

APPROVED

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, MARCH 3, 2021, 12:00 P.M. – 2:07 P.M.

This meeting was conducted by the Operations Oversight Committee by teleconference under the Governor's Executive Order No. N-29-20.

COMMITTEE MEMBERS

PRESENT: Shawn R. Kehoe, Chair
Herman B. Santos, Vice Chair
Ronald A. Okum
Les Robbins

ABSENT: Vivian H. Gray, Alternate

ALSO ATTENDING:

BOARD MEMBERS AT LARGE

Alan Bernstein
Elizabeth Ginsberg (*left at 1:10 p.m.*)
JP Harris
Wayne Moore
William Pryor

STAFF, ADVISORS, PARTICIPANTS

Santos H. Kreimann, Chief Executive Officer
JJ Popowich, Assistant Executive Officer
Steven P. Rice, Chief Counsel
Mary Arenas, Quality Auditor
James Beasley, Supervising Administrative Assistant
Richard Bendall, Chief Audit Executive
Bernie Buenaflor, Chief, Quality Assurance & Metrics
Leisha Collins, Principal Internal Auditor
Kathy Delino, Interim Systems Division Manager

STAFF, ADVISORS, PARTICIPANTS (Continued)

Ted Granger, Interim Chief Financial Officer
Christina Logan, Principal Internal Auditor
Bob Schlotfeld, Chief Information Security Officer
Gabriel Tafoya, Senior Internal Auditor
Roberta Van Nortrick, Training Coordinator

The meeting was called to order by Chair Kehoe at 12:00 p.m.

I. APPROVAL OF THE MINUTES

A. Approval of the minutes of the regular meeting of February 3, 2021

Mr. Okum made a motion, Mr. Santos seconded, to approve the minutes of the regular meeting of February 3, 2021. The motion passed unanimously.

(Mr. Robbins arrived after the vote had been taken on the minutes.)

II. PUBLIC COMMENT

III. REPORTS

A. LACERA Operations Briefing
JJ Popowich

Mr. Popowich presented the monthly briefing on LACERA's operations, including the status of the Strategic Plan Goals and Operations Improvement Initiatives, progress on the "100-Day Management Report," and an update on other projects.

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

III. REPORTS (Continued)

B. Overview of the Quality Assurance and Metrics Division Internal Operating Principles

Bernie Buenaflor, Chief, Quality Assurance & Metrics Division

Mr. Buenaflor introduced the Quality Assurance and Metrics Division (QA) new Internal Operating Principles, which highlight recent developments in:

- Auditing, including updated methodologies and audit scope
- Training, including initiatives in multimedia training, Advanced CERL Education (ACE), Account Certification Training (ACT), refresher/ad hoc training, and training for QA staff
- Metrics development and utilization

C. Overview of the Technical Training Program of the Quality Assurance and Metrics Division (QA)

Bernie Buenaflor, Chief, Quality Assurance & Metrics Division

Mary Arenas, Quality Auditor

Mr. Buenaflor shared an informational overview of QA's training programs and insights into the Division's training vision and strategic direction. Ms. Arenas gave a presentation highlighting key topics:

- The four technical training programs administered by QA for LACERA staff
- The current structure of the training programs
- QA's strategic goals to promote an eLearning environment

D. Los Angeles County Superior Court Funding of OPEB Trust-Update

Ted Granger, Interim Chief Financial Officer

Mr. Granger presented information regarding the Los Angeles County Superior Court's funding of the Court's OPEB Trust and the Retiree Healthcare Benefits Program.

E. Business Continuity Tabletop Exercise Results

James Beasley, Supervising Administrative Assistant

Roberta Van Nortrick, Training Coordinator-Project Manager

Ms. Van Nortrick and Mr. Beasley presented the results of the Business Continuity Plan (BCP) tabletop exercise. The tabletop exercise is designed to evaluate the effectiveness of the BCP, including implementation of established procedures and policies directing staff how to act and react in a crisis, training staff on roles and responsibilities, identifying deficiencies to be addressed, and creating action items to strengthen areas of weakness in the BCP.

IV. ITEMS FOR STAFF REVIEW

There was nothing to report.

V. GOOD OF THE ORDER

(For information purposes only)

VI. EXECUTIVE SESSION

- A. Potential Threats to Public Services or Facilities
(Pursuant to Subdivision (a) of California Government Code Section 54957)

Consultation with: LACERA Chief Executive Officer Santos H. Kreimann, Systems Division Interim Manager Kathy Delino, Chief Information Security Officer Bob Schlotfelt, and Other LACERA Staff.

VII. ADJOURNMENT

The meeting adjourned at 2:07 p.m.

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