

IN PERSON & VIRTUAL BOARD MEETING

*The Committee meeting will be held following the Board of Retirement meeting scheduled prior.



TO VIEW VIA WEB



TO PROVIDE PUBLIC COMMENT

Members of the public may address the Committee orally and in writing. To provide Public Comment, you should visit the above link and complete the request form by selecting whether you will provide oral or written comment from the options located under Options next to the Committee meeting.

Attention: If you have any questions, you may email PublicComment@lacera.com. If you would like to make a public comment during the committee meeting, review the [Public Comment instructions](#).

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION
300 N. LAKE AVENUE, SUITE 650, PASADENA, CA

AGENDA

A REGULAR MEETING OF THE OPERATIONS OVERSIGHT COMMITTEE AND BOARD OF RETIREMENT*

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

300 N. LAKE AVENUE, SUITE 810, PASADENA, CA 91101

9:00 A.M., WEDNESDAY, JULY 3, 2024**

This meeting will be conducted by the Operations Oversight Committee and Board of Retirement both in person and by teleconference under California Government Code Sections 54953(b), (f).

Any person may view the meeting in person at LACERA's offices or online at <https://LACERA.com/leadership/board-meetings>.

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

*Teleconference Locations for Trustees and the Public under California Government Code Section 54953(b)
681 Meetinghouse Road #4, Elkins Park, PA 19027*

COMMITTEE TRUSTEES:

JP Harris, Chair
Antonio Sanchez, Vice Chair
Jason Green, Trustee
Wayne Moore, Trustee
David Ryu, Alternate Trustee

- I. CALL TO ORDER
- II. PROCEDURE FOR TELECONFERENCE MEETING ATTENDANCE UNDER AB 2449, California Government Code Section 54953(f)
 - A. Just Cause
 - B. Action on Emergency Circumstance Requests
 - C. Statement of Persons Present at AB 2449 Teleconference Locations

III. APPROVAL OF MINUTES

A. Approval of the Minutes of the Regular Meeting of June 5, 2024

IV. PUBLIC COMMENT

(Members of the public may address the Committee orally and in writing. To provide Public Comment, you should visit <https://LACERA.com/leadership/board-meetings> and complete the request form by selecting whether you will provide oral or written comment from the options located under Options next to the Committee meeting.

If you select oral comment, we will contact you via email with information and instruction as to how to access the meeting as a speaker. You will have up to 3 minutes to address the Committee. Oral comment request will be accepted up to the close of the Public Comment item on the agenda.

If you select written comment, please input your written public comment or documentation on the above link as soon as possible and up to the close of the meeting. Written comment will be made part of the official record of the meeting. If you would like to remain anonymous at the meeting without stating your name, please leave the name field blank in the request form. If you have any questions, you may email PublicComment@lacera.com.)

V. REPORTS

A. **LACERA Operations Briefing**

Luis A. Lugo, Deputy Chief Executive Officer
JJ Popowich, Assistant Executive Officer
Laura Guglielmo, Assistant Executive Officer
(For Information Only)

B. **Rehired Retirees Automated Notification Process**

Alex Ochoa, Retirement Benefits Specialist, Process Mgmt. Group
Kevin Hunter, Data Systems Analyst, Systems
(Presentation)

VI. ITEMS FOR STAFF REVIEW

(This item summarizes requests and suggestions by individual trustees during the meeting for consideration by staff. These requests and suggestions do not constitute approval or formal action by the Board, which can only be made separately by motion on an agenda item at a future meeting.)

VII. ITEMS FOR FUTURE AGENDAS

(This item provides an opportunity for trustees to identify items to be included on a future agenda as permitted under the Board's Regulations.)

VIII. GOOD OF THE ORDER

(For Information Purposes Only)

IX. 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 and will also be posted on lacera.com at the same time, [Board Meetings | LACERA](#).

Requests for reasonable modification or accommodation of the telephone public access and Public Comments procedures stated in this agenda from individuals with disabilities, consistent with the Americans with Disabilities Act of 1990, may call the Board Offices at (626) 564-6000, Ext. 4401/4402 from 8:30 a.m. to 5:00 p.m. Monday through Friday or email PublicComment@lacera.com, but no later than 48 hours prior to the time the meeting is to commence.

MINUTES OF THE REGULAR MEETING OF THE OPERATIONS OVERSIGHT
COMMITTEE AND BOARD OF RETIREMENT*

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

300 N. LAKE AVENUE, SUITE 810, PASADENA, CA 91101

11:10 A.M. – 11:34 A.M., WEDNESDAY, JUNE 5, 2024

This meeting was conducted by the Operations Oversight
Committee both in person and by teleconference under California
Government Code Section 54953(b), (f)

COMMITTEE TRUSTEES

PRESENT: JP Harris, Chair
Antonio Sanchez, Vice Chair
Jason E. Green, Trustee
Wayne Moore, Trustee
(Teleconference under CA Govt. Code Section 54953(b))
David Ryu, Alternate Trustee

OTHER BOARD OF RETIREMENT TRUSTEES

Nancy Durazo, Trustee
Vivian H. Gray, Trustee
Ronald Okum, Trustee
Les Robbins, Trustee
(Teleconference under CA Govt. Code Section 54953(b))

STAFF, ADVISORS AND PARTICIPANTS

Santos H. Kreimann, Chief Executive Officer

Luis Lugo, Deputy Chief Executive Officer

JJ Popowich, Assistant Executive Officer

Laura Guglielmo, Assistant Executive Officer

Steven P. Rice, Chief Counsel

Eugenia W. Der, Senior Staff Counsel

Chaitanya Errande, Information Security Officer

I. CALL TO ORDER

This meeting was called to order by Chair Harris at 11:10 a.m.

II. PROCEDURE FOR TELECONFERENCE MEETING ATTENDANCE UNDER AB 2449, California Government Code Section 54953(f)

A. Just Cause

B. Action on Emergency Circumstance Requests

C. Statement of Persons Present at AB 2449 Teleconference Locations

There were no requests received.

III. APPROVAL OF MINUTES

A. Approval of the Minutes of the Regular Meeting of May 1, 2024

Trustee Sanchez made a motion, Trustee Moore seconded, to approve the minutes of the regular meeting of May 1, 2024. The motion passed by the following roll call vote:

Yes: Sanchez, Green, Moore, Harris

No: None

IV. PUBLIC COMMENT

There were no requests from the public to speak.

V. NON-CONSENT ITEMS

A. **Request for Proposal: Taxonomy and Knowledge Management Consulting Services**

Recommendation as submitted by Eugenia W. Der, Senior Staff Counsel, Strategic Objective 2.2 Project Lead: That the Committee authorize staff to issue a Request for Proposal (RFP) for consulting services to assist LACERA in implementing an enterprise-wide knowledge management system to digitally capture, document, organize, and access critical business knowledge and information using appropriate taxonomy.

(Presentation) (Memo dated May 22, 2024)

Trustee Moore made a motion, Trustee Sanchez seconded, to approve staff recommendation. The motion passed by the following roll call vote:

Yes: Sanchez, Green, Moore, Harris

No: None

VI. REPORTS

A. **LACERA Operations Briefing**

Luis A. Lugo, Deputy Chief Executive Officer
JJ Popowich, Assistant Executive Officer
Laura Guglielmo, Assistant Executive Officer
(For Information Only)

The Executive team presented the monthly briefing and was available to answer questions from the Committee. This item was received and filed.

B. **Rehired Retirees Automated Notification Process**

Alex Ochoa, Retirement Benefits Specialist, Process Mgmt. Group
Kevin Hunter, Data Systems Analyst, Systems
(Presentation)

There being no objection from the Committee, Chair Harris announced that this item would be postponed until the July meeting.

C. **NIST Cybersecurity Framework and Introduction Education Series Part II**

Chaitanya Errande, Information Security Officer
(Presentation)

Mr. Errande gave a brief presentation and was available to answer questions from the Committee. This item was received and filed.

VII. ITEMS FOR STAFF REVIEW

(This item summarizes requests and suggestions by individual trustees during the meeting for consideration by staff. These requests and suggestions do not constitute approval or formal action by the Board, which can only be made separately by motion on an agenda item at a future meeting.)

There was nothing to report.

VIII. ITEMS FOR FUTURE AGENDAS

(This item provides an opportunity for trustees to identify items to be included on a future agenda as permitted under the Board's Regulations.)

Item VI-B above, Rehired Retirees Automated Notification Process, will be agendized for the July meeting.

IX. GOOD OF THE ORDER

(For Information Purposes Only)

There was nothing to report.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 11:34 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.**

FOR INFORMATION ONLY



**Operations Briefing Report
Fiscal Year 2023-2024**



July 3, 2024



The Operations Briefing Report includes a Project Status Dashboard presenting a quick at-a-glance view of each project’s status. The Dashboard is broken up into three color coded sections: New projects or projects with updates are reflected in purple and active projects with no new updates are reflected in blue. Projects completed this fiscal year are reflected in green.

- **New Projects and Updated Project Information**
- **Existing Projects/Initiatives: No New Updates**
- **Completed Projects/Initiatives**

Status Indicator Note		
Color coded statuses for a quick at-a-glance indicator to tell you how the project is proceeding.		
On Schedule	Delayed	Pushed Back
(The project is on schedule and the team intends to meet the stated target date)	(The project is slightly delayed. The team does expect a one to two month slip in meeting the target date. Management is more actively watching the progress of these projects)	(The project has been impacted by a significant obstacle or has been suspended due to emergent priorities. Management is actively discussing remedial steps or has a plan waiting to be implemented)

The Project Status Dashboard includes links to the project’s Active Project Details summary or the Completed Projects Detail summary. This section continues to provide an overall narrative of the project’s purpose and an overview of the project to date. The Project Details summary includes a section highlighting the latest updates to the project in the “Current Update” section followed by a “Historical Perspective” section to show past progress, successes, and challenges the project has gone through since it started.



PROJECT STATUS DASHBOARD

New Projects and Updates to Existing Projects

Project Title	Strategic Plan Initiative	Target Date	Status
<u>Actuarial Valuation Reports: Retiree Healthcare (RHC) or Other Post-employment Benefits (OPEB) Program</u>	Compliance & Enterprise Risk Management	09/04/2024	Delayed
<u>Alameda Decision Implementation</u>	Compliance & Enterprise Risk Management	TBD	Delayed
<u>Case Management Project (Sol: Phase I)</u>	Superior Member Experience	09/01/2024	Delayed
<u>Data Digitization Sharing Project</u>	Innovation Through Technology	09/30/2024	Delayed
<u>eDiscovery Solution</u>	Compliance & Enterprise Risk Management	07/31/2024	Delayed
<u>Enterprise Budget Application (Questica) Implementation Phase II: Budget Book</u>	Compliance & Enterprise Risk Management	TBD	Delayed
<u>Enterprise Contract Lifecycle Management (ECLM) Solution</u>	Compliance & Enterprise Risk Management	07/31/2024	Delayed
<u>LACERA Incident Response Team (LIRT) Management Solution</u>	Compliance & Enterprise Risk Management	07/30/2024	Delayed
<u>PEPRA Implementation: Annual Benefit Statement</u>	Superior Member Experience	06/30/2024	Delayed
<u>PEPRA Implementation: FAC Issue</u>	Compliance & Enterprise Risk Management	12/31/2024	Pushed Back
<u>Pre-2003 Pension Reserve Clean-up</u>	Superior Member Experience	09/30/2024	On Schedule



<u>Prepaid Bank Card Project</u>	Superior Member Experience	06/30/2025	Pushed Back
<u>Retiree Healthcare Administration: Lifetime Maximum Benefit Project</u>	Superior Member Experience	12/31/2024	On Schedule



Existing Projects - No Updates

Project Title	Strategic Plan Initiative	Target Date	Status
<u>COLA Bank Retroactive Changes</u>	Compliance & Enterprise Risk Management	12/31/2024	Delayed
<u>Communications Plan</u>	Superior Member Experience	06/30/2024	Pushed Back
<u>Microsoft Copilot Search Implementation</u>	Innovation Through Technology	07/31/2024	Delayed
<u>Retirement Estimate Redesign</u>	Superior Member Experience	12/30/2024	On Schedule
<u>Retroactive Payroll Adjustments: Prospective Correction</u>	Compliance & Enterprise Risk Management	TBD	Pushed Back



FY 23-24 Completed Projects

Project Title	Strategic Plan Initiative	Target Date	Status
<u>Actuarial Valuation Reports: 2022 Actuarial Valuation of Retirement Benefits</u>	Compliance & Enterprise Risk Management	06/30/2023	Completed
<u>Actuarial Valuation Reports: 2022 Other Post-employment Benefits (OPEB) Actuarial Valuation</u>	Compliance & Enterprise Risk Management	12/30/2023	Completed
<u>Actuarial Valuation Reports: Retirement Benefits</u>	Compliance & Enterprise Risk Management	12/30/2023	Completed
<u>Annual Financial Statement Preparation and Audit:</u>	Compliance & Enterprise Risk Management	12/30/2023	Completed
<u>Enterprise Budget Application (Questica) Implementation Phase I</u>	Fiscal Durability	01/31/2024	Completed
<u>Human Resources (HR) Case Management</u>	Innovation Through Technology	09/30/2023	Completed
<u>Human Resources (HR) Digitization</u>	Innovation Through Technology	12/30/2023	Completed
<u>KBase Migration to SharePoint</u>	Innovation Through Technology	09/30/2023	Completed
<u>Policy Management Solution</u>	Compliance & Enterprise Risk Management	12/30/2024	Completed
<u>Retirement Counseling Redesign Project (Omnichannel Retirement Counseling)</u>	Superior Member Experience	01/31/2024	Completed
<u>Tax Table Changes for 2022: Phase II: Online Tax Calculator & ADR Redesign</u>	Superior Member Experience	01/31/2024	Completed
<u>Travel/Expense/P2P Software</u>	Compliance & Enterprise Risk Management	01/30/2024	Completed



ACTIVE PROJECT DETAILS

Status Indicator Note

Color coded statuses for a quick at-a-glance indicator to tell you how the project is proceeding.

On Schedule	Delayed	Pushed Back
(The project is on schedule and the team intends to meet the stated target date)	(The project is slightly delayed. The team does expect a one to two month slip in meeting the target date. Management is more actively watching the progress of these projects)	(The project has been impacted by a significant obstacle or has been suspended due to emergent priorities. Management is actively discussing remedial steps or has a plan waiting to be implemented)

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Financial & Accounting Services Division	August 2023	September 2024
	Project Lead(s): Ted Granger			
	Delayed			
	Current Update			



Actuarial Valuation Reports: Retiree Healthcare (RHC) or Other Post-employment Benefits (OPEB) Program

The Retiree Healthcare (RHC) Program administered by LACERA on behalf of Los Angeles County includes retiree healthcare benefits such as medical and dental/vision insurance plans and death benefits. GASB refers to these benefits as Other Post-Employment Benefits (OPEB) for financial reporting. GASB Statement Numbers 74 & 75 prescribes financial statement reporting standards for OPEB programs. Actuarial valuations are prepared annually, and experience and assumption studies are prepared triennially for Los Angeles County and LACERA’s Board of Retirement to make funding decisions and to provide the information for the GASB 75 report which is based on the actuarial valuation and used for employer financial statement disclosure reporting.

Milliman provided an educational session to the Board of Investments in June. The draft experience study report, which includes the actuarial assumptions, has been completed by Milliman and will be presented at the July Board of Retirement meeting for approval. Next, Milliman will prepare the annual valuation report and present it at the Board of Retirement meeting in September.

LACERA slightly delayed the experience study process so Milliman could review the Board of Investment’s recently updated strategic asset allocation (SAA) for the OPEB Trust when considering the investment return assumption. The target completion date for this project was moved from August to September 2024.

Historical Perspectives

LACERA transmitted the census data file to Milliman in August 2023 when they began planning for the triennial year OPEB actuarial project cycle which includes an investigation of experience study and an annual valuation. Milliman started their work shortly thereafter.

In February 2024, Milliman presented a first draft Experience Study report to the Los Angeles County Stakeholder group. The BOR approved FY 2024-2025 retiree medical insurance premiums presented by the Retiree Healthcare (RHC) Division at the March meeting. Milliman updated their analysis to include the latest premium information to develop the medical cost trends and projections.

In April, the Board of Investments approved and updated their strategic asset allocation (SAA) for the OPEB Trust. It was determined that LACERA needed to delay the experience study process so Milliman could review the new SAA when considering the OPEB Trust investment return assumption and share this recent information with the County Stakeholder Group.

In May 2024, the Board of Investments approved and updated the OPEB Trust performance benchmarks and in June, the Investment Policy Statement (IPS) based on their recent approval of the SAA. LACERA held a second meeting to discuss draft 2 of the OPEB Experience Study with the Los Angeles County Stakeholder group including the County, Superior Court, labor groups, and their consultants, to review the remaining economic assumptions



	impacted by the SAA. There were no additional questions/concerns from the Stakeholder group.
--	--

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	MOG	Benefits	08/01/2020	TBD
	Project Lead(s): Shonita Peterson			
	On Schedule			
	Current Update			



Alameda Decision Implementation

In 2020, the California Supreme Court issued its decision in the Alameda County Deputy Sheriff’s Association v. Alameda County Employees Retirement Association (“Alameda”), challenging the constitutionality of changes passed in 2013 Assembly Bill 197, which amended the definition of compensation earnable, specifically, excluding pay items previously included such as unused vacation, termination pay, in-kind payments, and payments for services rendered outside of normal working hours. The Court upheld the constitutionality of the Legislature’s actions. In 2021, the Legal Office notified the Board of Retirement that it had completed an initial review of LACERA legacy pay codes and determined that Standby Pay did not meet the expanded understanding of compensation earnable because of the Alameda Case.

Now that these cases have been reviewed and processed, staff continues working on Alameda cases including previous service contracts and other more complex cases.

Five groups of members impacted by this project have been identified in the project table. The remaining cases include previous service contracts and other complex cases that require significant time to review and correct.

Alameda Project Status	Current Report: 05/31/2024	
Row Labels (Type, Status, Detail, Outstanding)	Count	%
Pending Notification (Staff Reviewing and Processing)	301	6.23%
Active	0	0.0%
Retired	5	0.1%
Deferred/Inactive	0	0.0%
Retired Deceased	38	0.8%
Active Death	5	0.1%
Other – *Active/Exceptions	253	5.24%
Withdrawn	0	0.0%
Completed	4,531	93.77
Active	3,035	62.8%
Retired	874	18.09%
Deferred/Inactive	149	3.1%
Deceased	0	0.0%
Other - *Active/Exceptions	361	7.47%
Withdrawn	56	1.2%
Not affected	56	1.2%
Grand Total	4,832	100%



Historical Perspectives

Since the project started, staff have updated the salaries for 4,176 members to exclude Standby Pay and computed the contributions on earnings that occurred on or after January 1, 2013. Of those, 3,013 were actively employed, but only 2,284 had overpaid contributions. Since Active members cannot receive a refund while in service, LACERA suspended future contributions beginning with the March 30, 2022, salary (paid on April 15, 2022) through the point each member's balance had been depleted. Staff mailed 1,000 letters to the active members on February 11, 2022, and the remaining 1,084 letters on February 25, 2022. A split mailing was used to prevent overwhelming the Member Services Call Center.

Subsequently, staff identified 149 deferred and inactive members, most of whom were entitled to a refund. Staff issued 132 checks to those members entitled to a refund. The balance of seventeen were not owed a refund.

The Systems Division developed programming to remove the Standby Pay code earnings for all retirees who retired on or after January 1, 2013, and recalculated their FAC earnings once the pay codes were removed. Per the BOR approval, these members were subject to having their benefits adjusted prospectively from August 30, 2020, following the court's decision.

Beginning May 24, 2022, LACERA notified 710 members via email that their monthly benefit allowance will be reduced effective July 31, 2022. Of these, 405 members were notified that due to the retroactive deduction of benefits to the August 2020 monthly allowance, they have been overpaid and will be required to repay the overpaid benefits. Members were given the option to repay by lump sum, or via deductions from their benefits over a period of time (including financing interest). The remaining 305 retirees were mailed a refund check for the overpaid retirement contributions that exceeded the overpaid retirement benefit. An additional fifty-six members with Standby Pay neither have a refund nor a benefit change due to the timing of their standby pay, while a Plan E member, or having a 30-year cancellation.

The Alameda team continues to work on Active/Exceptions cases. Staff focused on adding alerts and comments to the remaining 140 cases not impacted by the Alameda Decision.



The project was placed on hold in April 2024 due to the need to reallocate staff to ensure March Madness cases were processed timely. Staff resumed processing cases effective May 1, 2024.

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Superior Member Service	
	Type	Project Sponsor	Start Date	Target Date
	Strategic	Executive (MOG/BSG)	08/24/2022	09/30/2024
Project Lead(s): JJ Popowich, Luis A. Lugo, & Iveta Brecko (PM)				
Delayed				
Current Update				
<p>Case Management Project (Sol: Phase I)</p> <p>Implement a case management system that will improve efficiency in processing member requests, provide accurate status and data collection for metrics, and improve the member experience.</p> <p>Processes included in Phase I are: Disability Retirement Services (DRS) Disability Litigation Office (DLO) Benefits – First Payment</p>	<p><i>First Payment user acceptance testing (UAT) is ongoing. 12 test cases reflecting the most common scenarios as well as exceptions had been tested end-to-end. The next round of testing will include 24 cases that will be tested in Sol parallel with production, which is a month-long process. The final round of testing will include 100% production cases tested in parallel using the existing certification method and Sol. If users are satisfied with the test results, true implementation to production will take place in September 2024. Currently out of 184 issues identified during testing, 120 have been fixed, and the rest are in development. In addition to that, there are 21 enhancements in development.</i></p> <p><i>The last development to production for DRS and DLO divisions under Continuous Improvement Agreement will include 18 enhancement requests. We are planning another three-month continuous improvement contract with the vendor once First Payment is in production and more enhancement requests have been accumulated.</i></p>			
Historical Perspectives				
<p>In May of 2022, the BOR approved LACERA’s recommended vendor, Eccentex, to partner with LACERA to develop our Case Management System. Eccentex was selected after an extensive review of thirteen vendor proposals received from our RFP.</p>				



	<p>The team identified five phases over a series of years that would benefit from the Case Management System.</p> <p>Phase I consisted of three sub-phases: Disability Retirement Services (DRS), Disability Litigation Office (DLO, and the Benefits First Payment Process. The LACERA and Eccentex teams completed the development of the case management processes for DRS going live effective: September 22, 2023. The team continues to fine tune the systems performance and making updates as needed.</p> <p>Development of the last sub-phase – the Benefits First Payment process – began simultaneously with the other projects as staff worked to develop detailed process flow maps of the process and define and refine business rules and minimum expectations for the case management system. With the completion of the DRS/DLO sub-phases the teams focused their efforts on the First Payment Process.</p>
--	---

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	MOG	Benefits	04/01/2021	12/31/2024
	Project Lead(s): Louis Gittens / Shonita Peterson			
Delayed				
Current Update				
<p>COLA Bank Retroactive Changes</p> <p>In April of 2021, the Board of Retirement approved corrections to the COLA Accumulation Bank, which involved making retroactive corrections, recalculating benefit allowance amounts, and paying members retroactive benefits due to a</p>	<i>No update at this time.</i>			
	Historical Perspectives			
<p>The project was broken down into five phases based on the complexity of the calculations needed to pay retroactive benefits to members. We will resume working on this project in July 2024.</p>				



discrepancy discovered in the COLA Accumulation.

Phase I-IV: As of the date of this report, LACERA has paid out just over \$3.8 million in retroactive COLA earnings. Of the 9,672 members and survivors impacted, 8,511 accounts have been systematically resolved, which represents all members and survivors currently in a payment status.

The fourth phase of the project, which requires manually calculating the retroactive benefits, includes 1,494 cases in a payment status. The manual phase of the project began in December 2021. Staff have manually calculated COLAs for 455 members and payments were issued for this population.

Phase V: The final phase involves deceased members with no survivors currently receiving benefits. This phase requires research to identify the appropriate beneficiary(ies) or estates to pay the retroactive benefits that were due to the deceased member. This phase is currently delayed due to staffing limitations and the focus on the Alameda Decision Implementation.

Systems and Benefits have been reviewing the root cause for the manual processing and developing plans for redesigning some portions of our pension administration system to help alleviate the need for processing for future projects.

COLA Bank: Retroactive Payment Project		
Status (As of 3/31/23)	Number	Percentage
Completed	8,511	88%
In-Process	1,161	12%
Grand Total	9,672	100%



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Superior Member Experience	
	Type	Project Sponsor	Start Date	Target Date
	Strategic	Exec (MOG)	02/28/2022	06/30/2024
	Project Lead(s): JJ Popowich & Cynthia Martinez			
Pushed Back				
Current Update				
Communications Plan The development of a strategic Communications Plan providing an overview of the guiding principles used to communicate with LACERA’s various stakeholder groups. The plan will also provide an overview of the channels, resources, methods, planned campaigns, and current commitments of the Communications team. The plan will outline how our communications Division has been designed to be flexible and responsive to our needs as we fulfill our communication goals.	<i>No update at this time.</i>			
	Historical Perspectives			
	The LACERA executive team met on August 30, 2022, to review and discuss the Communication Plan(s) drafted by both EKA (the Board of Retirement’s public relations consultant) and the LACERA Communications division. Both plans outlined a more tactical approach to engaging our members and various stakeholders, as opposed to a strategic roadmap. The team discussed opportunities and ideas for improving the Communication plan document. We are going to coordinate these efforts with our Strategic Planning process, since the work overlaps with our current Strategic Planning efforts.			
The Communications team is beginning the process of updating the draft Communications Plan to incorporate the Strategic Plan priorities based on the input from the assigned LEADS of each objective and other feedback provided by the Executive Team.				



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Innovation Through Technology	
	Type	Project Sponsor	Start Date	Target Date
	Strategic	Systems	11/01/2023	9/30/2024
	Project Lead(s): Tom De Luca			
Delayed				
Current Update				
Data Digitization Sharing Project A project to share previously digitized microfiche and Optical Archive System (OAS) records with the LA County Auditor/Controller	<i>The team is working with the Auditor-Controller to identify dates for a meeting to discuss providing access and setting up User Acceptance Testing schedules.</i>			
	Historical Perspectives			
<p>The Information Technology Coordination Council (ITCC) approved a prototype project to share previously digitized microfiche with the LA County Auditor/Controller (A/C) in October 2023. LACERA previously digitized 50 million microfiche and Optional Archive System (OAS) records containing LA County payroll data and built an electronic viewer for the images. The A/C only has the physical microfiche and the OAS records for this payroll data. The LACERA Systems Division would like to share our digitized images with the A/C in a portable format that is independent from all technology at LACERA. The prototype project that was approved by the ITCC will involve converting a subset of microfiche images to searchable PDF files and building a SharePoint page for searching the images. If the prototype is successful, and the A/C finds the files useful, we will make a request to the ITCC to convert 30 million of the 50 million images to searchable .pdf and securely transmit them to the A/C.</p> <p>We have converted the subset of files to searchable PDF files for the prototype and are configuring the SharePoint page that will be used to search these files.</p> <p>Systems completed the configuration and set-up of the SharePoint site that will be used by the Auditor-Controller. The team continued to conduct internal testing to ensure it works as expected during the month of May.</p>				



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Executive (BSG)	12/01/2023	TBD
Project Lead(s): Laura Guglielmo and Cookie Jaranilla (PM)				
Delayed				
Current Update				
Enterprise Budget Application (Questica) Implementation Phase II: Budget Book LACERA nearly finished implementing its first automated enterprise budget application which will be used for budget development and budget control and will integrate with LACERA’s financial system, Great Plains. This phase of the project will address the Budget Book that is submitted to the Boards during the approval process.	<i>The Budget Modernization Project Team is organizing a Project Kick-off meeting with FH Black, our Questica vendor partner, on July 15th. This meeting will focus on clarifying the project's scope, requirements, and timelines, as well as setting expectations for all key stakeholders and subject matter experts.</i>			
	Historical Perspectives			
	The implementation of the Questica budgeting solution has been divided into two phases. Phase I concerns the implementation of the budgeting application itself. Phase II consists of the review and implementation of the Budget Book function to assist with assembling the budget book that is submitted for approval to the Boards. Development of the budget book is a unique and detailed process that requires significant focus to migrate to a new platform. The native budget book application provided by Questica will be evaluated by the team after we have completed implementation of the budget application. The team plans to produce the FY 25 Budget Book outside of this application while this is under review. Once we have completed the roll out of the Questica application we will assign a target date for completion of this phase. The Project Team has been actively collaborating with Questica's Implementation Team to discuss project planning and schedule a kickoff for this initiative.			



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management		
	Type	Project Sponsor	Start Date	Target Date	
	Strategic	Information Security	12/01/2023	09/30/2024	
	Project Lead(s): Steven Rice, Chaitanya Errande, & Celso Templo (PM)				
Delayed					
Current Update					
eDiscovery Solution Implement an eDiscovery solution that provides an intuitive and seamless way for the Legal Office and Information Security Teams to conduct eDiscovery, eDiscovery is the process of identifying, collecting, and producing electronically stored information (ESI) in response to a request for production in a lawsuit or investigation. An eDiscovery solution can help automate the collection of electronic data, such as email, MS Teams messages, SharePoint storages, Bloomberg, and SMS, and automate repetitive tasks, reducing the need for manual intervention.	<ul style="list-style-type: none"> <i>The eDiscovery Solution Project Team will present to the Operational Oversight Committee during the July 3rd Board of Retirement (BOR) session. The presentation will cover the project's purpose, the recommended vendor, GlobalRelay, and the associated costs, with the goal of obtaining the committee's approval.</i> <i>Formal Vendor Kickoff Meeting – If the Board approves the selection of GlobalRelay, the formal kick-off meeting with the vendor will be scheduled soon thereafter.</i> 				
	Historical Perspectives				
	<p>In December of 2023, the IT Coordination Council (ITCC) approved the request by the Legal Office and Information Security teams to search and select a vendor that can provide LACERA an eDiscovery Solution.</p> <p>The LACERA eDiscovery Team evaluated and selected a vendor by inviting Veritas, Smarsh and GlobalRelay to provide quotes, demo the products, and answer questions relating to eDiscovery needs. Additionally, the eDiscovery project bypassed the Request for Proposal (RFP) process because all invited vendors offered costs below the qualifying threshold set in the RFP guidelines. After performing the necessary due diligence and incorporating selection factors such as system functionalities, pricing, support availability, system integrations, User Experience (UX), and end-user training, the eDiscovery Project team selected GlobalRelay as the vendor that would partner and collaborate with LACERA to implement the eDiscovery solution.</p> <p><i>The following milestones have been completed:</i></p>				



	<p><i>Contract Finalization and Procurement –The Administrative Services team finalized the contract agreement and procurement process.</i></p> <p><i>Since the cost of the project was expected to exceed the CEO’s approval threshold, the Project Executive Sponsor met with Executive Management to discuss the timeline and process for obtaining Board of Retirement approval.</i></p>
--	--

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Administrative Services	03/01/2022	07/31/2024
	Project Lead(s): Ricki Contreras, Celso Templo & Michael Dozier (PM)			
	Delayed			
Current Update				
<p>Enterprise Contract Lifecycle Management (ECLM) Solution</p> <p>Pursuant to a recommendation by Administrative Services staff, the Operations Oversight Committee (OOC) on March 2, 2022, authorized a Request for Proposal (RFP) for software and consulting services to procure, configure, customize, and implement an ECLM system, which was published on LACERA.com on March 4, 2022.</p>	<p><i>The ECLM project aims to deliver a basic working version Minimal Viable Product (MVP) by the end of June 2024, with a soft launch planned for the first week of July, pending resolution of minor data issues. This initial launch will be for the Administrative Services Divisions, Systems, Legal Office, and Financial Accounting Services Division (FASD). The ECLM project team will evaluate the soft launch for a month before deciding on a full launch date.</i></p> <p><i>In parallel, the Administrative Services Divisions Vendor Management Group is developing policies and procedures to support the application's implementation. The Disability Litigation Office is also testing the ECLM's Request for Proposal feature, searching for a Taxonomy Consultant to meet the first phase of Strategic Objective 2.2, which is to implement an enterprise-wide knowledge management system for LACERA.</i></p>			



Historical Perspectives

On April 4, 2022, LACERA received proposals from nine vendors. LACERA’s evaluation team reviewed all RFPs and selected five vendors as finalists. These finalists demonstrated their solutions to the team. A final vendor has been identified and a recommendation to the Board of Retirement was scheduled for consideration at the September 2022 Board Meeting. The Board of Retirement approved the recommended vendor, Cobblestone, at the September 2022 Board meeting for the Enterprise Contract Lifecycle Management system.

The ECLM Solution’s Iteration 4 is underway to meet the newly structured Vendor Management the basic framework for the contract administration is still intact from the initial implementation. The new process has forced a pivot to restructure user groups and security roles to align with the Vendor Management group and personnel. ECLM Vendor Management system is functional and available for testing as the workflows are updated. Systems, Admin Services, Legal, Investment Division, and FASD Subject Matter Experts (SME’s) have completed rendering the final requirements imposing the process change and the final items of restructuring are in-flight. We are currently Projecting project to launch on time.

- Contract Repositories
- Vendor Portal
- Contract Approval Chain
- Consolidated Bid Responses and Evaluation – RFP Management
- AI Capabilities – Drafting, Reviewing & Executing of Contracts
- Reporting - Contract Requests, Solicitations, Contracts, and Vendors
- Systems Integration with Great Plains

To enhance the effectiveness of end-user training across all business divisions, we have restructured the approach. Instead of conducting large 2-hour training sessions, we will now break down the training into 1-hour modules for each of the 5 individual modules. This modification aims to facilitate easier retention for end users. Additionally, each training session will involve a Subject Matter Expert (SME) from each division. These sessions will be supported by customized training materials tailored to our internal processes, which will be distributed before the sessions commence.



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	Exec	Executive	01/01/2023	07/31/2024
	Project Lead(s): JJ Popowich, Chait Errande, and Michael Dozier (PM)			
Delayed				
Current Update				
LACERA Incident Response Team (LIRT) Management Solution LACERA seeks a solution that automates the tracking and workflow of LACERA incidents.	User Acceptance Testing Ongoing <i>User Acceptance Testing (UAT) is currently underway. On June 21st, we will demonstrate Change Order #2, which includes enhancements integrated with the Workplace Violence module, to the Executive Sponsors, product owners, and Subject Matter Experts. After obtaining approval from the principal sponsor and stakeholders on June 21st, we will move forward with User Acceptance Testing (UAT) for Change Order #2.</i>			
	<i>Our goal is to complete Change Order #2, along with Epic #1 and Epic #2 UAT to ensure compliance with Workplace Misconduct and Violence regulations by the deadline of June 30th, 2024. This UAT is a crucial step in meeting this important compliance milestone.</i>			
	<i>On June 27th, the LIRT Implementation project team will meet with the Systems Business Solutions Group's architect, developers, and PMO to discuss the LIRT Privacy phase, the next step in development. They will review requirements, specifications, and estimated effort, with the goal of establishing timelines and milestones for integrating LIRT with Work-space.</i>			
Historical Perspectives				
In December 2022, the Information Technology Coordination Council approved a LIRT incident management solution project to automate the tracking of LACERA incidents. The LIRT project team decided to leverage a product that is already implemented at LACERA: ServiceNow Information Technology Service Management (ITSM). LACERA selected Winward as our business partner to leverage and customize the incident workflow of ServiceNow's ITSM to support LACERA's process regarding incident tracking, management, and reporting. Because LACERA owns this product and is only configuring one module to support our specific process, we can absorb the project's cost in the FY 2023-24 budget. We expect this project to be completed in June 2024.				



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Innovation Through Technology	
	Type	Project Sponsor	Start Date	Target Date
	Strategic	Systems	02/21/2024	07/31/2024
	Project Lead(s): Summy Voong, Jim Lyle			
Delayed				
Current Update				
Microsoft Copilot Search Implementation The introduction of Microsoft Copilot, an Artificial Intelligence assistant for Microsoft Edge and Microsoft Office Applications.	<i>No new updates.</i>			
	Historical Perspectives			
	The ITCC and Artificial Intelligence (AI) Committee approved the initial phase of the Microsoft Copilot deployment at LACERA in February (2024). The initial phase will involve the launch and training of Microsoft's generative AI chat and search features that work with Microsoft Edge. The new tool will be presented to the organization through MAC, SAC, and Brown Bag meetings as well as a series of training sessions for each division. We anticipate the launch to be finished by			
	Project Steps: <ol style="list-style-type: none"> 1. Road Show to Division Managers – Completed 2. AI Policy approval and staff to sign an acknowledgement on policy 3. The Executive Board Assistants will be scheduling two meeting for Trustees - TBD 4. Presentation/Demo to MAC/SAC teams – TBD 5. Demonstration during Brown Bag Meeting – TBD 6. Enable feature for all staff and send out training documents – TBD 			
	<i>Staff has created a draft policy and forwarded it to the Ethics and Compliance Committee (ECC) for review.</i>			



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Superior Member Experience		
	Type	Project Sponsor	Start Date	Target Date	
	Strategic	Exec (MOG)	01/01/2013	06/30/2024	
	Project Lead(s): Cynthia Martinez				
Delayed					
Current Update					
<p>PEPRA Implementation: Annual Benefit Statement</p> <p>LACERA does not currently offer an Annual Benefit Statement (ABS) for PEPRA members.</p>	<p><i>We previously reported that we determined we would move forward with the PEPRA ABS project without providing a FAC amount and an estimated benefit amount. Instead, the team is working on a design that shows the trend in growth of a member’s retirement benefit based on percentage of salary over time.</i></p> <p><i>With this in mind, Communications drafted two ABS “comps” based on the team review and input (draft examples of what the new ABS will look like) and has been working with Systems and our design vendor to refine the concepts. The refinements have been made and these two ABS “comps” are ready to be presented to the team for final review and approval. Once the team has approved, these concepts will then be provided to the Executive Team for final input and approval to move forward with the statements.</i></p> <p><i>With final approval from Executive, we enter the final stage. Beta testing of both distribution formats (digital & print) will take place. Meanwhile, Systems and Communications are working out the final logistics to digitally distribute and mail. Once all testing and logistics have been finalized, a launch date will be determined and a campaign to inform our member’s will be initiated one to two months prior to distribution.</i></p> <p><i>The project remains in a delayed status, but progress is being made.</i></p>				
	Historical Perspectives				
	<p>LACERA was unable to generate a PEPRA member ABS until we could accurately, automatically, calculate a member’s FAC. This project is moving forward now that the FAC issue is nearly resolved.</p>				



Progress continues on the **PEPRA Implementation: FAC Issue** project and that project's target date has been updated to October 30, 2023, to allow time to import historical files necessary to calculate a member's benefit estimates.

A kickoff meeting was held on August 22, 2023, to discuss project expectations, review the Project Charter, confirm the ABS Team participants, briefly review the Active redesigned comp, and discuss next steps. It was confirmed the team will meet weekly to begin the review process of the Active redesigned comp.

The team has decided to pursue a change in how we generate the ABS. To provide us with more flexibility in distribution of the new ABS, we will be looking at generating a digital version which will decouple LACERA's reliance on specialized programming with our print vendors. This should also shorten the time to complete and publish a new ABS. Communications has incorporated all feedback from the team and the ABS is currently in production for update of data fields and rebranding based on the team input.

As of May 2024, we reported that LACERA is still working with the Auditor Controller on its efforts to systematically calculate a PEPRA Final Average Compensation (FAC) amount which is critical to the ability to deliver automated retirement benefit estimates. This has been negatively impacting our ability to deliver the PEPRA Annual Benefits Statements to members.

Given this delay, the team revisited the ABS design and determined that rather than providing a specific estimated benefit amount at this time we will provide an estimated FAC with caveats regarding accuracy and then focus on providing an accurate representation of the member's current and future percentage of FAC to provide insight into how their benefit is growing over time.

As a result of the progress made, our May report reflected we changed the status from "Pushed Back" to "Delayed.", with a new expected target date of July 30, 2024.

In May 2024, we also reported significant work needs to be done with our print vendor and Systems on our delivery plan for the ABS. The team has opted to make delivery of the ABS electronic by default through My LACERA. This will significantly reduce costs associated



	with mailing and printing. Members without My LACERA access will receive mailed ABS, and members who do have My LACERA, but wish to receive a physical copy mailed to them will have the ability to request this option.
--	--

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	Strategic	Executive (MOG)	01/01/2013	12/31/2024
	Project Lead(s): JJ Popowich & Lynn Francisco			
Pushed Back				
Current Update				
PEPRA Implementation: FAC Issue The Final Average Compensation for PEPRA members is exclusive of most pay items except base pay. The County uses pay code 099 as their base pay code. This pay code has embedded pay items within the code that are not pensionable compensation under PEPRA. To accurately calculate a member's benefit, these non-pensionable compensation items need to be filtered out.	<i>The Executive sponsor met with the Systems team to review their findings and analysis of the data files and known data available in the County's payroll system. The purpose of this analysis was to determine what we needed to take back to the Auditor-Controller to resolve problems with mid-pay period adjustments that team had identified. Based on this discussion the team believes we understand what we need from the County. However, between the time the team published their report and the meeting the Systems team believed they had discovered a workaround and asked for an additional month to prove their hypothesis.</i>			
	<i>The team is scheduled to report back in mid-July.</i>			
	Historical Perspectives			
As of late April 2023, the LACERA team and Auditor Controller's Office continue to meet regularly and make progress towards the agreed upon deadline of June 30, 2023.				
In mid-January, the two teams met, along with LACERA CEO Santos Kreimann, and LA County Auditor-Controller Arlene Barrera, to discuss the urgent necessity of completing the project. Based on availability of AC resources, the two teams will begin working on the final stages of this project in February and have committed to working towards a July 2023 completion date. The team has been meeting bi-weekly to ensure we remain focused on completing this project on-time.				



On March 16, 2023, AC provided a test file on the PEPRA embedded earnings. Systems and QA division collaborated on testing and confirmed the file provided the appropriate data necessary to calculate a more accurate Final Average Compensation (FAC). Systems is now working on updating our internal programs to use these files in a production environment.

Systems has completed and implemented the program in production. The program was first run to update the September 15, 2023, PEPRA actual earning salaries and are received with each new payroll period files prospectively.

Beginning in November the team started ingesting historical files beginning with the last three years first (August 31, 2023, down to September 15, 2020), and working back to 2013. The files are processed on an expedited basis so we can conclude this project as early as possible. The team completed ingesting the most current three years by December 31, 2023. As of 1/13/2024, the most current three years historical PEPRA embedded files have been processed and salary records in Workspace adjusted to remove PEPRA embedded earnings.

The Process Management Group (PMG) is working on updates to the PEPRA FAC Business rules. The team is working with the Legal Office to finalize the business rule. Once the rule has been finalized (expected to be finalized by end of February) the final parameters can be provided to Systems to program the FAC.

After the ingestion of actual payroll files was completed additional testing of the programming designed to remove non-pensionable actual earnings embedded in pay code 099 indicated additional work was needed to address retroactive payroll adjustments and mid-period payroll changes. The team is working to identify methods to account for the common payroll activities.

Once additional programming to address the issues identified above, and incorporate business rules, the team will be discussing scheduling the release of the PEPRA FAC for current active members to see and for staff to use in the calculation of estimates and retirements, followed by scheduling the release for use by deferred members. . We do not have an ETA at this time due to the newly discovered programming challenges.



A secondary effort to use Robotic Processing Automation (RPA) to help automate the manual process of accessing member payroll records and entering the required information into the manual Excel sheets used to calculate the FAC is on-going. The AC and LACERA had held several discovery meetings to help AC programmers understand the manual process. The AC and ISD teams working on this application provided a demo to the LACERA team in May.

Given that the RPA was not scheduled to be completed prior to the AC completing the permanent solution, the team has been evaluating the need to continue development. Ultimately, the team determined that there is value to the RPA process when having to manually research accounts for problems and appeals. The team has provided feedback to the ISD team, and we are continuing to refine the tool. The tool will be used for supplemental research if questions are raised about the PEPRA FAC.

RPA User Acceptance Testing (UAT) was completed on 2/14/2024 by the LACERA team. This closes Phase 1 (automatic extraction of payroll records from eHR, QSAL, and TEHW into Excel. Phase 2 (calculation of embedded non-pensionable amount to be removed) will begin shortly. We are in the process of scheduling the start with a new team from ISD and the AC.

In April 2024, the team reported a significant setback in our ability to calculate the PEPRA FAC automatically. As we were implementing the programming developed to calculate the FAC based on the data provided by the Auditor-Controller, we determined that the data was insufficient to calculate the FAC in certain circumstances. Most notably in situations where members receive a mid-pay period adjustment. Unfortunately, mid-pay period adjustments can occur at any time in a member's career and may also be retroactive in nature which complicates the calculation further. While they are not frequent, given the 36-month rolling FAC period just one occurrence in three years can cause an inaccurate FAC. As a result, staff need to continue to manually verify FAC figures.

Additional exploration of the use of the Robotic Processing Automation tool provided by the County also occurred. The tool is successful for researching single pay periods at a time. The team continues working with the County on phase two and also discussing how this tool



	<p>can be deployed in our process. Unfortunately, it is not suitable at this time to overcome the difficulties we have experienced with the more automated process.</p> <p>In April, we reported that the project team was working on a report on their findings and an analysis of the available data we are aware of in the County’s payroll system that may assist us in resolving the outstanding issues. The Executive Office had reviewed the report and scheduled a meeting with the team to discuss their findings and seek some clarifications.</p> <p>As a result of this setback, the team pushed back the Target Date back to 12/31/2024.</p>
--	---

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Superior Member Experience	
	Type	Project Sponsor	Start Date	Target Date
	Strategic	Executive (MOG)	07/01/2022	09/30/2024
Project Lead(s): Louis Gittens / Shonita Peterson				
On Schedule				
Current Update				
<p>Pre-2003 Pension Reserve Clean-up</p> <p>Prior to January 1, 2003, non-vested contributory individuals were required to withdraw their contributions upon termination as they were not entitled to future benefits. The law was changed as of that date and non-vested members are now permitted to leave funds on deposit and later retire. LACERA has attempted to contact the non-vested individuals who terminated prior to 2003 and still have funds on deposit so they can withdraw their funds.</p>	<p><i>PMG is working with the Benefit Protection Unit within Benefits to locate individuals who have relocated. This additional effort will ensure LACERA has done all it can to notify this population.</i></p>			
Historical Perspectives				
	<p>LACERA previously sent notification to the remaining 673 affected individuals. We determined which letters were returned to LACERA and sent notifications to secondary addresses through Certified mail. In November, we began sending letters to next of kin for deceased members.</p> <p>The Process Management Group (PMG) is reviewing all accounts to ensure notification has been sent to all affected individuals. PMG will then work with FASD and Systems to have funds placed in the Pension Reserve, the final stage of this project.</p>			



The purpose of this project is to ensure that LACERA sends written notice through Certified mail to the most valid address we can find. Individuals in this group who still have funds on deposit after this initiative will have their funds placed into the Pension Reserve.

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Superior Member Experience	
	Type	Project Sponsor	Start Date	Target Date
	Strategic	Executive (MOG)	06/15/2022	06/30/2025
Project Lead(s): JJ Popowich & Shonita Peterson (PM)				
Pushed Back				
Current Update				
<p>Prepaid Bank Card Project</p> <p>Introduction of a prepaid bank card option for monthly benefit payments</p>	<p><i>The Public Employment and Retirement Committee passed AB 2474 out of Committee for consideration by the entire legislature sometime later this year. AB 2474 is a LACERA specific bill that authorizes LACERA to create a test program over three years for payment of retirement benefits via pre-paid debit cards. LACERA worked with the bill sponsor to draft language that met the Committee's concerns and would work with LACERA's intended program. We are now in a waiting period to see if the Legislature passes the bill and if the Governor signs the bill.</i></p>			
Historical Perspectives				
<p>In June 2022, the OOC approved the release of a Request for Proposal (RFP) for a Prepaid Debit Card Service. LACERA seeks an easily accessible alternative to paper checks for monthly participant retirement and survivor benefit payments. The goals are three-fold: to provide a lower cost alternative to issuing checks for those participants without a banking relationship who are likely to pay fees to access their benefit payment, to reduce the number of monthly benefit payment checks issued by LACERA, and to create a more reliable payment process in the event of a disaster that impacts the ability to mail monthly paper checks.</p>				



A secondary goal is to reduce or eliminate paper checks that are mailed to one-time payees by offering prepaid bank cards and direct deposit for death benefits and withdrawals.

On September 30, 2022, LACERA received two proposals for Prepaid Debit Card Services. A cross functional evaluation team reviewed the proposals, and the vendors presented their services to the team. The selection team identified Conduent as the vendor of choice and the recommendation was approved by the Board of Retirement at the April 2023 board meeting.

LACERA met with Conduent at our first kick-off meeting also known as the Joint Configuration Session on Tuesday November 14, 2023. Weekly “check in meetings” have been scheduled.

The prepaid debit card project remains on hold. The LACERA team decided that it would be best to draft a contract amendment that specifically addresses the data security concerns with third party vendors. In April and May the team worked with our selected vendor to draft contract amendments. The latest version of these amendments is under review with LACERA’s Legal Office as reported in the June briefing.

As previously reported to the Board of Retirement, AB 2474 is currently under consideration by the State legislator’s Public Employment and Retirement Committee. A hearing was held in May and minor changes were made to the proposed legislation.



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Superior Member Experience	
	Type	Project Sponsor	Start Date	Target Date
	RHC	Exec	03/01/2021	12/31/2024
	Project Lead(s): Santos H. Kreimann & Luis A. Lugo			
On Schedule				
Current Update				
Retiree Healthcare Administration: Lifetime Maximum Benefit Project	<p><i>June 2024 - LACERA continues to work with the County CEO's office on the elimination of the Lifetime Maximum Benefit (LMB) for Anthem PPO plans. The County CEO has expressed a willingness to resolve the LMB issue and we're actively discussing a timeline. Their labor negotiations will play a factor in that timing.</i></p> <p><i>LACERA CEO and Deputy CEO continue to meet with BOS to educate them on the LMB issue. They are scheduled to meet with district two and four the week of July 1st, 2024.</i></p>			
	Historical Perspectives			
	<p>Since the beginning of 2023, LACERA and the County CEO's Office have been in active communication by meeting biweekly to address the Lifetime Maximum Benefit issue. LACERA provided the Board of Retirement (BOR) with a formal report and update on our progress during the August 2023 meeting via closed session.</p> <p>In November 2023, LACERA received an information request from the County and provided the requested information to the County. The County requested additional RHC program related information from LACERA in December 2023 and January 2024, to which LACERA responded accordingly.</p> <p>Since March 2024, The County of Los Angeles, and Coalition of County Unions (CCU) have continued to work through negotiations. LACERA continues to engage the County and Union representatives to provide any relevant information as they progress through their negotiations.</p> <p>LACERA staff and LACERA's actuary continue to consult with the County's staff and actuary. These conversations and the County's negotiation process have resulted in additional</p>			



	<p>actuarial-related information requests from the County. LACERA worked with Milliman and the County’s actuary to complete and deliver these items in February 2024:</p> <ol style="list-style-type: none"> 1) Actuarial Model – Retiree Healthcare benefits analysis and modeling to project future healthcare cost changes due to hypothetical benefit changes. 2) Cost Projections – GASB 75 report projections to analyze the impact of future healthcare cost changes. 3) Cost Savings – Retiree Healthcare benefit analysis of Tier 2 historical cost savings.
--	--

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Superior Member Experience	
	Type	Project Sponsor	Start Date	Target Date
	Strategic	Exec (MOG)	01/01/2019	12/30/2024
Project Lead(s): Maggie Luong, Shonita Peterson				
On Schedule				
Current Update				
<p>Retirement Estimate Redesign</p> <p>With the recent launch of our new Retirement Planning Hub and the My LACERA online retirement election process, we are turning our attention to re-designing the Retirement Estimate.</p>	<p><i>No new updates</i></p>			
Historical Perspectives				
<p>In 2019, an effort was undertaken to beta test a new Retirement Prospectus Estimate and Election form. The project was placed on hold due to the COVID-19 Pandemic. Coming out of the immediate impacts of the pandemic the results of the beta teste were reviewed and it was determined the redesigned estimate was more complicated than would be useful.</p> <p>Subsequently LACERA pivoted to the new Retirement Planning Hub, the new Omnichannel Retirement Counseling process, and the My LACERA on-line retirement election.</p> <p>In April, the workgroup made great progress on the new estimate template finalizing their design and text recommendations. The final recommended estimate was distributed for re-view and approval.</p>				



	<p><i>In April we reported the team had finalized the design of the new Retirement Estimate. This month the design was finalized and approved for programming and development. The Systems team is currently working on finalizing the programming for Workspace and printing. The team estimates the updates to Workspace will be completed in July 2024. The changes will first be available for printing of the official estimates in July or August, with a final sprint to update the view staff see in Workspace to follow.</i></p>
--	---

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	MOG	Exec	06/01/2021	TBD
Project Lead(s): JJ Popowich				
Pushed Back				
Current Update				
<p>Retroactive Payroll Adjustments: Prospective Correction</p> <p>The Auditor-Controller is responsible for collecting contributions on all compensation earnable and pensionable earnings compensation at the time of payment. For many years, the AC has not been collecting contributions on retroactive payroll adjustments. In 2021, the AC made changes to their programming to take deductions at the time of payment. However, there are still some situations where these contributions are not being collected.</p>	<p><i>No update at this time.</i></p>			
Historical Perspectives				
<p>Following the AC’s programming change, LACERA implemented a testing regimen to ensure that the contributions were being deducted as expected.</p> <p>In August, the AC notified LACERA that they were adjusting the time frame that they would be withholding contributions for retroactive adjustments to 60 months (from the current 99 months). All retroactive earnings paid for pay periods more than 60 months in arrears would no longer have contributions deducted from them. This change was made by the County due to excessive degradation in their payroll system’s performance.</p> <p>In 2022, LACERA met with the AC’s team to discuss collection of contributions for adjustments more than 60-months old. A few ideas were generated, and we continue to work with them to develop a procedure that both the County and LACERA can support.</p>				



COMPLETED PROJECT DETAILS

This portion of the Operations Briefing will detail projects and initiatives that have been completed during the Fiscal Year 2023 - 2024.

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Financial & Accounting Services Division	August 2022	June 2023
Project Lead(s): Ted Granger				
Completed				
<p>Actuarial Valuation Reports: 2022 Actuarial Valuation of Retirement Benefits</p> <p>The Government Code requires that valuations of the Retirement Fund (Pension Plan) be performed at least once every three years. The Board of Investments' 2013 Retirement Benefit Funding Policy requires valuations be completed annually. These reports are prepared to determine employer and employee contribution rates and to measure the funded status of the Pension Plan. In addition, the valuation report provides information used to prepare the Governmental Accounting Standards Board (GASB) Statement Number 68, financial statement reports. Plan Sponsors use the GASB reports to obtain information required for their financial statement disclosures.</p>	<p>2023 Retirement Benefits – Actuarial Risk Assessment</p> <p>LACERA staff and Milliman presented the 2023 Annual Actuarial Risk Assessment report based upon the most recently completed Valuation report, to the Board of Investments (BOI) at their June 2023 meeting. There were some follow-up questions from Trustees regarding the impact PEPRA may have on setting actuarial assumptions. Staff expects Milliman to present some additional information at a future BOI meeting.</p>			



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Financial & Accounting Services Division	July 2022	August 2023
	Project Lead(s): Ted Granger			
Completed				
<p>Actuarial Valuation Reports: 2022 Other Post-employment Benefits (OPEB) Actuarial Valuation</p> <p>The retiree healthcare (RHC) program administered by LACERA on behalf of Los Angeles County includes retiree healthcare benefits such as medical and dental insurance plans and death benefits. GASB refers to these benefits as Other Post-Employment Benefits (OPEB) for financial reporting. GASB Statement Number 75 prescribes financial statement reporting standards for OPEB programs. Actuarial valuations are prepared annually for Los Angeles County and LACERA’s Board of Retirement to make funding decisions and to provide the information for the GASB 75 report which is used for employer financial statement reporting.</p>	<p>2022 OPEB – Annual Actuarial Valuation Report</p> <p>Milliman completed the July 1, 2022, OPEB Valuation Report and presented the results to the Board of Retirement on August 2, 2023.</p> <p>The upcoming 2023 OPEB actuarial reporting cycle will include both a triennial experience study and annual valuation report.</p>			



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Financial & Accounting Services Division	August 2023	December 2023
	Project Lead(s): Ted Granger			
Completed				
<p>Actuarial Valuation Reports: Retirement Benefits</p> <p>The Government Code requires that valuations of the Retirement Benefits Fund (Pension Plan) be performed at least once every three years. The Board of Investments' 2013 Retirement Benefit Funding Policy requires valuations be completed annually. These reports are prepared to determine employer and employee contribution rates and to measure the funded status of the Pension Plan. In addition, the valuation report provides information used to prepare the Governmental Accounting Standards Board (GASB) Statement Numbers 67 & 68 reports. Plans (LACERA) and Plan Sponsors (County) use the GASB reports to obtain information required for their financial statement disclosures.</p>	<p>2023 Retirement Benefits – Annual Valuation</p> <p>The June 30, 2023, Retirement Benefits Valuation Report has been completed. Milliman and staff presented the final report to the Board of Investments (BOI) at their December 2023 meeting.</p> <p>There are two additional reports that will be prepared based upon the results of the 2023 Retirement Benefits Valuation Report:</p> <ol style="list-style-type: none"> 1) Staff will work with Milliman to prepare the upcoming GASB 68 report for Los Angeles County's June 30, 2024, annual financial statements. 2) Staff will work with Milliman to prepare the upcoming 2024 Risk Assessment Report, tentatively scheduled to be presented at the June 2024 Board of Investments meeting. 			



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Financial & Accounting Services Division	May 2023	December 2023
Project Lead(s): Ted Granger				
Completed				
<p>Annual Financial Statement Preparation and Audit:</p> <p>Government code sections require that LACERA prepare annual financial statements including footnotes and disclosures, obtain an external audit opinion of those statements, and transmit the reports to the Los Angeles County Board of Supervisors within six-months following the fiscal year-end.</p>	<p style="text-align: center;">2023 – ACFR and PAFR</p> <p>LACERA completed it's 2023 annual financial statements project having reached the following milestones:</p> <ul style="list-style-type: none"> • LACERA distributed the Annual Financial Statements (AFS) to the LACERA Boards and Los Angeles County in early November. • Plante Moran presented the audit reports and AFS to the Audit Committee at their December meeting. • Communications completed and mailed the Popular Annual Financial Report (PAFR) to all members in December. • Communications finalized the Annual Comprehensive Financial Report (ACFR) and post it to LACERA's website by the end of December. • FASD submitted LACERA's ACFR and PAFR to the Government Finance Officers Association (GFOA) for their award programs by the end of December. 			



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Fiscal Durability: 5.1	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Executive (BSG)	10/06/2022	January 31, 2024
Project Lead(s): Laura Guglielmo and Cookie Jaranilla (PM)				
Completed				
<p>Enterprise Budget Application (Questica) Implementation Phase I</p> <p>LACERA is implementing its first automated enterprise budget application which will be used for budget development and budget control and will integrate with LACERA’s financial system, Great Plains. This system replaces a manual budget development process that relies on Microsoft Excel and Word. It will also ensure that managers have real-time budget to actual reporting capabilities for data informed decision making.</p>	<p>After an extensive RFP and selection process, the Board of Retirement approved the selection of Questica on October 6, 2022. The contract and statement of work were finalized, and the project kick off meeting was held with the LACERA Budget Team and Questica team on November 17, 2022.</p> <p>The Project team has continued to fine-tune Questica’s Budget Modernization application in the following areas:</p> <ul style="list-style-type: none"> • Required roles for Change Request Permissions • General Ledger (GL) Account Roll-up and Reporting Requirements • Personnel Sync Integration • Amended Budget Export • View Creation <p>The Budget Team has successfully completed the Business Division Training and provided the necessary assistance and guidance for entering the FY 2024-2025 division budget into Questica. The Questica Budget Modernization Solution has now been implemented and is in production on January 31st, 2024, marking the completion of the project.</p>			



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Innovation Through Technology	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Executive (BSG)	01/01/2023	09/30/2023
	Project Lead(s): Carly Ntoya and Michael Dozier (PM)			
Completed				
<p>Human Resources (HR) Case Management</p> <p>LACERA seeks a case management solution that supports Human Resources workflow with automatic notifications, document management, and version control as well as the ability to view HR workloads on an interactive dashboard.</p>	<p>In December 2022, the Information Technology Coordination Council approved a case management project for Human Resources. Funding for the project was approved during the FY 2022-23 midyear budget adjustments. The HR project team selected ServiceNow’s Human Resources module for their case management solution.</p> <p>Since August, the Winward Implementation team has been testing the HR Case Management Module. We are pleased to report Phase 1 testing has been completed. In addition, the Phase 2 Discovery Session consisting of Knowledge Management and New Hire workflows have been accomplished, and several demonstrations of the completed workflows have been provided, recorded, and saved for training purposes and stakeholders’ consumption. Live User Acceptance Testing (UAT) of Phase II was completed in early October. This finalizes the Implementation activities, and the HR Case Management application was released to production on October 3rd. The Executive Management Presentation of the HR Case Management took place on October 5th. Post implementation plans are to use feedback gathered during the UAT for future enhancements.</p>			



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Innovation Through Technology	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Executive (BSG)	10/01/2022	12/30/2023
Project Lead(s): Carly Ntoya and Don Song (PM)				
Completed				
<p>Human Resources (HR) Digitization</p> <p>LACERA is currently converting 350,000+ paper Human Resources' personnel, payroll, medical, and classification files to electronic files to allow quick retrieval of documents by a hybrid workforce, shared access to information, full text search capabilities, and an audit trail of document access.</p>	<p>In March 2022, the Information Technology Coordination Council approved the Human Resources Digitization Project. Funding for the project was approved as part of the FY 2022-23 budget.</p> <p>The scanning of the 350,000 HR Historical files has been successfully accomplished. As the project concludes, the plan is to transition the management and support of HR Digitization to Systems Infrastructure for ongoing operations.</p>			



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Innovation Through Technology	
	Type	Project Sponsor	Start Date	Target Date
	BSG/MOG	Communications/Systems	December 2022	September 2023
	Project Lead(s): Selassie Burke, Erika Heru/Ian Duggan			
Completed				
<p>KBase Migration to SharePoint</p> <p>KBase is an older knowledge base product that staff use on a daily basis for historical information, explanations of CERL and other information. The KBase data infrastructure needed to be updated to ensure its continued viability and improve access.</p>	<p>As part of the continuous commitment to improve our digital infrastructure and enhance user experience, our current Knowledge Base (KBase) has transitioned to a newer and more advanced platform on SharePoint.</p> <p>The move to SharePoint isn't just about a new look—it's also about functionality, security, and efficiency. SharePoint offers a robust platform, with numerous advantages such as improved security, enhanced collaboration features, and scalability to meet our future needs.</p> <p>KBase remains easily accessible within LACERA Connect. KBase now has a built-in search feature on SharePoint, locating the information needed is faster and more intuitive.</p> <p>Systems, in particular, Selassie Burke, managed the migration ensuring it was a seamless transition of a total of 1,314 related Wiki web pages that are now fully indexed and searchable.</p>			



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Executive (BSG)	09/21/2023	Q2 2024
	Project Lead(s): Luis Lugo and Gnan Arige (PM)			
Completed				
<p>Policy Management Solution</p> <p>LACERA seeks an automated solution to support LACERA Policy Management Process.</p>	<p>In September 2022, the Information Technology Coordination Council approved a policy management project to automate the creation, review, approval, and maintenance of LACERA policies as well as track the versions and acknowledgement of policies. Funding for this project was included in the FY 2022-23 budget. The policy management project team issued a Request for Quote (RFQ) and reviewed quotes submitted by interested vendors and consultants.</p> <p>The Executive Sponsor and Project team have decided to conclude this project and integrate its objectives and requirements into a new initiative. The upcoming initiative, tentatively named the “Organizational Governance Initiative,” will encompass additional modules, including Compliance GRC, Internal Audit, and Enterprise Risk Management. This strategic move aims to streamline and align various governance aspects under a cohesive framework for more effective management and oversight.</p>			

[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Superior Member Experience	
	Type	Project Sponsor	Start Date	Target Date
	MS	Executive Office		01/31/2024
	Project Lead(s): Jonathan Tran and Maritza Perez			
Completed				



Retirement Counseling Redesign Project (Omnichannel Retirement Counseling)

The basic retirement counseling process for members considering retirement has not changed in many years. While checklists used to counsel members have been updated over time, a top to bottom review of the process has not occurred in some time.

The Member Services team has undertaken a project to modernize the counseling process to incorporate a true omnichannel approach by integrating the Retirement Planning section on LACERA.com and the My LACERA portal into the counseling process. Integrating these resources into the retirement counseling process will allow members to connect with LACERA in more ways than ever and help pave the way for future innovations and streamlined services.

A team of Member Services subject matter experts under the direction of the project leads have been meeting and developing a new retirement counseling model.

The team has reviewed all data points and information shared with members during counseling sessions ranging from a few minutes to the more in-depth counseling sessions lasting an hour or more. The review is intended to ensure we are covering all of the vital information needed during our counseling sessions. The results of this review have led to updates to checklists, collateral material provided to members, and seeks to integrate the new Retirement Planning section on LACERA.com and My LACERA portal into counseling.

Over the last few months, the team has been beta testing this new counseling model during actual member counseling sessions. This beta testing process has allowed the team to collect vital member and staff feedback on the new model.

The team is now in the final stages of this project. They are working with the Communications team to update the Retirement Planning section on LACERA.com with additional information that will support key discussion points and feed into new communication collateral. Additionally, the team has launched the first phase of this project with a revamped PEPRA Final Average Compensation training module for all Member Services and Disability Retirement staff, in collaboration with Quality Assurance, Benefits, and PMG. Member Services and Disability Retirement staff have received an in-depth overview of the new Business Rules applicable to calculating a PEPRA member's FAC and how this affects other processes. Additionally, the Team has expanded calculation training to other specialized Benefits units, such as Death and Legal.

Due to new enhancements to My LACERA that were released into beta in January, the team revised their counseling plans to incorporate the new functionality. Training on the new counseling standards was completed January 11th, 2024. The Team presented an overview to the OOC on February 7, 2024, and continue to work closely with staff and gather user feedback for further improvements on implementation.



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Superior Member Experience	
	Type	Project Sponsor	Start Date	Target Date
	Strategic	Exec (MOG)	07/01/2022	01/31/2024
	Project Lead(s): Kevin Hawkins			
Completed				
<p>Tax Table Changes for 2022: Phase II: Online Tax Calculator & ADR Redesign</p> <p>The IRS published updated tax tables for 2022 which became effective January 1, 2022. The IRS finalized a revised Federal Withholding Certificate for Pension & Annuity Recipients (commonly referred to as a W-4P tax withholding form). These follow up projects are designed to improve the overall Member Experience.</p>	<p>In early 2022, the Project Management Group worked with tax counsel to understand the intricacies of the changes to the W-4P tax withholding form for 2022.</p> <p>In Phase I, the team completed the rollout of the new Federal Withholding Certificate for Pension & Annuity Recipients (commonly referred to as a W-4P withholding form) on time. This included updating Workspace so staff can enter member tax elections in compliance with the new form design, as well as My LACERA so members can complete tax election changes themselves.</p> <p>The team also identified additional tasks that need to be completed in Phase II which originally included the development of an on-line tax calculator accessible through My LACERA and the redesign of the Automatic Deposit Receipt / paycheck stub. The development of the on-line tax calculator has now been moved to Phase III.</p> <p>An Automatic Deposit Receipt ADR redesign. Staff worked to develop a re-designed ADR with new fields that support the new tax withholding rules. After working with our check printing vendor to validate the new format would fit in the allotted space for the existing ADR, a business rule with an embedded copy of the proposed layout was distributed to stakeholders for approval. The redesign was approved by stakeholders in August and the team provided an informational memo to the Operations Oversight Committee in November. In November, we began notifying retired members through inserts in their November checks and various publications. Another notification was provided with the December checks. A new section has also been added to LACERA.com to provide members with detailed explanations on how to read their ADR/check stub. Members received the new ADR for the first time with their January 2024 checks or automatic deposits, which completes this part of the project.</p>			



[Return to Index](#)

Project / Issue Title Brief Description	Strategic Plan Initiative:		Compliance & Enterprise Risk Management	
	Type	Project Sponsor	Start Date	Target Date
	BSG	Exec (BSG)	October 2021	01/30/2024
Project Lead(s): Laura Guglielmo, Ted Granger & Cookie Jaranilla				
Completed				
<p>Travel/Expense/P2P Software</p> <p>LACERA has procured “Certify” software created by Emburse, an accounts payable automation and expense management provider.</p>	<p><u>Accounts Payable (AP) Module</u></p> <p>The AP Certify Project Team’s User Acceptance Testing has been completed, and Live Training has started with the business divisions targeted for the Soft-Launch. These Business Solutions Group of divisions is comprised of the following:</p> <ul style="list-style-type: none"> • Admin Services Procurement • Disability Retirement Services (DRS) • Financial and Accounting Services Division (FASD) • Legal Office • Systems <p>In collaboration with Emburse's Implementation Team, the Project Team has aligned check payment processing with the requirements set by State Street Bank, LACERA's partner for clearing and funding checks. Simultaneously, the Project Team is actively integrating AP Certify with Great Plains (GP) Invoice payment data, finalizing critical components for data integration.</p> <p>The AP Certify Project Team has successfully concluded the End-User Training sessions for the LACERA Business Divisions. Following this, the application was seamlessly integrated into production on January 30, 2024.</p>			

DATE RECEIVED	REQUESTER	DOCS REQUESTED
05-07-24	R. Ellis, LA Times	<p>Request #1: List of all former LA County Employees who have had their benefits forfeited due to a job-related felony between 2000 – 2023.</p> <p><i>Legal, on May 8, 2024, requested the responsive information from Systems.</i></p> <p><i>Legal, on May 13, 2024, via email, requested more identifying information from Requester so that data can be accurately retrieved.</i></p> <p><i>Transmitted 1 document.</i></p> <p><i>Legal, on May 23, 2024, via email, sent the document listed below.</i></p> <p><i>PRA #2_FelonyList.xlsx.</i></p> <p><i>Transmitted 1 document.</i></p> <p><i>Legal, on June 10, 2024, via email, sent the document listed below.</i></p> <p><i>PRA#3_BenefitsofSpecificMbrs_Final_John.xlsx.</i></p>
05-08-24	R. Ellis, LA Times	<p>Request #2: Retiree information: monthly benefit amount, cost-of-living adjustments, final compensation, components of final compensation, total years of service and effective date of retirement.</p> <p><i>Legal, on May 8, 2024, requested the responsive information from Systems.</i></p> <p><i>Legal, on May 13, 2024, via email, requested more identifying information from Requester so that data can be accurately retrieved.</i></p> <p><i>Transmitted 1 document.</i></p> <p><i>Legal, on June 7, 2024, sent via email, the document listed below.</i></p> <p><i>PRA#3_BenefitsofSpecific Mbrs_Final_John.slsx.</i></p>
05-10-24	M. Castañón, clglawyers.com	<p>Request: Copy of all disclosable settlement agreements between LACERA and former or current employees of LACERA involving any disputes.</p> <p><i>Legal, on May 10, 2024, requested the required documents from Investments.</i></p> <p><i>Legal, on May 20, 2024, via email, notified Requester that Staff is retrieving and reviewing records for exemptions and redactions. LACERA will produce nonexempt records on June 4, 2024.</i></p> <p><i>Legal, on June 4, 2024, via email, notified Requester that documents would be produced on or before June 14, 2024.</i></p>

DATE RECEIVED	REQUESTER	DOCS REQUESTED
		<p><i>Legal, on June 13, 2024, via email, notified Requester that LACERA Staff has located settlement agreements, but must provide notice to counterparties due to exempt information within agreements per Government Code §7927.700. Monetary information can be provided without delay. If responsive records are required, an additional response can be sent on or before June 21, 2024.</i></p> <p><i>Legal, on June 14, 2024, via email and USPS First Class email, sent letters to relevant parties that a request was sent to LACERA regarding a disclosable document relating to them.</i></p>
05-15-24	B. Campbell, with. Intelligence	<p>Request: Monthly performance data for all absolute return/hedge funds in which LACERA is currently investment for March 2024.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Legal, on May 20, 2024, sent via email, to Requester the responsive document listed below.</i></p> <p><i>Hedge Funds 2024-03-31.</i></p>
05-15-24	T. McCormick, Mintz and Gold, LLP	<p>Request: Copies of all emails and documents from January 1, 2019, through May 15, 2024, that have certain names including references to a partner.</p> <p><i>Legal, on May 23, 2024, sent via email, an inquiry to isolate the search to be include only the Legal and Investments Divisions.</i></p> <p><i>Requester, on June 12, 2024, sent responsive email to Legal approving limited research.</i></p>
05-16-24	J. Solanki, Pitchbook	<p>Request: Updated quarterly performance data from your plan's alternative asset holdings for the following date(s): 1Q2024.</p> <p><i>Transmitted 2 documents.</i></p> <p><i>Legal, on May 20, 2024, sent via email, to Requester the 2 documents listed below.</i></p> <p><i>Hedge Funds Q1 2024 Data.xlsx.pdf and Private Markets Q1 2024 Data.xlsx.</i></p>
05-17-24	A. Munkina, University of Florida	<p>Request: All data for 2010-2024.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Legal, on May 20, 2024, via email, sent the responsive document listed below.</i></p> <p><i>Quarterly Portfolio Data 2010-2024.</i></p>

DATE RECEIVED	REQUESTER	DOCS REQUESTED
05-24-24	M. Borrelli, University of Central Florida	<p>Request: The name of external investment management firms broken down by applicable asset class providing detailed financial breakdown and that all information be presented on a quarterly basis starting from the year 2010 through 2024.</p> <p><i>Legal, on June 4, 2024, via email, notified Requester that expected production of requested records would be by June 14, 2024, if not sooner.</i></p>
05-24-24	FOIA Data Aggregation	<p>Request: Q4 2023 Information relating to investments in Alternative Assets.</p> <p><i>Transmitted 2 documents.</i></p> <p><i>Legal, on June 3, 2024, via email, sent the 2 documents listed below.</i></p> <p><i>Alternatives Data 4Q23.xlsx and Hedge Funds Q4 2023.xlsx.</i></p>
05-30-24	T. Hettinger, LP Analyst	<p>Request: Recent information on private asset portfolio returns since inception.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Legal, on May 30, 2024, via email, sent the responsive document listed below.</i></p> <p><i>Alternatives Data 4Q23.xlsx</i></p>
05-31-24	H. Parker, Preqin	<p>Request: Commitment, Contribution, Distribution, Value, and IRR as of December 31, 2023.</p> <p><i>Transmitted 1 document.</i></p> <p><i>Legal, on June 7, 2024, via email, sent the document listed below.</i></p> <p><i>Alternatives Data 4Q23.xlsx.</i></p>
06-03-24	U. Arshid, PEI	<p>Request: The reason for the decrease in real estate allocation from December 2022, \$5.5 billion USD to \$4,730 billion in 2023 (-14.50%).</p> <p><i>Legal, on June 4, 2024, via email, notified Requester that the allocation change is sales of assets market movements.</i></p>
06-04-24	K. Thorpe, Individual	<p>Request: List of all personnel in the Investment Team and function including all personal and compensation information. Also requested organization chart for the Investment Team.</p> <p><i>Legal, on June 14, 2024, via email, informed Requester that LACERA expects to produce responsive records by June 20, 2024, if not sooner.</i></p>

DATE RECEIVED	REQUESTER	DOCS REQUESTED
		<i>Legal, on June 24, 2020, informed Requester that LACERA expects to produce responsive records by July 5, 2024.</i>
06-07-24	H. Ahaiwe, HR, LA County and 1 other Recipient	Per monthly request: <i>Transmitted 1 document.</i> <i>Executive Office, on June 7, 2024, via email, transmitted the responsive document listed below.</i> <i>MonthlyAgenda.csv for June 1, 2024.</i>
06-07-24	Sheriffs Dept, LA County and 4 other Recipients	Per monthly request: <i>Transmitted 2 documents.</i> <i>Executive Office, on June 7, 2024, via email, transmitted the responsive documents listed below.</i> <i>Monthly Agenda Reports for Sheriff Department Listing and Fire Department listing, each dated June 5, 2024.</i>
06-07-24	C. Siverson, Fire, LA County, and 5 other Recipients	Per monthly request: <i>Transmitted 1 document.</i> <i>Executive Office, on May 7, 2024, via email, transmitted the responsive document listed below.</i> <i>Board of Retirement Meeting on June 5, 2024, Benefit Approval List.pdf</i>
06-12-24	B. Campbell, with. Intelligence	Request: Monthly performance data from your investment pools for all the absolute return/hedge funds in which you are currently invested. <i>Transmitted 1 document.</i> <i>Legal, on June 14, 2024, sent via email, to Requester the responsive document listed below.</i> <i>Hedge Funds 2024-04-30.xlsx</i>

REPORT OF FELONY FORFEITURE CASES

June 17, 2024

#	MEMBER'S LAST NAME	MEMBER'S FIRST NAME	DEPT.	CONVICTION DATE	LACERA NOTIFIED	INITIAL IMPACT NOTICE SENT	FINAL IMPACT NOTICE SENT	STATUS*	DISABILITY STATUS	SERV. LEVEL
67	LYONS	ANDREW	SHERIFF	1/12/2024	2/14/2024			PEND		
66	VEGA	MIGUEL	SHERIFF	9/5/2023	10/27/2023			DELAY - CD		
65	HERNANDEZ	CHRISTOPHER	SHERIFF	7/24/2023	10/11/2023	4/10/2024		PEND		
64	RIDLEY-THOMAS	MARK	BOS	3/31/2023	3/31/2023	10/23/2023		APPEAL		
61	SHEPOS	THOMAS	CEO	1/23/2023	2/14/2023			PEND		

STATUS LEGEND:

- APPEAL: Pending an appeal filed with LACERA
- CLOSED: RET: Retired member, case is complete
- CLOSED: DEF: Deferred member, case complete.
- CLOSED: INA: Inactive member – not eligible until age 70, case closed
- DELAY-MI: Member input needed (i.e. pending a legal split decision)
- DELAY-CD: Pending a court decision (reduction in charges pending conditions being met)
- PEND: Case is currently in evaluation and notification stages
- WITHDRAWN: Member withdrew prior to conviction – no impact.

Rehired Retirees Automated Notification Process Operations Oversight Committee | July 3, 2024



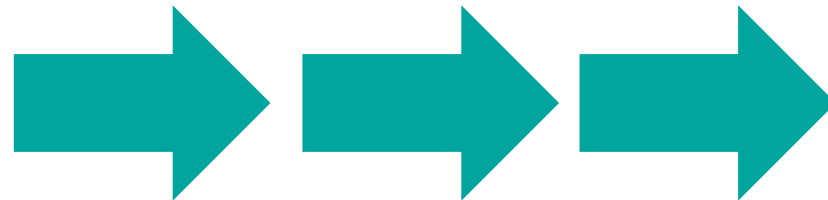
L/CERA

The Rehired Retiree Program



LACERA Retirees can attain a temporary position with LA County while still receiving their pension benefits from LACERA. Reemployment of a Retiree is for a **limited duration**.

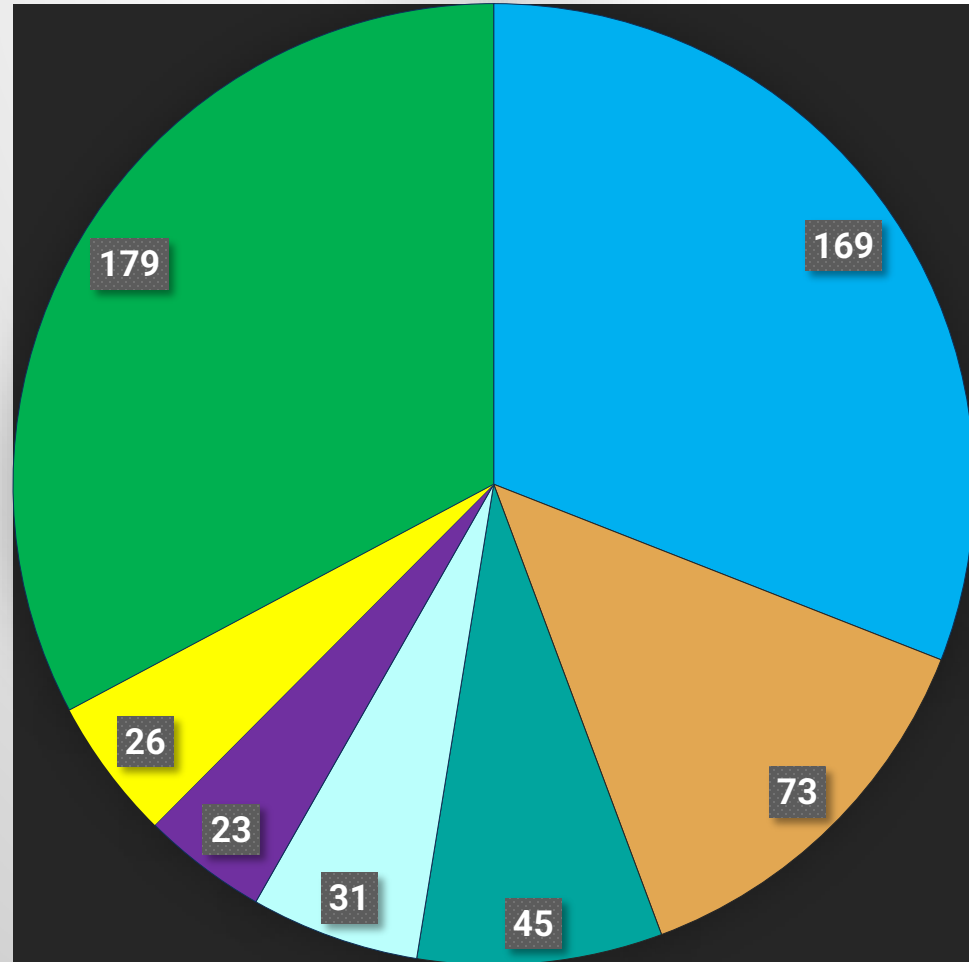
- Retirees must wait 180-days before returning to work with two exceptions
 - public safety officers and firefighters
 - critical positions requested by the department
 - must be approved by the Board of Supervisors or Board of Retirement
- Retirees that retired prior to the normal retirement age must wait 90-days before beginning on the temporary assignment
 - Normal retirement age is 57 for General Plans A, B, C, D and G; 55 for Safety plans; 65 for Plan E
- There can be no prearranged agreements regarding employment after retirement.
- The employment of the retiree shall be limited in duration and to a position on a temporary basis that requires special skills or knowledge in which staff could not be easily prepared or trained, or in critical positions where expertise is unavailable elsewhere in the department. The department should develop a transition plan to ensure the transfer of the retiree's special skills or knowledge to current departmental employees.





960-Hour Program Use as of 5/1/2024

Rehired Retirees



- Sherriff's Department 169
- DCFS 73
- District Attorney 45
- Public Defender 31
- Assessor 23
- Courts 26
- Other 179

Total number of retirees employed: 546



ATTACHMENT

County of Los Angeles

CONDITION OF POST RETIREMENT EMPLOYMENT AND WAIVER

Department: _____

Employee Name: _____

Employee Number: _____

I, _____ retired from County service on _____ I desire to perform limited duration, compensated, post-retirement service as provided in Government Code Sections 31680.2 and 31680.6 while remaining on retired status. During this employment there will be no suspension or termination of my retirement allowance and benefits. I intend, understand, and acknowledge that the duration of this employment with this department, including those with any other County department, is limited to a maximum combined total of 120 working days or 960 hours within a fiscal year of 12-month period. Violation of this work hour limit may cause the suspension of my retirement allowance and healthcare benefits by Los Angeles County Employees Retirement Association. I understand that I have no expectation of continued employment beyond the work time limit.

Therefore, as a condition of such employment, I expressly agree not to apply for, or accept, and I disclaim and waive any right to, unemployment compensation benefits based on my post retirement service.

I also certify that I have not received any unemployment insurance within the last 12 months resulting from prior County employment.

I have read and understand the above waiver and condition of employment.

Employee Signature _____

Date _____

Print Name _____

Departmental Human Resources Manager's Signature Or Designated Representative's Signature _____

Date _____

Print Name _____

c: Official Personnel File

PPG 505 (2.2015)

Waiver Signed by Rehired Retiree

Department hires retiree on a temporary position

Member signs waiver

Retirement Benefit remains unaffected while employed

Member continues to receive retirement benefit and paycheck from County

If retiree exceeds 960 hours within fiscal year retirement benefit will be suspended

No contributions or service credit is earned by the retiree

Retiree hours are reported to LACERA and triggers notification letters

Retiree receives welcome to program letter with rules and limitations on hours worked

Intro Letter From LACERA

- ❖ Once hours are reported in the Fiscal Year by the Auditor Controller the introductory letter is mailed along with the Reemployment infographic
- ❖ A copy of this letter is sent to the department
- ❖ Member also receives an email notification informing them that there is a new document in their account and instructs them to log into their portal account to view

POST-RETIREMENT EMPLOYMENT TO A TEMPORARY ITEM

Dear [First Name] [Last Name]:

Congratulations on your recent appointment as a rehired retiree with LA County under the 960-Hour program (120-Day Rule), and welcome back to service.

As a reminder, your appointment is subject to post-retirement employment laws and regulations under the County Employee Retirement Law (CERL) and the Public Employees Pension Reform Act (PEPRA). You are eligible to return to work for the County for a period of up to 960 hours during any July 1–June 30 fiscal year and continue to receive your retirement allowance. During this post-retirement employment, you will not accrue any additional LACERA pension benefits, nor will you or the County pay contributions.

You and your department are responsible for ensuring your appointment remains compliant under the 960-hour program. This is important because violations of the laws governing post-retirement employment can result in a suspension of your retirement allowance and other benefits or IRS penalties. In addition to the 960-hour maximum, your employment must be of limited duration and to a position on a temporary basis that requires special skills or knowledge in which staff could not be easily prepared or trained, or in critical positions where expertise is unavailable elsewhere in the department. These are separate requirements that LACERA monitors. Continued employment under the 960-hour program may be subject to approval. LACERA encourages you to speak to your department about these issues and to obtain details to ensure compliance with the law.

LACERA will send notification letters to you and your department when you have reached 480 hours, 720 hours, and 864 hours to assist you in monitoring your work hours in a fiscal year. Please speak to your department with specific questions regarding timecard issues. LACERA will obtain hours worked from payroll records submitted to the Auditor Controller by your department.

Post-Retirement Employment Under 120-Day Rules
[Date]
Page 2

Please review your personal information, and promptly notify LACERA if there are any errors. We have enclosed additional information regarding the 960-hour program for your reference so that you can make sure your employment remains compliant with legal requirements such as separation and waiting periods, hour limits, and other rules.

TEMPORARY WORK UNDER the 120-DAY RULE

The County can temporarily reemploy eligible retirees with unique skills (as deemed by the County) for up to 120 days without stopping their retirement allowance. During this period, members do not accrue additional LACERA pension benefits and neither the member nor the employer make contributions.

120-DAY RULES FOR RETURNING MEMBERS

01 RETIREES MUST WAIT 180 DAYS BEFORE RETURNING TO WORK ON A TEMPORARY BASIS.

Critical positions requested by employers as approved by either the Board of Retirement or Board of Supervisors in an open meeting

EXCEPTIONS

Retiree is a public safety officer or firefighters

02 MEMBERS UNDER THE NORMAL RETIREMENT AGE

Members must wait a continuous 90 days from the date of retirement to the date preceding the day of reemployment as a retiree.

Prearranged agreements with former employers are **prohibited**.

IRS penalties may apply to retirees **under 59.5** who have not had a bona fide separation from service and are engaged in post-retirement work with the County or any LACERA-plan sponsor.

For information pertaining to your individual situation, consult with a professional advisor. LACERA **does not** offer tax or legal advice.

Normal Retirement Age by Plan
General Members of Plans A,B,C,D, and G: Age 57
Safety Members of **Plan A, B, and C**: Age 55
General Members of **Plan E**: Age 65

03 EMPLOYMENT PAY RANGE

No less than the **minimum rate** and no more than the **maximum rate** for comparable duties

04 OTHER LIMITATIONS

A Anyone who received unemployment insurance within the last 12 months from prior County employment is **ineligible**

B No retirement incentives like the Early Separation Program (ESP)

C A retiree who is receiving LACERA benefits cannot be hired by the County as a contract employee.

Disability retirees are **not eligible** to return to work as a 120-day employee in their previous job classification.

B3042 8/23

Hour Milestone Reached

POST-RETIREMENT EMPLOYMENT 960-Hour Program REPORTED HOURS

Dear [REDACTED]

As a rehired retiree working for L.A. County in a temporary capacity, your appointment is subject to post-retirement employment laws and regulations under the County Employee Retirement Law (CERL) and the Public Employees Pension Reform Act (PEPRA).

You are allowed to work for the County for a period of up to 120 days (960 hours during any July 1 to June 30 fiscal year) and continue to receive your retirement allowance.

Our records indicate that as of accrual period ending 04/15/2024 for the fiscal year ending June 30, 2024, you have worked 480.0 hours, towards the limit of the allowable hours of 960 hours under the 120-day rule.

You and your department are responsible for ensuring your temporary appointment remains compliant with the laws governing post-retirement employment. This is important because violations of the law can result in suspension of your retirement allowance and healthcare benefits.

Speak to your supervisor and Human Resource Department as soon as possible to discuss your hours worked and determine if a permanent return to work is appropriate for you. If you would like to return to work on a permanent basis with the County, your request for reemployment will need to be approved by the County Board of Supervisors and LACERA Board of Retirement, and you will also need both boards' approvals to return to active LACERA membership and receive service credit.

- ❖ Letter is sent to member and department at each milestone of 50%, 75% and 90% of allotted hours
- ❖ Member will receive an email informing them that they have a letter to review on their portal
- ❖ Alerts are placed on the member's Workspace account informing staff that member has reached a milestone in hours and to remind member that the limit is 960-hours

Retired Member on Temporary Assignment

- Once hours are reported the retiree's portal account will have a new information card
- Rehired Retirees will display hours worked on their portal account up to the current accrual period
- If the hours reported exceeds 75% of the allotted hours the Rehired Retiree card turns yellow
- After the end of the fiscal year the card is removed until hours are reported in the new fiscal year

My LACERA
Los Angeles County Employees Retirement Association

Home Profile Messages Uploads Sign Out

Tax / 1099R Beneficiaries Account History

Welcome, Tammy Testcase

Last Visit: 12/1/2023

Allowance

Service Retirement Benefit **\$14,584.10**

[View payment history](#)

[Pension Verification \(Award Letter\)](#)

Retiree Healthcare

Medical and Dental/Vision Insurance	
Medical	Kaiser (Retiree and Family)
Dental/Vision	Cigna Dental HMO/Vision
Medicare Part B	
Reimbursement Total	\$150.00

Find out more details about your healthcare coverage, including eligible dependents, effective dates, and more.

[View Coverage Details >](#)

Primary Beneficiaries

Ann O'Nymous (Spouse)

Is all of your beneficiary information up to date? Access all of your beneficiary records here on My LACERA.

[Manage your beneficiaries >](#)

Rehired Retiree

Temporary rehire on the 120-day program

Hours Worked

69.87% **670.75**
of 960 allowed hours

Fiscal Year 2023/2024

Accrual Date **8/31/2023**

Manage Your Retirement

- Review Personal Information
View and change your [contact information](#) and [beneficiaries](#) on file with LACERA.
- 1099-R Forms
Your 1099-R forms for last year are now [available here](#).
- Direct Deposit
Have your money [deposited directly](#) into your checking or savings account.
- Paperless Delivery
You can now opt to receive digital copies of your documents through the [Document Delivery Option](#).

Los Angeles County Employees Retirement Association

800-786-6464 Send Message Appointments lacera.com

©2023 LACERA. All Rights Reserved. | [Terms of Use](#)

Home Profile Messages Uploads Sign Out

Tax / 1099R Beneficiaries Account History

Rehired Retiree

Temporary rehire on the 120-day program

Hours Worked

80.29% **770.75**
of 960 allowed hours

Fiscal Year 2023/2024

Accrual Date **8/31/2023**

Manage Your Retirement

- Review Personal Information
View and change your [contact information](#) and [beneficiaries](#) on file with LACERA.
- 1099-R Forms
Your 1099-R forms for last year are now [available here](#).
- Direct Deposit
Have your money [deposited directly](#) into your checking or savings account.
- Paperless Delivery
You can now opt to receive digital copies of your documents through the [Document Delivery Option](#).

[Terms of Use](#)

Welcome, Tammy Testcase

Last Visit: 12/1/2023

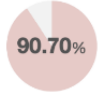
Rehired Retiree: Approaching Limit





You are nearing the maximum number of hours (960) you are allowed to work for the year as a rehired retiree.

Allowance	
Service Retirement Benefit	\$14,584.10
View payment history	
Pension Verification (Award Letter)	

Retiree Healthcare	
Medical and Dental/Vision Insurance	
Medical	Kaiser (Retiree and Family)
Dental/Vision	Cigna Dental HMO/Vision
Medicare Part B	
Reimbursement Total	\$150.00
Find out more details about your healthcare coverage, including eligible dependents, effective dates, and more.	
View Coverage Details >	

Primary Beneficiaries	
Ann O'Nymous (Spouse)	
Is all of your beneficiary information up to date? Access all of your beneficiary records here on My LACERA.	
Manage your beneficiaries >	

Rehired Retiree	
Temporary rehire on the 120-day program	
Hours Worked	
	870.75 of 960 allowed hours
Fiscal Year 2023/2024	
Accrual Date	8/31/2023

Manage Your Retirement	
	Review Personal Information View and change your contact information and beneficiaries on file with LACERA.
	1099-R Forms Your 1099-R forms for last year are now available here .
	Direct Deposit Have your money deposited directly into your checking or savings account.
	Paperless Delivery You can now opt to receive digital copies of your documents through the Document Delivery Option .

Retired Member on Temporary Assignment

- As the member gets closer to the 960-hour limit the card turns to **Red** as displayed here
- A warning is also placed at the top of the page to remind members that they are reaching the limit
- Notification letters are also sent to the retirees and their department as retirees reach the hour milestones
- If member reaches or exceeds the 960-hour limit a work object is placed to review the account and if necessary suspend retirement benefits

THANK YOU

Kevin Hunter khunter@lacera.com

Data System Analyst

Alex Ochoa aochoa@lacera.com

Process Management Group





County of Los Angeles

CONDITION OF POST RETIREMENT EMPLOYMENT AND WAIVER

Department: _____

Employee Name: _____

Employee Number: _____

I, _____ retired from County service on _____ I desire to perform limited duration, compensated, post-retirement service as provided in Government Code Sections 31680.2 and 31680.6 while remaining on retired status. During this employment there will be no suspension or termination of my retirement allowance and benefits. **I intend, understand, and acknowledge that the duration of this employment with this department, including those with any other County department, is limited to a maximum combined total of 120 working days or 960 hours within a fiscal year of 12-month period. Violation of this work hour limit may cause the suspension of my retirement allowance and healthcare benefits by Los Angeles County Employees Retirement Association. I understand that I have no expectation of continued employment beyond the work time limit.**

Therefore, as a condition of such employment, I expressly agree not to apply for, or accept, and I disclaim and waive any right to, unemployment compensation benefits based on my post retirement service.

I also certify that I have not received any unemployment insurance within the last 12 months resulting from prior County employment.

I have read and understand the above waiver and condition of employment.

Employee Signature

Date

Print Name

Departmental Human Resources Manager's Signature
Or Designated Representative's Signature

Date

Print Name



[Date]

[First Name] [Last Name]
[Address Line 1]
[Address Line 2]
[Address Line 3]

POST-RETIREMENT EMPLOYMENT TO A TEMPORARY ITEM

Dear [First Name] [Last Name]:

Congratulations on your recent appointment as a rehired retiree with LA County under the 960-Hour program (120-Day Rule), and welcome back to service.

As a reminder, your appointment is subject to post-retirement employment laws and regulations under the County Employee Retirement Law (CERL) and the Public Employees Pension Reform Act (PEPRA). You are eligible to return to work for the County for a period of up to 960 hours during any July 1–June 30 fiscal year and continue to receive your retirement allowance. During this post-retirement employment, you will not accrue any additional LACERA pension benefits, nor will you or the County pay contributions.

You and your department are responsible for ensuring your appointment remains compliant under the 960-hour program. This is important because violations of the laws governing post-retirement employment can result in a suspension of your retirement allowance and other benefits or IRS penalties. In addition to the 960-hour maximum, your employment must be of limited duration and to a position on a temporary basis that requires special skills or knowledge in which staff could not be easily prepared or trained, or in critical positions where expertise is unavailable elsewhere in the department. These are separate requirements that LACERA monitors. Continued employment under the 960-hour program may be subject to approval. LACERA encourages you to speak to your department about these issue and to obtain details to ensure compliance with the law.

LACERA will send notification letters to you and your department when you have reached 480 hours, 720 hours, and 864 hours to assist you in monitoring your work hours in a fiscal year. Please speak to your department with specific questions regarding timecard issues. LACERA will obtain hours worked from payroll records submitted to the Auditor Controller by your department.

Please review your personal information, and promptly notify LACERA if there are any errors. We have enclosed additional information regarding the 960-hour program for your reference so that you can make sure your employment remains compliant with legal requirements such as separation and waiting periods, hour limits, and other rules.

Retirement Date: {Retirement Date}

Retirement Type: {Retirement Type}

Retirement Age: {Retirement Age}

Please speak to a Retirement Benefits Specialist if you have any questions. You can also send us a secure message using your My LACERA portal account. We encourage all members working in the 960-hour program to have a My LACERA portal account to review their hours worked in the fiscal year and important information.

How to Connect With Us

If you have questions about this information or need any other assistance, we are always here to help. Here's how you can reach us:

- Call us at 800-786-6464 between 7:00 a.m. and 5:30 p.m. (Pacific Time), Monday through Friday, except holidays.
- Make a virtual or in-person appointment by visiting lacera.com and clicking on "Appointment Reservations."
- Log in to your My LACERA account to send us a secure email.
- Email us at welcome@lacera.com with general questions.

Sincerely,

Member Services Division

{CORFM/LACERAID}

TEMPORARY WORK UNDER

the 120-DAY RULE

The County can temporarily reemploy eligible retirees with unique skills (as deemed by the County) for up to 120 days without stopping their retirement allowance. During this period, members do not accrue additional LACERA pension benefits and neither the member nor the employer make contributions.

120-DAY RULES FOR RETURNING MEMBERS

01

RETIREES MUST WAIT 180 DAYS BEFORE RETURNING TO WORK ON A TEMPORARY BASIS.



Critical positions requested by employers as approved by either the Board of Retirement or Board of Supervisors in an open meeting



Retiree is a public safety officer or firefighters

02

MEMBERS UNDER THE NORMAL RETIREMENT AGE



Members must wait a continuous **90 days** from the date of retirement to the date preceding the day of reemployment as a retiree.



Prearranged agreements with former employers are **prohibited**.



IRS penalties may apply to retirees **under 59.5** who have not had a bona fide separation from service and are engaged in post-retirement work with the County or any LACERA-plan sponsor.



For information pertaining to your individual situation, consult with a professional advisor. LACERA **does not** offer tax or legal advice.



Normal Retirement Age by Plan

General Members of Plans A,B,C,D, and G: Age 57
Safety Members of **Plan A, B, and C**: Age 55
General Members of **Plan E**: Age 65



03

EMPLOYMENT PAY RANGE

No less than the **minimum rate** and no more than the **maximum rate** for comparable duties



04

OTHER LIMITATIONS

A

Anyone who received unemployment insurance within the last 12 months from prior County employment is **ineligible**

B

No retirement incentives like the Early Separation Program (ESP)

C

A retiree who is receiving LACERA benefits cannot be hired by the County as a contract employee.



Disability retirees are **not eligible** to return to work as a 120-day employee in their previous job classification.



[Date]

[First Name] [Last Name]
[Address Line 1]
[Address Line 2]
[Address Line 3]

POST-RETIREMENT EMPLOYMENT 960-HOUR PROGRAM: REPORTED HOURS

Dear [First Name] [Last Name]:

As a rehired retiree working for L.A. County in a temporary capacity, your appointment is subject to post-retirement employment laws and regulations under the County Employee Retirement Law (CERL) and the Public Employees Pension Reform Act (PEPRA).

You are allowed to work for the County for a period of up to 960 hours during any July 1 to June 30 fiscal year and continue to receive your retirement allowance.

Our records indicate that as of accrual period ending [AccrualDate] for the fiscal year ending June 30, [YEAR], you have worked [HoursToDate] hours, towards the limit of the allowable hours of 960 hours under PEPRA law 7522.56.

You and your department are responsible for ensuring your temporary appointment remains compliant with the laws governing post-retirement employment. This is important because violations of the law can result in suspension of your retirement allowance and healthcare benefits.

Speak to your supervisor and Human Resource Department as soon as possible to discuss your hours worked and determine if a permanent return to work is appropriate for you. If you would like to return to work on a permanent basis with the County, your request for reemployment will need to be approved by the County Board of Supervisors and LACERA Board of Retirement, and you will also need both boards' approvals to return to active LACERA membership and receive service credit.

Permanently returning to work will suspend your LACERA benefit, and you will be enrolled in the current retirement plan. For more about the Returning to Work process,

you can contact us to speak with a LACERA representative or visit lacera.com > Retirees and Families > Returning to Work.

Post-Retirement Employment Rules

We have provided additional information in the attachment for reference so that you can make sure your employment is compliant with other legal requirements. Please speak to a Retirement Benefits Specialist if you have any questions. You can also send a secure message.

How to Connect With Us

If you have questions about this information or need any other assistance, we are always here to help. Here's how you can reach us:

- Call us at 800-786-6464 between 7:00 a.m. and 5:30 p.m. (Pacific Time), Monday through Friday, except holidays.
- Schedule an in-person or virtual face-to-face appointment by visiting lacera.com.
- Log in to your My LACERA account to send us a secure email.
- Email us at welcome@lacera.com with general questions.

Sincerely,

Member Services Division

{CORTM/LACERAID}