

NOTICE OF MEETING AND AGENDA

**SPECIAL MEETING OF THE OPERATIONS OVERSIGHT COMMITTEE
and
BOARD OF RETIREMENT***

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

**300 North Lake Avenue, Suite 810
Pasadena, CA 91101**

June 6, 2013 - 9:00 A.M.**

COMMITTEE MEMBERS:

Yves Chery, Chair
William de la Garza, Vice Chair
Marvin Adams
Vivian H. Gray
Shawn R. 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 MAY 9, 2013
- III. ACTION ITEMS
 - A. Recommendation as submitted by Johanna M. Fontenot, Senior Staff Counsel: That the Committee recommend the Board of Retirement adopt the "Administrative Appeal Procedures for Retirement and Health Benefits." (Memorandum dated May 28, 2013)
- IV. FOR INFORMATION
 - A. LACERA Operations Briefing
Robert Hill/JJ Popowich
 - B. Member Services Online Reservation System (oral presentation)
Carlos Barrios/Kelly Puga

June 6, 2013

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V. MISCELLANEOUS

VI. PUBLIC COMMENT

VII. GOOD OF THE ORDER

(For discussion purposes only)

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 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.

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 Cynthia Guider at (626)-564-6000, from 8:30 a.m. to 5:00 p.m. Monday through Friday, but no later than 48 hours prior to the time the meeting is to commence. Assistive Listening Devices are available upon request. American Sign Language (ASL) Interpreters are available with at least three (3) business days notice before the meeting date.

MINUTES OF THE SPECIAL MEETING OF THE
OPERATIONS OVERSIGHT COMMITTEE
and
BOARD OF RETIREMENT*

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

GATEWAY PLAZA - 300 N. LAKE AVENUE, SUITE 810, PASADENA, CA 91101

JUNE 6, 2013, 11:30 A.M. – 12:15 P.M.

COMMITTEE MEMBERS

PRESENT: Yves Chery, Chair
William de la Garza, Vice Chair
Marvin Adams
Shawn R. Kehoe, Alternate

ABSENT: Vivian H. Gray

ALSO ATTENDING:

BOARD MEMBERS AT LARGE

Sadonya Antebi
Alan Bernstein
Ed C. Morris

STAFF, ADVISORS, PARTICIPANTS

JJ Popowich	Carlos Barrios
Robb Van Der Volgen	Kelly Puga
Ted Granger	

The meeting was called to order by Chairman Chery at 11:30 a.m.

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

The Chair appointed Mr. Kehoe a voting member of the Committee.

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 9, 2013

Mr. Adams made a motion, Mr. de la Garza seconded, to approve the minutes of the regular meeting of May 9, 2013. The motion passed unanimously.

III. ACTION ITEMS

- A. Recommendation as submitted by Johanna M. Fontenot, Senior Staff Counsel: That the Committee recommend the Board of Retirement adopt the "Administrative Appeal Procedures for Retirement and Health Benefits." (Memorandum dated May 28, 2013)

At the May meeting, the Committee requested staff bring this item back at the June meeting with clarification of the three levels to the administrative appeal process.

The first level remains a written appeal to the Division Manager. The second level is an appeal to the Assistant Executive Officer (AEO). At this level, both the AEO and LACERA's Legal Office will review the appeal and make a determination. If the applicant disagrees with this determination, the third level will be to request an administrative appeal to the Board of Retirement. The matter would then be placed on the Board of Retirement's agenda, with the Legal Office's analysis and recommendations discussed with the Board in closed session. Prior to the closed session, the applicant would have the opportunity to address the Board in open session.

Mr. Adams made a motion, Mr. Chery seconded, to approve the recommendation. The motion passed unanimously.

IV. FOR INFORMATION

- A. LACERA Operations Briefing
JJ Popowich

Mr. Popowich presented the monthly briefing on LACERA's operations. As part of the briefing, Ted Granger, Assistant Manager, Financial and Accounting Services, gave a brief update on the status of the banking transition from BNY Mellon to State Street Bank.

IV. FOR INFORMATION (Continued)

B. Member Services Online Reservation System (oral presentation)
Carlos Barrios/Kelly Puga

Mr. Barrios and Ms. Puga discussed the Member Services Center reservation system for appointments and workshops. The new on-line appointment system is available 24 hours a day, with on-line self scheduling, on-line confirmation, and a confirmation email. Staff is able to administer the appointment system through Appointment-plus Government software, which provides staff with the ability to control messages on the website, select available days for member appointments and workshops, book or cancel appointments for members, and collect data pertinent to the system.

V. MISCELLANEOUS

VI. PUBLIC COMMENT

VII. GOOD OF THE ORDER

(For discussion purposes only)

VIII. ADJOURNMENT

The meeting adjourned at 12:15 p.m.

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