

# AGENDA

## THE MEETING OF THE

### DISABILITY PROCEDURES AND SERVICES COMMITTEE and

### BOARD OF RETIREMENT\*

## LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

300 North Lake Avenue, 8<sup>th</sup> Floor Board Room  
Pasadena, CA 91101

November 7, 2012 - 9:00 a.m. \*\*

### Membership

Will Pryor, Chair  
Ed C. Morris, Vice Chair  
Yves Chery  
Simon S. Russin  
Shawn Kehoe, Alternate

#### **I. APPOINTMENT OF VOTING MEMBER(S) IN THE EVENT ONE OR MORE REGULAR COMMITTEE MEMBERS ARE ABSENT**

#### **II. APPROVAL OF THE MINUTES**

of the Regular Meeting of September 5, 2012 (attached)

#### **III. FOR INFORMATION**

Copy Service Vendor Presentations

- Adheya Systems
- Pro Doc
- Team Legal, Inc.

#### **IV. ACTION ITEMS**

Response to Request for Proposal (RFP) for Document Duplication and Related Services and Copy Service Vendor Presentations

#### **V. MISCELLANEOUS (Discussion)**

#### **VI. PUBLIC COMMENT**

**VII. GOOD OF THE ORDER**

**VIII. 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 (5) 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. Please be on call.**

**Assistive Listening Devices are available upon request. American Sign Language (ASL) Interpreters are available with at least three (3) business days notice before the meeting date.**

**Any documents subject to public disclosure that relate to an agenda item for an open session of the Committee, that are distributed to members of the Committee less than 72 hours prior to the meeting, will be available for public inspection at the time they are distributed to a majority of the Committee, at LACERA's offices at 300 North Lake Avenue, suite 820, Pasadena, California during normal business hours from 9:00 a.m. to 5:00 p.m. Monday through Friday.**

**Persons requiring an alternative format of this agenda pursuant to Section 202 of the Americans with Disabilities Act of 1990 may request one by calling the Disability Retirement Services Division at 626-564-2419 from 7:30 a.m. to 5:00 p.m. Monday through Friday, but no later than 48 hours prior to the time the meeting is to commence.**

**MINUTES OF THE MEETING OF THE  
DISABILITY PROCEDURES AND SERVICES COMMITTEE  
and  
Board of Retirement\*\***

**LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION**

**300 NORTH LAKE AVENUE, 8<sup>TH</sup> FLOOR BOARD ROOM, PASADENA, CA 91101  
GATEWAY PLAZA**

**November 7, 2012, 11:23 a.m. – 1:00 p.m.**

**COMMITTEE MEMBERS**

PRESENT: Will Pryor, Chair  
Ed C. Morris, Vice Chair  
Yves Chery  
Simon S. Russin  
Shawn Kehoe, Alternate

ABSENT:

ALSO ATTENDING:

BOARD MEMBERS AT LARGE

Sadonya Antebi  
William de la Garza  
Marvin Adams  
Les Robbins

STAFF, ADVISORS, PARTICIPANTS

Gregg Rademacher  
Steve Tallant  
JJ Popowich  
Ricki Contreras  
Frank Boyd  
Vincent Lim  
Robb Van Der Volgen  
Jorja Frank  
Angie Guerrero  
Russell Lurina

Oliver Kuzma, M.D.  
Andy Demetroulis  
Richard Schlosser  
Nichelle Porter  
Mercie Martinez  
Maria Muro  
Debra Martin  
Darren Huey  
Hernan Barrientos

Anna Kwan  
Penelope Huerta  
Vicki Neely  
Laura Delgado  
Tamara Caldwell  
Debbie Semnanian  
Kerri Wilson  
Beatriz Acosta  
Barry Lew

ATTORNEYS  
Allison Barrett

GUEST SPEAKER

**I. APPOINTMENT OF VOTING MEMBER(S) IN THE EVENT ONE OR MORE REGULAR COMMITTEE MEMBERS ARE ABSENT**

**II. APPROVAL OF MINUTES OF THE REGULAR MEETING OF November 7, 2012**

A motion was made by Mr. Morris and seconded by Mr. Chery to approve the minutes of the regular meeting of November 7, 2012. The motion passed unanimously.

**III. FOR INFORMATION**

Copy Service Vendor Presentations

- Adheya Systems
- Pro Doc
- Team Legal, Inc.

Ms. Contreras gave a brief overview of the topics that would be presented by the Copy Service Vendors. The following topics were presented and discussed with the Committee:

- Vendor charges
- Contracts
- Final presentation from vendor
- Vendor ranking
- Approval of copy service vendors

**IV. ACTION ITEMS**

Response to Request for Proposal (RFP) for Document Duplication and Related Services and Copy Service Vendor Presentations

Ms. Contreras discussed the Request for Proposal and recommended the Committee approve all three vendors for contract negotiations. Ms. Contreras gave an overview of what LACERA currently spends on photocopying services and what it would cost the DRS division to establish an internal Copy Service Unit. The following concerns were reviewed with the Committee:

- Estimated Cost for:
  - Field and in house staff (Record Specialist)
  - Field and office equipment
  - Vehicle cost and mileage permittee reimbursements
  - Estimated amount pages printed per year
- Improve efficiency
- Reduce the current cost
- Record retrieval

Miss Antebi had concerns with the confidentiality and the privacy of the member files. The Committee referred the item back to staff for further analysis. Once the results has been received staff is to resubmit to the Committee for further discussion.

Mr. Pryor advised staff that he would like the memo to include the option of going paperless. Going paperless would reduce the amount of paper received each month and eliminate the packages that are delivered to each of the Board members homes.

**V. MISCELLANEOUS** (Discussion)

**VI. PUBLIC COMMENT**

**VII. GOOD OF THE ORDER**

**VIII. ADJOURNMENT**

With no further business to come before the Disability Procedures and Services Committee, the meeting was adjourned at 1:00 p.m.

**\*\***The Board of Retirement has adopted a policy permitting any member of the Board to attend a standing committee meeting open to the public. In the event five (5) 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.