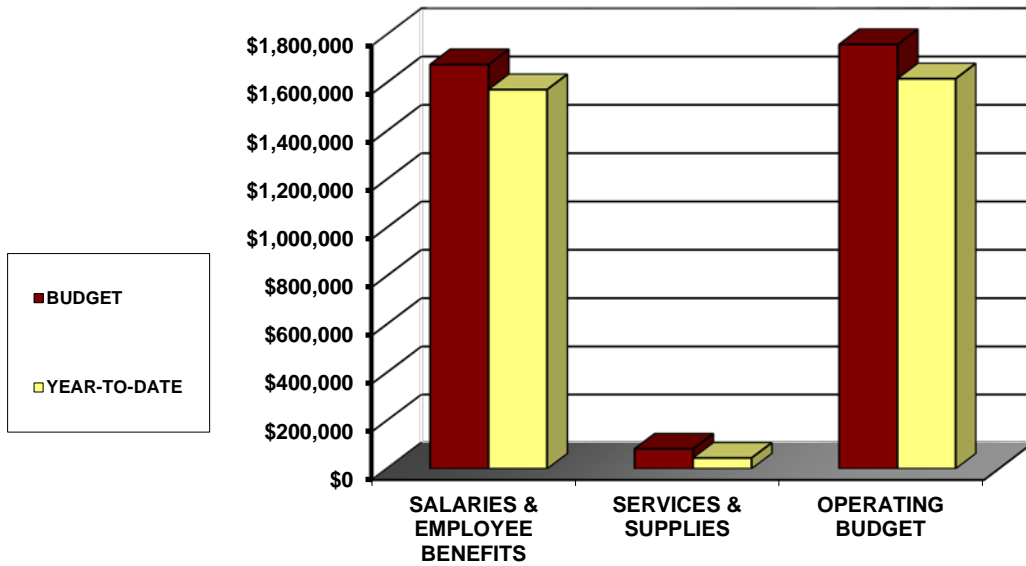
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
9283	POWER OF ATTORNEY	\$5,000	\$3,838	(\$1,162)
9284	RHC TIER 2 PLAN BROCHURES	8,000	0	(8,000)
9285	RETIREMENT UNIVERSITY	15,000	0	(15,000)
	TOTAL	595,000	428,347	(166,653)
	OFFICE SUPPLIES AND EQUIPMENT			
9302	SPECIAL ORDERS/MINOR EQUIP	12,000	11,252	(748)
	TOTAL	12,000	11,252	(748)
	PROFESSIONAL AND SPECIALIZED SERVICES			
9627	NEWSLETTER MAILINGS	25,000	42,909	17,909
9628	PRE PEP RESOURCES	1,200	579	(621)
	TOTAL	26,200	43,488	17,288
	COMPUTER SERVICES & SUPPORT			
9837	MACINTOSH CONSULTING & MAINT	1,500	190	(1,310)
9840	MACINTOSH SOFTWARE PACKAGE	5,000	0	(5,000)
9855	MACINTOSH EQUIPMENT	15,000	5,795	(9,205)
	TOTAL	21,500	5,985	(15,515)
	EDUCATIONAL EXPENSES			
9962	REGISTRATION FEES	22,200	2,565	(19,635)
9963	EDUCATIONAL MATERIALS	3,200	1,136	(2,064)
	TOTAL	25,400	3,701	(21,699)
	MISCELLANEOUS			
9986	MISCELLANEOUS	300	436	136
	TOTAL	300	436	136
	GRAND TOTAL	\$987,400	\$770,733	(\$216,667)

DISABILITY LITIGATION

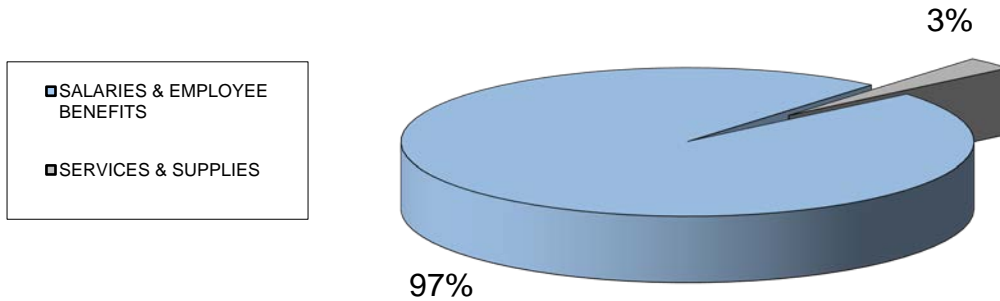
BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$1,676,284	\$1,572,528	(\$103,756)
SERVICES & SUPPLIES	\$83,000	\$45,078	(\$37,922)
OPERATING BUDGET	\$1,759,284	\$1,617,606	(\$141,678)

Budgeted Positions 7
Filled Positions 8



Total Expenditures by Category



2016-2017

DISABILITY LITIGATION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$1,002,553	\$969,666	(\$32,887)
AGENCY TEMPORARY	0	0	0
STIPENDS	0	0	0
OVERTIME	0	0	0
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	0	0	0
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$1,002,553	\$969,666	(\$32,887)
VARIABLE BENEFITS			
RETIREMENT	224,970	187,973	(36,997)
FICA CONTRIBUTION	17,878	16,242	(1,636)
COUNTY SUBSIDY - INSURANCE	101,481	90,389	(11,092)
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	45,192	37,990	(7,202)
SAVINGS PLAN	32,398	38,785	6,387
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	163,473	149,139	(14,334)
TOTAL VARIABLE BENEFITS	\$585,392	\$520,517	(\$64,875)
OPEB CONTRIBUTION	6,420	8,377	1,957
OTHER BENEFITS	81,919	73,967	(7,952)
TOTAL EMPLOYEE BENEFITS	\$673,731	\$602,861	(\$70,870)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$1,676,284	\$1,572,528	(\$103,756)

2016-2017

DISABILITY LITIGATION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

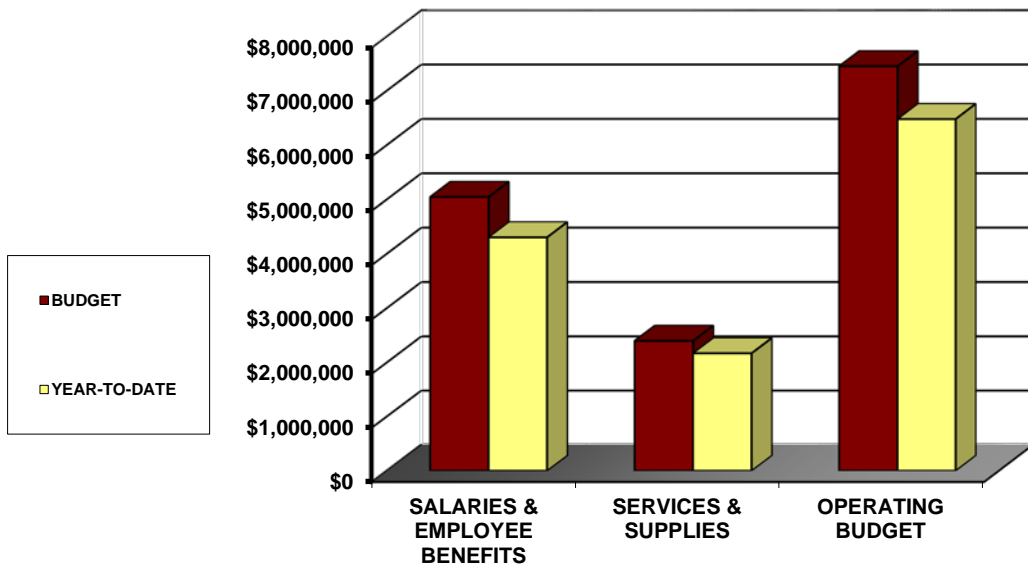
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	AUTO EXPENSES			
9102	AUTO MAINTENANCE/REPAIR	\$1,500	\$705	(\$795)
9103	GAS	2,000	1,025	(975)
9105	LICENSE FEES	400	108	(292)
	TOTAL	3,900	1,838	(2,062)
	TRANSPORTATION AND TRAVEL			
9181	TRANSPORTATION	1,500	954	(546)
9182	TRAVEL	6,500	3,387	(3,113)
	TOTAL	8,000	4,341	(3,659)
	OFFICE SUPPLIES AND EQUIPMENT			
9302	SPECIAL ORDERS/MINOR EQUIP	3,500	1,197	(2,303)
	TOTAL	3,500	1,197	(2,303)
	LEGAL FEES AND SERVICES			
9772	OUTSIDE LEGAL COUNSEL	32,000	4,066	(27,934)
9774	PROCESS SERVER SERVICES	300	0	(300)
9775	ON-LINE LEGAL/MEDICAL RESEARC	22,500	22,803	303
9776	REFERENCE MATERIAL	2,000	934	(1,066)
9778	WITNESS FEES	500	0	(500)
	TOTAL	57,300	27,803	(29,497)
	EDUCATIONAL EXPENSES			
9961	MEMBERSHIPS	2,500	2,515	15
9962	REGISTRATION FEES	5,000	6,460	1,460
9963	EDUCATIONAL MATERIALS	2,500	190	(2,310)
	TOTAL	10,000	9,165	(835)
	MISCELLANEOUS			
9986	MISCELLANEOUS	300	733	433
	TOTAL	300	733	433
	GRAND TOTAL	\$83,000	\$45,078	(\$37,922)

DISABILITY RETIREMENT

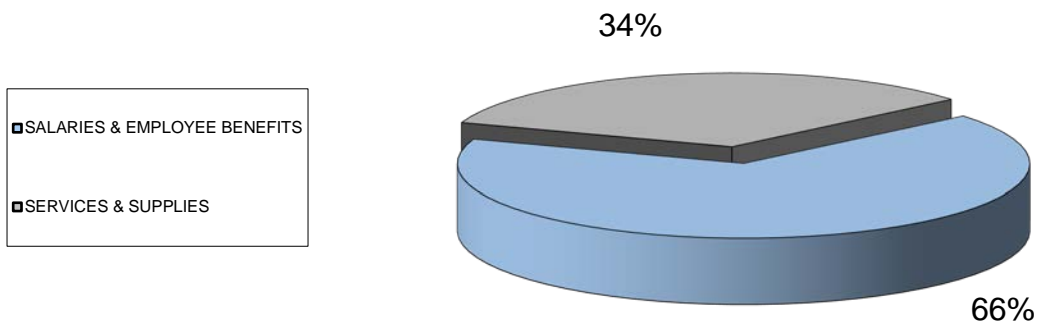
BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$5,050,900	\$4,308,158	(\$742,742)
SERVICES & SUPPLIES	\$2,404,300	\$2,175,512	(\$228,788)
OPERATING BUDGET	\$7,455,200	\$6,483,670	(\$971,530)

Budgeted Positions 39
Filled Positions 35



Total Expenditures by Category



2016-2017

DISABILITY RETIREMENT

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$3,059,006	\$2,627,777	(\$431,229)
AGENCY TEMPORARY	28,400	0	(28,400)
STIPENDS	0	0	0
OVERTIME	21,376	7,330	(14,046)
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	4,600	3,081	(1,519)
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$3,113,382	\$2,638,187	(\$475,195)
VARIABLE BENEFITS			
RETIREMENT	658,433	473,953	(184,480)
FICA CONTRIBUTION	45,933	42,323	(3,610)
COUNTY SUBSIDY - INSURANCE	185,251	211,121	25,870
OPTIONS PLAN	168,432	176,173	7,741
LIFE INSURANCE	712	395	(317)
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	91,601	75,237	(16,364)
SAVINGS PLAN	61,705	57,703	(4,002)
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	455,910	385,303	(70,607)
TOTAL VARIABLE BENEFITS	\$1,667,977	\$1,422,209	(\$245,768)
OPEB CONTRIBUTION	\$19,589	\$21,264	\$1,675
OTHER BENEFITS	\$249,952	\$226,499	(\$23,453)
TOTAL EMPLOYEE BENEFITS	\$1,937,518	\$1,669,971	(\$267,547)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$5,050,900	\$4,308,158	(\$742,742)

2016-2017

DISABILITY RETIREMENT

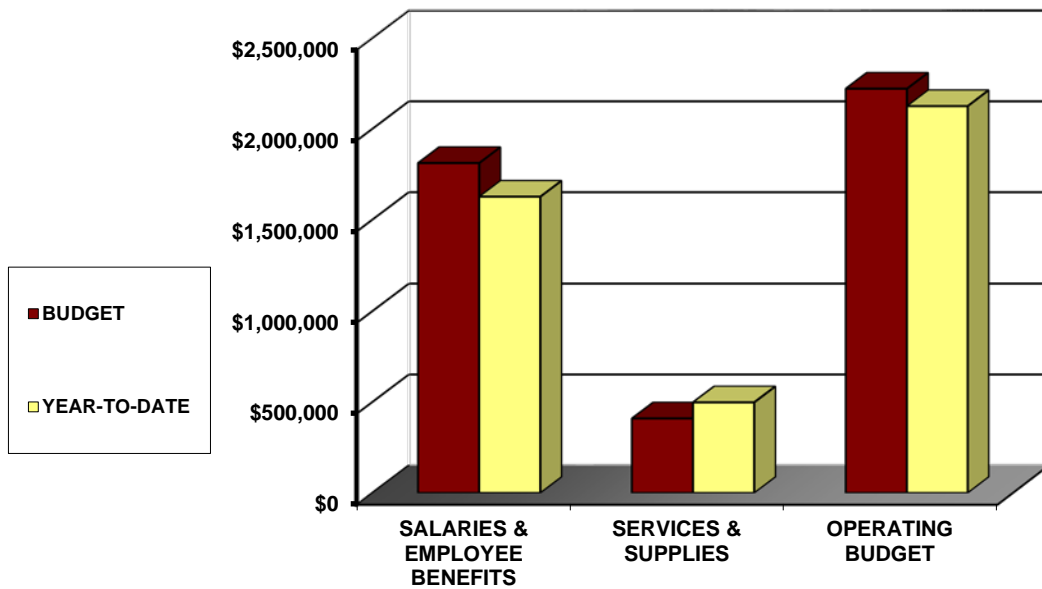
DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
TRANSPORTATION AND TRAVEL				
9181	TRANSPORTATION	\$6,200	\$2,689	(\$3,511)
9182	TRAVEL	11,300	8,030	(3,270)
	TOTAL	17,500	10,719	(6,781)
OFFICE SUPPLIES AND EQUIPMENT				
9302	SPECIAL ORDERS/MINOR EQUIP	10,000	2,652	(7,348)
	TOTAL	10,000	2,652	(7,348)
PROFESSIONAL AND SPECIALIZED SERVICES				
9673	PHOTOCOPIES OF DOCUMENTS	215,000	213,761	(1,239)
9695	JOB ANALYST	8,000	8,468	468
	TOTAL	223,000	222,229	(771)
LEGAL FEES AND SERVICES				
9772	OUTSIDE LEGAL COUNSEL	75,000	34,245	(40,755)
	TOTAL	75,000	34,245	(40,755)
DISABILITY FEES AND SERVICES				
9802	HEARING OFFICER FEES	260,000	111,090	(148,910)
9803	MEDICAL FEES	1,650,000	1,584,302	(65,698)
9804	COURT REPORTER	45,000	32,145	(12,855)
9805	INVESTIGATIVE SERVICES	35,000	31,617	(3,383)
9806	DATABASE SEARCHES	3,000	897	(2,103)
9807	MEDICAL ADVISOR	60,000	122,116	62,116
	TOTAL	2,053,000	1,882,166	(170,834)
EDUCATIONAL EXPENSES				
9961	MEMBERSHIPS	300	0	(300)
9962	REGISTRATION FEES	24,000	22,111	(1,889)
9963	EDUCATIONAL MATERIALS	1,000	1,323	323
	TOTAL	25,300	23,434	(1,866)
MISCELLANEOUS				
9986	MISCELLANEOUS	500	69	(431)
	TOTAL	500	69	(431)
GRAND TOTAL		\$2,404,300	\$2,175,512	(\$228,788)

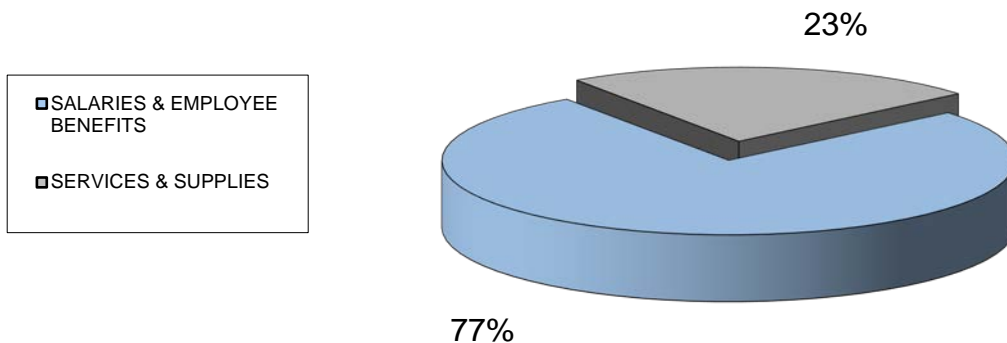
EXECUTIVE OFFICE

BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$1,812,032	\$1,627,011	(\$185,021)
SERVICES & SUPPLIES	\$409,700	\$498,608	\$88,908
OPERATING BUDGET	\$2,221,732	\$2,125,620	(\$96,112)
Budgeted Positions	7		
Filled Positions	7		



Total Expenditures by Category



2016 - 2017

EXECUTIVE OFFICE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$974,071	\$1,009,063	\$34,992
AGENCY TEMPORARY	0	0	0
STIPENDS	173,000	60,994	(112,007)
OVERTIME	2,280	462	(1,818)
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	1,000	0	(1,000)
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$1,150,351	\$1,070,519	(\$79,832)
VARIABLE BENEFITS			
RETIREMENT	232,469	156,168	(76,301)
FICA CONTRIBUTION	19,933	17,894	(2,039)
COUNTY SUBSIDY - INSURANCE	68,647	75,808	7,161
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	23,920	20,354	(3,566)
SAVINGS PLAN	33,067	27,825	(5,242)
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	197,815	179,512	(18,303)
TOTAL VARIABLE BENEFITS	\$575,851	\$477,560	(\$98,291)
OPEB CONTRIBUTION	6,238	7,066	828
OTHER BENEFITS	79,592	71,866	(7,726)
TOTAL EMPLOYEE BENEFITS	\$661,681	\$556,493	(\$105,188)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$1,812,032	\$1,627,011	(\$185,021)

2016-2017

EXECUTIVE OFFICE

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

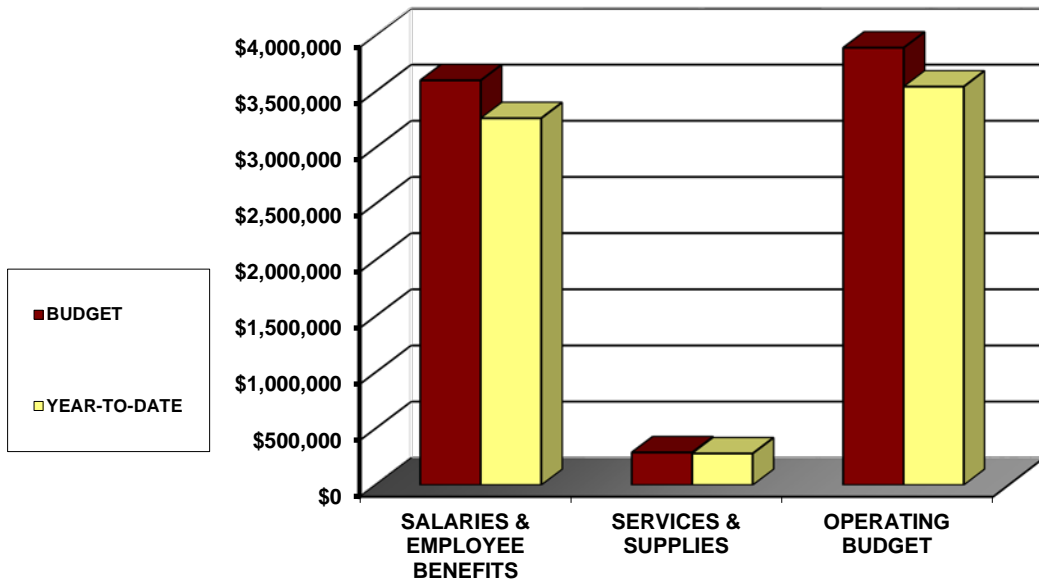
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
AUTO EXPENSES				
9102	AUTO MAINTENANCE/REPAIR	\$3,000	\$3,643	\$643
9103	GAS	9,000	6,441	(2,559)
9105	LICENSE FEES	1,000	694	(306)
	TOTAL	13,000	10,778	(2,222)
TRANSPORTATION AND TRAVEL				
9181	TRANSPORTATION	5,500	1,424	(4,076)
9182	TRAVEL	20,000	12,634	(7,366)
	TOTAL	25,500	14,058	(11,442)
OFFICE SUPPLIES AND EQUIPMENT				
9302	SPECIAL ORDERS/MINOR EQUIP	3,000	2,896	(104)
	TOTAL	3,000	2,896	(104)
PROFESSIONAL AND SPECIALIZED SERVICES				
9543	LEGISLATIVE CONSULTING	65,000	75,726	10,726
9672	IMPROVEMENT PROJECTS	85,000	45,000	(40,000)
	TOTAL	150,000	120,726	(29,274)
EDUCATIONAL EXPENSES				
9961	MEMBERSHIPS	90,000	104,667	14,667
9962	REGISTRATION FEES	21,000	6,449	(14,551)
9963	EDUCATIONAL MATERIALS	7,000	6,843	(157)
	TOTAL	118,000	117,959	(41)
MISCELLANEOUS				
9982	EMPLOYEE RECOGNITION PROGRAM	5,000	3,623	(1,377)
9983	OFF-SITE BOARD MEETING EXPENSE	47,000	181,701	134,701
9984	FOOD/BEVERAGES	42,000	43,351	1,351
9986	MISCELLANEOUS	6,200	3,515	(2,685)
	TOTAL	100,200	232,191	131,991
GRAND TOTAL		\$409,700	\$498,608	\$88,908

FINANCIAL AND ACCOUNTING SERVICES

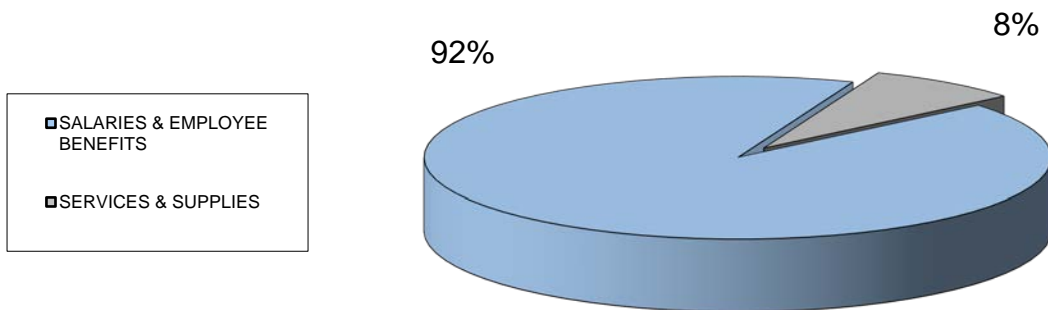
BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$3,602,824	\$3,265,697	(\$337,127)
SERVICES & SUPPLIES	\$290,600	\$281,325	(\$9,275)
OPERATING BUDGET	\$3,893,424	\$3,547,022	(\$346,402)

Budgeted Positions 29
Filled Positions 23



Total Expenditures by Category



2016 - 2017

FINANCIAL AND ACCOUNTING SERVICES DIVISION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	ACTUAL	YTD OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$2,169,008	\$1,885,771	(\$283,237)
AGENCY TEMPORARY	75,200	257,008	181,808
STIPENDS	0	0	0
OVERTIME	52,084	48,207	(3,877)
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	12,000	4,568	(7,432)
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$2,308,292	\$2,195,553	(\$112,739)
VARIABLE BENEFITS			
RETIREMENT	456,810	313,932	(142,878)
FICA CONTRIBUTION	36,137	28,544	(7,593)
COUNTY SUBSIDY - INSURANCE	28,755	30,922	2,167
OPTIONS PLAN	398,038	386,183	(11,855)
LIFE INSURANCE	3,196	2,411	(785)
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	16,590	16,546	(44)
THRIFT PLAN / HORIZONS	75,829	67,867	(7,962)
SAVINGS PLAN	17,498	13,249	(4,249)
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	70,560	34,348	(36,212)
TOTAL VARIABLE BENEFITS	\$1,103,413	\$894,002	(\$209,411)
OPEB CONTRIBUTION	13,889	14,075	186
OTHER BENEFITS	177,230	162,067	(15,163)
TOTAL EMPLOYEE BENEFITS	\$1,294,532	\$1,070,144	(\$224,388)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$3,602,824	\$3,265,697	(\$337,127)

2016-2017

FINANCIAL AND ACCOUNTING SERVICES DIVISION

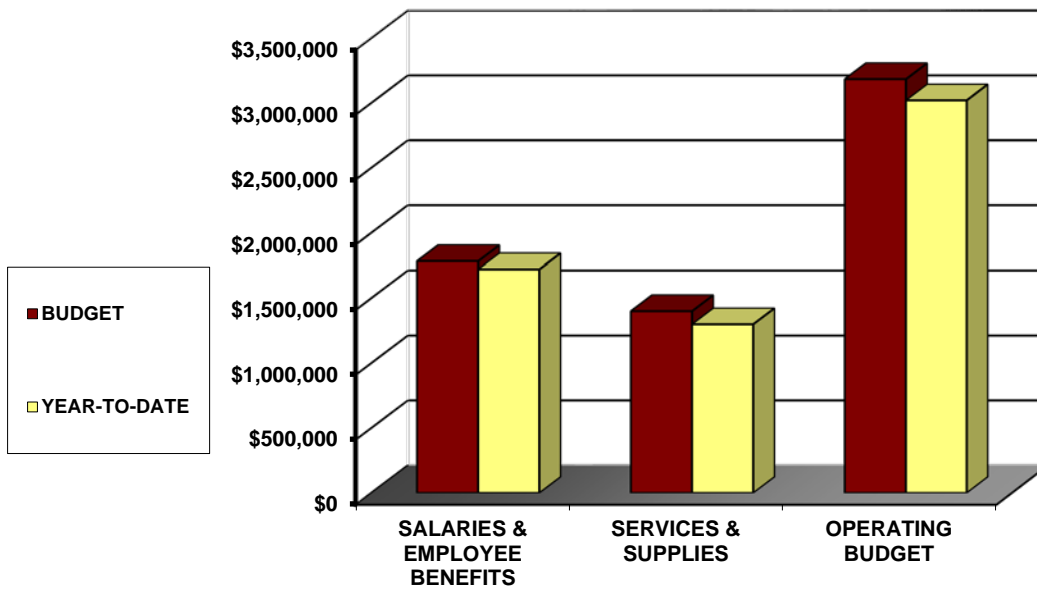
DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	TRANSPORTATION AND TRAVEL			
9181	TRANSPORTATION	\$7,500	\$3,720	(\$3,780)
9182	TRAVEL	41,100	27,467	(13,633)
	TOTAL	48,600	31,187	(17,413)
	OFFICE SUPPLIES AND EQUIPMENT			
9302	SPECIAL ORDERS/MINOR EQUIP	5,000	1,239	(3,761)
	TOTAL	5,000	1,239	(3,761)
	BANK SERVICES			
9753	BANK CHARGES - STATE STREET	200,000	218,784	18,784
	TOTAL	200,000	218,784	18,784
	EDUCATIONAL EXPENSES			
9961	MEMBERSHIPS	7,000	4,229	(2,771)
9962	REGISTRATION FEES	16,000	19,487	3,487
9963	EDUCATIONAL MATERIALS	10,000	4,240	(5,760)
	TOTAL	33,000	27,956	(5,044)
	MISCELLANEOUS			
9986	MISCELLANEOUS	4,000	2,159	(1,841)
	TOTAL	4,000	2,159	(1,841)
	GRAND TOTAL	\$290,600	\$281,325	(\$9,275)

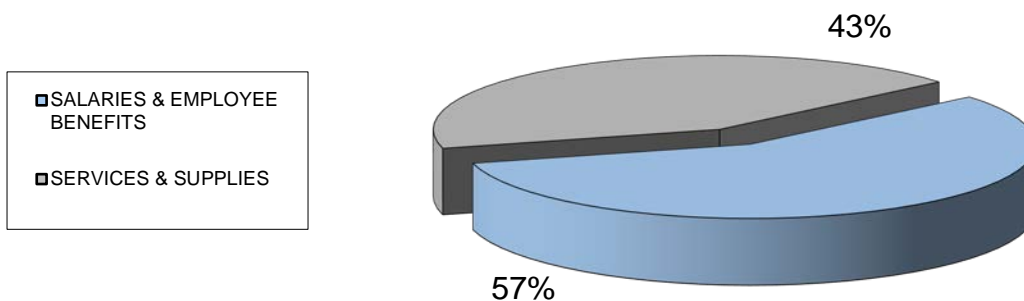
HUMAN RESOURCES

BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$1,782,924	\$1,720,647	(\$62,277)
SERVICES & SUPPLIES	\$1,400,600	\$1,299,597	(\$101,003)
OPERATING BUDGET	\$3,183,524	\$3,020,244	(\$163,280)
Budgeted Positions	12		
Filled Positions	12		



Total Expenditures by Category



2016-2017

HUMAN RESOURCES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$1,093,473	\$1,046,892	(\$46,581)
AGENCY TEMPORARY	0	38,702	38,702
STIPENDS	0	0	0
OVERTIME	3,093	1,222	(1,871)
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	0	0	0
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$1,096,566	\$1,086,816	(\$9,750)
VARIABLE BENEFITS			
RETIREMENT	223,276	184,845	(38,431)
FICA CONTRIBUTION	17,833	15,934	(1,899)
COUNTY SUBSIDY - INSURANCE	92,248	90,292	(1,956)
OPTIONS PLAN	0	0	0
LIFE INSURANCE	248	(958)	(1,206)
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	31,963	30,258	(1,705)
SAVINGS PLAN	41,998	38,093	(3,905)
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	182,442	186,276	3,834
TOTAL VARIABLE BENEFITS	\$590,008	\$544,739	(\$45,269)
OPEB CONTRIBUTION	7,002	8,416	1,414
OTHER BENEFITS	89,348	80,675	(8,673)
TOTAL EMPLOYEE BENEFITS	\$686,358	\$633,831	(\$52,527)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$1,782,924	\$1,720,647	(\$62,277)

2016-2017

HUMAN RESOURCES

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
TRANSPORTATION AND TRAVEL				
9181	TRANSPORTATION	\$4,200	\$2,527	(\$1,673)
9182	TRAVEL	12,200	15,365	3,165
	TOTAL	16,400	17,892	1,492
OFFICE SUPPLIES AND EQUIPMENT				
9302	SPECIAL ORDERS/MINOR EQUIP	7,500	3,864	(3,636)
	TOTAL	7,500	3,864	(3,636)
PARKING FEES				
9491	GATEWAY PLAZA	440,000	372,330	(67,670)
9492	MUSIC CENTER	2,000	2,000	0
	TOTAL	442,000	374,330	(67,670)
PROFESSIONAL AND SPECIALIZED SERVICES				
9504	PAYROLL SERVICES	158,000	122,893	(35,107)
9510	FINGERPRINTING SERVICES	3,300	1,968	(1,332)
9511	SECURITY SERVICES - SHERIFF	9,000	14,831	5,831
9512	PAYROLL ENV, DUPLICATE W2'S - AUD	200	210	10
9513	PERSONNEL SRVCS - HUMAN RESOURCES	30,000	25,808	(4,192)
9547	HUMAN RESOURCES CONSULTING	100,000	91,902	(8,098)
9694	BACKGROUND CHECKS	2,500	2,057	(443)
9700	OHS PHYSICALS	800	959	159
9711	REQUEST FOR ACCOMMODATIONS	15,000	10,762	(4,238)
	TOTAL	318,800	271,391	(47,409)
COMPUTER SERVICES & SUPPORT				
9838	MISC SOFTWARE PACKAGES	35,000	29,221	(5,779)
	TOTAL	35,000	29,221	(5,779)
EDUCATIONAL EXPENSES				
9961	MEMBERSHIPS	9,000	11,248	2,248
9962	REGISTRATION FEES	35,000	37,918	2,918
9963	EDUCATIONAL MATERIALS	8,000	9,421	1,421
9966	DEPARTMENTAL TRAINING	235,000	129,061	(105,939)

2016-2017

HUMAN RESOURCES

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

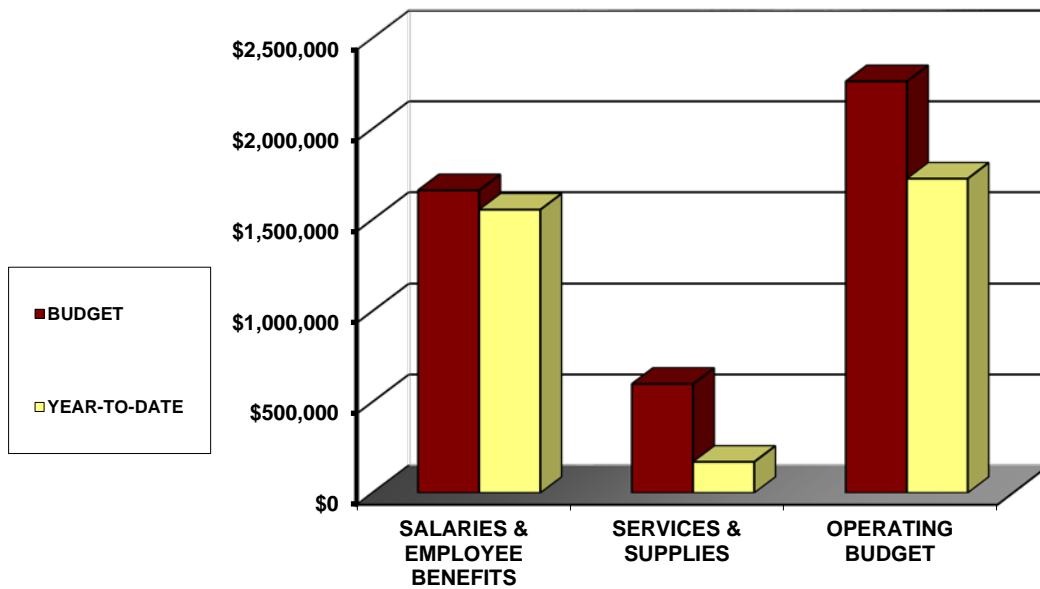
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
9967	TUITION REIMBURSEMENT PROGRAM	\$75,000	\$75,000	(\$0)
9968	MOU TRAINING ALLOCATION	75,000	49,135	(25,865)
9969	MENTORING PROGRAM	30,000	28,200	(1,800)
	TOTAL	467,000	339,982	(127,018)
	MISCELLANEOUS			
9981	RECRUITMENT	75,000	246,144	171,144
9986	MISCELLANEOUS	1,400	2,194	794
9989	WEB DAY	2,500	1,406	(1,094)
9991	MANAGEMENT OFFSITE	35,000	13,173	(21,827)
	TOTAL	113,900	262,917	149,017
	GRAND TOTAL	\$1,400,600	\$1,299,597	(\$101,003)

INTERNAL AUDIT

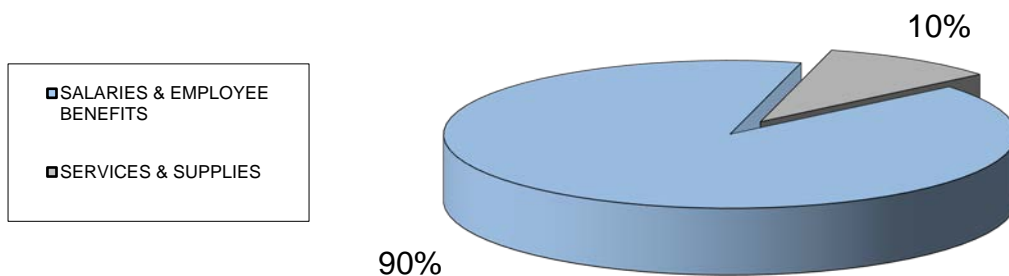
BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$1,662,211	\$1,555,588	(\$106,623)
SERVICES & SUPPLIES	\$600,000	\$170,794	(\$429,206)
OPERATING BUDGET	\$2,262,211	\$1,726,382	(\$535,829)

Budgeted Positions 10
Filled Positions 8



Total Expenditures by Category



2016-2017

INTERNAL AUDIT SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$1,075,473	\$1,019,891	(\$55,582)
AGENCY TEMPORARY	0	0	0
STIPENDS	0	0	0
OVERTIME	2,000	896	(1,104)
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	1,500	633	(867)
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$1,078,973	\$1,021,419	(\$57,554)
VARIABLE BENEFITS			
RETIREMENT	204,645	168,914	(35,731)
FICA CONTRIBUTION	16,316	16,265	(51)
COUNTY SUBSIDY - INSURANCE	41,163	48,585	7,422
OPTIONS PLAN	10,290	3,434	(6,856)
LIFE INSURANCE	50	2	(48)
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	31,756	26,357	(5,399)
SAVINGS PLAN	28,510	39,766	11,256
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	155,744	143,943	(11,801)
TOTAL VARIABLE BENEFITS	\$488,474	\$447,266	(\$41,208)
OPEB CONTRIBUTION	6,887	7,555	668
OTHER BENEFITS	87,877	79,347	(8,530)
TOTAL EMPLOYEE BENEFITS	\$583,238	\$534,168	(\$49,070)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$1,662,211	\$1,555,588	(\$106,623)

2016-2017

INTERNAL AUDIT SERVICES

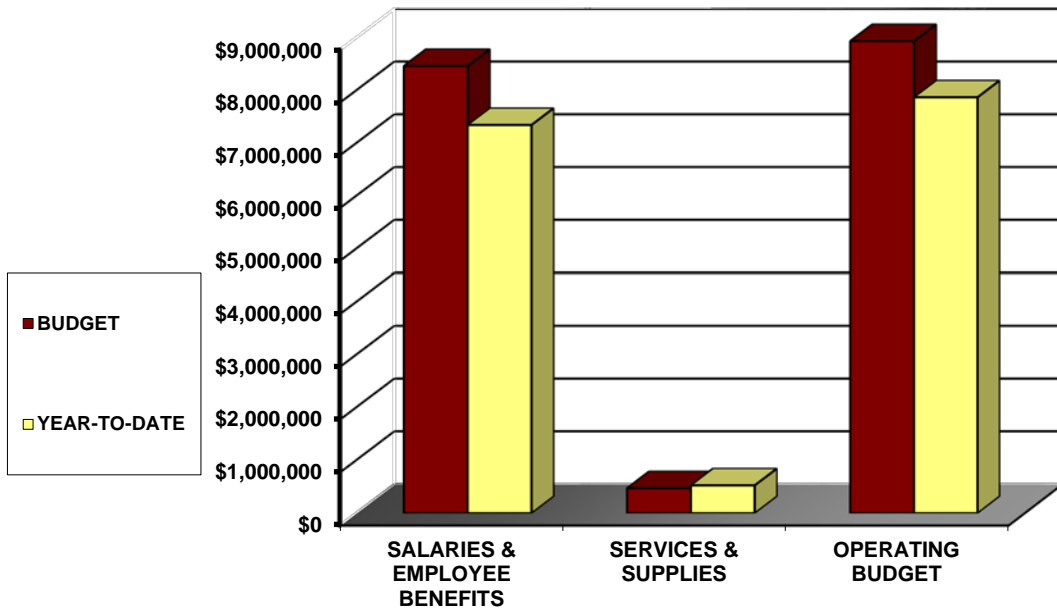
**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017**

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
TRANSPORTATION AND TRAVEL				
9181	TRANSPORTATION	\$3,800	\$3,263	(\$537)
9182	TRAVEL	20,000	13,541	(6,459)
	TOTAL	----- 23,800	----- 16,803	----- (6,997)
OFFICE SUPPLIES AND EQUIPMENT				
9302	SPECIAL ORDERS/MINOR EQUIP	1,000	1,612	612
	TOTAL	----- 1,000	----- 1,612	----- 612
PROFESSIONAL AND SPECIALIZED SERVICES				
9541	AUDITS	500,000	131,237	(368,763)
9674	MEMBER VERIFICATION	5,000	(3,402)	(8,402)
9702	AUDIT COMMITTEE CONSULTANT	20,000	7,688	(12,313)
	TOTAL	----- 525,000	----- 135,522	----- (389,478)
EDUCATIONAL EXPENSES				
9961	MEMBERSHIPS	7,000	3,220	(3,780)
9962	REGISTRATION FEES	37,200	9,761	(27,439)
9963	EDUCATIONAL MATERIALS	5,000	3,454	(1,546)
	TOTAL	----- 49,200	----- 16,435	----- (32,765)
MISCELLANEOUS				
9986	MISCELLANEOUS	1,000	421	(579)
	TOTAL	----- 1,000	----- 421	----- (579)
	GRAND TOTAL	----- \$600,000	----- \$170,794	----- (\$429,206)

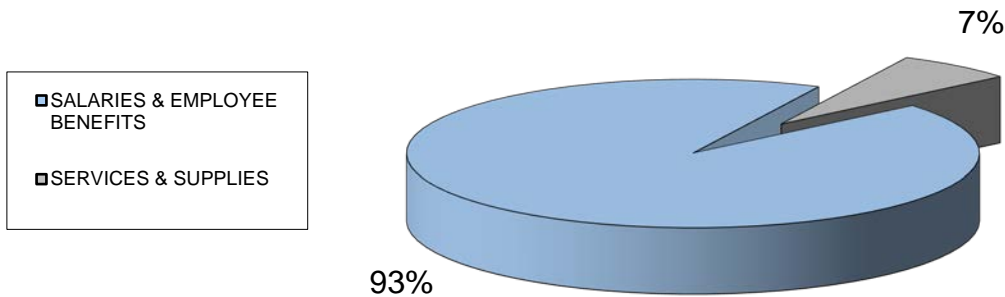
INVESTMENT OFFICE

BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$8,463,794	\$7,344,767	(\$1,119,027)
SERVICES & SUPPLIES	\$471,300	\$524,206	\$52,906
OPERATING BUDGET	\$8,935,094	\$7,868,974	(\$1,066,120)
Budgeted Positions	33		
Filled Positions	30		



Total Expenditures by Category



2016-2017

INVESTMENT OFFICE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$5,949,809	\$4,760,712	(\$1,189,097)
AGENCY TEMPORARY	30,000	33,590	3,590
STIPENDS	0	0	0
OVERTIME	0	1,806	1,806
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	7,200	0	(7,200)
SICKLEAVE BUYBACK	1,200	0	(1,200)
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$5,988,209	\$4,796,107	(\$1,192,102)
VARIABLE BENEFITS			
RETIREMENT	721,159	684,681	(36,478)
FICA CONTRIBUTION	70,614	77,569	6,955
COUNTY SUBSIDY - INSURANCE	232,394	255,434	23,040
OPTIONS PLAN	15,510	3,877	(11,633)
LIFE INSURANCE	106	0	(106)
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	130,005	124,872	(5,133)
SAVINGS PLAN	169,537	175,791	6,254
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	612,000	757,703	145,703
TOTAL VARIABLE BENEFITS	\$1,951,325	\$2,079,928	\$128,603
OPEB CONTRIBUTION	38,100	29,610	(8,490)
OTHER BENEFITS	486,160	439,121	(47,039)
TOTAL EMPLOYEE BENEFITS	\$2,475,585	\$2,548,660	\$73,075
TOTAL SALARIES & EMPLOYEE BENEFITS	\$8,463,794	\$7,344,767	(\$1,119,027)

2016-2017

INVESTMENT OFFICE

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

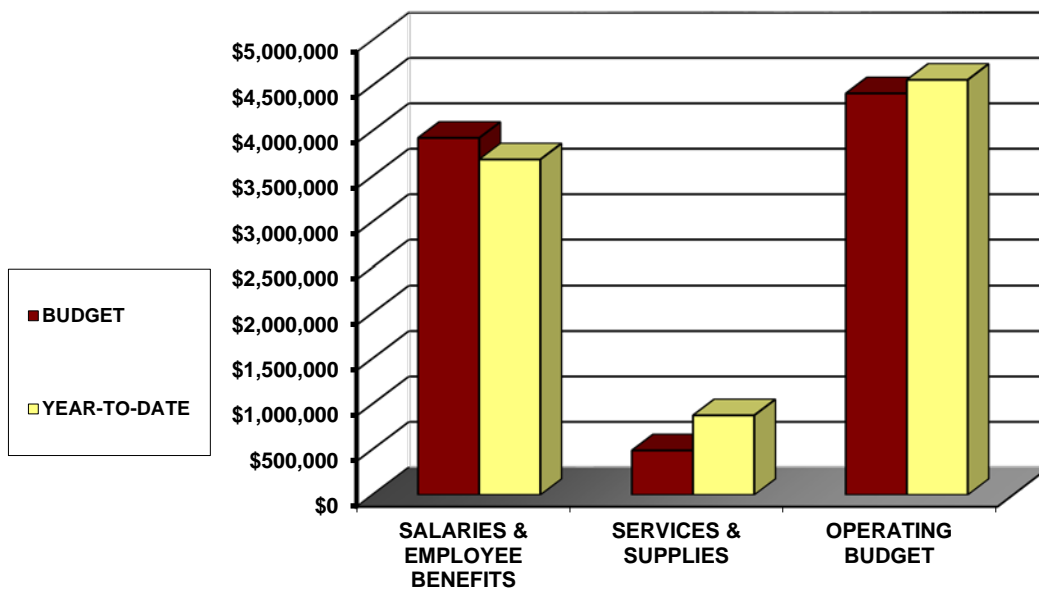
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	AUTO EXPENSES			
9102	AUTO MAINTENANCE/REPAIR	\$1,000	\$0	(\$1,000)
9103	GAS	1,200	23	(1,177)
9105	LICENSE FEES	400	0	(400)
	TOTAL	2,600	23	(2,577)
	TRANSPORTATION AND TRAVEL			
9181	TRANSPORTATION	27,900	30,051	2,151
9182	TRAVEL	307,800	375,981	68,181
	TOTAL	335,700	406,032	70,332
	OFFICE SUPPLIES AND EQUIPMENT			
9302	SPECIAL ORDERS/MINOR EQUIP	4,000	5,500	1,500
	TOTAL	4,000	5,500	1,500
	EDUCATIONAL EXPENSES			
9961	MEMBERSHIPS	70,000	78,501	8,501
9962	REGISTRATION FEES	40,000	29,439	(10,561)
9963	EDUCATIONAL MATERIALS	13,500	664	(12,836)
	TOTAL	123,500	108,604	(14,896)
	MISCELLANEOUS			
9986	MISCELLANEOUS	5,500	4,047	(1,453)
	TOTAL	5,500	4,047	(1,453)
	GRAND TOTAL	\$471,300	\$524,206	\$52,906

LEGAL SERVICES

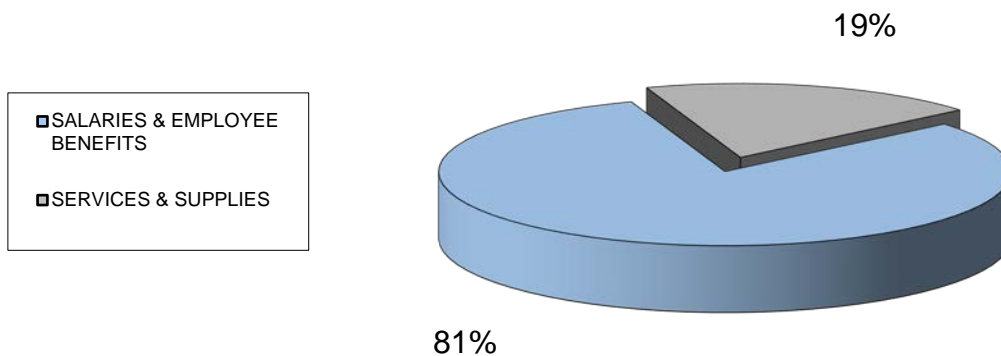
BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$3,923,194	\$3,686,454	(\$236,740)
SERVICES & SUPPLIES	\$490,100	\$876,190	\$386,090
OPERATING BUDGET	\$4,413,294	\$4,562,644	\$149,350

Budgeted Positions 20
Filled Positions 18



Total Expenditures by Category



2016-2017

LEGAL SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	2,474,316	2,328,478	(145,838)
AGENCY TEMPORARY	42,200	16,347	(25,853)
STIPENDS	0	0	0
OVERTIME	12,118	27,343	15,225
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	0	0	0
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$2,528,634	\$2,372,168	(\$156,466)
VARIABLE BENEFITS			
RETIREMENT	427,988	361,138	(66,850)
FICA CONTRIBUTION	38,848	34,725	(4,123)
COUNTY SUBSIDY - INSURANCE	196,020	231,062	35,042
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	71,420	62,491	(8,929)
SAVINGS PLAN	97,544	74,919	(22,625)
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	344,719	351,436	6,717
TOTAL VARIABLE BENEFITS	\$1,176,539	\$1,115,772	(\$60,767)
OPEB CONTRIBUTION	15,844	15,962	118
OTHER BENEFITS	202,177	182,553	(19,624)
TOTAL EMPLOYEE BENEFITS	\$1,394,560	\$1,314,287	(\$80,273)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$3,923,194	\$3,686,454	(\$236,740)

2016-2017

LEGAL SERVICES

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

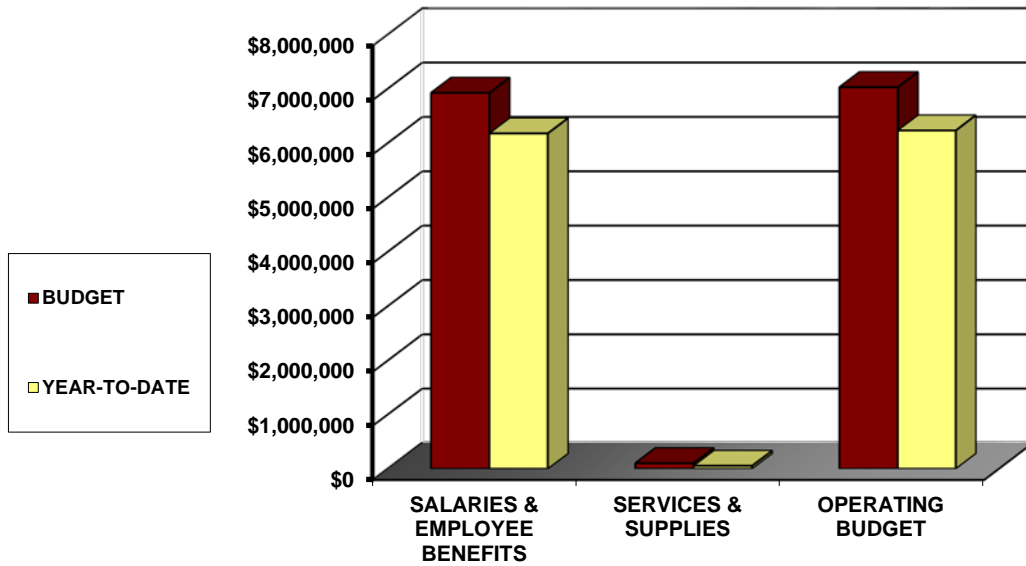
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	AUTO EXPENSES			
9102	AUTO MAINTENANCE/REPAIR	\$1,100	\$1,311	\$211
9103	GAS	400	2,155	1,755
9105	LICENSE FEES	300	173	(127)
	TOTAL	1,800	3,639	1,839
	TRANSPORTATION AND TRAVEL			
9181	TRANSPORTATION	5,300	3,208	(2,092)
9182	TRAVEL	33,000	16,736	(16,264)
	TOTAL	38,300	19,944	(18,356)
	OFFICE SUPPLIES AND EQUIPMENT			
9302	SPECIAL ORDERS/MINOR EQUIP	5,000	4,270	(730)
	TOTAL	5,000	4,270	(730)
	PROFESSIONAL AND SPECIALIZED SERVICES			
9543	LEGISLATIVE CONSULTING	0	60,688	60,688
9673	PHOTOCOPIES OF DOCUMENTS	500	10	(490)
	TOTAL	500	60,698	60,198
	LEGAL FEES AND SERVICES			
9771	ATTORNEY FEES AWARDS	30,000	78,626	48,626
9772	OUTSIDE LEGAL COUNSEL	275,000	578,488	303,488
9777	LITIGATION SUPPORT	2,000	14,464	12,464
	TOTAL	307,000	671,578	364,578
	EDUCATIONAL EXPENSES			
9961	MEMBERSHIPS	9,500	6,886	(2,614)
9962	REGISTRATION FEES	25,000	15,266	(9,734)
9963	EDUCATIONAL MATERIALS	100,000	92,403	(7,597)
	TOTAL	134,500	114,555	(19,945)
	MISCELLANEOUS			
9986	MISCELLANEOUS	3,000	1,507	(1,493)
	TOTAL	3,000	1,507	(1,493)
	GRAND TOTAL	\$490,100	\$876,190	\$386,090

MEMBER SERVICES

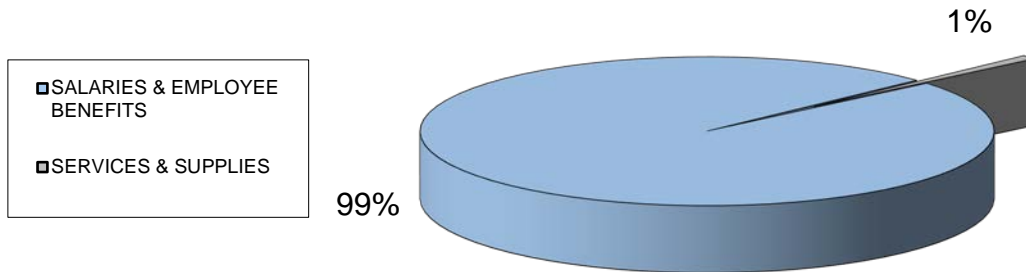
BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$6,929,629	\$6,182,818	(\$746,811)
SERVICES & SUPPLIES	\$103,900	\$54,191	(\$49,709)
OPERATING BUDGET	\$7,033,529	\$6,237,009	(\$796,520)

Budgeted Positions 67
Filled Positions 57



Total Expenditures by Category



2016-2017

MEMBER SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$4,313,102	\$3,718,239	(\$594,863)
AGENCY TEMPORARY	142,000	105,603	(36,397)
STIPENDS	0	0	0
OVERTIME	108,684	192,226	83,542
BILINGUAL BONUS	21,600	12,850	(8,750)
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	10,000	6,989	(3,011)
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$4,595,386	\$4,035,907	(\$559,479)
VARIABLE BENEFITS			
RETIREMENT	714,882	599,542	(115,340)
FICA CONTRIBUTION	66,859	60,733	(6,126)
COUNTY SUBSIDY - INSURANCE	57,758	62,128	4,370
OPTIONS PLAN	751,693	762,206	10,513
LIFE INSURANCE	3,330	2,533	(797)
HEALTH INSURANCE TEMPS	76,183	74,101	(2,082)
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	122,462	107,513	(14,949)
SAVINGS PLAN	23,364	20,647	(2,717)
PENSION SAVINGS PLAN	10,525	6,414	(4,111)
MEGAFLEX	127,143	103,974	(23,169)
TOTAL VARIABLE BENEFITS	\$1,954,199	\$1,799,791	(\$154,408)
OPEB CONTRIBUTION	27,619	26,891	(728)
OTHER BENEFITS	352,425	320,229	(32,196)
TOTAL EMPLOYEE BENEFITS	\$2,334,243	\$2,146,911	(\$187,332)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$6,929,629	\$6,182,818	(\$746,811)

2016-2017

MEMBER SERVICES

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

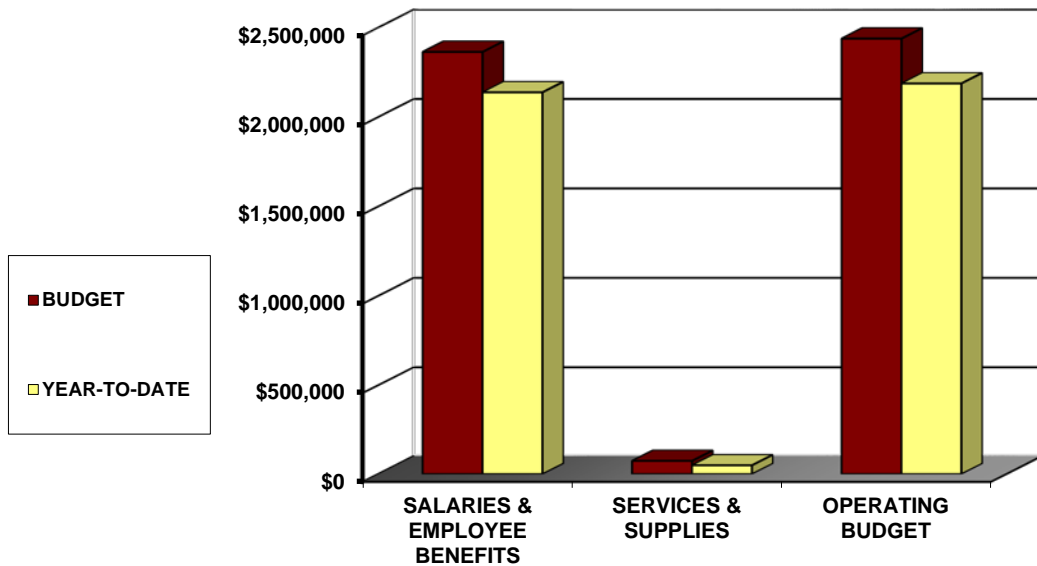
		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	TRANSPORTATION AND TRAVEL			
9181	TRANSPORTATION	\$15,500	\$10,020	(\$5,480)
9182	TRAVEL	25,900	14,661	(11,239)
	TOTAL	41,400	24,682	(16,718)
	OFFICE SUPPLIES AND EQUIPMENT			
9302	SPECIAL ORDERS/MINOR EQUIP	14,500	10,149	(4,351)
	TOTAL	14,500	10,149	(4,351)
	EDUCATIONAL EXPENSES			
9961	MEMBERSHIPS	1,000	642	(358)
9962	REGISTRATION FEES	43,500	13,341	(30,159)
9963	EDUCATIONAL MATERIALS	500	97	(403)
	TOTAL	45,000	14,080	(30,920)
	MISCELLANEOUS			
9986	MISCELLANEOUS	3,000	5,281	2,281
	TOTAL	3,000	5,281	2,281
	GRAND TOTAL	\$103,900	\$54,191	(\$49,709)

QUALITY ASSURANCE

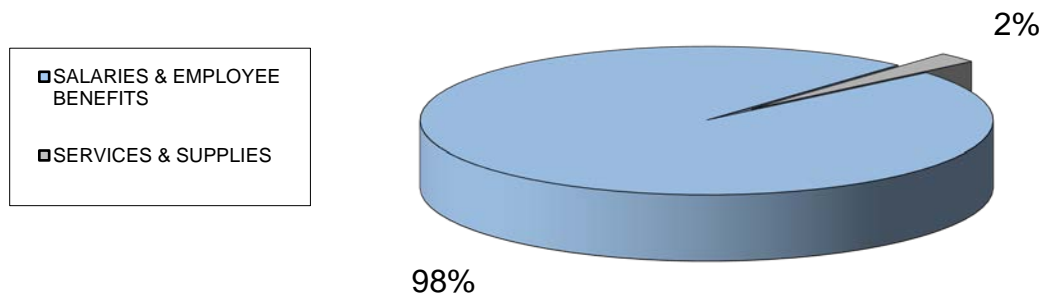
BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$2,364,976	\$2,138,970	(\$226,006)
SERVICES & SUPPLIES	\$74,500	\$49,625	(\$24,875)
OPERATING BUDGET	\$2,439,476	\$2,188,595	(\$250,881)

Budgeted Positions 18
Filled Positions 17



Total Expenditures by Category



2016-2017

QUALITY ASSURANCE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$1,425,967	\$1,309,591	(\$116,376)
AGENCY TEMPORARY	0	0	0
STIPENDS	0	0	0
OVERTIME	3,950	2,140	(1,810)
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	0	0	0
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$1,429,917	\$1,311,730	(\$118,187)
VARIABLE BENEFITS			
RETIREMENT	286,031	239,423	(46,608)
FICA CONTRIBUTION	19,643	21,157	1,514
COUNTY SUBSIDY - INSURANCE	81,321	98,212	16,891
OPTIONS PLAN	0	7,919	7,919
LIFE INSURANCE	153	31	(122)
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	0	4,647	4,647
THRIFT PLAN / HORIZONS	38,377	39,496	1,119
SAVINGS PLAN	52,193	44,578	(7,615)
PENSION SAVINGS PLAN	0	0	0
MEGAFLEX	331,694	255,551	(76,143)
TOTAL VARIABLE BENEFITS	\$809,412	\$711,014	(\$98,398)
OPEB CONTRIBUTION	9,131	10,712	1,581
OTHER BENEFITS	116,516	105,514	(11,002)
TOTAL EMPLOYEE BENEFITS	\$935,059	\$827,240	(\$107,819)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$2,364,976	\$2,138,970	(\$226,006)

2016-2017

QUALITY ASSURANCE

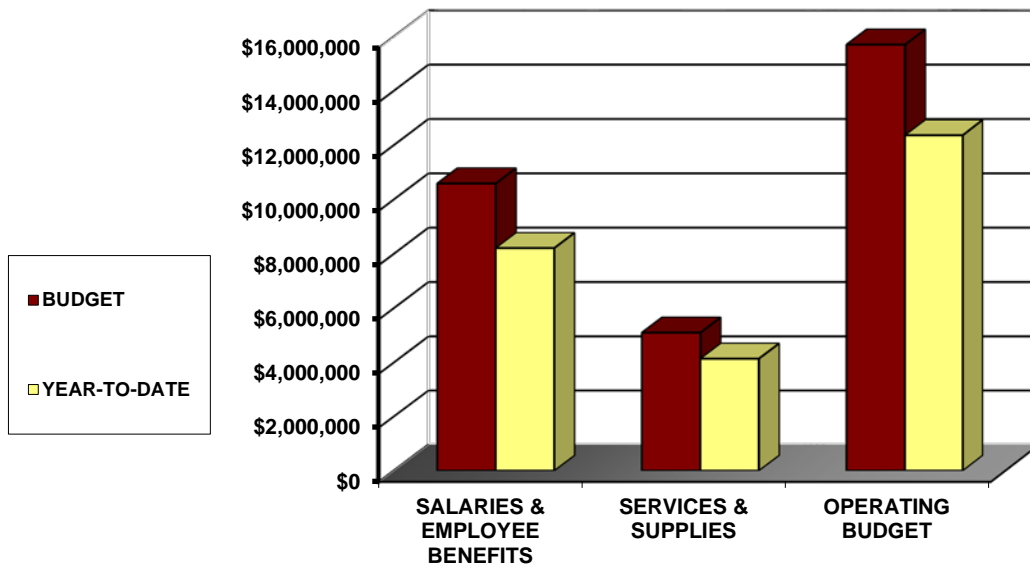
DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
	TRANSPORTATION AND TRAVEL			
9181	TRANSPORTATION	\$2,500	\$2,500	\$0
9182	TRAVEL	30,500	19,240	(11,260)
	TOTAL	33,000	21,740	(11,260)
	OFFICE SUPPLIES AND EQUIPMENT			
9302	SPECIAL ORDERS/MINOR EQUIP	3,500	2,537	(963)
	TOTAL	3,500	2,537	(963)
	EDUCATIONAL EXPENSES			
9961	MEMBERSHIPS	5,500	5,267	(234)
9962	REGISTRATION FEES	30,000	18,595	(11,405)
9963	EDUCATIONAL MATERIALS	2,000	1,034	(966)
	TOTAL	37,500	24,896	(12,604)
	MISCELLANEOUS			
9986	MISCELLANEOUS	500	453	(47)
	TOTAL	500	453	(47)
	GRAND TOTAL	\$74,500	\$49,625	(\$24,875)

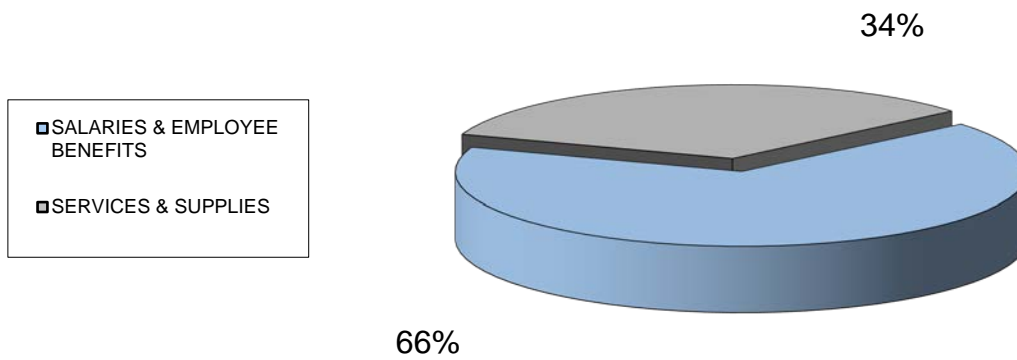
SYSTEMS DIVISION

BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$10,599,168	\$8,222,017	(\$2,377,151)
SERVICES & SUPPLIES	\$5,109,200	\$4,151,616	(\$957,584)
OPERATING BUDGET	\$15,708,368	\$12,373,633	(\$3,334,735)
Budgeted Positions	52		
Filled Positions	40		



Total Expenditures by Category



2016-2017

SYSTEMS DIVISION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	ACTUAL	YTD OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	\$5,692,885	\$4,498,931	(\$1,193,954)
AGENCY TEMPORARY	1,927,000	1,163,864	(763,136)
STIPENDS	0	0	0
OVERTIME	130,010	132,355	2,345
BILINGUAL BONUS	0	0	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	6,000	7,042	1,042
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$7,755,895.00	\$5,802,192.09	(\$1,953,702.91)
VARIABLE BENEFITS			
RETIREMENT	995,434	711,179	(284,255)
FICA CONTRIBUTION	77,915	69,683	(8,232)
COUNTY SUBSIDY - INSURANCE	200,488	179,382	(21,106)
OPTIONS PLAN	293,722	301,762	8,040
LIFE INSURANCE	1,447	1,479	32
HEALTH INSURANCE TEMPS	0	0	0
FLEXIBLE BENEFIT PLAN	15,907	15,312	(595)
THRIFT PLAN / HORIZONS	130,694	130,123	(571)
SAVINGS PLAN	122,681	110,443	(12,238)
PENSION SAVINGS PLAN	2,838	3,816	978
MEGAFLEX	500,525	443,120	(57,405)
TOTAL VARIABLE BENEFITS	\$2,341,651	\$1,966,299	(\$375,352)
OPEB CONTRIBUTION	36,455	31,793	(4,662)
OTHER BENEFITS	465,167	421,733	(43,434)
TOTAL EMPLOYEE BENEFITS	\$2,843,273	\$2,419,825	(\$423,448)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$10,599,168	\$8,222,017	(\$2,377,151)

2016-2017

SYSTEMS DIVISION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
COMMUNICATIONS				
9121	DISASTER RECOVERY - CELLULAR SRVC	\$130,000	\$109,871	(\$20,129)
9124	INTERNET ACCESS	138,000	164,531	26,531
9125	TRUNK LINES	200,000	98,050	(101,950)
9130	TELECOMMUTING EXPENSE	41,000	21,458	(19,542)
9133	TELEPHONE SYSTEM SUPPLIES	25,000	8,127	(16,873)
9135	TELEPHONE SYSTEM MAINTENANCE	25,000	(46,471)	(71,471)
9139	LA NET DATA CIRCUIT CHARGES/MCI	16,000	14,372	(1,628)
	TOTAL	575,000	369,938	(205,062)
TRANSPORTATION AND TRAVEL				
9181	TRANSPORTATION	7,500	2,024	(5,476)
9182	TRAVEL	25,000	5,664	(19,336)
	TOTAL	32,500	7,689	(24,811)
POSTAGE				
9208	MONTHLY RETIREE CHECK MAILING	290,000	360,670	70,670
	TOTAL	290,000	360,670	70,670
OFFICE SUPPLIES AND EQUIPMENT				
9302	SPECIAL ORDERS/MINOR EQUIP	24,000	5,687	(18,313)
9336	COMPUTER PRINTER	12,000	0	(12,000)
9344	COMPUTER ACCESSORIES	20,000	5,479	(14,521)
9345	COMPUTER PERIPHERALS	30,000	35,238	5,238
9347	STORAGE MEDIA	15,000	85	(14,915)
9348	BOARD MEMBER TECH SUPPORT	35,000	36,727	1,727
9353	DIVISIONAL IT SUPPLIES/EQUIPMENT	124,500	42,954	(81,546)
	TOTAL	260,500	126,170	(134,330)
EQUIPMENT MAINTENANCE				
9406	MAINFRAME EQUIPMENT	100,000	185,268	85,268
9411	AV MAINTENANCE CONTRACT BOARDROOM	43,000	24,012	(18,988)
9412	KEY CARD SECURITY SYSTEM (DAS)	40,000	28,450	(11,550)
9414	LAN HARDWARE MAINTENANCE	184,700	35,078	(149,622)
9419	ON-SITE PRINTER MAINTENANCE	18,000	12,555	(5,445)
9424	EQUIP MAINT - UPS - SERVER ROOM	14,500	13,630	(870)
9436	EQUIP MAINT - AIR CONDITIONING	50,000	55,717	5,717
9438	AUDIO VISUAL ENHANCEMENTS	25,000	400	(24,600)
9439	SURVEILLANCE SYSTEM	15,000	46,290	31,290
9442	FIRE SUPPRESSION SYSTEM	15,000	0	(15,000)
9443	GENERATOR SYSTEM	5,200	1,488	(3,712)
	TOTAL	510,400	402,888	(107,512)

2016-2017

SYSTEMS DIVISION

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
PROFESSIONAL AND SPECIALIZED SERVICES				
9502	EDP CHARGES - ISD	\$6,000	\$8,160	\$2,160
9509	AUDITOR CONTROLLER - PAYROLL SERVICES	86,100	38,000	(48,100)
9550	FILENET WORKFLOW/GUI CONSULTING	40,000	51,000	11,000
9574	KNOWLEDGE & DOC MGMT PROJECT	180,000	39,718	(140,282)
9680	IRON MOUNTAIN MEDIA STORAGE	50,000	40,993	(9,007)
9681	RETIREE PAYROLL PRINTING	200,000	177,957	(22,043)
9692	IBM HOTSITE SERVICES	200,000	152,342	(47,658)
9714	SECURITY ASSESSMENT	85,000	0	(85,000)
	TOTAL	847,100	508,171	(338,929)
COMPUTER SERVICES & SUPPORT				
9831	LAN SOFTWARE & LIC - NEW	70,000	24,453	(45,547)
9832	LAN SOFTWARE & LIC - EXISTING	758,300	865,240	106,940
9833	MAINFRAME SOFTWARE & LIC - EXISTING	815,000	707,108	(107,892)
9843	LAN NETWORK HARDWARE - NEW	135,000	86,256	(48,744)
9879	CO-LOCATION	245,000	230,646	(14,354)
9882	BOARDROOM OPERATION MGMT SYSTEMS I	125,000	124,301	(699)
9901	DPC IMAGE CAPTURE REPLACEMENT	50,000	0	(50,000)
9908	ENT. WORKSTATION REPLACEMENT	150,000	236,118	86,118
9912	CUSTOMER FEEDBACK SYSTEM	40,000	34,210	(5,790)
9913	ENTERPRISE ACCOUNTING SYSTEM	40,000	22,050	(17,950)
9914	REDUNDANT ENTERPRISE INTERNET CONNECTI	30,000	6,188	(23,813)
9915	FILENET UPGRADE	75,000	32,175	(42,825)
	TOTAL	2,533,300	2,368,744	(164,556)
EDUCATIONAL EXPENSES				
9961	MEMBERSHIPS	900	1,565	665
9962	REGISTRATION FEES	50,000	980	(49,020)
9963	EDUCATIONAL MATERIALS	8,500	2,133	(6,368)
	TOTAL	59,400	4,678	(54,723)
MISCELLANEOUS				
9986	MISCELLANEOUS	1,000	2,669	1,669
	TOTAL	1,000	2,669	1,669
GRAND TOTAL		\$5,109,200	\$4,151,616	(\$957,584)

FISCAL YEAR 2016-2017
RETIREE HEALTHCARE BENEFITS PROGRAM
BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF
JUNE 30, 2017

RETIREE HEALTH CARE BENEFITS PROGRAM

FISCAL YEAR 2016-2017

BUDGET CONTROL REPORT

**BASED ON EXPENDITURES AS OF
JUNE 30, 2017**

TABLE OF CONTENTS

	PAGE
EXECUTIVE SUMMARY	1-R
SUMMARY	2-R
SALARIES AND EMPLOYEE BENEFITS EXPENDITURES	3-R
SERVICES AND SUPPLIES EXPENDITURES	4-R

FISCAL YEAR 2016-2017

RETIREE HEALTHCARE BENEFITS PROGRAM

**BUDGET CONTROL REPORT
EXECUTIVE SUMMARY**

**BASED ON EXPENDITURES AS OF
JUNE 30, 2017**

The following is the FY 2016-17 Final Budget Control Report for the Retiree Health Care Benefits Program. The total program expenses were \$5,326,190 based on actual expenditure information through June 30, 2017. This represents an under expenditure of \$1,175,098 from the operating budget.

The major contributing factors are:

Salaries and Employee Benefits:



Under expenditure of **\$246,880** in Salaries and Employee Benefits resulting from the following factors:

- ⇓ Permanent salaries were lower than anticipated due to hiring plan changes resulting from recruitment delays and unanticipated vacancies.
- ⇓ Variable Benefit expenditures were lower than anticipated as a result of hiring plan changes and corresponding reduced expenditures in variable benefits.

Services and Supplies:



Under expenditure of **\$928,220** in Services and Supplies primarily due to the following factors:

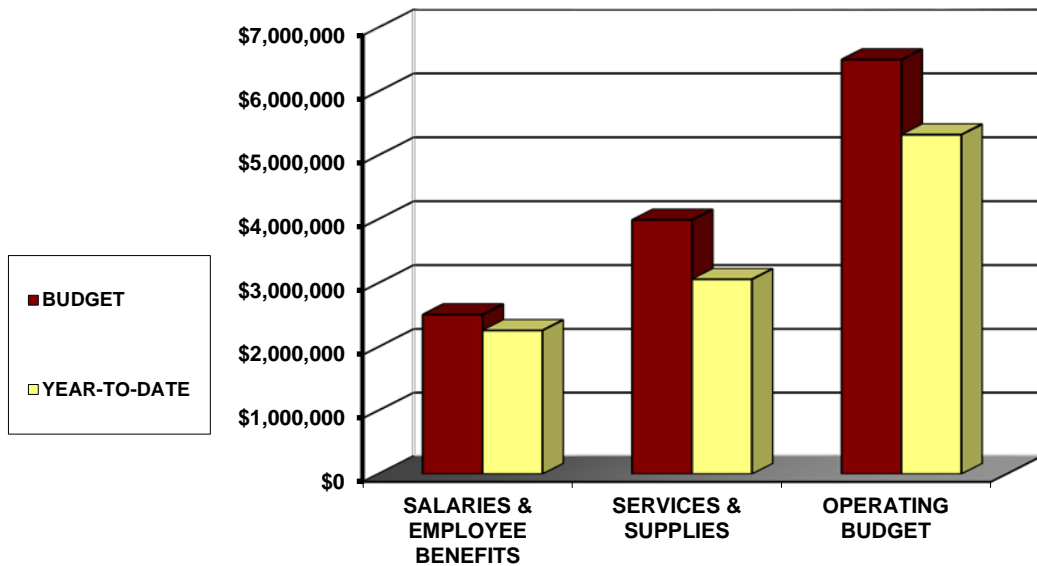
- ⇓ Professional and Specialized Services were lower than anticipated due to the Dependent Eligibility Audit and Pharmacy Benefit Management (PBM) Audit services being postponed and other critical priorities. In addition, the cost for the new consultant for RHC Consulting Services was lower than anticipated.
- ⇓ Postage costs were lower than anticipated due to the mailing cost not increasing as anticipated. The implementation of the Employer Group Waiver Plan (EGWP) was postponed, and there were no major federal program changes that required special mailings as initially anticipated.

RETIREE HEALTHCARE BENEFITS PROGRAM

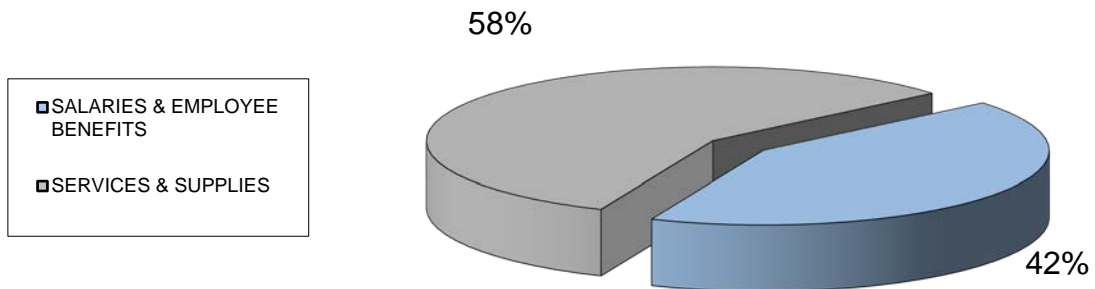
BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$2,509,594	\$2,262,716	(\$246,878)
SERVICES & SUPPLIES	\$3,991,694	\$3,063,474	(\$928,220)
OPERATING BUDGET	\$6,501,288	\$5,326,190	(\$1,175,098)

Budgeted Positions 22
Filled Positions 20



Total Expenditures by Category



2016-2017

SUMMARY RHC

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2017

	BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
SALARIES & OTHER PAYS			
PERMANENT / COUNTY TEMPORARY	1,606,005	1,478,308	(127,697)
AGENCY TEMPORARY	68,400	60,337	(8,063)
STIPENDS	0	0	0
OVERTIME	12,834	8,568	(4,266)
BILINGUAL BONUS	2,400	2,400	0
PAY IN LIEU OF SALARY REDUCTION	0	0	0
TRANSPORTATION ALLOWANCE	0	0	0
SICKLEAVE BUYBACK	10,000	29,210	19,210
RESERVE FOR REMUNERATION	0	0	0
TOTAL SALARIES & OTHER PAYS	\$1,699,639	\$1,578,823	(\$120,816)
VARIABLE BENEFITS			
RETIREMENT	327,255	232,980	(94,277)
FICA CONTRIBUTION	22,249	19,335	(2,914)
COUNTY SUBSIDY - INSURANCE	32,603	28,669	(3,934)
OPTIONS PLAN	276,945	279,290	2,345
LIFE INSURANCE	766	662	(104)
HEALTH INSURANCE TEMPS	0	3,787	3,787
FLEXIBLE BENEFIT PLAN	0	0	0
THRIFT PLAN / HORIZONS	48,028	40,736	(7,292)
SAVINGS PLAN	18,598	4,497	(14,101)
PENSION SAVINGS PLAN	151	548	397
MEGAFLEX	73,076	63,207	(9,869)
TOTAL VARIABLE BENEFITS	\$799,671	\$673,711	(\$125,962)
OPEB CONTRIBUTION	10,284	10,182	(102)
OTHER BENEFITS	0	0	0
TOTAL EMPLOYEE BENEFITS	\$809,955	\$683,893	(\$126,064)
TOTAL SALARIES & EMPLOYEE BENEFITS	\$2,509,594	\$2,262,716	(\$246,878)

2016-2017

SUMMARY RHC

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
 BASED ON EXPENDITURES AS OF JUNE 30, 2017

		BUDGET	YTD ACTUAL	OVER/(UNDER) BUDGET
TRANSPORTATION AND TRAVEL				
9181	TRANSPORTATION	\$5,600	\$5,103	(\$497)
9182	TRAVEL	39,400	34,344	(5,056)
TOTAL		45,000	39,448	(5,552)
POSTAGE				
9212	SPECIAL RETIREE MAILINGS	550,000	173,193	(376,807)
TOTAL		550,000	173,193	(376,807)
OFFICE SUPPLIES AND EQUIPMENT				
9302	SPECIAL ORDERS/MINOR EQUIP	3,500	2,335	(1,165)
TOTAL		3,500	2,335	(1,165)
OPERATIONAL COSTS				
9482	RENT	114,400	104,286	(10,114)
9483	DEPARTMENTAL OVERHEAD	1,653,094	1,706,549	53,455
TOTAL		1,767,494	1,810,835	43,341
PROFESSIONAL AND SPECIALIZED SERVICES				
9541	AUDITS	565,000	96,172	(468,828)
9545	HEALTH CARE CONSULTING	720,000	642,000	(78,000)
9572	PENSION BENEFIT INFORMATION	2,000	0	(2,000)
9573	OPEB VALUATION	315,000	278,146	(36,854)
TOTAL		1,602,000	1,016,318	(585,682)
EDUCATIONAL EXPENSES				
9961	MEMBERSHIPS	3,200	3,000	(200)
9962	REGISTRATION FEES	18,000	18,345	345
9963	EDUCATIONAL MATERIALS	2,500	0	(2,500)
TOTAL		23,700	21,345	(2,355)
GRAND TOTAL		\$3,991,694	\$3,063,474	(\$928,220)

FISCAL YEAR 2016-2017
COUNTY OTHER POST-EMPLOYMENT
BENEFITS TRUST
BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF
JUNE 30, 2017

COUNTY OTHER POST-EMPLOYMENT BENEFITS TRUST

FISCAL YEAR 2016-2017

BUDGET CONTROL REPORT

**BASED ON EXPENDITURES AS OF
JUNE 30, 2017**

TABLE OF CONTENTS

	PAGE
EXECUTIVE SUMMARY	1-C
SUMMARY	2-C

FISCAL YEAR 2016-2017

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

**BASED ON EXPENDITURES AS OF
JUNE 30, 2017**

The County of Los Angeles (County) maintains a Retiree Healthcare Program (RHP) for members of LACERA. In FY 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. As such, the Trust Agreement allows LACERA to seek payment directly from the County or obtain payment from the OPEB Trust.

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

Beginning in FY 2013-14, the OPEB Trust was implemented into the budget to capture the administration and maintenance costs. In mid FY 2016-17, the OPEB Trust was divided into the County OPEB, LACERA's portion of the County OPEB, and the Superior Court OPEB.

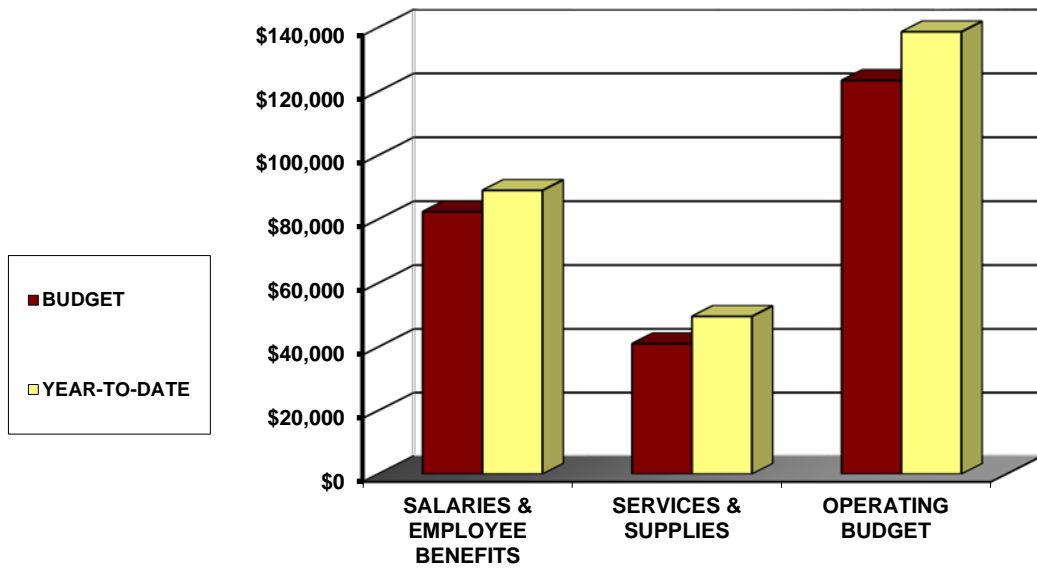
The following is the Final Budget Control Report for FY 2016-17. The total OPEB Trust expenses were \$138,733 based on actual expenditure information through June 30, 2017. This represents over expenditure of \$15,213 compared the operating budget.

The major contributing factor to this over expenditure was higher than projected costs for Services and Supplies as a result of an unanticipated expense for an Internal Revenue Service (IRS) response letter for the OPEB Trust private letter ruling.

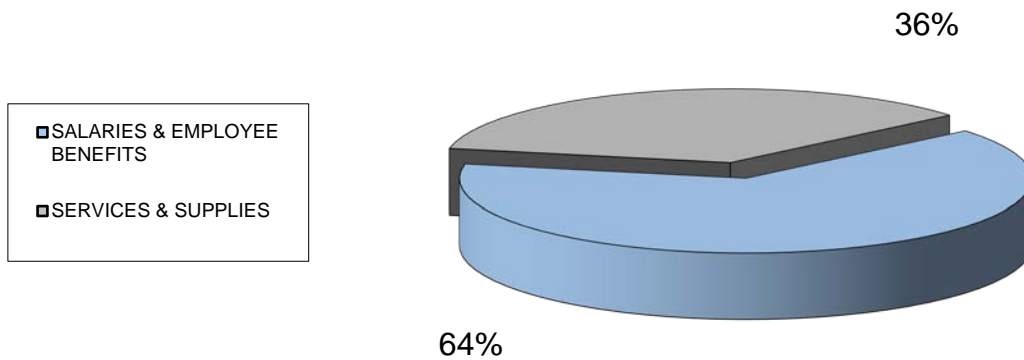
COUNTY OTHER POST-EMPLOYMENT BENEFITS TRUST

BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$82,420	\$89,085	\$6,664
SERVICES & SUPPLIES	\$41,100	\$49,649	\$8,549
OPERATING BUDGET	\$123,520	\$138,733	\$15,213



Total Expenditures by Category



FISCAL YEAR 2016-2017

**LACERA'S PORTION OF THE LA COUNTY
OTHER POST-EMPLOYMENT BENEFITS TRUST**

BUDGET CONTROL REPORT

**BASED ON EXPENDITURES AS OF
JUNE 30, 2017**

**LACERA'S PORTION OF THE LA COUNTY
OTHER POST-EMPLOYMENT BENEFITS TRUST**

FISCAL YEAR 2016-2017

BUDGET CONTROL REPORT

**BASED ON EXPENDITURES AS OF
JUNE 30, 2017**

TABLE OF CONTENTS

	PAGE
EXECUTIVE SUMMARY	1-L
SUMMARY	2-L

FISCAL YEAR 2016-2017

**LACERA'S PORTION OF THE LA COUNTY
OTHER POST-EMPLOYMENT BENEFITS TRUST
BUDGET CONTROL REPORT
EXECUTIVE SUMMARY**

**BASED ON EXPENDITURES AS OF
JUNE 30, 2017**

LACERA's portion of the County OPEB maintains a Retiree Healthcare Program for members of LACERA. In FY 2016-17, LACERA still integrated into the County OPEB Trust, began capturing cost to administer their portion of the County OPEB Trust. The LACERA Board of Investments is the trustee and investment manager for this trust.

The Trust Agreement between the County and LACERA stipulates "*...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. As such, the Trust Agreement allows LACERA to pay our portion of the administrative maintenance cost directly to the OPEB Trust.

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

Beginning FY 2016-17, LACERA's portion of the County OPEB Trust was implemented into the budget to capture the cost of maintaining and running the LACERA's portion of the County OPEB Trust.

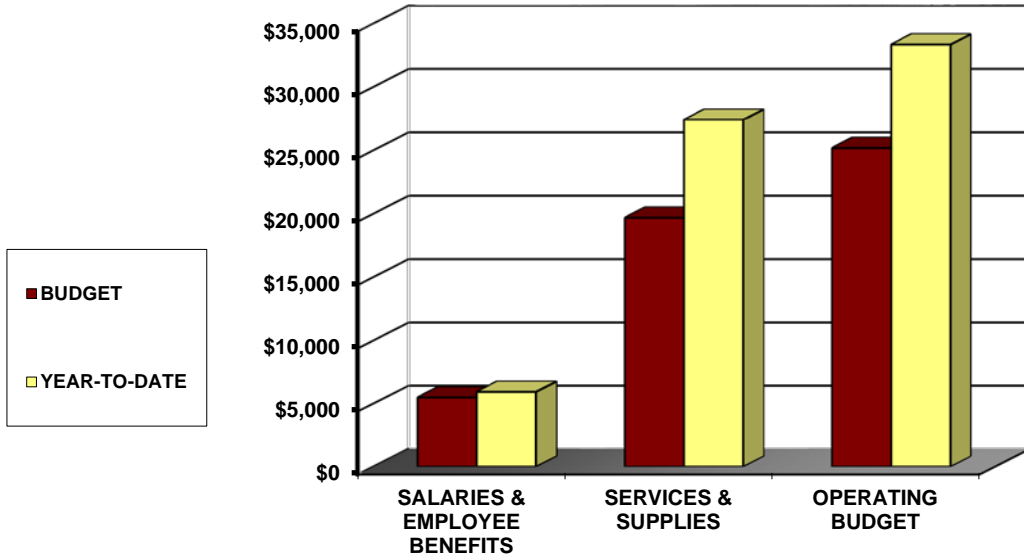
The following is the Final Budget Control Report for FY 2016-17. LACERA's Portion of the County OPEB expenses were \$33,381 based on actual expenditure information through June 30, 2017. This represents an over expenditure of \$8,186 from the operating budget.

The major contributing factor to this over expenditure was unanticipated costs for Services and Supplies as a result of unforeseen legal and tax counsel fees, associated with the newly created Master OPEB Trust and private letter ruling.

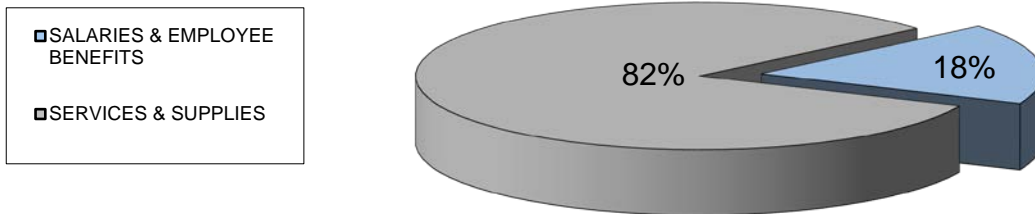
LACERA'S PORTION OF LA COUNTY OPEB TRUST

BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$5,495	\$5,939	\$444
SERVICES & SUPPLIES	\$19,700	\$27,442	\$7,742
OPERATING BUDGET	\$25,195	\$33,381	\$8,186



Total Expenditures by Category



FISCAL YEAR 2016-2017
SUPERIOR COURT
OTHER POST-EMPLOYMENT BENEFITS TRUST
BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF
JUNE 30, 2017

**SUPERIOR COURT
OTHER POST-EMPLOYMENT BENEFITS TRUST**

FISCAL YEAR 2016-2017

BUDGET CONTROL REPORT

**BASED ON EXPENDITURES AS OF
JUNE 30, 2017**

TABLE OF CONTENTS

	PAGE
EXECUTIVE SUMMARY	1-S
SUMMARY	2-S

FISCAL YEAR 2016-2017

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

**BASED ON EXPENDITURES AS OF
June 30, 2017**

The Superior Court maintains a Retiree Healthcare Program for members of LACERA. In FY 2016-17, the Superior Court 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 Superior Court and LACERA stipulates “...*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. As such, the Trust Agreement allows LACERA to seek payment directly from the Superior Court or obtain payment from the OPEB Trust.

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

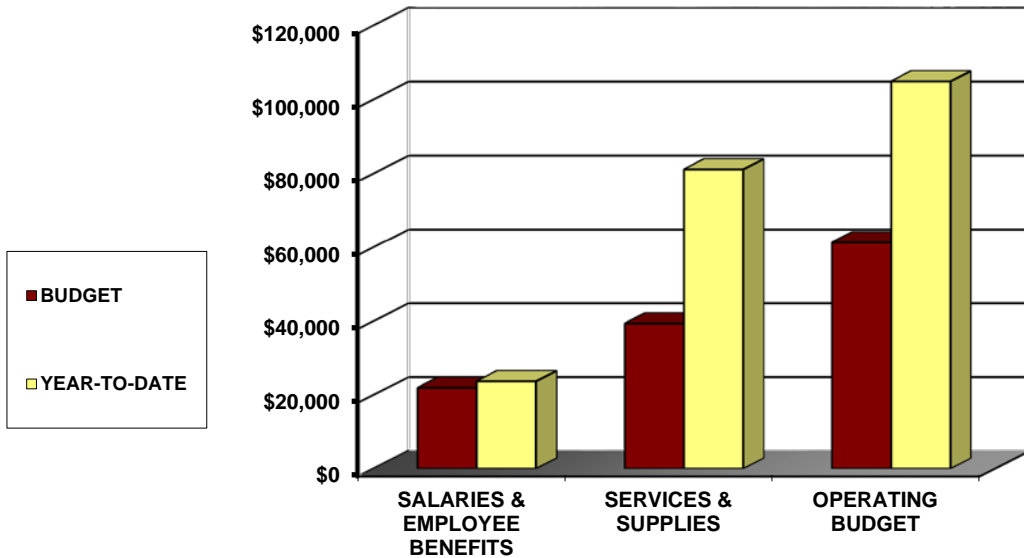
Beginning in FY 2016-17, the Superior Court OPEB Trust was implemented into the budget to capture the cost of maintaining and administering the Superior Court OPEB Trust. Under the Court OPEB Trust Agreement, the Court bears all administrative costs. During commencement, the Superior Court incurred additional costs for Services and Supplies with the newly created Master OPEB Trust and private letter ruling application for the Superior Court OPEB Trust.

The following is the Final Budget Control Report for FY 2016-17. The total OPEB Trust expenses were \$104,946 based on actual expenditure information through June 30, 2017. This represents an over expenditure of \$43,566 compared to the operating budget.

SUPERIOR COURT OTHER POST-EMPLOYMENT BENEFITS TRUST

BUDGET CONTROL REPORT - FISCAL YEAR 2016-2017 BASED ON EXPENDITURES AS OF JUNE 30, 2017

<u>CATEGORY</u>	<u>BUDGET</u>	<u>YEAR-TO-DATE</u>	<u>OVER / (UNDER) BUDGET</u>
SALARIES & EMPLOYEE BENEFITS	\$21,979	\$23,756	\$1,777
SERVICES & SUPPLIES	\$39,401	\$81,190	\$41,789
OPERATING BUDGET	\$61,380	\$104,946	\$43,566



Total Expenditures by Category

