

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, APRIL 7, 2021, 10:57 A.M. – 1:12 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
Vivian H. Gray, Alternate

ALSO ATTENDING:

BOARD MEMBERS AT LARGE

Alan Bernstein
JP Harris
Keith Knox (*left at 11:45 a.m.*)
Wayne Moore (*left at 11:20 a.m.*)
William Pryor (*left at 12:15 p.m.*)

STAFF, ADVISORS, PARTICIPANTS

Santos H. Kreimann, Chief Executive Officer
JJ Popowich, Assistant Executive Officer
Steven P. Rice, Chief Counsel
Bernie Buenaflor, Chief, Quality Assurance & Metrics
Annette Cleary, Assistant Director, Human Resources Division
Allan Cochran, Division Manager, Member Services Division
Kathy Delino, Interim Systems Division Manager
Elsy Gutierrez, Supervising Administrative Assistant
Maggie Luong, Benefits

STAFF, ADVISORS, PARTICIPANTS (Continued)

Cynthia Martinez, Chief, Communications
Carly Ntoya, Director, Human Resources Division
Bob Schlotfeldt, Chief Information Security Officer

The meeting was called to order by Chair Kehoe at 10:57 a.m. As Mr. Robbins had not yet joined the meeting, the Chair announced that Ms. Gray, as the alternate, would temporarily be a voting member of the Committee.

I. APPROVAL OF THE MINUTES

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

Mr. Santos made a motion, Ms. Gray seconded, to approve the minutes of the regular meeting of March 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. Vacant Positions and Hiring Plan
Carly Ntoya, Ph.D.
Director, Human Resources Division

Dr. Ntoya was present to answer questions from the Committee.

- C. IT Plan: New Hires, Vacancies, Current Job Searches, Future/Ongoing Projects
Kathy Delino, Interim Information Systems Manager

Ms. Delino was present to answer questions from the Committee.

- D. Overview of the Quality Assurance and Metrics Division Quality Auditing Program
Bernie Buenaflor, Chief, Quality Assurance & Metrics Division

Mr. Buenaflor was present to answer questions from the Committee.

- E. Mass Communication to Members
Cynthia Martinez, Chief, Communications
Allan Cochran, Division Manager, Member Services

To provide timely information and education to members, LACERA employs traditional printed and mailed media supplemented by digital communications, depending on members' preferences. Ms. Martinez discussed the different types of media used to distribute information, i.e. letters, newsletters, mass mailings and email distributions, and lacera.com.

- F. Semi-Annual Report of Member Services
Allan Cochran, Division Manager, Member Services

Mr. Cochran presented the semi-annual report of Member Services, highlighting several accomplishments over the past six months. Although this time has also presented many challenges, Member Services continues to strive to provide the best service possible, through collaboration with business partners, innovation, and a dedication to service.

- G. Privacy Incident: Personally Identifiable Information
Elsy Gutierrez, Supervising Administrative Assistant
(Memo and Attachments Exempt from Public Disclosure
California Public Records Act, Cal. Gov't Code § 6254(c), (k)
Brown Act, Cal. Gov't Code § 54957.5(a)

Ms. Gutierrez was present to answer questions from the Committee.

IV. ITEMS FOR STAFF REVIEW

The Committee requested to bring back to the full Board the discussion of the IT positions and hiring plan.

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 1:12 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.**