

AGENDA

A REGULAR MEETING OF THE BOARD OF RETIREMENT

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

300 N. LAKE AVENUE, SUITE 810, PASADENA, CA

9:00 A.M., THURSDAY, MARCH 12, 2020

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

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES
 - A. Approval of the Minutes of the Regular Meeting of February 13, 2020
- IV. PUBLIC COMMENT
- V. CHIEF EXECUTIVE OFFICER UPDATE
(For information purposes only)
- VI. DISABILITY RETIREMENT APPLICATIONS ON CONSENT CALENDAR
- VII. CONSENT ITEMS
 - A. Recommendation as submitted by Tamara Caldwell, Acting Division Manager, Disability Retirement Services: That the Board grant the appeals and request for an administrative hearing for applicants Kamilia Salama, Mayedean B. Turner, and John P. Harris. (Memo dated February 27, 2020)
 - B. Recommendation as submitted by Tamara Caldwell, Acting Division Manager, Disability Retirement Services: That the Board dismiss with prejudice the appeal of Yvonne R. Girard for service-connected disability retirement. (Memo dated February 28, 2020)
- VIII. EXCLUDED CONSENT ITEMS

IX. REPORTS

- A. For Information Only as submitted by Santos H. Kreimann, Chief Executive Officer, regard the Coronavirus (COVID-19) Response Planning and Business Continuity Update. (Memo dated March 5, 2020)
- B. For Information Only as submitted by Tamara Caldwell, Acting Division Manager, Disability Retirement Services, regarding the Application Processing Time Snapshot Reports. (Memo dated February 26, 2020)

X. ITEMS FOR STAFF REVIEW

XI. GOOD OF THE ORDER
(For information purposes only)

XII. DISABILITY RETIREMENT CASES TO BE HELD IN CLOSED SESSION

- A. Applications for Disability
- B. Disability Retirement Appeals
- C. Staff Recommendations
 - 1. Recommendation as submitted by JJ Popowich, Assistant Executive Officer: That the Board approve the service provider invoices for Winet Patrick Gayer Creighton & Hanes. (Memo dated February 27, 2020)

XIII. EXECUTIVE SESSION

- A. Conference with Legal Counsel – Existing Litigation
(Pursuant to Paragraph (1) of Subdivision (d) of California Government Code Section 54956.9)
 - 1. Nancy C. Yu et al. v. Board of Retirement

XIV. ADJOURNMENT

Documents subject to public disclosure that relate to an agenda item for an open session of the Board of Retirement that are distributed to members of the Board of Retirement 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 Board of Retirement Members at LACERA's offices at 300 N. Lake Avenue, Suite 820, Pasadena, CA 91101, during normal business hours of 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 the Board Offices at (626) 564-6000, Ext. 4401/4402 from 8:30 a.m. to 5:00 p.m. Monday through Friday, but no later than 48 hours prior to the time the meeting is to commence. Assistive Listening Devices are available upon request. American Sign Language (ASL) Interpreters are available with at least three (3) business days notice before the meeting date.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF RETIREMENT
LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

300 N. LAKE AVENUE, SUITE 810, PASADENA, CA

9:00 A.M., THURSDAY, FEBRUARY 13, 2020

PRESENT: Herman Santos, Chair
Vivian H. Gray, Vice Chair
JP Harris (Alternate Retired)
Keith Knox
Wayne Moore (Arrived at 9:02 a.m.)
Ronald Okum
William Pryor (Alternate Safety)
Les Robbins
Thomas Walsh

ABSENT: Shawn R. Kehoe

Gina Zapanta, Secretary

STAFF ADVISORS AND PARTICIPANTS

Santos H. Kreimann, Chief Executive Officer

John Popowich, Assistant Executive Officer

Steven P. Rice, Chief Counsel

Francis J. Boyd, Senior Staff Counsel

Allison E. Barrett, Senior Staff Counsel

Ricki Contreras, Division Manager
Disability Retirement Services

STAFF ADVISORS AND PARTICIPANTS

Tamara Caldwell, Specialist Supervisor
Disability Retirement Services

I. CALL TO ORDER

The meeting was called to order by Mr. Santos at 9:00 a.m. in the Board Room of Gateway Plaza.

II. PLEDGE OF ALLEGIANCE

Ms. Gray led the trustees and staff in reciting the Pledge of Allegiance.

III. PUBLIC COMMENT

There were no requests from the public to speak.

IV. CHIEF EXECUTIVE OFFICER UPDATE

(For information purposes only) (Mr. Moore arrived at 9:02 a.m.)

Mr. Kreimann provided a brief update on the Board of Investments meeting that took place on February 12, 2020 and answered questions from the Board. Mr. Kreimann provided the Board with an update on items mentioned in the Chief Executive Officer's Report and answered questions.

V. DISABILITY RETIREMENT APPLICATIONS ON CONSENT CALENDAR

Safety Law Enforcement

Service-Connected Disability Applications

On a motion by Ms. Gray, seconded by Mr. Pryor, the Board of Retirement approved a service-connected disability retirement for the following named employees who were found to be disabled for the performance of their duties and have met the burden of proof:

V. DISABILITY RETIREMENT APPLICATIONS ON CONSENT CALENDAR

Safety Law Enforcement (Continued)

Service-Connected Disability Applications

<u>APPLICATION NO.</u>	<u>NAME</u>
163D	HARRY M. VAN
164D	JOSHUA J. RAMIREZ
165D*	CRAIG S. ROBERTS
166D	KENNETH A. BAUMGARTNER
167D	TRACY D. RIVER
168D**	GLENN L. BRANDON
169D	DOYLE S. WINSLOW
170D	ENEDINO R. FERNANDEZ
171D**	EDWARD R. WINSLOW
172D***	SUZANNE P. FERRELL
173D	WILLIAM B. LOCKRIDGE
174D	CURTIS A. JENSEN
175D	ANNE F. TRABBIE
176D	JAMES T. REWALD
177D	CHRISTOPHER J. SEITZ

* Applicant Present

** Granted SCD – Employer Cannot Accommodate

*** Granted SCD – Retroactive

V. DISABILITY RETIREMENT APPLICATIONS ON CONSENT CALENDAR

Safety Law Enforcement (Continued)

Service-Connected Disability Applications

<u>APPLICATION NO.</u>	<u>NAME</u>
178D*	HECTOR VELASQUEZ
179D	WILSON T. LEE
180D	LENDELL D. JOHNSON
181D	MARK S. DARLING
182D	JOHN R. CORINA (DEC'D)
184D*	TRAVIS R. JONSEN

Safety Fire, Lifeguards

Service-Connected Disability Applications

On a motion by Mr. Pryor, seconded by Ms. Gray, the Board of Retirement approved a service-connected disability retirement for the following named employees who were found to be disabled for the performance of their duties and have met the burden of proof:

<u>APPLICATION NO.</u>	<u>NAME</u>
1199B	GILBERT H. SANCHEZ
1200B	GREGORY M. SIMPSON
1201B	CESAR M. CANO
1202B	MICHAEL I. FLEISHER

*Granted SCD – Employer Cannot Accommodate

V. DISABILITY RETIREMENT APPLICATIONS ON CONSENT CALENDAR

Safety Fire, Lifeguards (Continued)
Service-Connected Disability Applications

<u>APPLICATION NO.</u>	<u>NAME</u>
1203B	VANCE D. COLVIG
1204B	CHRISTOPER P. MCKERNAN
1205B*	MICHAEL SHEPARD (DEC'D)
1206B	BLAIR WEIN
1207B	VINCENT C. SCOTT
1208B	HOWARD F. SPINRAD
1209B	DIRK C. GEIB

General Members
Service-Connected Disability Applications

On a motion by Mr. Robbins, seconded by Mr. Okum, the Board of Retirement approved a service-connected disability retirement for the following named employees who were found to be disabled for the performance of their duties and have met the burden of proof:

<u>APPLICATION NO.</u>	<u>NAME</u>
2049C*	ALFRED W. TROLINGER, III
2050C*	JULIE M. ALDRIDGE
2051C	MARIA L. SOLIS
2052C**	LORETTA DAVIS

* Granted SCD – Employer Cannot Accommodate
** Granted SCD – Retroactive

V. DISABILITY RETIREMENT APPLICATIONS ON CONSENT CALENDAR

General Members (Continued)
Service-Connected Disability Applications

<u>APPLICATION NO.</u>	<u>NAME</u>
2053C*	RANDOLPH MILLS
2054C**	ROCIO VARGAS
2055C*	VALERIE J. JACKSON
2056C***	YUWADEE SINSOMBUTCHAROEN
2057C	EUGENIA SALAZAR
2058C***	LA'SHAWNDA R. PUGH
2059C*	JIMMIE D. KIRKUM, III
2060C*	LINDA C. BRUMFIELD
2061C***	GLORIA R. BUCHEN

VI. CONSENT ITEMS

Mr. Robbins made a motion, Mr. Knox seconded, to approve the following items. The motion passed unanimously by all trustees present.

- A. Recommendation that the Board approve attendance of trustees at the 2020 Cyber Fraud Summit on April 15-16, 2020 in Austin, Texas and approve reimbursement of all travel costs incurred in accordance with LACERA's Education and Travel Policy. (Placed on the agenda at the request of Mr. Kehoe) (Memo dated February 4, 2020)

* Granted SCD – Employer Cannot Accommodate

** Granted SCD Retroactive – Employer Cannot Accommodate

*** Granted SCD - Retroactive

VI. CONSENT ITEMS (Continued)

- B. Recommendation as submitted by Ricki Contreras, Division Manager, Disability Retirement Services: That the Board grant the appeals and request for an administrative hearing for applicants Nariman Amjadi, Justin J. Crumlish, and Paul H. Doeve. (Memo dated January 30, 2020)
- C. Recommendation as submitted by Ricki Contreras, Division Manager, Disability Retirement Services: That the Board dismiss with prejudice Ian S. Good's appeal for a service-connected disability retirement with a salary supplement. (Memo dated January 22, 2020)

VII. REPORTS

- A. For discussion purposes as submitted by Santos H. Kreimann, Chief Executive Officer, and Steven P. Rice, Chief Counsel, regarding the 2020 Board Election Process Update. (Memo dated February 7, 2020)

Messrs. Rice and Kreimann provided the Board with an update and answered questions from the Board.

- B. For Information Only as submitted by Ricki Contreras, Division Manager, Disability Retirement Services, regarding the Application Processing Time Snapshot Reports. (Memo dated January 29, 2020)

Ms. Contreras was present and answered questions from the Board.

VIII. ITEMS FOR STAFF REVIEW

There were no items to report.

IX. GOOD OF THE ORDER
(For information purposes only)

Ms. Gray shared with the team that it would be helpful to identify the disability cases that had a Legal Opinion/Recommendation.

Mr. Kreimann congratulated Mr. Knox on his appointment to the Treasurer and Tax Collector and commented on his swearing in ceremony.

X. DISABILITY RETIREMENT CASES TO BE HELD IN CLOSED SESSION

A. Applications for Disability

APPLICATION NO. & NAME

BOARD ACTION

183D – BUDDY GOLDMAN

Ms. Gray made a motion, Mr. Pryor seconded, to grant a service-connected disability retirement pursuant to Government Code Sections 31720 and 31724 since the employer cannot accommodate. The motions passed with Mr. Robbins voting no.

5120B – GLORIA J. MCCORKLE*

Ms. Gray made a motion, Mr. Santos seconded, to grant a service -connected disability retirement pursuant to Government Code Section 31720.

Mr. Okum made a motion, Mr. Pryor seconded, to refer back to staff for additional information. The motion passed unanimously by all trustees present.

5121B – DIANE A. WU

Mr. Pryor made a motion, Mr. Knox seconded, to deny a service-connected disability retirement since the employer can accommodate and find the applicant not permanently incapacitated. The motion passed unanimously by all trustees present.

5122B – THANH M. LY

Mr. Robbins made a motion, Ms. Gray seconded, to deny a service-connected disability retirement without prejudice and find the applicant not permanently incapacitated. The motion passed unanimously by all trustees present.

X. DISABILITY RETIREMENT CASES TO BE HELD IN CLOSED SESSION

A. Applications for Disability (Continued)

APPLICATION NO. & NAME

BOARD ACTION

5063B – GREGORY L. STEGNER

Ms. Gray made a motion, Mr. Okum seconded, to deny a service-connected disability retirement pursuant to Government Code Sections 31722 and find the applicant not permanently incapacitated. The motion passed unanimously by all trustees present.

5108B – MICHELLE R. NICHOLS

Ms. Gray made a motion, Mr. Robbins seconded, to grant a service-connected disability retirement pursuant to Government Code Sections 31720 and 31724. The motion passed unanimously by all trustees present.

B. Staff Recommendations

Mr. Knox made a motion, Mr. Pryor seconded, to approve items B.1, B.2., and B.3. The motion passed unanimously by all trustees present.

1. Recommendation as submitted by Allison E. Barrett, Senior Staff Counsel: That the Board, pursuant to Government Code Section 31541.1, 1) Find that Andres Solorzano delayed filing his application for disability retirement because he was unable to ascertain the permanency of his incapacity until after the day following his last day of regular compensation; 2) that his application be deemed filed on the day after his last day of regular compensation in accordance with Government Code Section 31724; and 3) that he is entitled to the option of an earlier effective date. (Memo dated January 17, 2020)
2. Recommendation as submitted by JJ Popowich, Assistant Executive Officer: That the Board approve the service provider invoices for Winet Patrick Gayer Creighton & Hanes. (Memo dated January 29, 2020)

X. DISABILITY RETIREMENT CASES TO BE HELD IN CLOSED SESSION

B. Staff Recommendations (Continued)

3. Recommendation as submitted by Ricki Contreras, Division Manager, Disability Retirement Services: That the Board approve the service provider invoice for Stuart Fischer, M.D.
(Memo dated January 22, 2020)
4. For Information Only as submitted by Ricki Contreras, Division Manager, Disability Retirement Services, regarding the 2019 Quarterly Reports of Paid Invoices – 4th Quarter. (Memo dated January 22, 2020)

This Item as received and filed.

XI. EXECUTIVE SESSION

- A. Conference with Legal Counsel – Existing Litigation
(Pursuant to Paragraph (1) of Subdivision (d) of California Government Code Section 54956.9)

1. Rankin v. Board of Retirement

The Board met in Executive Session with counsel pursuant to Paragraph (1) of Subdivision (d) of California Government Code Section 54956.9. There was nothing to report.

Green Folder Information (Information distributed to each Trustees prior to the meeting)

1. Item V. Disability Retirement Correction Memo – Buddy Goldman (Application No. 183D) (Memo dated January 31, 2020)

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:32 a.m.

February 13, 2020

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GINA ZAPANTA, SECRETARY

HERMAN SANTOS, CHAIR




Documents not attached are exempt from disclosure under the California Public Records Act and other legal authority.

**For further information, contact:
LACERA
Attention: Public Records Act Requests
300 N. Lake Ave., Suite 620
Pasadena, CA 91101**



February 27, 2020

TO: Each Trustee
Board of Retirement

FROM: Tamara Caldwell, Acting Division Manager 
Disability Retirement Services

SUBJECT: **APPEALS FOR THE BOARD OF RETIREMENT'S MEETING
OF MARCH 12, 2020**

IT IS RECOMMENDED that the Board of Retirement grant the appeals and requests for administrative hearing received from the following applicants, and direct the Disability Retirement Services Manager to refer these cases to a referee:


5081B	Kamilia Salama	Anju Multani	Deny NSCD Without Prejudice
5112B	Mayedean B. Turner	In Pro Per	Deny SCD
5116B	John P. Harris	In Pro Per	Deny SCD - Grant NSCD With the Option of an Earlier Effective Date

RC:kw
Memo, New
Appeals.docx



February 28, 2020

TO: Each Trustee
Board of Retirement

FROM: Tamara Caldwell, Acting Division Manager 
Disability Retirement Services Division

FOR: March 12, 2020 Board of Retirement Meeting

SUBJECT: **DISMISS WITH PREJUDICE THE APPEAL OF YVONNE R. GIRARD**

Ms. Yvonne R. Girard applied for a service-connected disability retirement on November 15, 2011. On March 15, 2018, the Board denied her application for service-connected disability retirement.

Ms. Girard's attorney filed a timely appeal. On February 20, 2020, the applicant's attorney advised LACERA that his client did not wish to proceed with her appeal.

IT IS THEREFORE RECOMMENDED THAT THE BOARD:

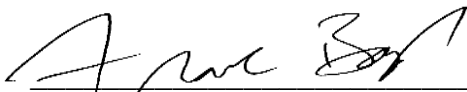
Dismiss with prejudice Yvonne R. Girard's appeal for a service-connected disability retirement.

FJB: TLC: mb

Girard, Yvonne R.docx

Attachment

NOTED AND REVIEWED:


Francis J. Boyd, Sr. Staff Counsel

Date: 2/28/20

**FOR INFORMATION ONLY**

March 5, 2020

TO: Each Trustee
Board of Retirement
Board of Investments

FROM: Santos H. Kreimann *SKC*
Chief Executive Officer

FOR: March 12, 2020 Board of Retirement Meeting
March 16, 2020 Board of Investments Meeting

**SUBJECT: Coronavirus (COVID-19) Response Planning and Business
Continuity Update**

EXECUTIVE SUMMARY

As of March 5, 2020, the Center for Disease Control (CDC) confirms 99 people in the U.S. have been infected with the Novel Coronavirus (COVID-19). Of these 99 cases, 30 were travel related, 20 were person-to-person spread, and another 49 cases are under investigation to determine the source of the infection. A small handful of these cases were contracted through “community transmission”; meaning the CDC has confirmed the individual has not encountered any, other infected individuals and had not traveled to one of the countries with a high number of cases.

The media is broadcasting and publishing a continual stream of stories about the impacts of COVID-19. The virus, among other events, contributed to an extremely volatile stock market in late February and early March. At least one school district in Washington closed schools for several days to conduct a “deep cleaning” because one student may have been exposed to COVID-19.

Public health officials are urging calm but recommending people and businesses take precautions and make preparations. Businesses and public service organizations should review their Business Continuity Plans to prepare for possible service disruptions should the virus enter a full stage of community transmission.

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Re: Coronavirus (COVID-19) Response Planning and Business Continuity Update

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The CDC and Public Health Department indicate there is a risk that officials may require infected individuals to be isolated at home for up to 14 days at a time. Alternatively, if the virus reached a higher level of severity, areas may become quarantine zones. In either event, public health officials recommend businesses develop plans that consider significant disruption of services and staff. They encourage businesses to plan for employees to work from home, or plan for the loss of portions of their workforce for periods of time that may not yet be defined.

LACERA is currently in the process of updating its Business Continuity Plan. Our current plan is not sufficiently defined to respond to an outbreak of the virus that would affect LACERA. However, staff members under the direction of the Executive Office are working to develop a response plan to ensure that we can protect both our staff and meet our commitment to members. This informational memo will outline some of the steps we have already taken and what we are currently working on.

DISCUSSION

What is the COVID-19?

The CDC describes the COVID-19 as:

“A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnosis.”

We have included a “What you need to know about coronavirus disease 2019 (COVID-19)” fact sheet published by the CDC and a Frequently Asked Questions information sheet published by the County of Los Angeles Public Health Department.

A Brief Status of the Business Continuity Plan (BCP) Project?

In Phase I, our consultant, Assurance Software, Inc., met with Division Managers and key personnel and together each division developed a revised business continuity plan. Assurance has populated their cloud-based software with these initial plans and completed a compilation and initial gap analysis of the business continuity plans.

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LACERA's Business Continuity Team is currently working on Phase II of the project. Phase II is comprised of milestones crucial for LACERA's Disaster Recovery (DR) and Business Continuity (BC) efforts, which includes the following:

- 1) Work with division managers and key personnel throughout the organization to establish management expectations for the restoration of access to critical business systems.
- 2) Working with the mission critical divisions (Investments, FASD, Benefits, and Systems) to design a member payroll workflow to ensure on time member payroll during or post disaster period.
- 3) Collaborate with the Office of Emergency Management and the Los Angeles County CEO's Office (Space Management Section Chief, Real Estate Division) to discuss the possibility of creating agreements to secure County facilities with alternate location(s) in the event the LACERA building becomes inaccessible.
- 4) Met with LACERA Investments, Real Estate Unit to discuss securing vacant real estate properties for alternate locations – local and outside LA County. The two options will be evaluated to determine the most cost effective, efficient and secure avenues to guarantee alternate work locations if needed.
- 5) The team is also reaching out to surrounding CERL county systems to discuss their Business Continuity Plans and possible partnerships to support each other in the event of an emergency.
- 6) Met with the LACERA divisions on defining and developing resilience strategies. This process includes identifying and securing alternate divisional recovery locations, succession planning, and procedural tasks.
- 7) Complete the LACERA Incident Response Team Plan, review and submit for Executive Management review and approval.

The Business Continuity Team has some significant areas of concern that are affecting their ability to complete the planning process. During Phase I, it was determined LACERA no longer has a hot site that would allow staff to initiate the business restoration process in the event the LACERA building was no longer accessible. A hot site is a building with sufficient connectivity, equipment and resources that designated staff can report to in the event of an emergency.

As you will note, several of the milestones in Phase II are devoted to establishing an alternate hot site location.

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Like many organizations, the plan to restore business functions is bifurcated into two distinct plans. The first being a Disaster Recovery Plan that outlines how access to mission critical data, software, and IT services will be provided in the event of a disaster. The second is the operational plan for restoring normal business operations once access to data and IT services occurs. The Business Continuity Team will be tasked with harmonizing both plans to ensure we leverage our limited IT resources during an emergency event.

What steps have been taken to develop a response to the Coronavirus?

LACERA's greatest asset are our employees. The Executive Office is committed to protecting our employees and their families to the greatest extent possible. Each employee has a vital role in helping to deliver on our mission and support the thousands of LACERA retirees that rely on their retirement benefits. Therefore, the management team is taking the threat of COVID-19 very seriously.

LACERA has been participating in weekly informational conference calls hosted by the Public Health Department. This allows LACERA to keep up to date on the spread of the virus and receive updates on what local officials are recommending agencies do to plan and respond to the COVID-19 threat.

LACERA has also activated an incident response team to address the risk and develop plans. The team meets weekly, or as needed, to discuss risks and plans for addressing those risks.

The Executive and Investments Office have directed staff who may be considering international travel to clear travel with either the CEO or CIO before making arrangements. The goal is to carefully weigh the risk of traveling with the business needs and restrict any unnecessary travel. The Executive team is also reviewing travel restrictions within the U.S. to areas where community transmissible cases have been identified (i.e. Seattle, WA). Staff members are also encouraged to limit face-to-face meetings and leverage our ability to meet by conference call or electronic calls.

Part of the response plan that the CDC and Public Health Department recommend evaluating is the ability for staff to work from home. Currently, LACERA staff do not have access to work related systems and data files needed to carry out their daily operations offsite. There is a limited secure connection method and as a result virtually no telecommuting resources. This is a significant risk to the organization in the event

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Re: Coronavirus (COVID-19) Response Planning and Business Continuity Update

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access to LACERA is restricted due to quarantines, or critical staff members must be isolated at home.

The Systems Division is redoubling its efforts to develop a secure access protocol for certain key staff members. Our immediate focus is the ability for the Investments team to carry out their functions as part of the payroll process. Current estimates from the Systems team indicate that it will take three months to develop a secure method of accessing data organization wide.

The team is also working with the Department of Human Resources to understand the County's plan for how to address the need to isolate or quarantine its staff members. Public Health Officials may direct businesses to require staff members who report exposure or exhibit certain symptoms to stay at home or go home and self-isolate. We will need to develop internal policies for how this will work and what LACERA's liabilities are.

Since the risk level is currently low, our Member Services Center remains open and we continue to serve members. We are providing masks for members and staff to use in case of contact with sick individuals. Each Specialist has been provided with sanitizer and disinfectant spray so they can keep their work areas clean. Staff members have been advised to create an appropriate social distance from members, which includes not shaking hands. Posters will be posted to let members know what precautions we are taking so that no one will be offended. Staff members have been advised to contact their Supervisor if they have any concerns about members who appear to be sick. Each case will be evaluated on a case-by-case basis.

Additionally, since the Public Health Department has not recommended any restrictions on a gathering of people we continue to provide offsite workshops at County facilities. We will continue to monitor recommendations and may need to cancel events in the future if necessary.

The LACERA Risk Management team that handles health and safety matters, are working with our Communications Division to develop informational posters on how to prevent exposure to viruses like COVID-19 and the flu. These general hygiene recommendations will be displayed throughout the LACERA work areas. We have also provided information via email to all staff on things they can do to help prevent them from getting sick. They have also been provided with information about COVID-19 and our responses to the risks to help alleviate their concerns as much as possible.

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Re: Coronavirus (COVID-19) Response Planning and Business Continuity Update

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SUMMARY

LACERA continues to work on developing a robust and sustainable Business Continuity Plan. We face some immediate challenges and are continuing to work on addressing them as quickly as possible.

Currently COVID-19 presents a low level of risk to LACERA members, staff, and our ability to maintain normal operations. However, public officials recommend that every organization prepare for possible disruptions in workforce and the ability to continue normal operations. These impacts may be mild or severe and the LACERA management team is actively working to plan for all levels of impact. We will continue to keep the Trustees informed of our progress and risk factors as the situation unfolds.

Attachment

SHK:jjp

What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

COVID-19 is spreading from person to person in China, and limited spread among close contacts has been detected in some countries outside China, including the United States. At this time, however, this virus is NOT currently spreading in communities in the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with the virus that causes COVID-19. CDC continues to closely monitor the situation.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but now it seems to be spreading from person to person. It's important to note that person-to-person spread can happen on a continuum. Some diseases are highly contagious (like measles), while other diseases are less so. At this time, it's unclear how easily or sustainably the virus that causes COVID-19 is spreading between people. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath



What are severe complications from this virus?

Many patients have pneumonia in both lungs.

How can I help protect myself?

The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

There are simple everyday preventive actions to help prevent the spread of respiratory viruses.

These include

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

Novel Coronavirus (2019-nCoV)

1. What is a coronavirus?

Coronaviruses are a large family of viruses. Many of them infect animals, but some coronaviruses from animals can evolve (change) into a new human coronavirus that can spread from person-to-person. This is what happened with the current novel coronavirus known as 2019-nCoV. Diseases from coronaviruses in people typically cause mild to moderate illness, like the common cold. Some, like the SARS or MERS viruses, cause serious infections like pneumonia.

2. How are coronaviruses spread?

Like other respiratory illnesses, such as influenza, human coronaviruses most commonly spread to others from an infected person who has symptoms through:

- Droplets produced through coughing and sneezing
- Close personal contact, such as caring for an infected person
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

Novel Coronavirus is new, and we are learning more each day about how easily it spreads and how long it takes for people to become sick. As information becomes available, we will keep you informed.

Do not assume that someone of Asian descent is likely to have novel coronavirus.

3. What are the symptoms of Novel Coronavirus?

Reported illnesses have ranged from people with mild symptoms to people becoming severely ill, requiring admission to the hospital, and dying.

Symptoms include:

- Fever
- Cough
- Difficulty breathing
- Severe illness

If you have traveled from mainland China and develop any of these symptoms within 14 days of your return, you should seek medical care right away. Before you go to a doctor's office or emergency room, call ahead and tell them about your symptoms and your recent travel.



Key Points

- Novel Coronavirus is a new virus that hasn't been seen in humans before.
- Coronaviruses can spread through close personal contact or by touching an object or surface with the virus on it.
- Steps to prevent other respiratory infections will help to prevent Novel Coronavirus.
- Public Health is working hard to prevent the spread of novel coronavirus in LA County.

For more information:

**Los Angeles County
Department of Public Health**

<http://publichealth.lacounty.gov/media/Coronavirus/>

**Centers for Disease Control
and Prevention (CDC)**

<http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>

World Health Organization

<https://www.who.int/health-topics/coronavirus>

Novel Coronavirus (2019-nCoV)

4. How is novel coronavirus treated?

There is no specific treatment for illness caused by the novel coronavirus. However, many of the symptoms can be treated. Treatment is based on the patient's condition.

There is currently no vaccine to prevent novel coronavirus. Be aware of scam products for sale that make false claims to prevent or treat this new infection.

5. How can I protect myself when I travel?

At this time, the Centers for Disease Control and Prevention (CDC) recommends that people avoid all nonessential travel to mainland China. Check their Travelers' Health Destinations webpage (<https://wwwnc.cdc.gov/travel/destinations/list>) for up-to-date recommendations before you travel. If you travel to other places, taking steps to prevent the spread of respiratory infections, like the flu, will also help to prevent coronaviruses. Talk with your doctor before travel to make sure you have received the recommended vaccines and medications specific to your destination to protect your health.

6. What actions are being taken by the Federal Government regarding travelers from mainland China?

Because of the explosion in the number of new cases in mainland China the past few days, the White House recently issued the following set of new directives that became effective on February 3. These orders apply only to travelers arriving in the United States after February 2.

- Restricting all foreign nationals who have traveled or been in mainland China in the past 14 days from entering the US. This order can be renewed by the President every 14 days.
- Requiring all US citizens and their close family members returning from mainland China to enter through one of eleven airports in the US (including LAX), where they will be screened by US Customs and Border Protection agents.
 - If travelers are showing signs of respiratory illness, they will be sent for additional testing to a health care facility.
 - If travelers were in the Hubei Province at any time in the past 14 days, they will be quarantined at a secure location and monitored for illness for 14 days from their last exposure.
 - If travelers are returning from other places in mainland China and have been in close contact with a confirmed case of novel coronavirus, they may also be subject to quarantine for 14 days from last exposure.
 - If travelers are returning from all other parts of mainland China and they have not been in close contact with a confirmed case of novel coronavirus, they will be allowed to travel to their final destination where they will be monitored by their local public health department and asked to remain in their homes and avoid public places for 14 days from last exposure.

7. How will Public Health monitor travelers who are self-isolated?

With the new travel guidance, Public Health will regularly monitor potential cases to see if they develop any symptoms or fever. This is the same process we use with other communicable diseases, such as measles. Public Health will also monitor contacts for 14 days after the time of their last exposure, after which time they are considered to be free of the risk of developing novel coronavirus.

Novel Coronavirus (2019-nCoV)

8. What can I do to protect myself and others from respiratory infections like 2019-nCoV?

As with other respiratory illnesses, there are steps that everyone can take daily to reduce the risk of getting sick or infecting others with circulating viruses.

You should:

- **Stay home when you are sick.**
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Limit close contact, like kissing and sharing cups or utensils, with people who are sick.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, use your sleeve (not your hands).
- Facemasks are most effective when used appropriately by health care workers and people who are sick.
- Get a flu shot to prevent influenza if you have not done so this season.

9. What else can I do?

- Continue to encourage welcoming environments for ALL members of our community. Neither the California Department of Public Health nor Los Angeles County Public Health recommends that scheduled events be canceled due to novel coronavirus. There is no community spread of the novel coronavirus in the United States at this time, and the immediate risk to the general public is low.
- The White House Directives above do not apply for people who traveled in mainland China and arrived in the United States before February 3, and these travelers should not be excluded from activities unless they are ill.
- Always check with reliable sources for the up-to-date, accurate information about novel coronavirus.
 - Los Angeles County Department of Public Health (LACDPH, County)
 - <http://publichealth.lacounty.gov/media/Coronavirus/>
 - California Department of Public Health (CDPH, State)
 - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
 - Centers for Disease Control and Prevention (CDC, National)
 - <http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>
 - World Health Organization (WHO, International)
 - <https://www.who.int/health-topics/coronavirus>

FOR INFORMATION ONLY

February 26, 2020

TO: Each Trustee
Board of RetirementFROM: Tamara Caldwell, Acting Division Manager
Disability Retirement Services

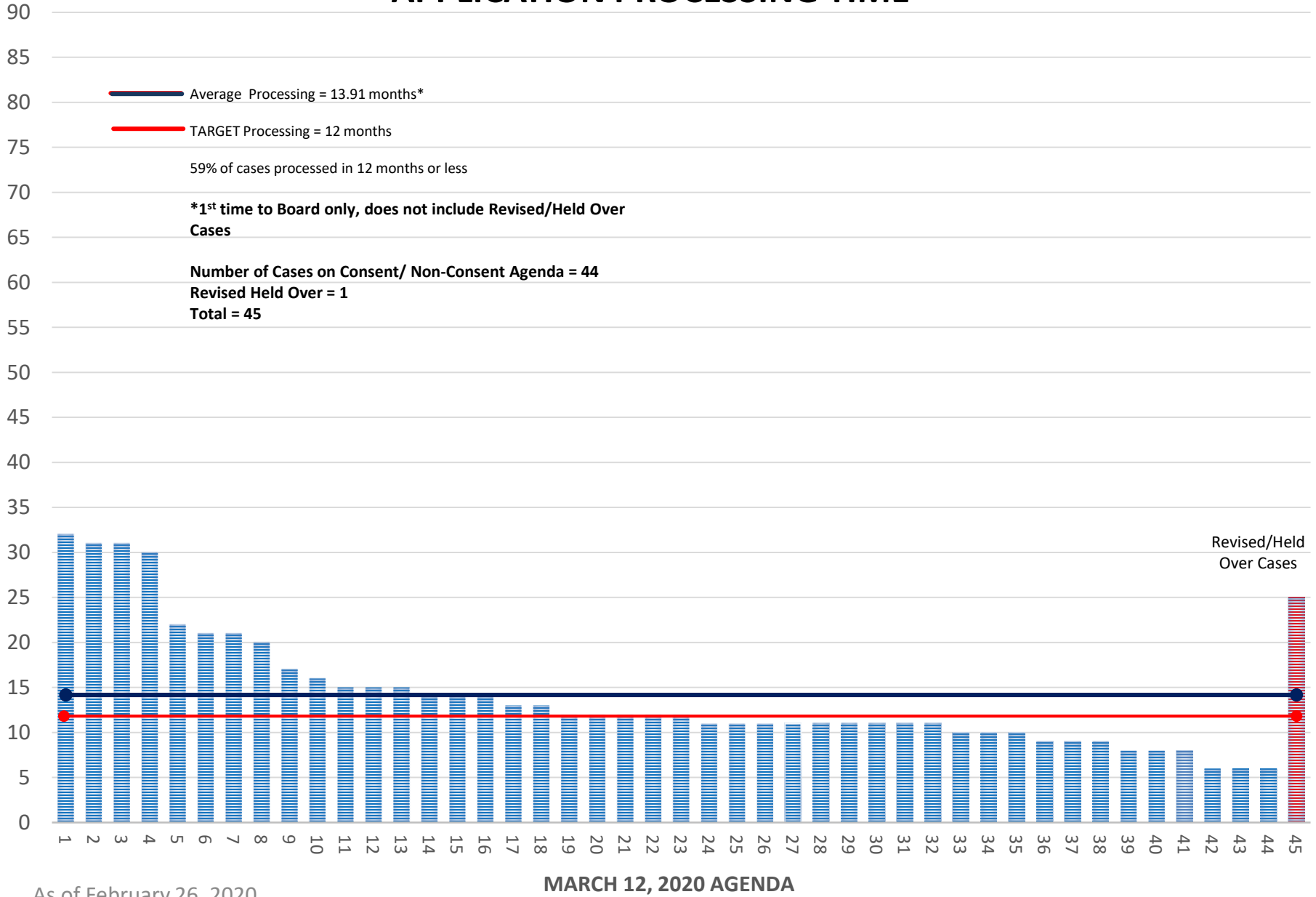
FOR: March 12, 2020 Board of Retirement Meeting

SUBJECT: **Application Processing Time Snapshot Reports**

The following chart shows the total processing time from receipt of the application to the first Board action for all cases on the March 12, 2020 Disability Retirement Applications Agenda.

Consent & Non-Consent Calendar	
Number of Applications	44
Average Processing Time (in Months)	13.91
Revised/Held Over Calendar	
Number of Applications	1
Processing Time Per Case (in Months)	25
Total Average Processing Time All 45 Cases on Agenda	
	14.16

DISABILITY RETIREMENT SERVICES APPLICATION PROCESSING TIME



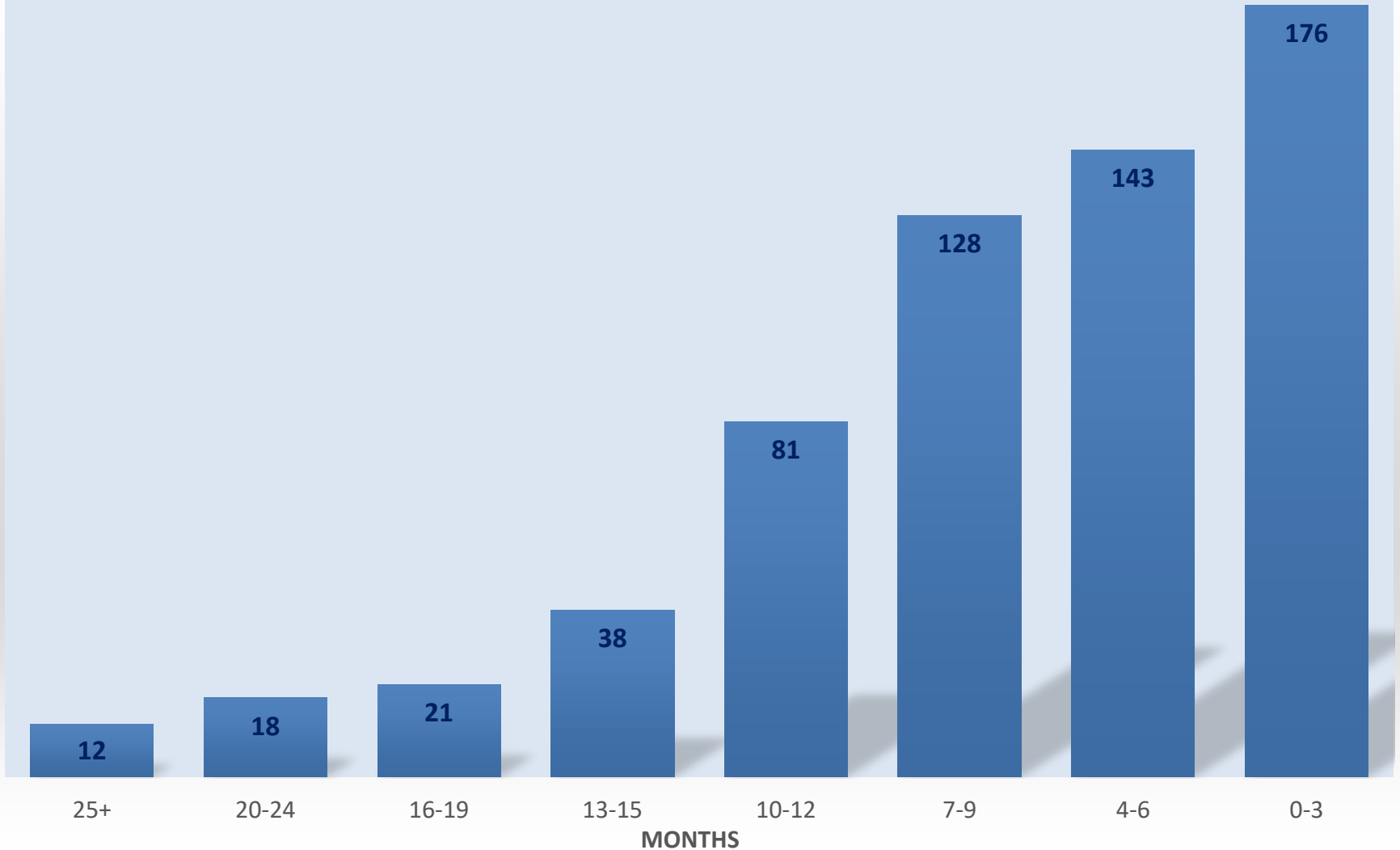
As of February 26, 2020

MARCH 12, 2020 AGENDA

DISABILITY RETIREMENT SERVICES PENDING APPLICATIONS/TIME INTERVALS

Total Pending Cases = 617

NUMBER OF PENDING APPLICATIONS



As of February 26, 2020



Documents not attached are exempt from disclosure under the California Public Records Act and other legal authority.

**For further information, contact:
LACERA
Attention: Public Records Act Requests
300 N. Lake Ave., Suite 620
Pasadena, CA 91101**



Documents not attached are exempt from disclosure under the California Public Records Act and other legal authority.

**For further information, contact:
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