

LIVE VIRTUAL COMMITTEE MEETING

*The Committee meeting will be held following the Insurance, Benefits, and Legislative meeting held prior.



TO VIEW VIA WEB



TO PROVIDE PUBLIC COMMENT

You may submit a request to speak during Public Comment or provide a written comment by emailing PublicComment@lacera.com. If you would like to remain anonymous at the meeting without stating your name, please let us know.

Attention: Public comment requests must be submitted via email to PublicComment@lacera.com.

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

AGENDA

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

WEDNESDAY, JULY 6, 2022 – 8:30 A.M.**

This meeting will be conducted by the Operations Oversight Committee by teleconference under California Government Code Section 54953(e).

Any person may view the meeting online at
<http://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.*

COMMITTEE MEMBERS:

Alan Bernstein, Chair
Herman B. Santos, Vice Chair
Keith Knox
Antonio Sanchez
JP Harris, Alternate

I. APPROVAL OF THE MINUTES

A. Approval of the minutes of the regular meeting of June 1, 2022

II. PUBLIC COMMENT

(Written Public Comment – You may submit written public comments by email to PublicComment@lacera.com. Correspondence will be made part of the official record of the meeting. Please submit your written public comments or documentation as soon as possible and up to the close of the meeting.)

Verbal Public Comment – You may also request to address the Committee at PublicComment@lacera.com before and during the meeting at any time up to the end of the Public Comment item. We will contact you with information and instructions as to how to access the meeting as a speaker. If you would like to remain anonymous at the meeting without stating your name, please let us know.)

III. CONSENT ITEMS

- A. Recommendation as submitted by Steven P. Rice, Chief Counsel: That, under AB 361 and Government Code Section 54953(e)(3) of the Brown Act, the Operations Oversight Committee separately consider whether to find that the Governor's COVID-19 State of Emergency continues to directly impact the ability of the Committee to meet safely in person and that the County of Los Angeles and other agencies still recommend social distancing such that the Committee shall hold teleconference meetings for the next 30 days, so long as the State of Emergency remains in effect, and direct staff to comply with the agenda and public comment requirements of the statute. (Memorandum dated June 27, 2022)

IV. NON-CONSENT ITEMS

- A. Recommendation as submitted by Luis A. Lugo, Deputy Chief Executive Officer: That the Committee recommend the Board of Retirement approve the revised Policy on Policies, Procedures, and Charters (PPC). (Memorandum dated May 31, 2022)

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)

VI. ITEMS FOR STAFF REVIEW

VII. GOOD OF THE ORDER

(For information 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 8:30 a.m., it can start anytime thereafter, depending on the length of the Committee 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.

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 MEETING OF THE
OPERATIONS OVERSIGHT COMMITTEE
and
BOARD OF RETIREMENT*

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

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

WEDNESDAY, JUNE 1, 2022, 11:15 A.M. – 11:48 A.M.

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

COMMITTEE MEMBERS

PRESENT: Alan Bernstein, Chair
Herman B. Santos, Vice Chair
Keith Knox
Antonio Sanchez
JP Harris, Alternate

ALSO ATTENDING:

BOARD MEMBERS AT LARGE

Keith Knox
William Pryor
Les Robbins

STAFF, ADVISORS, 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
Bob Schlotfeld, CISO
Kathy Delino, Interim Chief Information Technology Officer
Summy Voong, Interim Assistant Systems Division Manager
Celso Templo, Project Management, Systems Division

The meeting was called to order by Chair Bernstein at 11:15 a.m.

I. APPROVAL OF THE MINUTES

A. Approval of the minutes of the regular meeting of April 6, 2022

Mr. Knox made a motion, Mr. Sanchez seconded, to approve the minutes of the regular meeting of April 6, 2022. The motion passed unanimously.

B. Approval of the minutes of the special meeting of May 5, 2022

Mr. Harris made a motion, Mr. Knox seconded, to approve the minutes of the special meeting of May 5, 2022. The motion passed unanimously.

II. PUBLIC COMMENT

III. REPORTS

A. LACERA Operations Briefing
Luis Lugo, Deputy Chief Executive Officer
JJ Popowich, Assistant Executive Officers
Laura Guglielmo, Assistant Executive Officer

The Executive team presented the monthly briefing on projects and initiatives within LACERA's Operations and Administration, including Strategic Plan, CEO's 100 Day Report, Member Operations Group (MOG), and Business Services Group (BSG).

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

IV. ITEMS FOR STAFF REVIEW

There was nothing to report

V. GOOD OF THE ORDER

(For information purposes only)

VI. EXECUTIVE SESSION

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

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

VII. ADJOURNMENT

The meeting adjourned at 11:48 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.**

June 27, 2022

TO: Each Trustee,
Operations Oversight Committee

FROM: Steven P. Rice, *SPR*
Chief Counsel

FOR: July 6, 2022 Operations Oversight Committee Meeting

SUBJECT: Approval of Teleconference Meetings Under AB 361 and Government Code
Section 54953(e)

RECOMMENDATION

That, under AB 361 and Government Code Section 54953(e)(3) of the Brown Act, the Operations Oversight Committee separately consider whether to find that the Governor's COVID-19 State of Emergency continues to directly impact the ability of the Committee to meet safely in person and that the County of Los Angeles and other agencies still recommend social distancing such that the Committee shall hold teleconference meetings for the next 30 days, so long as the State of Emergency remains in effect, and direct staff to comply with the agenda and public comment requirements of the statute.

LEGAL AUTHORITY

Under Article XVI, Section 17 of the California Constitution, the Board of Retirement has plenary authority and exclusive fiduciary responsibility for the administrative management of the fund. This authority includes the ability to manage Board and Committee meetings and evaluate and act on legal options for the conduct of such meetings, such as whether to invoke teleconferencing of meetings under the terms and conditions provided in AB 361 and Government Code Section 54953(e) of the Brown Act to protect the health and safety of Trustees, staff, and the public. It is necessary for the Committee to take separate action at this meeting because the limit of a determination under Section 54953(e)(3) is 30 days, the Board of Retirement's June 1, 2022 action invoking the statute will be more than 30 days ago at the time of the July 6, 2022 Committee meeting, and that meeting will take place before the Board of Retirement meeting at which the Board will again consider the issue. The Committee is a separate legislative body under the Brown Act and may properly take this action.

DISCUSSION

A. Summary of Law.

On September 16, 2021, the Governor signed AB 361 which enacted new Government Code Section 54953(e) of the Brown Act to put in place, effective immediately and through

December 31, 2023, new teleconferencing rules that may be invoked by local legislative bodies, such as the Operations Oversight Committee, upon making certain findings and following certain agenda and public comment requirements.

Specifically, Section 54953(e)(3) provides that the Operations Oversight Committee may hold teleconference meetings without the need to comply with the more stringent procedural requirements of Section 54953(b)(3) if a state of emergency under Section 8625 of the California Emergency Services Act impacts the safety of in person meetings or state or local officials have imposed or recommended social distancing rules, provided that the Committee makes the following findings by majority vote:

- (A) The Committee has considered the circumstances of the state of emergency; and
- (B) Any of the following circumstances exist:
 - (i) The state of emergency continues to directly impact the ability of the Trustees to meet safely in person; or
 - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

If the Committee makes the required findings, the Committee may hold teleconference meetings for the next 30 days without the need to comply with the regular rules of Section 54953(b)(3) provided that: agendas are prepared and posted under the Brown Act; members of the public are allowed to access the meeting via a call-in option or an internet-based service option; and the agenda provides an opportunity for public comment in real time and provides notice of the means of accessing the meeting for public comment.

B. Information Supporting the Required Findings and Process if the Committee Determines to Invoke Section 54953(e).

The Governor's State of Emergency for the COVID-19 pandemic as declared in the Proclamation of a State of Emergency dated March 4, 2020 remains active. The Proclamation was issued under the authority of Section 8625 of the California Emergency Services Act. It is unclear when the State of Emergency will end, although over the past year the Governor actively terminated many emergency provisions. See, e.g., Order No. N-21-21, issued November 10, 2021, Order No. N-04-22, issued February 25, 2022. Very recently, the Governor terminated additional COVID provisions. See Order No. N-11-22, issued June 17, 2022. In the press release for the June 17 Order, the Governor's Office stated that, after June 30, 2022, "only 5 percent of the COVID-19 related executive order provisions issued throughout the pandemic will remain in place."

The Los Angeles County Department of Public Health maintains guidance to "Keep your distance. Use two arms lengths as your guide (about 6 feet) for social distancing with people outside your household when you are not sure that they are vaccinated."

<http://publichealth.lacounty.gov/acd/ncorona2019/reducingrisk/>. The County Public Health Department also maintains guidance that employers should, “Whenever possible, take steps to reduce crowding indoors and encourage physical distancing: ... Limit indoor occupancy to increase the physical space between employees at the worksite, between employees and customers, and between customers. ... Continue, where feasible to offer telework options for employees. Offer teleworking options during times of high community transmission (100 or more new cases per 100,000 persons in the past 7 days). In addition, at other times, consider offering teleworking arrangements that do not interfere with business operations to reduce crowding indoors.”
<http://publichealth.lacounty.gov/acd/ncorona2019/bestpractices/>.

As further indication of the County’s interpretation of the impact of the State of Emergency on public meetings, at its June 14, 2022 meeting, the Board of Supervisors voted to find that the State of Emergency remains active and “local officials continue to recommend measures to promote social distancing” and that the Board of Supervisors shall continue to hold teleconference meetings under the terms of Assembly Bill 361 and Government Code Section 54953(e)(3). However, on June 24, 2022, the Executive Office of the Board of Supervisors issued a press release announcing that “meetings will remain virtual until the transmission level drops to ‘low’ and remains at that level for 7 days.” The Board of Supervisors will resume meetings in the Board hearing room when this standard is met, although Public Comment will continue to be available telephonically.

The City of Pasadena (City), where LACERA’s offices are located and Operations Oversight Committee meetings are held, has substantially revised its guidance to give more flexibility. The City still offers guidance that businesses recognize that COVID-19 continues to pose a risk to communities, and it is important for employers to continue to take steps to reduce the risk of COVID-19 transmission among their workers and visitors.
<https://www.cityofpasadena.net/economicdevelopment/covid-19-business-resources/>.

Earlier guidance promoting physical distancing by business in certain circumstances also remains posted on the City’s COVID web page as a reference. As of the date of this memo, the City Council continues to hold its meetings by videoconference/teleconference, although some council members have started to attend in person in the council chambers. At its June 20, 2022 meeting, the City Council voted to extend the video and teleconference meeting process through July 20, 2022. It is unclear how long the City Council will continue to hold teleconference meetings.

The Centers for Disease Control and Prevention (CDC) has updated its guidance, but the CDC still advises the public to “Stay 6 feet away from others” and that, “Indoors in public: “If you are not up to date on COVID-19 vaccines, stay at least 6 feet away from other

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Re: Approval of Teleconference Meetings

June 27, 2022

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people, especially if you are at higher risk of getting very sick with COVID-19.”
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html#stay6ft%20>.

Under these circumstances, the Operations Oversight Committee may reasonably conclude and find that teleconferencing under Section 54953(e) is appropriate for Committee meetings during the next 30 days, so long as the State of Emergency remains in effect, because (1) the State of Emergency continues to impact the ability of the Trustees to meet safely in person, or (2) the County and other authorities continue to recommend measures to promote a safe workplace, including physical distancing, as required by the statute. Either finding is sufficient under Section 54953(e) to support continued teleconference meeting.

If the Committee makes these findings and directs teleconferencing under Section 54953(e), procedures exist and will be implemented to ensure compliance with the agenda and public comment requirements of the statute, as stated above.

Finally, while the pandemic continues to present a significant health risk, as the virus presents itself in different variants, LACERA staff returned to the office on May 2, 2022 under hybrid work schedules for most employees, including both on site work and continued teleworking. The return to office for staff is made under COVID safety protocols, including vaccination and testing procedures and encouraging masks and social distancing. When the Committee or the Board of Retirement decides to return to in person meetings, management will develop protocols for the boardroom, which will present separate safety challenges, including, for example, the small size of the room, ingress and egress, and public access and comment requirements.

CONCLUSION

Based on the above information, staff recommends that, under AB 361 and Government Code Section 54953(e)(3) of the Brown Act, the Operations Oversight Committee separately consider whether to find that the Governor’s COVID-19 State of Emergency continues to directly impact the ability of the Committee to meet safely in person and that the County of Los Angeles and other agencies still recommend social distancing such that the Committee shall hold teleconference meetings for the next 30 days, so long as the State of Emergency remains in effect, and if so, direct staff to comply with the agenda and public comment requirements of the statute.

c: Santos H. Kreimann
Jonathan Grabel

Luis Lugo
Laura Guglielmo

JJ Popowich
Carly Ntoya



May 31, 2022

TO: Operations Oversight Committee
Alan Bernstein, Chair
Herman Santos, Vice Chair
Antonio Sanchez
Keith Knox
JP Harris

FROM: Luis A. Lugo 
Deputy Chief Executive Officer

FOR: July 6, 2022, Operations Oversight Committee Meeting

SUBJECT: POLICY REVIEW: Policy on Policies, Procedures, and Charters

RECOMMENDATION

That the Operations Oversight Committee recommend that the Board of Retirement approve the revised Policy on Policies, Procedures, and Charters (PPC).

LEGAL AUTHORITY

As part of their plenary authority and fiduciary responsibility for administration of the system under Article XVI, Section 17 of the California Constitution, the Board of Retirement (BOR) has discretion to adopt such policies as they deem prudent. The proposed PPC is reasonably within the scope of the Board's discretion and authority under the Constitution as a means of establishing LACERA-wide standards for the important administrative and governance function of developing policies, procedures, and charters (PPC), in that such documents provide formal guidelines for the operation of LACERA.

In LACERA's Board of Retirement Standing Committee Charters approved April 13, 2017, under Section I-Operations Oversight Committee (OOC) Charter, the OOC "advises the BOR in: the development, implementation, and review of LACERA's retirement and administrative operating policies and procedures." The PPC is therefore a proper subject for discussion and recommendation by the OOC to the Board of Retirement.

DISCUSSION

A. Background.

In early 2017, LACERA management created an interdivisional compliance committee to comply with the recommendations set forth by the 2016 Alston & Bird (Alston) privacy audit. The interdivisional compliance committee was responsible for developing solutions to privacy audit recommendations, including the "policy on policies." The committee included fourteen representatives from the Executive Office, Administrative Services, Benefits,

Each Trustee, Operations Oversight Committee
RE: Revised Policy on Policies, Procedures, and Charters
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Communications, Internal Audit, Member Services, Legal, Human Resources, Quality Assurance, and Systems Divisions.

At its March 2018 meeting, the BOR approved the Policy on Policies, Procedures, and Charters (PPC). As part of BOR approval, the Policy on Policies, Procedures, and Charters (PPC) was scheduled for review within one year after the original effective date. Unfortunately, due to various organizational changes and the pandemic, we have not been able to review it earlier.

In addition, the BOR at its November 2021 meeting approved that staff create a master index of existing BOR (and BOI) policies, practices, and documents into a single, consolidated resource based on the Joint Organizational Governance Committee (JOGC) recommendation.

In March 2022, the interdivisional compliance committee was reconfigured since six members were no longer LACERA staff members. The interdivisional compliance committee, now called the Policy Committee, was re-established and an internal Charter was created. Six new members were added to complete the fourteen representatives on the Policy Committee.

The Policy Committee has reviewed the PPC and made the following changes for your review:

- a) Changed the review date from one year to three years after the effective date
- b) Updated the Policy Statement to include the Policy Committee review and distribution process
- c) Added a Reference and Policy Review/Approval section to the PPC
- d) Separated the policy, procedures, and charter instructions into separate documents
- e) Combined the Policy and Charter template
- f) Updated the Procedure template
- g) Created a checklist for PPC authors

The current Policy Committee is actively working to address the following recommendations outlined by the Alston privacy audit and BOR approved recommendations as listed below:

- 1) Create a “staff policy committee”
- 2) Establish an “enterprise-wide policy development process”
- 3) Consider a “policy on policies” to create standardized policy development processes

Following is a status on the Policy Committee’s efforts:

1. Create a “Staff Policy Committee”

As mentioned, the Policy Committee was re-established, and an internal Charter was created. Six members were added to complete the fourteen representatives on the Policy Committee. The Policy Committee is now active and functioning.

2. Establish an “Enterprise-Wide Policy Development Process”

The Policy Committee’s main purpose is to review new and existing policies, procedures, and charters to ensure compliance with the PPC.

3. Consider A “Policy on Policies” To Create Standardized Policy Development Processes

The Policy on Policies, Procedures, and Charters (PPC) was approved by the BOR in March 2018 with a review cycle of one year after the original effective date. The Policy Committee has now revised the PPC for review and approval by the OOC and the BOR.

4. Master Index of Existing Policies, Practices, and Documents into a Single, Consolidated Resource

The Policy Committee has been tasked to complete this recommendation by the third quarter of FY 22-23. The Policy Committee has gathered all existing policies, procedures, charters, and documents in order to find the best application to store, organize, and monitor review dates.

IT IS THEREFORE RECOMMENDED THAT YOUR COMMITTEE:

Recommend that the Board of Retirement approve the revised Policy on Policies, Procedures, and Charters (PPC).

Noted and Reviewed:


Santos H. Kreimann
Chief Executive Officer

SK:ll:bn

Attachments

- A – Policy on Policies, Procedures, and Charters - Approved in March 2018
- B – Revised Policy on Policies, Procedures, and Charters
- C – PPC Template Instructions
- D – PPC Templates

- c: MAC Team
- SAC Team
- LACERA Policy Committee

ATTACHMENT A

Policy on Policies, Procedures, and
Charters – Approved in March 2018

POLICY ON LACERA POLICIES, PROCEDURES AND CHARTERS (PPCs)**Attachment A: Policy Elements Required****Responsible Manager:** James P. Brekk, Interim Deputy Chief Executive Officer**Original Effective Date:****Last Updated:****Mandatory Review:** [One year after Original Effective Date]**Approval Level:** Board of Retirement (BOR)

1. POLICY ELEMENTS REQUIRED

A Policy shall include the following elements:

1.1 Header. The header shall contain the following elements:

1.1.1 Policy Name.

1.1.2 Responsible Manager's Name as well as title and/or division, as applicable.

1.1.3 Original Effective Date. The original effective date is the implementation date of the Policy and determined by the approving authority.

1.1.4 Last Updated. This is the most current revision date for the Policy.

1.1.5 Mandatory Review. The default review period for all policies created pursuant to the Policy on LACERA PPCs shall be one (1) year from the date of implementation. A Policy may specify an earlier review date based on the nature of the Policy.

1.1.6 Approval Level. The approval level will be based on whether the Policy is a Board Policy, Executive Policy, or Divisional Policy.

1.2 Table of Contents. A table of contents should not be included in any Policy that is less than five (5) pages. For any Policy five (5) pages or greater, a table of contents is mandatory.

1.3 Purpose. This section is a brief description of the philosophy and intent of the Policy. It is not meant to reference any particular member issue.

1.4 Legal Authority. This section is to state the legal authority under which the Policy is created, as well as any other laws or regulations on which the Policy is based.

1.5 Scope. This section is to clearly identify to whom the Policy is applicable and subject matter limitations.

POLICY ON LACERA PPCs

Attachment A: Policy Elements Required

[Date]

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- 1.6 Policy Statement.** This section will contain the substantive elements of the Policy. The author of the Policy may, at their discretion, create subsections within the Policy Statement as necessary.

- 1.7 History.** This section tracks the approval dates of a Policy as well as the current status, with original effective date, date last updated, mandatory review date, and version history.

POLICY ON LACERA POLICIES, PROCEDURES, AND CHARTERS (PPCs)**Attachment B:** Procedure Elements Required**Responsible Manager:** James P. Brekk, Interim Deputy Chief Executive Officer**Original Effective Date:****Last Updated:****Mandatory Review:** [One year after Original Effective Date]**Approval Level:** Board of Retirement (BOR)

1. PROCEDURE ELEMENTS REQUIRED

A Procedure shall include the following elements:

1.1 Header. The header shall contain the following elements:

1.1.1 Procedure Name.

1.1.2 Responsible Manager's Name as well as title and/or division, as applicable.

1.1.3 Original Effective Date. The original effective date is the implementation date of the Procedure and determined by the approving authority.

1.1.4 Last Updated. This is the most current revision date for the Procedure.

1.1.5 Mandatory Review. The default review period for all procedures created pursuant to the Policy on LACERA PPCs shall be one (1) year from the date of implementation. An earlier review date may be required based on the nature of the Procedure.

1.2 Table of Contents. A table of contents should not be included in any Procedure that is less than five (5) pages. For any Procedure five (5) pages or greater, a table of contents is mandatory.

1.3 Purpose. This section is a brief description of the philosophy and intent of the Procedure. It is not meant to reference any particular member issue.

1.4 Legal Authority. This section is to state the legal authority under which the Procedure is created, as well as any other laws or regulations on which the Procedure is based.

POLICY ON LACERA PPCs

Attachment B: Procedure Elements Required

[Date]

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- 1.5 Scope.** This section is to clearly identify to whom the Procedure is applicable and subject matter limitations.
- 1.6 Responsibilities.** This section provides a summary of the roles listed in the Procedure and the responsibilities of each role. The details of the responsibilities should be a brief list of the key tasks performed. This section should not be a complete summary of the Procedure.
- 1.7 Procedure.** This section is the main text of the Procedure. It details the specific steps or tasks to be performed. There should be sufficient detail, clearly expressed, to enable a trained person to perform the Procedure without supervision. There should also be sufficient detail to enable a trained person to use the document to train others to perform the task. The use of flow diagrams may be useful, especially in complex procedures.
- 1.8 Forms and Templates.** This section indicates where forms and/or templates are referenced in the text.
- 1.9 References.** This section lists all controlled internal references (e.g., other procedures) and external references referred to within the text of the Procedure only.
 - 1.9.1 Internal References.** Insert relevant references as required, sufficient for the user to find the source document.
 - 1.9.2 External References.** Insert relevant references as required, sufficient for the user to find the source document. Web references should be included where possible.
- 1.10 History.** This section tracks the approval dates of the Procedure as well as as well as the current status, with original effective date, date last updated, mandatory review date, and version history.



POLICY ON LACERA POLICIES, PROCEDURES AND CHARTERS (PPCs)

Attachment C: Charter Elements Required

Responsible Manager: James P. Brekk, Interim Deputy Chief Executive Officer

Original Effective Date:

Last Updated:

Mandatory Review: [One year after Original Effective Date]

Approval Level: Board of Retirement (BOR)

1. CHARTER ELEMENTS REQUIRED

A Charter shall include the following elements:

1.1 Header. The header shall contain the following elements:

1.1.1 Charter Name as well as the authorizing authority.

1.1.2 Responsible Manager's Name as well as title and/or division, as applicable.

1.1.3 Original Effective Date. The original effective date is the implementation date of the Charter and determined by the approving authority.

1.1.4 Last Updated. This is the most current revision date for the Charter.

1.1.5 Mandatory Review. The default review period for all charters created pursuant to the Policy on LACERA PPCs shall be one (1) year from the date of implementation. An earlier review date may be required based on the nature of the Charter.

1.2 Table of Contents. A table of contents should not be included in any Charter that is less than five (5) pages. For any Charter five (5) pages or greater, a table of contents is mandatory.

1.3 Purpose. This section is a brief description of the overall charge, purpose, of focus of the body in service to LACERA.

1.4 Legal Authority. This section is to state the legal authority under which the Charter was created, as well as any other laws or regulations on which the Charter is based.

1.5 Responsibilities. This section states the powers, duties, and responsibilities of the body, including relative to powers reserved to other LACERA bodies.

POLICY ON LACERA PPCs

Attachment C: Charter Elements Required

[Date]

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- 1.6 Rules.** This section identifies how decisions will be made effective within the body as well as the requirements for meetings, minutes, recommendations, and reports. The author of the Charter may, at their discretion, create subsections in this section as necessary.
- 1.7 Membership.** This section identifies the Committee composition and duration of service.
- 1.8 Resources and Budget.** This section identifies the budget source, budget approval process, as well as any designated staff and Executive support designated to the body.
- 1.9 History.** This section tracks the approval dates of the Charter as well as the current status, with original effective date, date last updated, mandatory review date, and version history.

ATTACHMENT B

Revised Policy on Policies, Procedures,
and Charters



POLICY ON POLICIES, PROCEDURES AND CHARTERS (PPC)

LACERA Board of Retirement
Adopted *Pending*

Policy on Policies, Procedures, and Charters

Responsible Manager: Luis A. Lugo, Deputy Chief Executive Officer

Effective Date: *PENDING APPROVAL* **Last Updated:** March 15, 2018

Mandatory Review: (Three years after the effective date)

Approval Level: Board of Retirement (BOR)

I. Purpose

The purpose of this Policy is to do the following:

- Establish standards for the development and implementation of LACERA Policies, Procedures, and Charters (PPC).
- Set standards for compliance and periodic review.
- Ensure compliance with and periodic review of this policy.

Standardizing the development and implementation of LACERA's PPC will serve to:

- 1) Identify relevant parties and define their roles and responsibilities.
- 2) Guide staff and management on policy development and implementation.
- 3) Set uniform guidelines for policy development and implementation.
- 4) Document LACERA's business processes and operations.

II. Scope

This policy applies to all LACERA staff, including full-time, part-time, or contract employees, responsible for the development and implementation of any Policies, Procedures, and Charters (PPCs).

III. Legal Authority

The Board of Retirement (BOR) may promulgate policies, standards, and procedures, such as this Policy on Policies, Procedures, and Charters (PPC), to support LACERA's operations and to exercise the Board's fiduciary duty under Article XVI, Section 17 of the California Constitution, the County Employees Retirement Law of 1937 (CERL), the California Public Employees' Pension Reform Act of 2013 (PEPRA), and other relevant statutory or case law.

IV. Policy Statement

At the direction of a LACERA Manager, any LACERA staff member or contractor may author a Policy, Procedure, and/or Charter and submit it for review. Policies may be considered a legal document.

IV. Policy Statement (Continued)

A. Creation/Revision of a Policy, Procedure, and Charters

All LACERA Policies, Procedures, and Charters shall be formatted using a template with certain elements included when applicable. Please see PPC Template Instructions and Section VI. Related Forms/Templates for details.

Once a PPC has been created or revised, the author of the document shall submit the document to the Policy Committee for review. The PPC should be sent, along with the Policy Essential Elements Checklist, to the [Policy Committee](#) to process.

1. Types Of Policies, Procedures, and Charters (PPC) & Approval Process

LACERA Policies, Procedures, and Charters fall within any one of the following types:

- BOR PPC and Joint Board PPC
- Administrative – All LACERA PPC
- Divisional PPC

BOR PPC and Joint Board PPC

The Board of Retirement (BOR) shall approve the following:

- a) PPC containing subject matter outlined in the Board's Charter.
- b) PPC applicable to Board Trustees' procedural or substantive rights.
- c) PPC applicable to the Plan Sponsor.
- d) PPC applicable to LACERA members' procedural or substantive rights.
- e) PPC applicable to the Board's operations or fiduciary duties.
- f) PPC applicable to LACERA governance or Code of Ethical Conduct.

The joint Boards shall approve PPC's related to matters over which both Boards have authority.

Administrative – All LACERA PPC

The Chief Executive Officer (CEO) may delegate authority under this Policy to any designee at their discretion. For the purposes of this Policy, any reference to the CEO will include such delegated authority. The CEO, Deputy Chief Executive Officer (DCEO), or designee shall sign and approve the following:

- PPCs that are organization wide.
- PPCs involving the day-to-day management and operations of LACERA and its staff.
- PPCs that have an "administrative" impact across divisions and business units.

A. Creation/Revision of a Policy, Procedure, and Charter (Continued)

Divisional PPC

The Divisional Manager or their designee shall sign and approve the following:

- PPC limited to a single division or unit
- PPC involving more than one division or unit

The Policy Essential Elements Checklist shall be used for PPC being submitted to the Policy Committee to ensure the standards set forth in this policy are met. The essential elements include, but are not limited to the following:

- Triggering event
- Stakeholders
- Communication Plan
- Action Items
- Monitoring
- Implementation Plan

B. Distribution, Implementation, Training, and Enforcement

All approved LACERA Policies must be accessible to all LACERA staff. LACERA will maintain a digital Policy Library on LACERA Connect (Intranet) and within other shared resources and ensure that all staff and contractors are informed on how to access the LACERA Policy Library.

Managers shall do the following:

- a) Distribute their PPC to relevant persons.
- b) Take necessary steps to implement and arrange appropriate training on their PPC.
- c) Enforce the terms of their PPC as appropriate.
- d) Obtain requisite acknowledgement forms documenting staff's receipt and review of LACERA Policies, Procedures, and Charters when applicable.

V. Definitions

- A. Definitions.** The following definitions clarify the differences between policies, procedures, and charters. Despite their differences, they each relate to and rely on one another. For instance, the creation of a policy may require forming a charter to ensure the guidelines of the policy can be met. This may in turn require a procedure to be drafted that instructs the team on how to carry out the charter.

Authorizing Manager. Responsible Manager/s authoring the PPC.

Policy. A Policy is a formal, brief, and high-level statement of principles, rules, or guidelines that embrace LACERA's Mission, Vision, and Values as applied to specific subject matter. Policies communicate important,

V. Definitions (Continued)

enduring governing principles and practices, rather than specifying operational details or restating laws and regulations.

Procedure. A Procedure is a specific method, or set of methods, employed to execute a specific Policy or management intent in day-to-day operations of the organization. They represent an implementation of a Policy or management intent and should evolve over time as new tools emerge, new processes are designed, and the risks associated with an area change in response to internal or external environmental changes. Procedures are generally linked to one or more “Policies.”

Charter. A Charter is created based on the need for a team to carry out a Policy, Procedure, or other LACERA activity. A Charter describes a team, working group, or committee’s mission, membership, scope of operation, objectives, and authority, including the process by which the Committee will make decisions, resolve conflicts, and deliver expected outcomes. In some cases, the Charter itself may serve as a policy because the policy is to set up a team to deal with a particular event or issue.

VI. References

The following information complements and supplements this document. The information is intended to explain this policy and is not an all-inclusive list of policies, procedures, laws, and requirements.

Related Policies:

- Policy Committee Charter

Related Procedures:

- LACERA PPC Template Instructions

Related Forms/Templates:

- Policy/Charter Template
- Procedure Template
- Policy Essential Elements Checklist

Other Related Information: Not Applicable

VII. Version History

Approved by the Board of Retirement on March 15, 2018.

Policy Issue Date: Board of Retirement March 15, 2018

Policy Effective Date: March 15, 2018

VII. Version History (Continued)

Policy Update/Review Summary:

Policy on Policies, Procedures, and Charters - Operations, Oversight Committee –
July 6, 2022: *PENDING APPROVAL*

VIII. Policy Review/ Approval

This policy shall be reviewed by the Operations Oversight Committee and the Board of Retirement (BOR) every three years or as needed and may be amended by the BOR at any time.

ATTACHMENT C

Policies, Procedures, and Charters
Template Instructions



POLICIES, PROCEDURES, AND CHARTERS (PPC) TEMPLATE INSTRUCTIONS

Following you will find the instructions to be used for LACERA Policies, Procedures, and Charters (PPC).

Format Overview

In order to have a cohesive appearance, the following document standards should be used:

- **Font:** Arial
- **Font size:** 12
- **Punctuation Spacing:** Single space after a period or colon
- **Table of Contents:** Not required
- **Paragraphs:** Single-spaced, justified
- **Section Numbering:** Per editable template format – Style I.A.1.a., with bolded headings
- **Margins:** Three quarters of an inch
- **Header/Footer:** Three quarters of an inch (footer may be adjusted for readability)
- **Defined Terms:** Capitalize all definitions/terms used in the text (i.e., terms defined in section V. Definitions)

The cover sheet is not required.

- Insert PPC Title
- Insert PPC Type (i.e., Board, Administrative, Divisional)
- Insert Adoption/Approval Date

The Header is required.

Policy, Procedure, Charter Title

Authorizing Manager:

Effective Date:

Last Updated:

Mandatory Review:

Approval Level:

The Header shall contain the following elements:

PPC Title: The Title identifies the Policy, Procedure, or Charter Title. The title should be clear so it can be easily searchable, and users can quickly find what they are looking for from the title alone.

Authorizing Manager: Responsible Manager/s, title and/or division/s, as applicable.

Format Overview (Continued)

Effective Date: The original effective date is the implementation date of the PPC as determined by the approving authority.

Last Updated: The most current revision date.

Mandatory Review: The default review period stated in the PPC.

Approval Level: The approval level will be based on whether the PPC is at the Board, Administrative, or Divisional level.

Procedure Template Instructions

LACERA Procedures shall be formatted using a template (Procedure Template) with the suggested elements therein, when applicable.

Policy/Charter Template Instructions

LACERA Policy/Charter shall be formatted using a template (Policy/Charter Template) with the suggested elements therein, when applicable.

Template Elements

Include multi-level numbered section headings with at least the following high-level headings; if not applicable, please write “Not Applicable” under the heading:

I. Purpose

This section is a brief description of the philosophy, objective, and intent of the Policy/Charter. It is not meant to reference any particular issue.

II. Scope

This section is to clearly identify to whom the Policy/Charter is applicable and subject matter parameters and limitations.

III. Legal Authority

This section is to state the legal authority under which the Policy/Charter is created, as well as any other laws or regulations on which the Policy/Charter is based.

IV. Policy Statement

This section will contain the substantive elements of the Policy/Charter. The author of the Policy/Charter may, at their discretion, create subsections within the Policy/Charter Statement as necessary.

V. Definitions

Term: Definition of Term (Note: *do not add a number in front of the definition; capitalize defined terms when used in the text of the Policy/Charter.*)

VI. References

These references are intended to help explain this Policy/Charter and are not an all-inclusive list of policies, procedures, laws, and requirements. The following information complements and supplements this document.

Related Policies: List specific policies by policy title, or “Not Applicable” after the colon.

- Policy/Charter title

Related Procedures: List specific procedures by title, or “Not Applicable” after the colon.

- Procedure title

Related Forms/Templates: List related forms, or “Not Applicable” after the colon.

- Form/Template title

Other Related Information: List other related information by title or “Not Applicable” after the colon.

- Document Title

VII. Version History

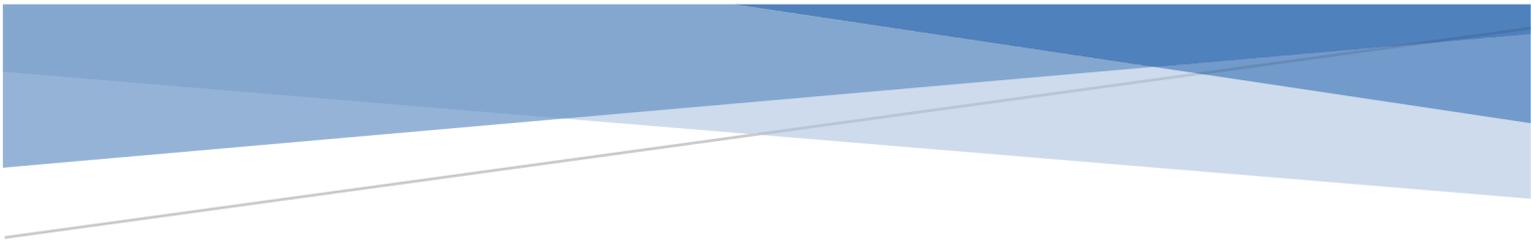
This section tracks the approval dates of a Policy/Charter as well as the current status, with original effective date, date last updated, mandatory review date, and version history.

VIII. Policy or Charter Review/Approval

The approval level will be based on whether the Policy is a Board Policy/Charter, Administrative Policy/Charter, or Divisional Policy/Charter. Policy/Charter review shall include a time frame for periodic review.

ATTACHMENT D

Policy, Procedure, and Charter Templates



L/CERA

[INSERT
POLICY/CHARTER
TITLE]

[INSERT POLICY/CHARTER TYPE]
[INSERT ADOPTION DATE]

Policy/Charter Title

Authorizing Manager:

Effective Date:

Last Updated:

Mandatory Review:

Approval Level:

I. Purpose

This section is a brief description of the philosophy, objective, and intent of the Policy/Charter. It is not meant to reference any particular issue.

II. Scope

This section is to clearly identify to whom the Policy/Charter is applicable and subject matter parameters and limitations.

III. Legal Authority

This section is to state the legal authority under which the Policy/Charter is created, as well as any other laws or regulations on which the Policy/Charter is based.

IV. Policy or Charter Statement

This section will contain the substantive elements of the Policy/Charter. The author of the Policy/Charter may, at their discretion, create subsections within the Policy/Charter Statement as necessary.

Always follow a subsection number by a title.

A. Subsection title

1. Additional subsection title

a. Subsection title

b. Subsection title

c. Subsection title

2. Additional subsection title

V. Definitions

Start this section with the following disclaimer:

For the purpose of this Policy/Charter, the terms below have the following definitions:

Term: Definition of Term (Note: *do not add a number in front of the definition; capitalize defined terms when used in the text of the policy.*)

VI. References

Start this section with the following disclaimer:

. These references are intended to help explain this policy and are not an all-inclusive list of policies, procedures, laws, and requirements. The following information complements and supplements this document:

Related Policies: List specific policies by policy title, or “Not Applicable” after the colon.

- Policy/Charter title

Related Procedures: List specific procedures by title, or “Not Applicable” after the colon.

- Procedure title

Related Forms/Templates: List related forms, or “Not Applicable” after the colon.

- Form/Template title

Other Related Information: List other related information by title or “Not Applicable” after the colon

- Document Title

VII. Version History

This section tracks the approval dates of a Policy, Procedure, or Charter as well as the status, with original effective date, date last updated, mandatory review date, and version history.

Policy Issue Date: The oldest known approval date; if unknown or a new policy enter: Pending Approval. *Use Month DD, YYYY for all dates.*

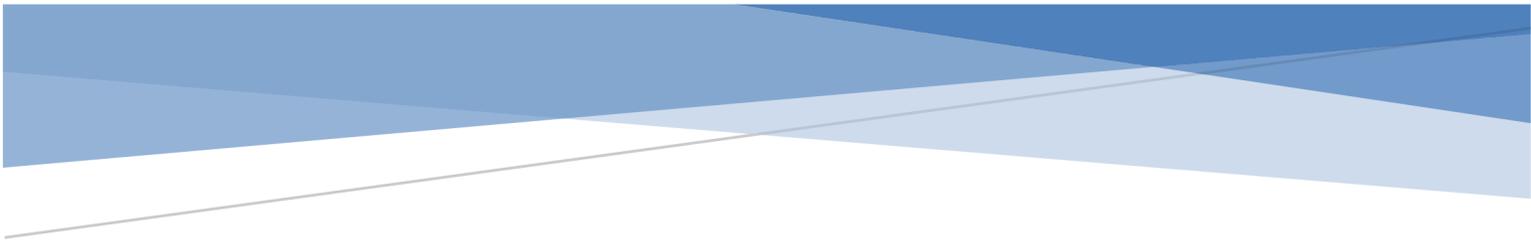
Policy Effective Date: The approval date. This date is also the Effective Date in the header.

Policy Update/Review Summary: Previous policy/charter version(s) superseded by this policy/charter:

- Previous Policy Title, Effective Date: Month DD, YYYY (*add to list as required*)

VIII. Policy Review/Approval

The approval level will be based on whether the Policy/Charter is a Board Policy/Charter, Administrative Policy/Charter, or Divisional Policy/Charter. Policy/Charter review should include a time frame for periodic review.



L.A. CERA

[INSERT PROCEDURE
TITLE]

[INSERT PROCEDURE TYPE]
[INSERT POLICY/CHARTER TITLE]
[INSERT ADOPTION DATE]

Procedure Title for Policy/Charter Title

Authorizing Manager:

Effective Date:

Last Updated:

Mandatory Review:

Approval Level:

I. Purpose

This section is a brief description of the philosophy, objective, and intent of the Procedure. It is not meant to reference any particular issue.

II. Scope

This section is to clearly identify to whom the Procedure is applicable and subject matter parameters and limitations.

III. Responsibilities

This section provides a summary of the roles listed in the Procedure and the responsibilities of each role. It indicates *who* will be charged with carrying out *which* specific tasks. The details of the responsibilities should be a brief list of the key tasks to be performed or implemented. This section should not be a complete summary of the Procedures.

IV. Procedure

This section is the main text describing the Procedure. It details steps or tasks to be performed or implemented. There should be sufficient detail, clearly expressed, to enable a trained person to perform or implement the Procedure without supervision. and to use the document to train others to perform the task. The use of flow diagrams may be useful, especially with complex procedures.

Always follow a subsection number by a title.

A. Subsection title

B. Additional subsection title

1. Subsection title

a. Additional subsection title

V. References

Start this section with the following disclaimer:

V. References (Continued)

These references are intended to help explain this policy and are not an all-inclusive list of policies, procedures, laws, and requirements. The following information complements and supplements this document:

Related Policies: List specific policies by policy title, or “Not Applicable” after the colon.

- Policy/Charter title

Related Procedures: List specific procedures by title, or “Not Applicable” after the colon.

- Procedure title

Related Forms/Templates: List related forms, or “Not Applicable” after the colon.

- Form/Template title

Other Related Information: List other related information by title or “Not Applicable” after the colon

- Document Title

VI. Version History

This section tracks the approval dates of a Procedure, as well as the effective and published date. The approval level will be based on whether the Procedure is an Administrative Procedure or Divisional Procedure.

Procedure Issue Date: The oldest known approval date; if unknown or a new procedure enter: Pending Approval. *Use Month DD, YYYY for all dates.*

Procedure Effective Date: The approval date. This date is also the Effective Date in the header.

Procedure Update/Review Summary: Previous procedure version(s) superseded by this procedure:

- Previous Procedure Title, Effective Date: Month DD, YYYY (*add to list as required*)

VII. Procedure Review/Approval

The approval level will be based on whether the procedure is an Administrative Procedure or Divisional Procedure. Procedure review shall include a time frame for periodic review.

FOR INFORMATION ONLY



Operations Briefing Report



July 06, 2022



We continue to work on the new report format and continue to look forward to Trustee feedback on the type of data they would like to see and the format. We have carried over the overview of how the report is structured to provide a review as everyone becomes more familiar with the report.

We have divided the report into four distinct sections, beginning with a general highlight section where we share narratives of projects or operational issues that we feel need highlighted attention. For example, over the last few months we have provided updates on our annual “March Madness” season.

The remaining sections are designed to provide an “at-a-glance” update on projects and initiatives the organization is working on. Each section is divided into the categories listed below to make it easier for you to quickly see what’s changed, what has not, and what is completed. For this month’s report, we have assigned a color scheme to each section so that as you scroll through the report you will be able to easily identify which of the sections listed below you are in. We have alphabetized each section by project title to make it easier for Trustees to hone in on a specific project of interest:

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

Each “at-a-glance” section provides a summary of information so Trustees can quickly understand the project and its status. This includes the following fields:

Project/Issue Title – Brief Description:

- **Type:** Each project has been assigned a type (Strategic Plan, CEO (for CEO’s 100 Day Report), MOG (Member Operations Group projects), and BSG (for Business Services Group projects).
- **Start and Target Date:** When the project started and its expected target date for completion.
- **Project Lead(s):** We have added a new information point to describe the project lead for that specific project.
- **Color coded status section** to indicate quickly where we are on the project.
- **A brief annotated notes section** to provide more detail on the status of the project.



This is a work in progress, and Trustees may note some information has yet to be filled in (i.e., start and target dates for some of the projects). We will be adding this information as we continue to update the report. We look forward to your input.

Status Indicator Note

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

On Schedule	Delayed	Behind Schedule
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• New and Updated Information

This portion of the Operations Briefing will detail projects and initiatives that are new or have updated statuses.

Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
	BSG	Financial Accounting Services Division	January 2021	December 2022
Project Lead(s): Ted Granger				
Actuarial Valuation Reports – Retirement Fund: 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	On Schedule			
	Retirement benefits actuarial projects for the 2022 reporting cycle are in progress.			
	<u>2022 Retirement Benefits – Risk Assessment</u> Milliman prepared the 2022 Annual Risk Assessment report based upon the most recent completed valuation report and presented a final report to the Board of Investments (BOI) at their June meeting.			
<u>2022 Retirement Benefits – Investigation of Experience</u> For June 30, 2022, Milliman will complete an investigation of experience, which is conducted every three years to review the retirement benefit economic and demographic assumptions and recommend changes. Milliman will make three (3) presentations to the BOI this fall to review and determine the June 30, 2022, actuarial assumptions and methods. In addition, fiduciary counsel will make a presentation at the first meeting to underscore the importance of this process.				



<p>Number 68, financial statement reports. Plan Sponsors use the GASB reports to obtain information required for their financial statement disclosures.</p>	<p>The series of meetings are meant to provide the information necessary which will facilitate discussions as Trustees make decisions.</p>
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Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
	<p>Actuarial Valuation Reports: OPEB: 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>	BSG	Financial Accounting Services Division	June 2021
Project Lead(s): Ted Granger				
On Schedule				
<p><u>2021 OPEB – Annual Valuation</u> The July 1, 2021, OPEB Valuation Report is in progress. Milliman has completed the census data analysis, reviewed the annual insurance premium renewals, and completed the draft valuation report. In June, staff distributed the draft report to stakeholders, including Los Angeles County, for review. Milliman is planning to present the final valuation report to the Board of Retirement in August. Milliman will address the LACERA OPEB liability and discuss potential funding strategies for the Board to consider.</p>				



Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
<p>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.</p>	Operations	Benefits	08/01/2020	
	Project Lead(s): Shonita Peterson			
	On Schedule			
	<p>Since the project start, 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.</p> <p>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 17 were not owed a refund.</p> <p>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.</p> <p>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 will be given the option to repay by lump sum, or via deductions from their benefits over a period of time (including</p>			



financing interest). The remaining 305 retirees were mailed a refund check for the overpaid retirement contributions that exceeded the overpaid retirement benefit. An additional 56 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 team working on this project have identified five groups of members who will be impacted by this project. We have created the chart below to keep you up to date on the progress of the project.

Alameda Project Status	Current Report	
	6/24/2022	
Row Labels (Type, Status, Detail, Outstanding)	Count	%
Pending Notification (Staff Reviewing and Processing)	192	4.6%
Active	0	0.0%
Retired	119	2.8%
Deferred/Inactive	0	0.0%
Deceased	55	1.3%
Other	18	0.4%
Withdrawn	0	0.0%
Completed	3,984	95.4%
Active	3013	72.2%
Retired	710	17.0%
Deferred/Inactive	149	3.6%
Deceased	0	0.0%



	Withdrawn	56	1.3%
	Not affected	56	1.3%
	Grand Total	4,176	100%

Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
	BSG	Financial Accounting Services Division	May 2022	December 2022
Project Lead(s): Ted Granger				
On Schedule				
Annual Financial Statement Preparation and Audit: Government code sections require that LACERA prepare annual financial statements including footnotes and disclosures, obtain an external audit opinion of those statements, and transmit these reports to the Los Angeles County Board of Supervisors within six-months following the fiscal year end.	Staff kicked off the June 30, 2022, financial statement reporting season. Plante Moran, LACERA’s external financial statement auditor, completed their interim fieldwork in May with audit testing focused on member data and benefit calculations. LACERA staff began the annual financial closing process and completed preliminary work to start preparing the fiscal year-end financial statements. During the coming months, LACERA staff will continue preparing the financial statements and Plante Moran will conduct detailed investment and accounting testing in September and October.			

Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
	Strategic	Executive (MOG/BSG)		
Project Lead(s): JJ Popowich, Luis A. Lugo, and Iveta Brecko (PM)				
On Schedule				
Case Management Project: Phase I: Implement a case management system that will improve efficiency in processing member requests, provide accurate status and data collection for	In May, 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 13 vendor proposals received from our RFP. Throughout the month of June, the project team has been meeting with Eccentex to finalize the Statement of Work covering Phase I of the project (focusing on Disability Retirement Services, Disability Litigation processes, and the Benefits			



metrics, and improve the member experience.	First Payment Process). The team expects to wrap up this phase of the project by July 2022 and begin scheduling the development and implementation process.
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Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
		BSG	Executive (BSG)	January 2022
Project Lead(s): Jude Perez & Esmeralda Del Bosque				
On Schedule				
Custodian Bank Search: In accordance with LACERA's Procurement Policy, vendor contracts for investment and custodian banking services must be re-bid every ten years. LACERA's current custodian bank, State Street Bank, was hired in July 2013.	The Board of Investments approved the minimum qualifications at their December meeting. The Investment Office finalized and released the Request for Proposal (RFP) in January with proposals due at the end of March. Financial Accounting Services Division and other LACERA staff are evaluating the information received and conducting due diligence. In June, LACERA staff conducted an on-site visit at State Street's Sacramento offices and expects to provide a recommendation to the Board of Investments in August.			

Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
		BSG	Executive (BSG)	03/01/2022
Project Lead: Laura Guglielmo and Budget Team				
On Schedule				
Enterprise Budget Application: Per a recommendation by Budget staff to the Operations Oversight Committee (OOC) on March 2, 2022, authorized a RFP for software and professional services to procure, configure, and implement an enterprise budget application for the Budget Unit in the Administrative Services Division. The RFP was published on LACERA.com on March 7, 2022.	On April 14, 2022, LACERA received proposals from nine vendors. LACERA's evaluation team, with guidance from the consultant, reviewed all the proposals and based on the ratings, narrowed down the list to the top two vendors and have invited the finalists to demonstrate their solutions. Once the final vendor is identified, a recommendation will be made to the Board of Retirement. The targeted date to bring a recommendation to the Board of Retirement for consideration is the August 2022 Board meeting.			



Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
		BSG	Administrative Services	03/01/2022
Project Lead(s): James Beasley				
On Schedule				
Enterprise Contract Lifecycle Management (ECLM) Solution: 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.	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 are currently demonstrating their solutions to the team. We plan to select one final vendor to recommend to the Board of Retirement for consideration at the August 2022 Board Meeting.			

Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
		BSG	Executive (BSG)	01/2021
Project Lead(s): Summy Voong				
Delayed				
Enterprise Wi-Fi Project: Approved in the Fiscal Year 2020-21 budget adjustments by the BOR, the Systems Division is currently installing an enterprise Wi-Fi network.	All fiber, cables, access points, and switches have been installed on all LACERA floors and five segmented networks have been configured and tested. The Systems Division is deploying the final segmented network to on-site staff and plans to complete the deployment by mid-July.			



Project / Issue Title	Type	Project Sponsor	Start Date	Target Date
Brief Description	BSG	Administrative Services	April 2022	June 2022
Project Lead(s): James Beasley				
On Schedule				
Annual Insurance Renewal: After the Insurance Team’s completion of a successful solicitation, the BOR approved the replacement of LACERA’s current insurance brokerage firm. Alliant Insurance Services, Inc. (Alliant) was selected as the new Broker of Record for LACERA effective April 29, 2022.	LACERA’s new Broker of Record, Alliant Services, Inc., has obtained quotes and is binding policies with carriers for the June 30 th insurance renewal period. The Insurance Renewal Team and brokers will provide an update on the insurance policy selection at the August Operations Oversight Committee meeting.			

Project / Issue Title	Type	Project Sponsor	Start Date	Target Date
Brief Description	Strategic	Executive (MOG)	01/01/2013	06/30/2022
Project Lead(s): JJ Popowich & Lynn Francisco				
Delayed				
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. In order to accurately calculate a member’s benefit, these non-	The team focusing on this project have been working with the County Auditor-Controller to find a way to automatically filter out the non-pensionable compensation items. The team believes it has made progress on filtering out most of the non-pensionable compensation items. However, the team continues to work with the AC to address pay code changes that occur mid-pay period, which are not filtered out. The AC had committed to providing us with this information, however they have been unable to provide us with a test file due to other special projects such as the DA Underpayment project. This project is expected to end in June and we will be work with the AC to get a test file in July.			



pensionable compensation items need to be filtered out.	
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Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
		Strategic	Executive (MOG)	03/03/2022
Project Lead(s): Bonnie Nolley/Linda El-Farra				
PrimeGov Implementation: The Board of Retirement approved a more effective meeting management tool to help streamline the planning and conducting of Board/Committee meetings while improving transparency and public access.	On Schedule			
	Staff is working with the vendor in developing workflows and solutions for the processes currently being done manually. In the upcoming months, staff will provide an OOC presentation and create a Trustee Focus Group in order to share progress and obtain user feedback.			

Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
		Strategic	Disability Retirement Services (MOG)	
Project Lead(s): Tamara Caldwell				
On-Line Disability Retirement Application: To facilitate member self-service, improve the member experience, and streamline the intake of disability retirement applications, the Systems Division has been working jointly with the Disability Retirement Division to develop an on-line disability retirement application on My LACERA.	On Schedule			
	The initial design and construction of the new disability retirement application (DRA) has been completed. DRS and Systems have identified a final round of design changes to the application and these changes are currently in development. The team has partnered with the Benefits Project Management Group (PMG) to develop a project plan to roll out the new application. The next steps include user acceptance testing (UAT) by DRS and select Member Services staff, development and implementation of user training for Member Services and DRS staff members, a review of all DRS collateral and LACERA.com references to the disability process, and the development of a communications plan by the			



	Communications Division to support the rollout. The team expects to conduct a soft roll out in the first quarter of 2022-23. We are planning to provide a demo to the Operations Oversight Committee in August.
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Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
		Strategic	Executive (MOG)	
Project Lead(s): Allan Cochran & Vanessa Gonzalez				
Retirement Estimate Redesign:	Delayed			
A legacy strategic plan goal to redesign the retirement estimate and election form as a retirement prospectus designed to provide members with all the information they need to make an informed decision about their retirement.	The initial redesign work is complete, and the next phase of this process is to beta test the concept with actual members. The beta test was placed on hold when we closed the Member Service Center during the height of the pandemic. The team working on this project is discussing plans to begin the beta test with the re-opening of the Member Service Center.			

Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
		Operations	Executive (MOG)	June 2021
Project Lead(s): JJ Popowich				
Retroactive Payroll Adjustments: Prospective Correction	Delayed			
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	Following the AC's programming change, LACERA implemented a testing regimen to ensure that the contributions were being deducted as expected. Testing indicated that the problem was generally corrected, except in cases where the retroactive payments were over three years in arrears. The team recently met with the AC's team to discuss the issue. The County's payroll system can only support changes for 99 months in arrears. The AC has temporarily set the parameter to take deductions for this period. However, this fix is a temporary fix as the County's payroll processing has experienced significant performance			



<p>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>degradation as a result of the size of the files processed. The AC is considering limiting all retroactive payroll corrections to three years automatically and moving to a manual process for anything over that time frame. We continue to work with the AC on possible solutions to ensure collection of contributions happen at the time the retroactive payments are made.</p>
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Project / Issue Title	Type	Project Sponsor	Start Date	Target Date
Brief Description	RHC	Executive Office	March 2021	TBD
Project Lead(s): Santos H. Kreimann & Luis A. Lugo				
Retiree Healthcare Administration: Lifetime Maximum Benefit Project:	Delayed			
	<p>The County CEO’s Office has provided LACERA their actuary’s response to our \$1 million Lifetime Maximum Benefit (LMB) analysis. LACERA’s healthcare consultant (Segal) and actuary (Milliman) have reviewed the report and briefed LACERA staff on the key areas of disagreement. On June 10, 2022, LACERA staff held a meeting with the County CEO’s office and their actuarial consultant, Cheiron. LACERA’s healthcare consultant (Segal) presented their analysis and findings as a follow-up to Cheiron’s report. The County CEO’s office will have an internal discussion and will reengage LACERA on next steps, which will be geared towards discussing potential solutions in addressing the \$1 million LMB.</p>			

Project / Issue Title	Type	Project Sponsor	Start Date	Target Date
Brief Description	BSG	Executive (BSG)	October 2021	September 2022
Project Lead(s): Laura Guglielmo & Ted Granger				
Travel/Expense/P2P Software:	On Schedule			
<p>LACERA has procured “Certify” software created by Emburse, an accounts payable automation and expense management provider.</p>	<p>Staff has implemented a soft pause for the Certify travel and expense report management software. There are some internal processes that require additional review and consideration. Staff is using Microsoft SmartSheets to implement the travel and training approval processes. Systems is in the process of developing Smartsheet solutions for Human Resources’ Training and</p>			



Employee Development unit that will be synchronized with the travel software implementation. In addition, staff needs to devote additional time to reviewing the travel booking software provided through Certify which includes understanding hidden fees and how to apply the tool for group events.

Staff shifted focus to Certify's accounts payable "core" tool. The accounts payable module includes a streamlined procurement and payables process that leverages optimized character recognition to reduce manual data entry. With Certify, LACERA may also make payments via ACH or virtual credit cards to vendors. . Staff is working internally and with the Certify vendor to establish and optimize LACERA's processes within the software workflow. In addition, staff is helping Certify initiate the software by establishing users, vendors, electronic payment methods, and developing approval processes. Throughout this process, staff will continue to evaluate the software product to ensure it meets LACERA's needs and requirements. This project strategically aligns with Systems' goal of upgrading the technology of the organization and will replace the manual process with the latest technology.



• Existing Projects/Initiatives: No New Updates

This portion of the Operations Briefing will detail on-going projects that have no current changes in status.

Project / Issue Title Brief Description	Type	Project Sponsor	Start Date	Target Date
	Operations	Benefits	04/2021	12/31/2022
	Project Lead(s): Carlos Barrios			
<p>COLA Bank Retroactive Changes: 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 discrepancy discovered in the COLA Accumulation</p>	Delayed			
	<p>The project was broken down into five phases based on the complexity of the calculations needed to pay retroactive benefits to members.</p>			
	<p>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, 8,178 accounts have been systematically resolved, which represents all members and survivors currently in a payment status.</p>			
	<p>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 in March and May of 2022.</p>			
	<p>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 while we focus on the Alameda Decision Implementation.</p>			
	<p>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.</p>			



	COLA Bank: Retroactive Payment Project		
	Status (As of 05/20/22)	Number	Percentage
	Completed	9,141	95%
	In-Process	531	5%
	Grand Total	9,672	100%

Project / Issue Title	Type	Project Sponsor	Start Date	Target Date
Brief Description	Strategic	Executive (MOG)	01/01/2013	
Project Lead(s): Cynthia Martinez				
Delayed				
PEPRA Implementation: Annual Benefit Statement LACERA does not currently offer an Annual Benefit Statement (ABS) for PEPRA members.	LACERA is unable to generate a PEPRA member ABS until we can accurately, automatically, calculate a member's FAC. This project is on hold until the FAC issue is resolved.			

Project / Issue Title	Type	Project Sponsor	Start Date	Target Date
Brief Description	Strategic	Executive (MOG)		12/31/2022
Project Lead(s): Kevin Hawkins				
On Schedule				
Tax Table Changes for 2022: New Tax Withholding Form 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), in early	The team is working with our tax counsel to understand the intricacies of the new form and determine what programming changes are needed to support the new form. LACERA.com was updated with an announcement that the new tables may cause a slight change to some member's net benefit amount. We are also advising members that we will continue to use and support the current version			



<p>2022. The IRS is not requiring the new form be used until the 2023 tax year.</p>	<p>of the W-4P form and will not accept any 2022 forms submitted. We posted a Q & A section on LACERA.com (also accessible through My LACERA) to explain how LACERA is adjusting the new withholding guidance. One important and reassuring note: Members who have already started receiving their benefit payments from LACERA through 2023, will not be required to file a new form if they wish to keep their current preferences. The team is working on a communication campaign which will launch as we get closer to year end to ensure members have adequate information to make 2023 tax elections. We will share updates with the Committee as they become available.</p>
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• Completed Projects/Initiatives

This portion of the Operations Briefing will detail projects and initiatives that have been completed during the Fiscal Year (beginning on or after May 2022).

<p>Project / Issue Title Brief Description</p>	<p>Type</p>	<p>Project Sponsor</p>	<p>Start Date</p>	<p>Target Date</p>
<p>Return to the Office: LACERA's Administrative Services Division's Health and Safety Unit have been working hard to ensure a smooth return to the office for LACERA's staff.</p>	<p>BSG</p>	<p>Executive Office</p>	<p>01/04/2022</p>	<p>May 2022</p>
<p>Project Lead(s): Luis A. Lugo & Carly Ntoya</p>				
<p>Completed</p>				
<p>In preparation for staff returning to the office, the Health and Safety Unit posted updated information posters, restocked all personal protective equipment items, and provided staff with COVID-19 safety instructions. They have also worked with several staff to adjust the ergonomic configurations on their workstations as needed.</p> <p>The team also worked side by side with the PEP Team and the Executive Team to provide a warm welcome to returning staff. Working together with the PEP Team they decorated the Workshop room, where staff were encouraged to stop by and receive a small welcome back token (a bundt cake and a lanyard) and a welcome by the Executive Team, managers, and staff from Administrative Services.</p>				

DATE RECEIVED	REQUESTER	DOCS REQUESTED
5-16-22	Chugh, Kevin, Ph.D.	Request: Asked if scoring sheets and proposals are available for public view.
5-25-22	Sioned, Kemble	Request: information from investment pools, relating to the performance of all the closed-end funds invested in for Q1 2022. This includes standard data, such as: <ul style="list-style-type: none"> • Fund name • Management Company • Vintage Year • Commitment Amount • Commitment Date • Paid-In Capital • Distributions • IRR (Gross and Net) • Fair market value of the investment • Lifecycle Stage (Fundraising, First Close, Second Close, Investment Period, Holding Period, Liquidating/Exit Period, Liquidated)
5-25-22	Varvello, Giorgia	Request: to fill out two assessments pertaining to LACERA. The first focuses on governance and planetary boundaries, the second focuses on social and human rights.
5-26-22	Weir, Scott	Request: LACERA Case Management RFP competitive scoring and proposals <i>On May 26, 2022, Counsel, with the assistance of Systems, granted access to a website and emailed the link to the website containing the information described by the requestor.</i>

REPORT OF FELONY FORFEITURE CASES PROCESSED

June 30, 2022

#	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
60	CABRERA	MIGUEL	LASD	3/4/2022	3/22/2022			DELAY: CD		
59	GONZALEZ	PAUL	PARKS	10/19/2021	11/4/2021	12/30/2021		PEND		
57	ANTRIM	MARC	LASD	4/1/2021	5/12/2021	7/9/2021		DELAY: MI		
56	BERK	MICHAEL	LASD	2/24/2021	4/14/2021	12/30/2021		DELAY: CD		
55	FISK	JUSTIN	LASD	2/24/2021	4/14/2021	12/30/2021		DELAY: CD		

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
- WITHDRAN: Member withdrew prior to conviction – no impact.