

**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
2223 E. WELLINGTON AVENUE, SUITE 100
SANTA ANA, CALIFORNIA 92701**

**DISABILITY COMMITTEE MEETING
April 24, 2018**

1:00 p.m. or Upon Adjournment of the Investment Committee Meeting, whichever is later

MINUTES

The Chair called the meeting to order at 1:25p.m. Attendance was as follows:

Present: Roger Hilton, Chair; Frank Eley, Vice Chair; David Ball; Chris Prevatt

Staff: Steve Delaney, CEO; Suzanne Jenike, Assistant CEO, External Operations; Gina Ratto, General Counsel; Sonal Sharma, Recording Secretary; Anthony Beltran, Audio Visual Technician

PUBLIC COMMENTS

None.

OPEN SESSION

INFORMATION ITEMS

I-1 OVERVIEW OF JUNE 5, 2018 DISABILITY COMMITTEE MEETING

Presented by Suzanne Jenike, Assistant CEO, External Operations

Suzanne Jenike, Assistant CEO of External Operations reviewed the mechanics of the newly formed Disability Committee summarized below:

- A detailed review of the 2018 Calendar and Timeline.
- A detailed explanation of the process of hearing matters in closed session/closed hearing and reporting decisions in public. Disability matters will be presented to the Committee one at a time with Disability Staff escorting each applicant into the Board to hear their matter. The Disability Chair will report all decisions at the end of the closed hearing period. General Counsel will be available if consultation is needed.
- The format of materials that will be presented to the Committee will include the same materials currently provided to the Board of Retirement. The Board of Retirement will receive modified face pages showing the Disability Committee recommendation. Should the Board wish to challenge the recommendation made by the Disability Committee, they will have the option to do so.
- The materials posted on Board Vantage will be similar to what the Board uses currently.
- An Orange County Sheriff will be present at all Disability Committee Meetings.
- A letter will be mailed to all pending applicants informing them of the change in process which will include a copy of the OCERS Administrative Procedure as well as the Disability Committee Charter.

I-2 DISABILITY APPLICATION REVIEW PROCESS - OCERS ADMINISTRATIVE PROCEDURE (OAP)
Presented by Suzanne Jenike, Assistant CEO, External Operations

Ms. Jenike reviewed some highlights of the Disability Application Review Process:

- The goal of the Disability Application Review Process is to include clear timelines so all parties are aware of where they are in the process and to hold staff and members accountable throughout the process so applications are processed in a timely manner.
- An overview of the OAP is summarized below:
 - Member applies for Disability Retirement.
 - OCERS Disability Staff investigates.
 - Disability Staff schedules Independent Medical Examination with panel physician who is board certified in specialty associated to members claimed condition(s).
 - Disability Staff develops staff recommendation.
 - Legal issues are reviewed with Legal Team.
 - Staff Committee reviews all cases.
 - Presented to Disability Committee.
- The Disability Staffs' philosophical approach is to do its very best to assist all members in identifying conditions that satisfy the disability standard and assist members in their efforts to establish rights to a benefit. In the event a member provides insufficient evidence, the disability staff will get more information from the member, their doctors or employer to help advance the case.

I-3 ADMINISTRATIVE HEARING FILING PROCEDURES - OCERS ADMINISTRATIVE PROCEDURE (OAP)
Presented by Lee Fink, Deputy General Counsel

Lee Fink, Deputy General Counsel, reviewed the Administrative Hearing Filing Procedures. The Hearing Rules required that OCERS create an OAP to set forth the new electronic filing procedures. The OAP also explains the technical requirements for documents and sets up samples/templates of documents that can be used. In the initial phase, the electronic filing will be accomplished through sending the documents to be filed to a designated OCERS e-mail account.

The OCERS IT Department is currently working on updating the OCERS website. As part of that project, we may be able to create a web-based portal for submitting documents down the road, but for now a start is for documents to be submitted via e-mail. The Committee discussed cyber security considerations and improvements that could be taken into account.

Mr. Fink invited the Committee members to attend two orientations regarding the Administrative Rules. The invitation is open to stakeholders, Hearing Officers, Board Members, educating them on the new Hearing Rules and the electronic filing.

I-4 UPDATE ON PANEL PHYSICIAN AND HEARING OFFICER CONTRACTS
Presented by Lee Fink, Deputy General Counsel

Mr. Fink presented an update on Panel Physicians and Hearing Officer Contracts. Staff revised the contracts so that the OCERS contractors will be accountable to fulfilling their part of the timeline and standards. Staff will finalize the contracts in the near future.

COMMITTEE MEMBER COMMENTS

CHIEF EXECUTIVE OFFICER/STAFF COMMENTS

COUNSEL COMMENTS

ADJOURNMENT: The Chair adjourned the meeting at 2:35 p.m.

Submitted by:



Steve Delaney
Secretary to the Committee

Approved by:



Roger Hilton
Chair