

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

**REGULAR MEETING
Wednesday, January 17, 2024
9:30 A.M.**

Members of the public who wish to observe and/or participate in the meeting may do so (1) from the OCERS Boardroom or (2) via the Zoom app or telephone (information below) from any location.

| OCERS Zoom Video/Teleconference information | |
|--|---|
| Join Using Zoom App (Video & Audio) Join Zoom Meeting https://ocers.zoom.us/j/84897090161 Meeting ID: 848 9709 0161 Passcode: 492427 Go to https://www.zoom.us/download to download Zoom app before meeting Go to https://zoom.us to connect online using any browser. | Join by Telephone (Audio Only) Dial by your location +1 669 900 6833 US (San Jose) +1 346 248 7799 US (Houston) +1 253 215 8782 US +1 301 715 8592 US +1 312 626 6799 US (Chicago) +1 929 436 2866 US (New York) Meeting ID: 848 9709 0161 Passcode: 492427 |
| A Zoom Meeting Participant Guide is available on OCERS website Board & Committee meetings page | |

AGENDA

The Orange County Board of Retirement welcomes you to this meeting. This agenda contains a brief general description of each item to be considered. The Board of Retirement may take action on any item included in the following agenda; however, except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda. The Board of Retirement may consider matters included on the agenda in any order, and not necessarily in the order listed.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. BOARD MEMBER STATEMENT REGARDING PARTICIPATION VIA ZOOM (IF NECESSARY)**
(Government Code section 54953(f))
- 4. PUBLIC COMMENTS**

Members of the public who wish to provide comment during the meeting may do so by “raising your hand” in the Zoom app, or if joining by telephone, by pressing * 9 on your telephone keypad. Members of the public who participate in the meeting from the OCERS Boardroom and who wish to provide comment during the meeting may do so from the podium located in the OCERS Boardroom.

When addressing the Committee, please state your name for the record prior to providing your comments. Speakers will be limited to three (3) minutes.

At this time, members of the public may comment on (1) matters not included on the agenda, provided that the matter is within the subject matter jurisdiction of the Committee; and (2) any matter appearing on the Consent Agenda.

In addition, public comment on matters listed on this agenda will be taken at the time the item is addressed.

CONSENT AGENDA

All matters on the Consent Agenda are to be approved by one action unless a Board Member requests separate action on a specific item.

BENEFITS

C-1 OPTION 4 RETIREMENT ELECTION

Recommendation: Grant election of retirement benefit payment, Option 4, based on Segal Consulting’s actuarial report.

Σ NONE

ADMINISTRATION

C-2 BOARD MEETING MINUTES

Regular Board Meeting Minutes December 11, 2023

Recommendation: Approve minutes.

C-3 AMEND OCERS CONFLICT OF INTEREST CODE TO ADD ONE POSITION AS A FORM 700 FILER

Recommendation: Approve amendments to the OCERS Conflict of Interest Code to designate the Chief Compliance Officer as a position required to file a Form 700.

C-4 OUTCOMES OF THE DISABILITY COMMITTEE MEETING HELD ON DECEMBER 11, 2023

Recommendation: The Disability Committee recommends that the Board adopt the following:

Σ Revisions to the Administrative Review and Hearing Policy and the Disability Committee Charter.

DISABILITY/MEMBER BENEFITS AGENDA

9:30 AM

NOTE: WHEN CONSIDERING DISABILITY RETIREMENT APPLICATIONS OR MEMBER APPEALS OF DISABILITY RETIREMENT DETERMINATIONS, THE BOARD MAY ADJOURN TO CLOSED SESSION TO DISCUSS MATTERS RELATING TO THE MEMBER’S APPLICATION OR APPEAL PURSUANT TO GOVERNMENT CODE SECTIONS 54957 OR 54956.9. IF THE MATTER IS A DISABILITY APPLICATION UNDER SECTION 54957, THE MEMBER MAY REQUEST THAT THE DISCUSSION BE IN PUBLIC.

OPEN SESSION

CONSENT ITEMS

All matters on the Consent Agenda are to be approved by one action unless a Board member requires separate action on a specific item. If separate action is requested, the item will be discussed in closed session during agenda item DA-1.

A. Disability Committee Recommendations:

DC-1: SANDRA LEONARD

Technical Systems Specialist, Orange County Health Care Agency (General)

Recommendation: The Disability Committee recommends the Board:

- ∑ Deny service and non-service connected disability retirement without prejudice because the member has opted not to join in the employer filed application.

DC-2: JASON TIMMINS

Sheriff’s Special Officer, Orange County Sheriff’s Department (Safety)

Recommendation: The Disability Committee recommends the Board:

- ∑ Deny service and non-service connected disability retirement without prejudice because the member has opted not to join in the employer filed application.

B. CEO Recommendations:

DC-3: JONATHAN DARUVALA

Sergeant, Orange County Sheriff’s Department (Safety)

Recommendation: Steve Delaney, CEO, recommends that the Board:

- ∑ Grant service connect disability retirement.
- ∑ Set the effective date as March 10, 2023.

DC-4: FEDERICO FEDERICO

Sergeant, Orange County Sheriff's Department (Safety)

Recommendation: Steve Delaney, CEO, recommends that the Board:

- ∑ Grant service connect disability retirement.
- ∑ Set the effective date as the day after final day of regular compensation.

DC-5: GUY LEMIEUX

Deputy Sheriff II, Orange County Sheriff's Department (Safety)

Recommendation: Steve Delaney, CEO, recommends that the Board:

- ∑ Grant service connect disability retirement.
- ∑ Set the effective date as the day after final day of regular compensation.

DC-6: MARTHA SORIANO

Collection Officer II, Orange County Probation Department (General)

Recommendation: Steve Delaney, CEO, recommends that the Board:

- ∑ Grant service connect disability retirement.
- ∑ Set the effective date as April 10,2023.

DC-7: BHUPINDER TURNA

Food Service Worker, Orange County Probation Department (General)

Recommendation: Steve Delaney, CEO, recommends that the Board:

- ∑ Deny service and non-service connected disability retirement without prejudice due to the member's decision not to join in the application.

DC-8: ROSE VINIEGRA

Information Processing Technician, Orange County Social Services (General)

Recommendation: Steve Delaney, CEO, recommends that the Board:

- ∑ Deny service and non-service connected disability retirement without prejudice due to the member's decision not to join in the application.

CLOSED SESSION

Government Code section 54957

Adjourn to Closed Session under Government Code section 54957 to consider member disability applications and to discuss member medical records submitted in connection therewith. The applicant may waive confidentiality and request his or her disability application to be considered in Open Session.

DA-1: INDIVIDUAL ACTION ON ANY ITEM TRAILED FROM THE DISABILITY/MEMBER BENEFITS CONSENT AGENDA

DA-2: [ROBERT SZEWCZYK](#)

Deputy Sheriff II, Orange County Sheriff's Department (Safety)

Recommendation: Staff recommends the Board approve and adopt the findings and recommendations of the Hearing Officer as set forth in the Summary and Analysis of the Evidence and Issues, Proposed Findings of Fact and Conclusion of Law dated November 15, 2023 (Recommendation) wherein the Hearing Officer recommended that the Board deny the Applicant (Robert Szewczyk) service-connected disability retirement.

OPEN SESSION

REPORT OF ACTIONS TAKEN IN CLOSED SESSION

ACTION ITEMS

NOTE: Public comment on matters listed in this agenda will be taken at the time the item is addressed, prior to the Board's discussion of the item. **Members of the public who wish to provide comment in connection with any matter listed in this agenda may do so by "raising your hand" in the Zoom app, or if joining by telephone, by pressing * 9, at the time the item is called. Persons attending the meeting in person and wishing to provide comment on a matter listed on the agenda should fill out a speaker card located at the back of the Boardroom and deposit it in the Recording Secretary's box located near the back counter.**

A-1 INDIVIDUAL ACTION ON ANY ITEM TRAILED FROM THE CONSENT AGENDA

A-2 [FIRST QUARTER REVIEW OF OCERS BOARD 2024-2026 STRATEGIC PLAN](#)

Presentation by Steve Delaney, CEO, OCERS

Recommendation:

Approve the staff proposed modifications to the OCERS 2024-2026 Strategic Plan

Or

Provide direction for alternative modifications

INFORMATION ITEMS

Each of the following informational items will be presented to the Board for discussion.

I-1 [2023 OCERS INNOVATIONS AND PROCESS IMPROVEMENTS](#)

Presentation by Steve Delaney, Chief Executive Officer, and OCERS Management Team

I-2 [OCERS SIMPLIFICATION- COMPLEX FACTORS CONTAINED IN OCERS COMPENSATION EARNABLE POLICY](#)

Presentation by Steve Delaney, Chief Executive Officer, and Suzanne Jenike, Assistant CEO, External Operations, OCERS

I-3 [TRIENNIAL PERFORMANCE REVIEW OF FIDUCIARY COUNSEL](#)

Presentation by Steve Delaney, Chief Executive Officer, and Manuel Serpa, General Counsel, OCERS

WRITTEN REPORTS

The following are written reports that will not be discussed unless a member of the Board requests discussion.

R-1 MEMBER MATERIALS DISTRIBUTED

Application Notices
Death Notices

January 17, 2024
January 17, 2024

R-2 COMMITTEE MEETING MINUTES

- October 2023- Audit Committee Minutes
- October 2023- Building Committee Minutes

R-3 CEO FUTURE AGENDAS AND 2024 OCERS BOARD WORK PLAN

Written Report

R-4 QUIET PERIOD – NON-INVESTMENT CONTRACTS

Written Report

R-5 BOARD COMMUNICATIONS

Written Report

R-6 COMMUNICATION POLICY FACT SHEET

Written Report

R-7 FORM 700 FILING REQUIREMENTS

Written Report

R-8 STATUS OF BOARD EDUCATION HOURS FOR 2023

Written Report

R-9 2023 DISABILITY STATISTICS

Written Report

R-10 ANNUAL PREVIEW OF “YEAR IN REVIEW”: COMMUNICATION PLAN

Written Report

R-11 QUARTERLY TRAVEL AND TRAINING EXPENSE REPORT

Written Report

R-12 CONTRACT STATUS FOR NAMED SERVICES PROVIDERS

Written Report

R-13 UPDATE BOARD ELECTIONS: SAFETY MEMBER, ALTERNATE SAFETY MEMBER AND GENERAL MEMBER

Written Report

R-14 REPORT OF ATTENDANCE AT CONFERENCE- KWAME ADDO- SCCE

Written Report

CLOSED SESSION ITEMS

E-1 THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code Section § 54957)

Consultation with OCERS Director of Cyber Security

Recommendation: Take appropriate action.

E-2 CONFERENCE REGARDING EXISTING LITIGATION (GOVERNMENT CODE SECTION 54956.9(d)(1))

Eder Palma v. Board of Retirement, OCERS; Orange County Superior Court, Case No. 30-2022-01280823-CU-WM-CJC

Recommendation: Take appropriate action.

CIO COMMENTS

CHIEF EXECUTIVE OFFICER/STAFF COMMENTS

COUNSEL COMMENTS

BOARD MEMBER COMMENTS

ADJOURNMENT: (IN MEMORY OF THE ACTIVE MEMBERS, RETIRED MEMBERS, AND SURVIVING SPOUSES WHO PASSED AWAY THIS PAST MONTH)

NOTICE OF NEXT MEETINGS

DISABILITY COMMITTEE MEETING

February 21, 2024

8:30 A.M.

ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM

2223 E. WELLINGTON AVENUE, SUITE 100

SANTA ANA, CA 92701

REGULAR BOARD MEETING

February 21, 2024

9:30 A.M.

ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM

2223 E. WELLINGTON AVENUE, SUITE 100

SANTA ANA, CA 92701

AVAILABILITY OF AGENDA MATERIALS - Documents and other materials that are non-exempt public records distributed to all or a majority of the members of the OCERS Board or Committee of the Board in connection with a matter subject to discussion or consideration at an open meeting of the Board or Committee of the

Board are available at the OCERS website: <https://www.ocers.org/board-committee-meetings>. If such materials are distributed to members of the Board or Committee of the Board less than 72 hours prior to the meeting, they will be made available on the OCERS website at the same time as they are distributed to the Board or Committee members. Non-exempt materials distributed during an open meeting of the Board or Committee of the Board will be made available on the OCERS' website as soon as practicable and will be available promptly upon request.

It is OCERS' intention to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or participant at this meeting, you will need any special assistance beyond that normally provided, OCERS will attempt to accommodate your needs in a reasonable manner. Please contact OCERS via email at adminsupport@ocers.org or call 714-558-6200 as soon as possible prior to the meeting to tell us about your needs and to determine if accommodation is feasible. We would appreciate at least 48 hours' notice, if possible. Please also advise us if you plan to attend meetings on a regular basis.

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

**REGULAR MEETING
Monday, December 11, 2023
9:30 A.M.**

MINUTES

Chair Dewane called the meeting to order at 9:31 a.m.

Recording Secretary administered the Roll Call attendance.

Attendance was as follows:

Present in Person: Shawn Dewane, Chair; Adele Tagaloa, Vice Chair; Roger Hilton, Chris Prevatt, Charles Packard, Richard Oates, Wayne Lindholm, Arthur Hidalgo

Present via Zoom (under Government Code Section 54953(f)):

Also Present: Steve Delaney, Chief Executive Officer; Suzanne Jenike, Assistant CEO, External Operations; Manuel Serpa, General Counsel; Molly Murphy, CIO; Tracy Bowman, Director of Finance; Cynthia Hockless, Director of Human Resources; Jenny Sadoski, Director of IT; Joon Kim, Staff Attorney; Anthony Beltran, Audio-Visual Technician; Carolyn Nih, Recording Secretary

Guests: Harvey Leiderman and Maytak Chin, ReedSmith

Absent: Jeremy Vallone, Shari Freidenrich

CONSENT AGENDA

BENEFITS

C-1 OPTION 4 RETIREMENT ELECTION

Recommendation: Grant election of retirement benefit payment, Option 4, based on Segal Consulting's actuarial report.

∑ None

ADMINISTRATION

C-2 BOARD MEETING MINUTES

Regular Board Meeting Minutes

November 13, 2023

Recommendation: Approve minutes.

C-3 2024 OCERS BOARD ANNUAL WORK PLAN

Recommendation: Approve 2024 OCERS Board Annual Work Plan.

C-4 2024 OCERS BOARD COMMITTEE APPOINTMENTS

Presentation by Steve Delaney, Chief Executive Officer, OCERS

C-5 OUTCOMES FROM THE GOVERNANCE COMMITTEE ON NOVEMBER 16, 2023

Recommendation: The Governance Committee recommends that the Board adopt the following:

- Σ Actuarial Valuation Policy with non-substantive revisions approved by the Committee.

MOTION by Mr. Lindholm, **seconded** by Mr. Hilton, to the Consent Agenda.

The motion passed **unanimously**.

DISABILITY/MEMBER BENEFITS AGENDA
CONSENT ITEMS

A. Disability Committee Recommendations:

DC-1: GERMAINE DELGADO

Deputy Juvenile Correctional Officer II, Orange County Probation Department (Safety)

Recommendation: Staff recommends that the Disability Committee forward to the Board of Retirement a recommendation to:

- Σ Deny service and non-service connected disability retirement due to lack of substantial medical evidence of permanent incapacity and service connection.

DC-2: RICHARD TRAN

Employment and Eligibility Specialist, Orange County Social Services (General)

Recommendation: Staff recommends that the Disability Committee forward to the Board of Retirement a recommendation to:

- Σ Deny service connected disability retirement due to insufficient evidence of job causation.

B. CEO Recommendations:

DC-3: VINCENT CARPINO
Fire Chief, Orange County Fire Authority (Safety)

Recommendation: Steve Delaney, CEO, recommends that the Board:

- ∑ Grant service connect disability retirement.
- ∑ Set the effective date as March 30, 2023.

DC-4: CHARLES D. JOHNSON
Deputy Sheriff II, Orange County Sheriff's Department (Safety)

Recommendation: Steve Delaney, CEO, recommends that the Board:

- ∑ Grant service connect disability retirement.
- ∑ Set the effective date as March 29, 2019.

DC-5: MARTHA MAGCASI – CONTINUED TO A FUTURE MONTH
Data Entry Technician, Orange County Social Services Agency (General)

Recommendation: Steve Delaney, CEO, recommends that the Board:

- ∑ Grant non-service connect disability retirement.
- ∑ Set the effective date as the day after final day of regular compensation.

DC-6: ANNEKE SHEROHMAN
Senior Head Cook, Orange County Sheriff's Department (General)

Recommendation: Steve Delaney, CEO, recommends that the Board:

- ∑ Grant service connect disability retirement.
- ∑ Set the effective date as the day after final day of regular compensation.

DC-7: MICHAEL THALKEN
Sergeant, Orange County Sheriff's Department (Safety)

Recommendation: Steve Delaney, CEO, recommends that the Board:

- ∑ Grant service connect disability retirement.
- ∑ Set the effective date as May 5, 2023.

MOTION by Mr. Packard, **seconded** by Mr. Oates, to approve item, DC-1 through DC-7 with DC-5 returned to Staff on the Disability Consent Agenda.

The motion passed **unanimously**.

The Board had no questions after reviewing materials for DA-2 and DA-3; therefore, they did not need to discuss via Closed Session to make a decision.

DA-2: PATRICIA HOLLIDAY

Deputy Sheriff I, Orange County Sheriff’s Department

Recommendation: Staff recommends that the Board:

- ∑ Approve and adopt the findings and recommendations of the Hearing Officer as set forth in the Summary and Analysis of the Evidence and Issue, Proposed Findings of Fact and Conclusion of Law dated November 1, 2023 (Recommendation) wherein the Hearing Officer recommended that the Board **grant** the Applicant (Patricia Holliday) service-connected disability retirement.

MOTION by Mr. Hidalgo, **seconded** by Mr. Prevatt, to approve staff recommendation.

The motion passed **unanimously**.

DA-3: KELLY LUPRO

Administrative Manager II, Orange County Health Care Agency

Recommendation: Staff recommends that the Board:

- ∑ Approve and adopt the findings and recommendations of the Hearing Officer as set forth in the Amended Findings and Decision in an OCERS Service-Connected Disability Retirement Case dated November 27, 2023 (“Amended Recommendations”) wherein the Hearing Officer recommended that the Board **deny** the Applicant (Kelly Lupro) service-connected disability retirement.

MOTION by Mr. Lindholm, **seconded** by Mr. Packard, to approve staff recommendation.

The motion passed **unanimously**.

INFORMATION ITEMS

Each of the following informational items will be presented to the Board for discussion.

I-1 RETIRED EMPLOYEES ASSOCIATION OF ORANGE COUNTY – ISSUES UPDATE

Presentation by Linda Robinson and Doug Storm, Co-Presidents, REAOC

REAOC Co-Presidents gave insights into the 2023 year for our retired members. They highlighted anticipated changes to the REAOC Board, including the two Co-Presidents stepping down and OCERS Trustee Hilton stepping up to be the President of REAOC. Additionally, they also noted positive changes to the medical coverage available to REAOC members that will help many members who retire before they become Medicare eligible.

ACTION ITEMS

A-2 ELECTION OF OCERS BOARD VICE-CHAIR

Presentation by Steve Delaney, Chief Executive Officer, OCERS

Recommendation: Elect a new OCERS Board Vice-Chair for calendar year 2024.

MOTION by Mr. Dewane, **seconded** by Mr. Prevatt, to elect Mr. Packard as OCERS Board Vice-Chair for calendar year 2024.

The motion passed **unanimously**.

A-3 OCERS' REVISED 2024 STAFFING PLAN AND BUDGET AMENDMENT

Presentation by Steve Delaney, Chief Executive Officer, & Tracy Bowman, Director of Finance, OCERS

Recommendation: The Personnel Committee recommends the Board of Retirement approve the following revisions to the 2024 Staffing Plan:

1. Approve the addition of 7 new positions to the 2024 budgeted headcount:
 - a. Add three positions to the Investment Division
 - b. Add two positions to the Disability Department
 - c. Add one position to the Finance Department
 - d. Add one position to the Information Technology Department
2. Approve the creation of three career ladders:
 - a. Information Security Department:
 - i. Information Security Manager to Senior Information Security Manager
 - b. Disability Department
 - i. Two Office Specialists to Staff Assistants

The total cost for the above revisions to the 2024 Staffing Plan is \$859,203, increasing personnel costs from \$25,241,475 to \$26,100,690 and the total approved FY24 Administrative Budget from \$48,293,043 to \$49,152,246. Total budgeted headcount will increase from 125 to 132.

MOTION by Mr. Hidalgo, **seconded** by Mr. Lindholm, to approve the proposed 2024 Staffing Plan and Administrative Budget Amendment for Fiscal Year 2024.

The motion passed **unanimously**.

A-4 ANNUAL CEO COMPENSATION

Recommendation: Approve and authorize the Board to execute a salary adjustment for the Chief Executive Officer, effective December 29, 2023, at an annual base salary of \$375,000 which equals a 7.14% increase or \$25,000 and an estimated annual total compensation of \$624,892 including benefits.

MOTION by Mr. Hidalgo, **seconded** by Mr. Dewane, to approve and authorize the salary adjustment for the CEO compensation.

The motion passed **unanimously**.

INFORMATION ITEMS

I-2 NEW RULES ON DISABILITY RETIREMENT PRESUMPTIONS EFFECTIVE JANUARY 1, 2024

Presentation by Joon Kim, Staff Attorney, OCERS

Staff Attorney, Joon Kim, presented on the changes to the Disability Retirement presumptions effective January 1, 2024.

I-3 OCERS PENSION ADMINISTRATION SYSTEM (V-3): AN UPDATE

Presentation by Steve Delaney, Chief Executive Officer, & Jenny Sadoski, Director of IT, OCERS

CEO Delaney and CIO Sadoski presented on the journey from PensionGold to V3. Discussing historical background both confirmed the improved service value V3 provided. Confirming that with the growth of AI, as much as the intrigue of system hackers, there will always be a need to progress to improved Pension Administration System (PAS) iterations, CEO Delaney indicated that future presentations would be provided through the first half of 2024 outlining next steps.

The Board recessed for break at 10:53 a.m.

The Board reconvened from break at 11:11 a.m.

Recording Secretary administered the Roll Call attendance.

The Board adjourned to closed session at 11:12 a.m.

CLOSED SESSION

**E-1 CONFERENCE REGARDING EXISTING LITIGATION (GOVERNMENT CODE SECTION 54956.9(d)(1))
Adjourn pursuant to Government Code section 54956.9(d)(1).**

James B. Morell v. Board of Retirement, OCERS; California Court of Appeal, Second Appellate District, Case No. B331080

Recommendation: Take appropriate action.

The Board returned from Closed Session at 11:43 a.m.

Recording Secretary administered the Roll Call attendance.

REPORT OF ACTIONS TAKEN IN CLOSED SESSION- Mr. Serpa reported no reportable action for item E-1.

WRITTEN REPORTS

R-1 MEMBER MATERIALS DISTRIBUTED

Written Report

Application Notices

December 11, 2023

Death Notices

December 11, 2023

R-2 COMMITTEE MEETING MINUTES

- October 2023- Personnel Committee Minutes
- August 2023- Governance Committee Minutes

R-3 CEO FUTURE AGENDAS (2024)

Written Report

R-4 QUIET PERIOD – NON-INVESTMENT CONTRACTS

Written Report

R-5 BOARD COMMUNICATIONS

Written Report

R-6 PUBLIC PENSION COORDINATING COUNCIL (PPCC) STANDARDS AWARD FOR FUNDING AND ADMINISTRATION 2023

Written Report

ASST CEO COMMENTS – Ms. Jenike, Assistant CEO, gave an update on the Alameda implementation on Alameda Group 3 (certain classifications of OCFA and Health Care Agency), where further analysis indicates that Group 3 requires recalculation, likely reducing pay.

CIO COMMENTS- Ms. Murphy, CIO, noted a big week ahead for the Fed. If it holds, internal modelling indicates that the OCERS portfolio will be up 8.8%. Ms. Murphy remains cautiously optimistic.

CHIEF EXECUTIVE OFFICER – None

COUNSEL COMMENTS – The election for general and safety members will be held at the same time and scheduled such that it will not affect pre-existing (primary/general) elections.

FIDUCIARY COUNSEL COMMENTS – Mr. Leiderman reminisces that it has been 29 years since county bankruptcy and thanks the board for a meaningful time working with alongside OCERS.

BOARD MEMBER COMMENTS – Happy holidays and thanks Mr. Dewane for a serving as chair for 2023.

Meeting **ADJOURNED** at 11:57 a.m. in memory of active members, retired members, and surviving spouses who passed away this passed month.

Submitted by:

Approved by:

Steve Delaney
Secretary to the Board

Adele Tagaloa
Chairperson



Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Manuel D. Serpa, General Counsel
SUBJECT: AMEND OCERS CONFLICT OF INTEREST CODE TO ADD ONE POSITION AS A FORM 700 FILER

Recommendation

Approve amendments to the OCERS Conflict of Interest Code to designate the Chief Compliance Officer as a position required to file a Form 700.

Background

The Political Reform Act of 1974, Government Code sections 81000, *et. seq.* (the "Act"), requires certain local public agencies, including OCERS, to adopt conflict of interest codes that identify the agency officials who must file financial disclosures. The Act is enforced by the Fair Political Practices Commission (the "FPPC"). The requirements of a conflict of interest code are set out in FPPC Regulation 18730, which contains the elements of a standard model code. According to Section 82011(b) of the Act, the Orange County Board of Supervisors serves as the code-reviewing body for OCERS; and the County has established certain disclosure categories for the agencies whose codes the County reviews and approves.

The Act requires an agency's conflict of interest code to be reviewed biennially and updated when titles and positions of the agency are added or changed. The OCERS Code was last reviewed and updated in May of 2024. Since then, a new Director level position title has been added and filled: Chief Compliance Officer. Given that the OCERS Procurement and Contracting Policy provides that a "Director" can be one of the two required signatories to contracts valuing up to \$99,999, it is appropriate for this position be added as a designated filer. Thus, staff now recommends the following revisions to the OCERS Code.

Proposed Revisions

Staff recommends that the following position be added to the OCERS Code as a "Designated Filer:"

- Σ Chief Compliance Officer

A copy of the OCERS Code, with the proposed revisions indicated in underlined/strikeout text, is attached; and the bases for the staff's recommendations are more fully set forth below.

Designated Filer Positions

The Act requires that every position within OCERS that makes, participates in making, or influences, governmental decisions be designated in the OCERS Code. Persons holding the positions designated in the code ("Designated Filers") are required to disclose their financial interests. Guidance from the FPPC for developing a list of Designated Filers indicates that an agency should include in the code the broad policy/decision makers

and eliminate positions whose duties are clerical, secretarial, ministerial, or manual. Then the agency should review the duty statements of everyone between these two levels, looking closely at how many levels of substantive review these positions have.

Section 18700 of the FPPC regulations set forth the basic rule on conflict of interest as follows:

A public official at any level of state or local government has a prohibited conflict of interest and may not make, participate in making, or in any way use or attempt to use his or her official position to influence a governmental decision when he or she knows or has reason to know he or she has a disqualifying financial interest. A public official has a disqualifying financial interest if the decision will have a reasonably foreseeable material financial effect, distinguishable from the effect on the public generally, directly on the official, or his or her immediate family, or on any financial interest described in subdivision (c)(6)(A-F) herein.

Section 18704 defines making and participating in making a governmental decision as follows:

(a) Making a Decision. A public official makes a governmental decision if the official authorizes or directs any action, votes, appoints a person, obligates or commits his or her agency to any course of action, or enters into any contractual agreement on behalf of his or her agency.

(b) Participating in a Decision. A public official participates in a governmental decision if the official provides information, an opinion, or a recommendation for the purpose of affecting the decision without significant intervening substantive review.

Examples of making a decision include:

- ∑ Voting on a matter
- ∑ Approving the budget
- ∑ Adopting policy
- ∑ Making purchasing decisions
- ∑ Entering into contracts

Examples of participating in a decision include:

- ∑ Negotiating the terms of a contract
- ∑ Writing the specifications of a bid
- ∑ Advising or making recommendations to the decision-maker or governing body without significant intervening substantive review

The OCERS Code currently designates the following positions as Designated Filers¹ because they make, participate in making, or influence governmental decisions and who are therefore required to disclose their financial interests:

- ∑ Assistant Chief Executive Officer, External Operations
- ∑ Assistant Chief Executive Officer, Internal Operations
- ∑ General Counsel
- ∑ Deputy General Counsel
- ∑ Director of Communication

¹ Note that officials who manage public investments as defined in §87200 of the Act and the FPPC regulations thereunder must also disclose their financial interests. These positions include the members of the Board, the Chief Executive Officer, the Chief Investment Officer, the Managing Director of Investments, the Director of Investments and certain consultants. These officials are not subject to the OCERS Code but are listed in the code for informational purposes.

- Σ Director of Disability
- Σ Director of Enterprise Project Management Office
- Σ Director of Finance
- Σ Director of Human Resources
- Σ Director of Information Technology
- Σ Director of Information Security
- Σ Director of Internal Audit
- Σ Director of Member Services
- Σ Senior Manager of Facilities and Operations
- Σ Contracts, Risk & Performance Manager
- Σ Investment Officer/Senior Investment Officer
- Σ Investment Analyst/Senior Investment Analyst
- Σ Staff Attorney - Investments
- Σ Consultant

Staff has conducted a review of OCERS’ titles and duty statements and recommends that the following OCERS-direct employee be added to the list of Designated Filers in the OCERS Code:

- Σ Chief Compliance Officer

According to the job descriptions of each of this position, the person has delegated decision-making authority, participates in negotiating the terms of a contract, writes the specifications of a bid, or advises or makes recommendations to the decision-maker or governing body without significant intervening substantive review.

Conclusion

If the Board adopts the recommended amendments to the OCERS Code, the amendments will be forwarded to the County Board of Supervisors. Once approved by the Board of Supervisors, the amendments will become effective and part of the OCERS Code.

Attachment

Submitted by:



MDS-Approved

Manuel D. Serpa
General Counsel

Approved by:



SD - Approved

Steve Delaney
CEO

**CONFLICT OF INTEREST CODE FOR THE
ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM**

The Political Reform Act, Government Code Sections 81000, et seq. (the "Act"), requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 Cal. Code of Regs. Section 18730; "Section 18730") that contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing, the FPPC may amend Section 18730 to conform to amendments in the Act. Therefore, the terms of Section 18730 and any amendments thereto, along with the attached Exhibits A and B designating positions and establishing disclosure categories, are hereby incorporated by reference, and shall constitute the Conflict of Interest Code of the Orange County Employees Retirement System ("OCERS").

DESIGNATED POSITIONS

OCERS employees whose positions are listed in Exhibit A hereto shall file statements of economic interests with the office of the Clerk of the Orange County Board of Supervisors, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the Clerk of the Orange County Board of Supervisors. Consultants designated in Exhibit A will file statements of economic interests with the OCERS Chief Executive Officer, who will retain the original statements for seven years and make them available for public inspection and reproduction (Gov. Code Sec. 81008). The applicable Disclosure Category for each Designated Position is set forth in Exhibit A; and the Disclosure Categories are described in Exhibit B.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3.(b), are not subject to OCERS' Conflict of Interest Code but are listed here for informational purposes. Unlike the Designated Positions, the reporting obligations of these officials are not limited by reference to a disclosure category. It has been determined that the positions listed below are the OCERS officials who manage public investments:

- Members of the Board of Retirement including the Alternate Member
- Chief Executive Officer
- Chief Investment Officer
- Managing Director of Investments
- Director of Investments
- Consultants Who Manage Public Investments

Officials who manage public investments shall file statements of economic interests with the Clerk of the Orange County Board of Supervisors who is the filing officer for these positions.

The disclosure categories and requirements for these positions are set forth in Article 2 of Chapter 7 of the Political Reform Act, Government Code Section 87200 et seq. They generally require the disclosure of interests in real property in the agency's jurisdiction, as well as investments, business positions, and sources of income (including gifts, loans, and travel payments).

EXHIBIT A

**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
LIST OF DESIGNATED POSITIONS**

| Position | Disclosure Category |
|--|----------------------------|
| Assistant Chief Executive Officer, External Operations | OC-01 |
| Assistant Chief Executive Officer, Internal Operations | OC-01 |
| General Counsel | OC-01 |
| Director of Internal Audit | OC-01 |
| Director of Finance | OC-01 |
| Director of Human Resources | OC-11 |
| Director of Information Technology | OC-08 |
| Director of Information Security | OC-08 |
| Director of Member Services | OC-06 |
| Director of Enterprise Project Management Office | OC-06 |
| Director of Disability | OC-06 |
| Director of Communication | OC-06 |
| <u>Chief Compliance Officer</u> | <u>OC-06</u> |
| Deputy General Counsel | OC-01 |
| Staff Attorney – Investments | OC-01 |
| Investment Officer/Senior Investment Officer | OC-01 |
| Contracts, Risk & Performance Manager | OC-06 |
| Investment Analyst/Senior Investment Analyst | OC-01 |
| Consultant | OC-30 |
| Senior Manager of Facilities and Operations | OC-06 |

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3.(b), are NOT subject to the System's code, but are subject to the disclosure requirements of the Act (Government Code Section 87200 et seq., Regs. §18730(b)(3)). These positions are listed here for informational purposes only.

| Position | Disclosure Category |
|---|----------------------------|
| Board Member/Alternate Board Member | 87200 Filer |
| Chief Executive Officer | 87200 Filer |
| Chief Investment Officer | 87200 Filer |
| Managing Director of Investments | 87200 Filer |
| Director of Investments | 87200 Filer |
| Consultants Who Manage Public Investments | 87200 Filer |

EXHIBIT B

**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
DISCLOSURE CATEGORIES/DESCRIPTIONS**

| Disclosure Category | Disclosure Description |
|----------------------------|--|
| OC-01 | All interests in real property in Orange County, as well as investments, business positions and sources of income (including gifts, loans, and travel payments). |
| OC-06 | All investments in, business positions with and income (including gifts, loans, and travel payments) from sources that provide leased facilities and goods, supplies, equipment, vehicles, machinery, or services (including training and consulting services) of the types used by OCERS. |
| OC-08 | All investments in, business positions with and income (including gifts, loans and travel payments) from sources that develop or provide computer hardware/software, voice data communications, or data processing goods, supplies, equipment, or services (including training and consulting services) used by OCERS. |
| OC-11 | All interests in real property in Orange County, as well as investments in, business positions with and income (including gifts, loans, and travel payments) from sources that are engaged in the supply of equipment or services related to recruitment, employment search & marketing, classification, training, or negotiation with personnel; employee benefits, and health and welfare benefits. |
| OC-30 | Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The CEO may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection. |

**CONFLICT OF INTEREST CODE FOR THE
ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM**

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| General Counsel | OC-01 |
| Director of Internal Audit | OC-01 |
| Director of Finance | OC-01 |
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| Director of Information Technology | OC-08 |
| Director of Information Security | OC-08 |
| Director of Member Services | OC-06 |
| Director of Enterprise Project Management Office | OC-06 |
| Director of Disability | OC-06 |
| Director of Communication | OC-06 |
| Chief Compliance Officer | OC-06 |
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| Director of Investments | 87200 Filer |
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**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
DISCLOSURE CATEGORIES/DESCRIPTIONS**

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| OC-08 | All investments in, business positions with and income (including gifts, loans and travel payments) from sources that develop or provide computer hardware/software, voice data communications, or data processing goods, supplies, equipment, or services (including training and consulting services) used by OCERS. |
| OC-11 | All interests in real property in Orange County, as well as investments in, business positions with and income (including gifts, loans, and travel payments) from sources that are engaged in the supply of equipment or services related to recruitment, employment search & marketing, classification, training, or negotiation with personnel; employee benefits, and health and welfare benefits. |
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Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Manuel D. Serpa, General Counsel
SUBJECT: **OUTCOMES OF THE DISABILITY COMMITTEE MEETING HELD ON DECEMBER 11, 2023**

Recommendation

The Disability Committee recommends that the Board adopt the following:

- (1) Revisions to the Administrative Review and Hearing Policy and the Disability Committee Charter.

Background

The Board adopted the Administrative Review and Hearing Policy on February 19, 2002; it was last revised on May 17, 2023. The Board adopted the Disability Committee Charter on January 16, 2018; it was last revised on April 17, 2023.

Though not due for their regular review, the Disability Committee Chair has requested a review of this policy and charter to improve the efficiency of the Committee by having those disability applications where the staff’s recommendation is to deny because the member has opted not to join an employer-filed application reviewed by the CEO. Should the CEO agree, they will forward their recommendation directly to the Board for action and bypass review by the Disability Committee.

On February 21, 2023, the Board approved delegating to the OCERS CEO the responsibility to fully develop disability retirement grant recommendations for the OCERS Board’s consideration and approval. Once the process is fully implemented, the Disability Team will present to the CEO disability retirement applications when their recommendation is a full grant. When the Staff recommendation is to deny all or any part of the disability application, the Staff recommendation will be presented to the Disability Committee.

Proposed Revisions

The following two documents have been updated to reflect the process change:

- 1. Administrative Review and Hearing Policy
 - Σ Section 3
 - Σ Added language indicating the process for denying the disability retirement without prejudice due to the member not joining in an employer-filed application and how the matter will be reviewed by the CEO and forwarded directly to the Board should the CEO agree with the staff recommendation.
 - Σ Non-substantive clarifying updates
 - Σ Section 5

- Σ Added language to address the Board action for CEO recommendation to deny without prejudice because the member has opted not to join in an employer-filed application.

2. Disability Committee Charter

- Σ Section 3: clarified that the Disability Committee will only review matters where the Staff recommendation is to deny or grant only in part, except when the recommendation is to deny disability retirement because the member has opted not to join in an employer-filed application, which will be reviewed by the CEO.

The proposed revisions are set forth in underlined/strikeout text in the attached copies of the Administrative Review and Hearing Policy and Disability Committee Charter. Unmarked versions of the Administrative Review and Hearing Policy and Disability Committee Charter are also attached for the Committee’s ease of review.

Submitted by:



MDS-Approved

Manuel D. Serpa
General Counsel

Attachments



OCERS Board Policy Administrative Review and Hearing Policy (Disability and Non-Disability Benefits)

1. Intent

The Board of Retirement (“Board”) of the Orange County Employees Retirement System (“OCERS”) intends that this Administrative Review and Hearing Policy (“Policy”) will apply to and govern OCERS’ Administrative Review and Administrative Hearing processes for Disability Determinations, Benefit Determinations and other final administrative orders or decisions of the Board. Any person who is entitled to a hearing and who does not request one under this Policy will be deemed to have waived the right to a hearing.

Nothing in this Policy will be deemed an acknowledgement by OCERS that any procedure set forth herein, including an administrative hearing, is required by law. The Board retains the right to amend this Policy or vary the process set forth in this Policy in any manner consistent with the law.

2. Definitions

The following terms will have the meanings set forth below.

Administrative Hearing; Hearing: The proceedings before a Hearing Officer or the Board on the merits of a particular Request for Administrative Hearing and related Application.

Administrative Record: The documents and other records relied upon by Staff or a fact-finding body in an Administrative Review or Hearing conducted pursuant to this Policy, including any documents submitted on behalf of an Applicant, documents prepared by OCERS or by independent sources that are received by OCERS, any transcripts or recordings of testimony, or any other documents relevant to an Application.

For purposes of any proceeding following an Administrative Review or Hearing, the Administrative Record also includes written correspondence, Party Pre-Hearing Statements, the Hearing Officer’s Proposed Findings of Fact and Recommended Decision, Party objections, hearing transcripts, and other documents relevant to an Application.

Administrative Review: The process described in this Policy (including the Rules) by which a Party may seek an administrative review of a Benefit Determination, CEO Determination or Disability Determination or any other final administrative order or decision of the Board.

Applicant; Member: A member of OCERS, or a person or other entity on behalf of a member of OCERS (including but not limited to the member’s surviving spouse), or any person who claims an interest in the pension or allowance of an OCERS member who files an Application or who seeks Administrative Review of a Benefit Determination.

Application: The submittal, including any amendments thereto, filed with OCERS by or on behalf of an Applicant for either: (i) a disability retirement; or (ii) a service retirement.

Authorization for Disclosure and Use of Protected Health Information: The form that is filed with the Request for Administrative Hearing authorizing Staff to obtain and use Member medical records. **Benefit Determination:** A determination made by Staff in connection with (i) a service retirement Application; (ii) a disability retirement Application with the exception of a Disability Determination; or (iii) an Applicant’s benefit (e.g., calculation of the amount of the benefit, benefit effective date, reciprocity determinations).



OCERS Board Policy

Administrative Review and Hearing Policy (Disability and Non-Disability Benefits)

CEO Determination: A Benefit Determination made by the CEO or the CEO's designee.

Clerk, Clerk of the Hearing Officers. A person or persons designated by OCERS General Counsel or their designee to fulfill the duties of providing administrative assistance to the Hearing Officers appointed by OCERS.

Consolidation/Consolidated Review or Hearings. Where two or more Requests for Administrative Review or Hearing that have common issues of fact or law are consolidated for Administrative Review or Hearing pursuant to Section 8 of this Policy or Rule 7 of the Rules.

Days: All days are Business Days unless otherwise noted. Business Days are Monday through Friday, excluding federal and State of California Holidays.

Disability Committee, Committee: A committee of the Board, chartered by the Board to review Applications for disability retirement and make recommendations to the Board with respect to Disability Determinations.

Disability Determination: The following determinations: (1) whether the Applicant is permanently incapacitated for performance of their duties ; (2) whether the disability was service-connected; and (3) the effective date of the disability retirement. Any other determinations affecting a disability retirement Application, including, but not limited to, timeliness of the Application, ineligibility due to termination for cause, and applicability of a disability offset, are Benefit Determinations pursuant to this Policy and subject to a CEO Determination.

Employer: The public agency who employed the OCERS member whose benefits are at issue in any given matter. The Employer is a Party to an Administrative Review but does not need to participate in an Administrative Review or Hearing. If the Employer initiates an Administrative Review or Hearing, it will act in the role of the Applicant with the corresponding burden of proof.

Expedited Administrative Hearing: An alternative administrative Hearing process, set forth in Rule 6 of the Rules.

Hearing Officer: A referee appointed pursuant to Government Code section 31533 who is either a member of the State Bar selected under the OCERS Hearing Officer Selection and Retention Policy, or a member of the Board.

Medical Witness: A person who by profession is a physician, surgeon, psychologist, optometrist, dentist, or podiatrist licensed by the State of California or by such other jurisdiction of the United States in which such person maintains a regular practice in good standing with their licensing board.

Party or Parties: OCERS, an Applicant who seeks an Administrative Review or Hearing under this Policy, the Employer, and any other person who may be affected by the Board's decision and who participates in the Administrative Review or Hearing.

Pre-Hearing Statements: Statements filed by the Parties pursuant to Rule 9 of the Rules.

Proposed Findings of Fact and Recommended Decision: The recommendation of the Hearing Officer to the Board, as set forth in Rule 14 of the Rules.



OCERS Board Policy Administrative Review and Hearing Policy (Disability and Non-Disability Benefits)

Request for Administrative Review or Request for Administrative Hearing: The document filed by the Applicant (or in limited cases, the Employer) to seek a review of a decision of the Committee or Staff and initiate the Administrative Review or Administrative Hearing process. Where the Applicant requests a Hearing or the Board refers the matter to a Hearing, the document will be referred to as a Request for Administrative Hearing. Where the Applicant seeks review of a Benefit Determination or CEO Determination, the document will be referred to as a Request for Administrative Review.

Respondent: OCERS will always be the primary Respondent. The Employer may, but is not required to respond to the request for Administrative Review or Hearing. Where the Employer initiates a review or hearing, the Applicant may join as a Respondent.

Rules: The "Orange County Employees Retirement System Administrative Rules," attached as an appendix to and made part of this Policy.

Staff: OCERS staff members other than the CEO and the CEO's designee.

3. Disability Determination Process

For Disability Determinations:

- A. Staff will investigate all disability retirement Applications to determine (i) whether the Applicant is permanently incapacitated from the performance of their usual duties; (ii) whether the incapacity arose out of and in the course of employment, and (iii) the appropriate effective date of any disability retirement allowance. In undertaking this investigation, Staff will have the discretion, based on Staff's review of the Application (including the Applicant's treating physicians' medical reports) to determine whether or not to seek further medical examination of the Applicant, expert medical advice, or expert review of Applicant's medical records. Upon completion of the investigation, if the Staff's recommendation is to grant the disability retirement Application in full, or deny without prejudice because the member has opted not to join an employer-filed application, Staff will forward the recommendation to the CEO. If the Staff's recommendation is to deny (or grant only in part) the disability retirement Application, Staff's recommendation will be presented to the Committee. Staff's recommendations will include recommendations regarding permanent incapacity, service connection, and effective date.
- B. When the Staff recommendation is to grant the disability retirement Application in full, the recommendation will be reviewed by the CEO. If, after the CEO reviews the disability retirement Application, the CEO concurs with Staff recommendation to grant the disability retirement Application in full, the CEO will recommend that the Board grant the Application in full. The CEO's recommendation will be placed on the consent agenda at the next regularly scheduled meeting of the Board for action in accordance with Section 56, below. Staff will notify the Applicant (and Applicant's attorney, if any) and the Employer of the date and time of the meeting at which the matter will be presented. If the CEO disagrees with the Staff's recommendation, the Application will be forwarded to the Committee for review and determination in accordance with Section 3-DC, below.



OCERS Board Policy Administrative Review and Hearing Policy (Disability and Non-Disability Benefits)

B.C. When the Staff recommendation is to deny the disability retirement Application without prejudice because the member has opted not to join in an employer-filed application, the recommendation will be reviewed by the CEO. If, after the CEO reviews the disability retirement Application, the CEO concurs with the Staff recommendation to deny the disability retirement Application, the CEO will recommend that the Board deny the disability Application without prejudice. The CEO's recommendation will be placed on the consent agenda at the next regularly scheduled meeting of the Board for action in accordance with Section 5. below. Staff will notify the Employer of the date and time of the meeting at which the matter will be presented. If the CEO disagrees with the Staff's recommendation, the Application will be forwarded to the Committee for review and determination in accordance with Section 3. D. below.

C.D. When the Staff recommendation is to deny (or grant only in part) the disability retirement Application or when the CEO disagrees with Staff's recommendation to grant the disability retirement Application in ~~full, the full, the~~ disability retirement Application and the Staff recommendation under Section 3.A., above, will be reviewed by the Committee at a duly-noticed meeting of the Committee. Staff will give Applicant (and the Applicant's attorney, if any) and the Employer notice of the date and time of the Committee meeting at which they will have the opportunity to be heard by the Committee.

E.D. After the Committee reviews the disability retirement Application under Section 3.~~D~~C, above, the Committee will determine whether to recommend that the Board grant or deny the Application, in full or in part. Staff will notify the Applicant (and Applicant's attorney) and the Employer of the Committee's recommendation. They will also be provided with instructions on how to request an Administrative Hearing to challenge any part of the Committee's recommendation. Notice will be effective when the message is sent.

F. In the event the Committee recommends that the Application be denied in full or in part, the Applicant will have ninety (90) days from the date of the notice required by 3.D., above, to file a Request for Administrative Hearing with the Clerk (and only the Clerk), as set forth in the Rules. In the event the Committee recommends the Application be granted in full, any other Party including the Employer aggrieved by the recommendation will have ten (10) days from the date of the notice required by 3.D., above, to file a written Request for Administrative Hearing as set forth in the Rules.

G. A Request for Administrative Review or Hearing may only be filed using the form approved by OCERS. That form must be signed and dated by the Applicant (or the Applicant's Attorney) to be valid. Forms that are not dated and signed will be rejected by the Clerk. A request submitted in any other form (i.e., email, letter) will be rejected by the Clerk.

H. Where the Committee recommends (i) a grant of a non-service connected disability retirement, but denial of a service-connected disability retirement; or (ii) a grant of either a service-connected or non-service connected disability retirement and the Applicant disputes the Committee's recommendation regarding the effective date of disability, the Applicant may request a Hearing on the denial of a service-connected disability or the effective date of disability. In such cases, the



OCERS Board Policy Administrative Review and Hearing Policy (Disability and Non-Disability Benefits)

issues not disputed will not be at issue in the Hearing. Staff will forward those non-disputed issues to the Board for final action.

- I. If no Request for Administrative Hearing is filed within the time limit set forth in 3.E., above, the Committee's recommendation will be placed on the consent agenda at the next regularly scheduled meeting of the Board for action in accordance with Section 5, below.

4. Benefit Determination Review Process

For Benefit Determinations:

- A. Staff will notify the Member of the Benefit Determination, and the Member may request a CEO Determination within ninety (90) days of the date of the notice of the Benefit Determination. The CEO Determination will be in the form of a written review completed and returned to the Member within 90 days of receipt of the request for a CEO Determination, and will include a synopsis of the Member's request and citation to any authority relied upon by the CEO in making the CEO Determination. In addition, the written review will include instructions regarding how the Member may request review of the CEO Determination by the Board.
- B. The Member will have ninety (90) days from the date of the notice of the CEO Determination provided in 4.A., above, to file a Request for Administrative Review with the Clerk (and only the Clerk). If no timely Request for Administrative Review is filed, the CEO Determination will be final.

5. Board Action on Disability Determination Upon Recommendation from the CEO or Disability Committee

- A. **Consent Agenda.** Recommendations from the CEO to grant an Application for disability retirement in full or to deny without prejudice because the member has opted not to join in an employer-filed application, and Committee recommendations for which there has been no timely Request for an Administrative Hearing under Section 3, above, will be considered by the Board on its consent agenda.
- B. **Removing Items from Consent Agenda/Action.** Any member of the Board may remove an item from the consent agenda to be discussed and voted on separately. Such items will be considered by the Board in closed session as set forth in Section 7, below.
- C. **Action on Recommendations from the CEO.** After consideration by the Board, the Board will either (i) adopt the recommendation of the CEO; or (ii) refer the matter to the Disability Committee for consideration.
- D. **Action on Recommendations from the Disability Committee.** After consideration by the Board, the Board will either (i) adopt the recommendation of the Disability Committee; or (ii) refer the matter to a Hearing Officer for a Hearing (unless a Hearing is waived by the Applicant, in which case the Committee recommendation will be adopted).



OCERS Board Policy Administrative Review and Hearing Policy (Disability and Non-Disability Benefits)

6. Board Action on Disability Determinations After Hearing.

Following an administrative Hearing and the Board’s receipt of the Hearing Officer’s Proposed Findings of Fact and Recommended Decision, the Board will consider the matter at a duly-noticed meeting of the Board and take action in accordance with Rule 16 of the Rules.

7. Closed Sessions for Disability Determinations

Except for matters on the Disability Committee’s or Board’s consent agenda, the Disability Committee or Board will adjourn to a closed session, pursuant to Cal. Gov’t Code § 54957(b), to discuss a recommended Disability Determination in connection with an Application for disability retirement, or a Hearing Officer’s Proposed Findings of Fact and Recommended Decision in connection with a Disability Determination, unless the Applicant requests the matter be heard in open session.

- A. **Closed Session With the Parties Present.** The Committee or the Board will conduct any discussion of an Application, including instances where the Board convenes and conducts its own Hearing, in closed session. Attendance at the closed session will be limited to 1) the Applicant; 2) counsel for the Applicant as well as any individual deemed by the Board Chair to be essential to the Applicant in the matter; 3) any OCERS disability Staff members and/or attorneys acting as advocates for the Staff recommendation or Committee recommendation; 4) Staff necessary to facilitate the Hearing (including the Recording Secretary, Clerk of the Hearing Officers and IT Staff to provide technical support); 5) the CEO; 6) the OCERS General Counsel (or their designee); and 7) outside counsel to the Board. Additionally, in the event the Board conducts its own hearing, witnesses called to present testimony may be permitted to attend the closed session to do so.

- B. **Closed Session Without Parties.** Before or after the Committee’s or Board’s consideration of a matter in a closed session under A, above, the Committee or the Board may adjourn to a closed session with only the CEO and the OCERS General Counsel (or their designee) to provide legal advice to the Committee or the Board in connection with the merits of the case and the Board’s legal obligations.

8. Board Action on CEO Determinations (i.e., CEO Benefit Determinations).

- A. **Board Review of CEO Determinations.** In the case of a timely Request for Administrative Review of a CEO Determination, the Board will consider the matter at a duly noticed regular meeting of the Board. Staff will make a recommendation to the Board regarding the issues raised in the CEO Determination and the Applicant (or the Applicant’s attorney) will have the opportunity to be heard.

- B. **Board’s Options.** At the meeting, the Board may choose to hear and conduct the review at that meeting, continue it to a later meeting, or refer the matter to a Hearing Officer for a Hearing to be conducted pursuant to the Rules. If the Board chooses to hear and determine the matter, the Board’s decision will be final. If the Board chooses to refer the matter to a Hearing, the Board will identify the factual and legal issues to be considered by the Hearing Officer.



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In determining whether to hear and determine the matter or refer the matter to a Hearing Officer, the Board will consider all relevant factors, including, but not limited to, the following:

- i. whether the disputed issues are legal, not factual, in nature;
- ii. relevant judicial authority on the disputed legal issue(s);
- iii. whether the Board and/or a Hearing Officer has previously ruled on substantively similar issue(s);
- iv. whether the Applicant is represented by an attorney;
- v. the efficient use of OCERS resources; and
- vi. the interests of the Applicant in receiving a timely decision.

C. **Consolidation of Reviews.** When review by the Board of two or more CEO Determinations involves common questions of law or fact, the Board may order a Consolidated Review or Consolidated Hearing of the matters. Consolidation may be ordered for limited purposes or for all purposes.

In determining whether to order a Consolidation of the CEO Determinations, the Board will consider all relevant factors, including, but not limited to, the following:

- i. the complexity of the issues involved;
- ii. the potential prejudice to any party, including whether a Consolidation would result in undue delay;
- iii. the avoidance of duplicate or inconsistent orders; and
- iv. the efficient utilization of OCERS resources.

9. Board Action on CEO Determinations After a Hearing.

In the case of a CEO Determination referred by the Board to a Hearing, the Board will consider the Hearing Officer’s Proposed Findings of Fact and Recommended Decision at a duly-noticed meeting of the Board in accordance with Rule 16 of the Rules. The Board may adopt the Hearing Officer’s recommendations or make its own determination based on the Administrative Record and the Board’s decision will be final.

10. Policy Review

The Board will review this Policy at least every three (3) years to ensure that it remains relevant and appropriate.

11. Policy History

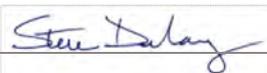
This Policy was adopted by the Board of Retirement on February 19, 2002, amended on August 17, 2020 and most recently on XXXX.

Secretary’s Certificate

I, the undersigned, the duly appointed Secretary of the Orange County Employees Retirement System, hereby certify the adoption of this Policy.



**OCERS Board Policy
Administrative Review and Hearing Policy
(Disability and Non-Disability Benefits)**



Steve Delaney
Secretary of the Board

Date



**OCERS Board Policy
Administrative Review and Hearing Policy
(Disability and Non-Disability Benefits)**

Appendix - Administrative Rules

Rule 1. Definitions

All capitalized terms contained within these Rules will have the meaning set forth in Section 2 of the OCERS Administrative Review and Hearing Policy.

Rule 2. Filing of Documents

A. Filing of Documents

1. All documents required or permitted to be filed by any Party in connection with a Hearing will be filed with the Clerk (and only the Clerk).
2. Filing of documents will be done electronically, except that an Applicant (and only the Applicant) may opt to file documents in person or by US Mail. Applicants that opt for filing documents in person or by US Mail, must inform the Clerk of this in writing at the time they file their Request for Administrative Hearing. The Clerk will then inform all other Parties and the Hearing Officer that the Applicant has opted to file documents in person or by US Mail.
 - i. Documents filed in person will be deemed filed on the day received by OCERS.
 - ii. Documents filed by US Mail will be deemed filed on the date post-marked on the envelope containing the documents.
 - iii. Documents filed electronically will be deemed filed on the date electronically received by the Clerk.

B. Service of Documents

1. The Clerk (and only the Clerk) will serve on all Parties and the Hearing Officer any documents filed by a Party or the Hearing Officer within one (1) business day of receipt of the documents by the Clerk. Service by anyone other than the Clerk will be considered defective.
2. Service by the Clerk will be electronic and the Clerk’s file stamp will constitute proof of service, except where the Applicant has opted to file by US Mail pursuant to A.2., above, in which case the Clerk will serve documents on the Applicant by US Mail. In that case, the Applicant will be deemed to have received service three (3) days after the date the Clerk deposits the document in the US Mail. Electronic service will be deemed served upon electronic transmission by the Clerk.

Rule 3. Administrative Hearing Request, Scope, and Settlement

- A. Request for Administrative Hearing.** A written Request for Administrative Hearing must be filed with the Clerk within the time frame set forth in Sections 3 and 4 of the Policy. The Request must



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include a short and plain statement of the grounds for the request and a signed Authorization for Use and Disclosure of Protected Health Information.

- B. **Referral from the Board.** In the event the Board refers a matter to a Hearing Officer for a Hearing (pursuant to Sections 5.D. or 8.B. of the Policy), the referral from the Board will be considered the Request for Administrative Hearing, but for all procedural purposes under these Rules, the request will be deemed to have been filed by the Applicant.
- C. **Permitted Representatives, Attorneys.** Any Party is entitled, at the Party's expense, to be represented by an attorney at any stage of the proceedings. Such attorney must be a current, active member of the California State Bar in good standing. A Party must immediately file with the Clerk a written notice of the hiring, changing, or dismissal of an attorney. Absent such written designation, OCERS will not recognize any attorney or other individual claiming to represent a Party, including but not limited to, an attorney in fact (under a power of attorney) or the Applicant's spouse.
- D. **Burden of Proof.** The Applicant will have the burden of proof by a preponderance of the evidence to establish the right to the benefit sought. Where the Employer files the Request for Administrative Hearing, the Employer will have the burden of proof by a preponderance of the evidence to demonstrate that the Committee's recommendation should be overturned, and the Employer will be bound by all of the procedural rules applicable to the Applicant under these Rules.
- E. **Scope of Hearing.**
 - 1. The Hearing on a Disability Determination will only address the issues of permanent incapacity, service connection, and effective date. All other issues related to a disability retirement Application are subject to the Benefit Determination process under Sections 4 or 8 of the Policy.
 - 2. In accordance with Section 8 of the Policy, the Hearing on a CEO Determination will only address the factual and legal issues that are identified by the Board for consideration by the Hearing Officer.
 - 3. Except as set forth in these Rules, the Hearing Officer will not make a finding or recommendation on any issue that was not raised in the Applicant's Request for Administrative Hearing or included in the Board's referral of the matter to a Hearing. Likewise, the Hearing Officer will not consider any evidence or make a finding or recommendation on any medical condition not included in the disability retirement Application or that was not previously evaluated by Staff, except as provided in subsection 4, below.
 - 4. If at any time during the Hearing process the Applicant either (i) alleges an injury or disease not listed in the disability retirement Application or (ii) raises an issue that was not previously presented to the Committee, the Hearing process will be suspended by the Hearing Officer and the Application will be treated as an amended Application. The amended Application will be referred back to Staff to be processed. If the Committee subsequently recommends a denial of the amended Application, the matter will be returned to the Hearing Officer who will consider all the medical conditions (those raised in the Application and the amended Application). A



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new Hearing Date, Pre-Hearing Conference and deadlines for Pre-Hearing Statements will be set in accordance with Rule 8.

- F. **Settlement.** If at any time during the Hearing process it becomes apparent to Staff that a different result is appropriate, Staff may request that the Hearing Officer suspend the Hearing and refer a settlement to the Board. If the Board approves a settlement with the Applicant, the Hearing will be dismissed.

Rule 4. Assignment of Hearing Officers

- A. **Assignment of Hearing Officer.** Hearing Officers are selected and placed on the panel pursuant to OCERS' Hearing Officer Selection and Retention Policy. The Clerk will assign the Hearing Officer on a rotational basis, to ensure to the extent possible that each Hearing Officer on the panel is assigned an equal number of cases. When the Applicant files a Request for Administrative Hearing, the Clerk will serve notice to all Parties, including the Hearing Officer, indicating the name and address of the Hearing Officer to whom the matter is assigned, and that notice will include information regarding the opportunity to challenge a Hearing Officer as set forth below.
- B. **Challenge/Removal of Hearing Officer.** A Party may object to a Hearing Officer in accordance with the following procedures.
 1. **Peremptory Challenge:** Any Party other than OCERS is entitled to one (1) peremptory (without cause) challenge to the assignment of the Hearing Officer. The challenge must be filed with the Clerk within ten (10) days of the date of the notice assigning the Hearing Officer. If the Applicant opts for service by US Mail, the time period for filing a challenge will be extended by three (3) days. In the event of a peremptory challenge, the Clerk will re-assign the case to another Hearing Officer selected in the same manner as the first Hearing Officer. In the event no challenge is made to a proposed Hearing Officer, or after the exhaustion of all challenges, the Clerk will notify the Parties that the matter will proceed with the assigned Hearing Officer.
 2. **Removal for Cause:** Any Party, including OCERS, may challenge a Hearing Officer for cause by filing a request at any time, with supporting declarations made under penalty of perjury and any other evidence upon which the Party is relying. Any opposing Party will have ten (10) days from the Clerk's service of the challenge for cause on all Parties to file a response to the request to remove for cause. The Clerk will then randomly assign the removal request to another Hearing Officer, who will consider all evidence and arguments for and against removal of the Hearing Officer and file a ruling with the Clerk within thirty (30) days from assignment. Cause for removal will be limited to demonstrated bias against a Party or counsel based on a personal or financial relationship (other than the Hearing Officer's contract with OCERS) that would cause a reasonable person to doubt the Hearing Officer's ability to render an impartial decision. If the request for removal is granted, the Clerk will re-assign the case to another Hearing Officer (other than the Hearing Officer who heard the challenge) in the same fashion as selection of the first Hearing Officer.
 3. **Removal Due to Unforeseen Circumstances:** If the service of a Hearing Officer is discontinued due to unforeseen circumstances, such as death, illness, or termination with or without cause,



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the Parties other than OCERS are entitled to a peremptory challenge to the new Hearing Officer in accordance with subsection B.1 of this Rule.

- 4. **Assignment After Removal Due to Unforeseen Circumstances:** If the service of a Hearing Officer is discontinued due to unforeseen circumstances, such as death, illness, or termination with or without cause, any hearing date will be vacated and the Clerk will assign a new Hearing Officer pursuant to Rule 4.A above and schedule a new Pre-Hearing Conference pursuant to Rule 7, below.
- C. **Recusal of Hearing Officer.** If at any time the Hearing Officer determines that there is cause for their recusal, the Hearing Officer will immediately file with the Clerk a statement of recusal, and the Clerk will reassign the case pursuant to Rule 4.A.
- D. This Rule 4 does not apply to cases where the Board refers the matter back to the Hearing Officer under Section 8.B. of the Policy or cases that are consolidated under Rule 7.

Rule 5. Preparation and Service of Administrative Record

Within sixty (60) days of the filing of a Request for Administrative Hearing, Staff will assemble and the Clerk will serve on the Hearing Officer and each Party the initial Administrative Record. Except as provided in Rule 6, a Party may object to the admission of items into evidence or seek to admit additional information into evidence as set forth in these Rules, and the Hearing Officer will decide the admissibility of all evidence.

Rule 6. Expedited Administrative Hearing

- A. **Provisions for Expedited Administrative Hearing.** Expedited Administrative Hearing is an irrevocable waiver of the Applicant’s right to the process described in Rules 7 through 12. The goal of the Expedited Administrative Hearing process is to complete the Hearing in less than six months. The Hearing Officer’s Proposed Findings of Fact and Recommended Decision will be based only on the Administrative Record and written arguments without in-person testimony or argument.
- B. **Availability of Expedited Administrative Hearing.**
 - 1. An Expedited Administrative Hearing is only available for those cases that OCERS General Counsel determines the process is appropriate.
 - 2. The determination as to whether Expedited Administrative Hearing is appropriate will be made in the sole discretion of the OCERS General Counsel, on a case-by-case basis. In doing so, the General Counsel will consider whether: there are any material facts in dispute; whether the introduction of testimonial evidence is likely to clarify the issues; whether there is controlling legal authority; and whether the Applicant’s condition is such that time is of the essence in completing the Hearing process.
 - 3. In the event the General Counsel determines that a matter is appropriate for Expedited Administrative Hearing, the Clerk will notify the Applicant of this determination and the Applicant’s right to accept or reject the Expedited Administrative Hearing along with a form in



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which to do so. The Applicant may file the acceptance or rejection any time prior to the Clerk's service of the Administrative Record on the Parties.

- C. **Timeline.** The Expedited Administrative Hearing will be conducted according to the following timeline.
 1. Within ten (10) days of the date the Clerk serves the Administrative Record in accordance with Rule 5, each party may lodge with the Clerk any additional written evidence that it seeks to rely on in addition to the Administrative Record.
 2. Within thirty (30) days of the date the Clerk serves the Administrative Record, the Applicant will file a Statement of Issues of not more than five (5) pages setting forth the Applicant's contentions.
 3. Within ten (10) days after the Clerk serves Appellant's Statement of Issues on Respondent, Respondent will file a Statement of Issues of not more than five (5) pages setting forth its contentions.
 4. Within sixty (60) days from the date Respondent files its Statement of Issues, the Hearing Officer will file the Proposed Findings of Fact and Recommended Decision in conformance with Rule 14. Notwithstanding the timeframes for objections set out in Rule 14C, objections will be filed within ten (10) days, and responses thereto likewise will be filed within ten (10) days.

Rule 7. Consolidation of Hearings

In addition to Consolidation by the Board of two or more CEO Determinations pursuant to Section 8.C. of the Policy, cases may be Consolidated in accordance with this Rule 7, and this Rule 7 will apply to all such Consolidations.

- A. When two or more pending Requests for an Administrative Hearing involve common questions of law or fact, a Hearing Officer, upon request by OCERS or the Applicant, may order the Hearings Consolidated. Consolidation may be ordered for limited purposes or for all purposes.

In determining whether to order Consolidated Hearings, the Hearing Officer will consider all relevant factors, including but not limited to the following:
 1. the complexity of the issues involved;
 2. the potential prejudice to any Party, including whether granting Consolidation would unduly delay the resolution of any of the matters involved;
 3. the avoidance of duplicate or inconsistent orders; and
 4. the efficient utilization of OCERS' resources.
- B. Any Party may file a request with the Clerk (and only the Clerk) to Consolidate two or more pending Hearings irrespective of the procedural stages of the affected Hearings, which request will be served by the Clerk on all Parties and the Hearing Officers.
- C. In all cases, the request for Consolidation will be referred to the Hearing Officer first assigned to any of the Hearings. The Hearing Officer may decide the matter on written submittals, or may



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convene the Parties, either in-person or by phone, to hear further argument on the request for Consolidation. Failure to timely oppose Consolidation will constitute a waiver of objection to an order of Consolidation.

- D. If the Hearing Officer orders the Consolidation, all affected Hearings will be transferred to that Hearing Officer.
- E. Upon Consolidation, all hearing dates will be vacated and the Clerk will schedule a new Pre-Hearing Conference for the Consolidated Hearings. Following the Hearing, the Hearing Officer will have the option of preparing separate Proposed Findings of Fact and Recommended Decisions for each matter that was Consolidated or a single Proposed Findings of Fact and Recommended Decision.
- F. Nothing contained herein will prohibit the Parties from stipulating to Consolidated Hearings. In the event a stipulation is reached, the Parties will file a written stipulation with Clerk, signed by all Parties. The Clerk will then assign the Consolidated Hearings to the first assigned Hearing Officer.

Rule 8. Pre-Hearing Conference

- A. The Clerk will schedule a Pre-Hearing Conference to be held within ten (10) days of the service of the Administrative Record. The Clerk will use best efforts to schedule the Pre-Hearing Conference at a time convenient to all Parties.
- B. The Pre-Hearing Conference will be held telephonically or electronically. The Clerk will arrange for a court reporter to transcribe the conference at OCERS' expense.
- C. The Hearing Officer will not permit the Parties to argue the merits of their positions at the Pre-Hearing Conference, and the Hearing Officer is authorized to suspend the Pre-Hearing Conference if any Party violates this rule. Suspended Pre-Hearing Conferences will be rescheduled to a date that is no more than five (5) days after the originally scheduled Pre-Hearing Conference. Further attempts by a Party to argue the merits of their position will result in the Clerk immediately filing an Order to Show Cause why the case should not be dismissed.
- D. At the Pre-Hearing Conference, the Hearing Officer will advise the Applicant (whether or not the Applicant has initiated the matter) of the following:
 - 1. The Applicant has the right to be represented by an attorney;
 - 2. Any financial or personal interest that the Hearing Officer has in the case, other than the Hearing Officer's contract with OCERS;
 - 3. The scope of the Hearing and the issues to be decided consistent with the constraints of Rule 3.E., above;
 - 4. The Hearing will be conducted as if the Disability Determination or CEO Determination had not taken place. This means the Hearing Officer will consider anew all of the evidence submitted and defenses asserted, without relying on the past findings of the Committee, the Board or the CEO;



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5. The Hearing Officer’s purpose in the process is to find the facts relevant to the Applicant’s request and provide an impartial recommendation to the Board;
 6. The Applicant has the burden of proof in establishing by a preponderance of the evidence the right to the benefit sought;
 7. The Applicant must identify witnesses and other evidence when filing the Pre-Hearing Statement, and that failure to include in the Pre-Hearing Statement the witnesses and other evidence they intend to rely on could mean that evidence will be excluded unless the Applicant shows that they could not have discovered the information earlier through the exercise of reasonable diligence;
 8. The timelines required under these Rules for filing documents and for the Hearing, and the consequences of a failure to meet those deadlines, including that the Applicant’s case can be dismissed; and
 9. Upon the completion of the Hearing, the matter will be referred to the Board pursuant to these Rules. Upon action by the Board, the decision will be final for all purposes. There will be no requirement for a further written decision from the Board or opportunity for the Board to reconsider its decision. Any Party aggrieved by the Board’s decision may petition the Superior Court for judicial review as provided by law. The time for any Party to seek judicial review will be governed by the California Code of Civil Procedure Section 1094.6.
- E. At the Pre-Hearing Conference, each Party will:
1. Make a good faith effort to identify the witnesses, both expert and non-expert, that it intends to call;
 2. Identify any witnesses it intends to call who cannot either speak or understand English to permit OCERS to arrange a translator for the witnesses in accordance with Rule 10.K.;
 3. Indicate whether it will require an opposing Party’s Medical Witness to appear in person at the Hearing; and
 4. Identify any witnesses the Party seeks to depose and, if possible, set mutually convenient dates for any depositions.
- F. No later than the Pre-Hearing Conference, OCERS, through its counsel, will identify any issues related to eligibility of the Applicant such as timeliness of the Application or ineligibility due to termination for cause, which, if correct would moot the Hearing. The Hearing Officer will give the other Parties an opportunity to respond, and may continue the Pre-Hearing Conference to do so. If the Hearing Officer finds in favor of OCERS on the issue of eligibility, the Hearing process will be suspended, and the issue of eligibility will be referred to the Board in accordance with Section 8 of the Policy and handled as if it were a CEO Determination.
- G. At the Pre-Hearing Conference, the Clerk will set the date for the Hearing.
1. The Clerk will confer with the Hearing Officer and Parties to determine a mutually agreeable date for the Hearing (“Hearing Date”), as soon as reasonably practicable, but in all cases the



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first Hearing Date will be set no later than six (6) months after the date of the Pre-Hearing Conference.

- 2. Each Party will provide a good faith estimate of the amount of time it anticipates the Hearing will last. As much as practicable, the Hearing will continue from day-to-day until complete, and the Clerk will schedule all Hearing Dates to which the Hearing Officer and Parties anticipate the Hearing will be continued until complete.
- 3. The Clerk will confer with the Parties to establish a Pre-Hearing Statement filing schedule in accordance with Rule 9.
- H. Immediately following the Pre-Hearing Conference, the Clerk will issue a Scheduling Order, which will include the Hearing Date(s) and the dates that each Party’s Pre-Hearing Statements are due.
- I. After the Pre-Hearing Conference, the Hearing Officer may continue the Hearing Date only one (1) time upon a showing of good cause, as set forth in Rule 15 below.
- J. If neither the Applicant nor the Employer, where the Employer has filed an Application on behalf of the Member (and is therefore also treated as an Applicant under these Rules), participates in the Pre-Hearing Conference, the Clerk will file and serve on all Parties and the Hearing Officer an Order to Show Cause why the matter should not be dismissed, and give all Applicant (including the Employer where the Employer has filed an Application on behalf of the Member) five (5) days to respond to the Hearing Officer. Other Parties are permitted, but not required to submit responses. Unless the Applicant shows good cause why the matter should not be dismissed, the Hearing Officer will dismiss the Hearing, and the matter will proceed as if no Request for Administrative Hearing had been filed in accordance with Section 5 of the Policy and the Application will be referred to the Board at its regular meeting immediately following the granting of the Clerk’s Order to Show Cause.

If the Hearing Officer determines that an Applicant has shown good cause, the Hearing Officer will direct the Clerk to reschedule the Pre-Hearing Conference and the Applicant will be liable to OCERS for any actual costs incurred by OCERS as a result of the delay.

Rule 9. Pre-Hearing Statements

- A. The Applicant will file a Pre-Hearing Statement of up to ten (10) pages, not including exhibits, no later than sixty (60) days prior to the first Hearing Date.
- B. Respondent will file a Pre-Hearing Statement of up to ten (10) pages, not including exhibits, no later than thirty (30) days prior to the first Hearing Date.
- C. Any Party may file supplemental Pre-Hearing Statements of up to five (5) pages, not including exhibits, no later than fourteen (14) days prior to the first Hearing Date.
- D. The Pre-Hearing Statements will include the following:
 - 1. A statement of the issues and contentions of the Party and a brief summary of the evidence to be presented;



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- 2. A list and redacted copies of any expert’s reports, transcripts of depositions of any witnesses, and other documentary evidence on which the Party will rely, if not already in the Administrative Record. All documents will be Bates Stamped by the Applicant (or the Applicant’s Attorney) in sequence with the initial Administrative Record. Duplicate documents will be rejected;
 - 3. The names, addresses, email addresses (if known) and telephone numbers of any non-expert witnesses whose testimony the Party intends to call as a witness at the Hearing and a brief description of the content of their testimony; and
 - 4. The names, addresses, email addresses (if known) and phone numbers of any expert witnesses whom the Party intends to call as a witness at the Hearing and a brief description of the content of their testimony.
- E. If the Applicant disputes the effective date of the disability retirement, the Applicant will raise the effective date as an issue and will state Applicant’s contention in the Pre-Hearing Statement.
- F. If the Applicant fails to timely file a Pre-Hearing Statement, the Clerk will file and serve on all Parties and the Hearing Officer an Order to Show Cause why the case should not be dismissed, and give the Applicant five (5) days to respond to the Hearing Officer. Other Parties are permitted, but not required to submit responses. Unless the Applicant shows good cause for the failure to timely file its Pre-Hearing Statement, the Hearing Officer will dismiss Hearing, and the matter will proceed as if no Request for Administrative Hearing had been filed in accordance with Section 5 of the Policy and the Application will be referred to the Board at its regular meeting immediately following the granting of the Clerk’s Order to Show Cause.

If the Hearing Officer determines that the Applicant has shown good cause, the Hearing Officer may allow the Respondent additional time to file its Pre-Hearing Statement or may re-schedule the Hearing within the time requirements of Rule 15. The Applicant will be liable to OCERS for any actual costs incurred by OCERS as a result of the delay.

Rule 10. Depositions and Subpoenas

- A. **Depositions:** Witness depositions may be taken by either Party in the presence of a certified court reporter and will be taken under oath or affirmation. The Party taking the deposition will pay all associated costs. If any Party offers any portion of any deposition testimony into evidence at the Hearing, that Party will provide a full copy of the deposition transcript to each adverse Party and the Hearing Officer free of charge.
- B. **Subpoenas and Related Fees/Costs:**
 - 1. OCERS will issue a subpoena for the personal appearance of a witness at the Hearing or at a deposition, or for the production of documents (subpoena *duces tecum*), in conformance with California Government Code Section 31535, upon the request of any Party filed at least thirty (30) days before the Hearing Date. Any request for a subpoena submitted less than thirty (30) days of the Hearing Date will not be honored and it will be the responsibility of the Party to subpoena their witness.



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- 2. Each request must state the witness’s full name, email address (if known), phone number and the complete address of the witness’s place of employment, service address or residence. OCERS will issue the subpoena; however, the requesting Party will be responsible for serving the subpoena, scheduling the witness and pay all associated witness fees and costs of service and production. The Party requesting oral testimony of an expert witness will in all cases be responsible for any expert witness fees.
- 3. Any fee disputes between a witness and the requesting Party are independent of any proceeding between the Applicant and OCERS. Those fee disputes will be resolved by the requesting Party and the witness in the California courts, not in this forum. The Hearing Officer has no authority to decide any such dispute.

Rule 11. Conduct of Hearings

- A. All Hearings will be held at the OCERS’ office located at 2223 East Wellington Avenue, Santa Ana, California 92701.
- B. The Clerk will arrange for a court reporter to be present. Oral evidence will be taken only on oath or affirmation administered by the Hearing Officer or the court reporter.
- C. A written medical report bearing the signature (including a digital signature) of the Medical Witness will be admissible in evidence as the author’s direct testimony, on the express condition that the adverse Party has had the opportunity to require the Medical Witness to be present and to cross-examine the witness at the Hearing, or to depose the witness and have the deposition transcript admitted into evidence.
- D. Each Party will have the right to call and examine witnesses; to introduce exhibits, including reports and depositions of medical witnesses; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; to impeach any witness regardless of which Party first called the witness to testify; and to rebut adverse evidence. If an Applicant does not testify by direct examination, OCERS may call and examine the Applicant.
- E. The Hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence will be admitted if it is the sort of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. The rules of privilege will be effective to the extent that they are otherwise required by statute to be recognized at the Hearing. Irrelevant and unduly repetitious evidence will be excluded.
- F. Hearsay evidence may be used for the express purpose of supplementing or explaining other evidence but will not be sufficient by itself to support a finding unless it would be admissible over objection in civil actions. This section will not be applicable to written medical reports received into evidence pursuant to Rule 11.C. Every Hearing will proceed as though each Party had made a standing objection to all inadmissible hearsay at the commencement of the Hearing.



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- G. The court reporter will lodge with the Clerk the transcript of the Hearing within thirty (30) days of the final Hearing Date.
- H. The record will be closed to new evidence at the conclusion of the final Hearing Date. However, if subsequent to the final Hearing Date, a Party discovers or obtains new evidence that is relevant and not repetitive of other evidence already admitted, that Party may lodge the new evidence with the Clerk and request that the Hearing Officer include it in the Administrative Record. The Hearing Officer may require the Parties to provide declarations and argument about inclusion of the new evidence. If, after showing of good cause as defined under Rule 11.I, the Hearing Officer allows inclusion of the new evidence, the opposing Party will be provided an opportunity to submit rebuttal evidence in accordance with Rule 11.I. No rebuttals of the rebuttal will be permitted.
- I. No Party may submit a medical report or other documentary evidence not included in the Administrative Record or listed in its Pre-Hearing Statement except for purposes of impeachment, unless the Party demonstrates good cause. Likewise, no Party will be permitted to call a witness not listed in its Pre-Hearing Statement, except for purposes of impeachment, unless the Party demonstrates good cause. For purposes of this Rule, "good cause" means that the relevant evidence or witness could not have been previously produced or identified even with the exercise of reasonable diligence. The Party requesting submission of such evidence or witness will file a written request prior to the Hearing, or if unable to do so in the exercise of reasonable diligence, will make an oral request at the Hearing. The request will state the reason the evidence or witness was not timely produced or identified. After providing a reasonable opportunity for each adverse Party to be heard, the Hearing Officer will rule on such a request. If the evidence is allowed to be admitted into evidence, or the witness is allowed to testify, the Parties will have the right to a continuance to engage in further discovery, obtain rebuttal medical evidence, or depose or cross-examine the Medical Witness in order to comply with Rule 11.C. In no event, will good cause permit admission of medical reports or other documentary evidence relating to a new medical condition covered by Rule 3.F.
- J. Each Party will have the right to submit a closing oral argument at the conclusion of the Hearing.
- K. Use of Interpreter Services.
 - 1. If an Applicant or a witness does not speak or understand English sufficiently to participate in the proceedings or provide testimony, an interpreter certified to provide interpretation services in administrative hearings will be provided to that Applicant or witness at OCERS's expense. Notice that an Applicant or witness requires interpreting services will be given to OCERS at the Pre-Hearing Conference or be included in the Party's Pre-Hearing Statement. If a Party fails to provide such notice, then the witness may not be called unless good cause is shown, as set forth Rule 11.I.
 - 2. All interpreters must be certified to provide interpreting services in administrative hearings pursuant to Government Code Section 11435.30. The interpreter must not have had any involvement in the issues of the case prior to the Administrative Hearing.



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3. If an Applicant objects to the interpreter provided by OCERS, the Applicant may supply their own interpreter, provided that the interpreter is certified under Government Code Section 11435.30. However, time for an Applicant to find and hire an interpreter will not be considered good cause to continue the Hearing. OCERS will pay the chosen interpreter the same amount OCERS would have paid an interpreter hired directly by OCERS. The Applicant will be responsible for any amounts charged by the interpreter that are over the amount OCERS would have paid to an interpreter hired directly by OCERS. Fee disputes between the interpreter and the Applicant will not be resolved in this forum, and the Hearing Officer will not have authority to resolve any fee disputes between interpreters and the Parties.

Rule 12. Resolution of Disputes about Depositions and Conduct of Hearings

The Hearing Officer will resolve disputes about depositions and the conduct of the Hearing. A request for resolution of a dispute may be made verbally at a Pre-Hearing Conference, at the Hearing, or by written motion filed with the Clerk at any time prior to the Hearing. The Hearing Officer, in the exercise of sound discretion, may permit written argument or briefs.

Rule 13. Closing Briefs

- A. Each Party will have the right to submit a written closing brief. Unless the Parties waive closing briefs, the Parties will adhere to the following schedule with specific filing dates being proposed by the Clerk:
 1. The Applicant’s closing brief will be filed no more than thirty days (30) of the date the transcript of the Hearing is lodged with the Clerk.
 2. Respondents’ closing briefs will be filed within no more than thirty days (30) days of the date the Clerk serves the Applicant’s closing brief on the other Parties.
 3. Applicant may file a reply brief no later than fifteen (15) days of the date that the Clerk serves Respondents’ closing briefs on the Applicant.
- B. The Applicant may waive their right to file a reply brief. They must notify the Hearing Officer, Clerk, and Parties no more than five (5) days after Respondent’s closing brief is filed.
- C. Each Party’s closing brief may be supported by facts in the record and citation to law. The submission of additional evidence will not be permitted. The Applicant’s and Respondents’ closing briefs will be limited to fifteen (15) pages and the reply brief will be limited to ten (10) pages. The Clerk may reject briefs exceeding the foregoing limits. A Party may submit a request in writing to the Hearing Officer to be relieved of these page limitations.

Rule 14. Hearing Officer’s Findings of Fact and Recommended Decision

- A. **Time for Filing.** The Hearing Officer will file their Proposed Findings of Fact and Recommended Decision with the Clerk no later than sixty (60) days of the date that the Applicant’s reply brief is filed or, if the Parties waived closing briefs, within sixty (60) days of the date the transcript of the



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Hearing is due (i.e., within 30 days of the final Hearing Date) or actually lodged (if earlier than 30 days after the final Hearing Date).

- B. **Content of Proposed Findings of Fact and Recommended Decision.** The Hearing Officer’s Proposed Findings of Fact and Recommended Decision will include a summary of the following: (1) issues raised by the parties; (2) the testimony; (3) all other evidence received by the Hearing Officer; (4) a factual discussion of matters on which the Hearing Officer relied; (5) conclusions of law with citations to legal authority; and (6) recommended decision. The summary of the testimony, plus all other evidence received, will be sufficient to satisfy the requirements of Government Code Section 31534(b).
- C. **Objections/Requests for Clarification.** Within ten (10) days from the date that the Hearing Officer files the Proposed Findings of Fact and Recommended Decision with the Clerk, any Party may file with the Clerk objections or written requests for clarification to the Hearing Officer’s Proposed Findings of Fact and Recommended Decision. The Clerk will serve such objections or written requests for clarification on the Hearing Officer as well as the other Parties. The other Party(ies) will have ten (10) days after service to file a response with the Clerk. Within thirty (30) days after the later of: (a) the date that Hearing Officer receives the objections or requests for clarification or (b) an adverse party’s response to such objections or requests for clarification, the Hearing Officer will:
 1. Affirm the Proposed Findings of Fact and Recommended Decision findings, conclusions, and recommendations as originally submitted without change, or
 2. Make such changes to the Proposed Findings of Fact and Recommended Decision as the Hearing Officer deems appropriate in light of the evidence, the objections or requests for clarification submitted by the Parties, and the responses thereto.

The objections and/or requests for clarification and the response thereto and the Hearing Officer’s response to any objections, will be added to the Administrative Record and submitted for consideration by the Board.

Any Party may waive their right to file objections. If they choose to waive that right, they must notify the Hearing Officer, Clerk, and Parties no more than two (2) days after the Hearing Officer’s Proposed Findings of Fact and Recommended Decision is filed.

Rule 15. Continuances and Relief from Orders

- A. The deadlines and timelines established in these Rules are for the purpose of expediting the Hearing process as quickly as reasonably possible in order to give certainty to the Applicant in the retirement process. Therefore, delays, continuances, or relief should be granted for documented good cause (as defined hereafter) and any delay should be the absolute shortest necessary under the circumstances. If the Hearing Officer believes the request is primarily for the purpose of delay or caused by inattention or lack of preparation of a Party, the request will be denied.
- B. Upon the request of a Party, the Hearing Officer may amend or continue the time periods set forth in these rules one (1) time, but only for good cause shown by the Party seeking the delay.
- C. Good cause for purposes of this Rule will be only for the following reasons:



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1. The discovery of relevant evidence that, in the exercise of reasonable diligence, could not have been previously produced (in which case there will only be one continuance permitted for each request);
 2. The need to engage in further discovery, obtain rebuttal medical evidence, or depose or cross-examine a Medical Witness (in which case there will only be one continuance permitted for each request), as set forth under Rule 11.1; or
 3. The illness or disability of the Applicant, witness, attorney, or the Hearing Officer which was unknown to the person at the time of the Pre-Hearing Conference (or other time at which the deadline was set) which makes it impossible for the person to participate in the Administrative Hearing process. Relief in these instances will be granted only if the person raises the request as soon as practicable. The Hearing Officer will consider a failure to timely seek relief a waiver by the person.
- D. If a continuance is sought due to an illness or disability affecting an attorney who will not be able to participate in the process within a reasonably short period of time, then the continuance will be for a maximum of sixty (60) days to secure substitute counsel, and the Clerk will schedule a Pre-Hearing Conference pursuant to Rule 7.
- E. If a continuance is sought due to an illness or disability affecting the Hearing Officer, and the Hearing Officer cannot proceed within the time period set forth in Rule 17, below, the Hearing Officer will be recused and the Clerk will appoint a new Hearing Officer pursuant to Rule 4 and schedule a new Pre-Hearing Conference pursuant to Rule 8.
- F. If good cause is found to exist to reschedule a Hearing, the Hearing Officer will order the Clerk to propose new hearing dates no more than sixty (60) days from the date of the previously scheduled hearing. The Hearing Officer will order the Clerk to schedule a Pre-Hearing Conference only if it is determined that the Parties are unable to agree upon a new hearing date proposed by the Clerk.
- G. Until such time as the matter has been referred to the Board, the Hearing Officer will maintain jurisdiction over the matter and, upon any terms as may be just, may relieve a party from an order, or other action taken against that Party through mistake, inadvertence, surprise, or excusable neglect on the part of the Party. Application for this relief will be made within a reasonable time. Once the matter has been placed on the Board agenda, the Hearing Officer will no longer have jurisdiction.

Rule 16. Hearing and Action by the Board

- A. The Clerk will refer to the Board for its consideration the Hearing Officer's Proposed Findings of Fact and Recommended Decision as well as any related objections/requests for clarification, responses thereto, and the Hearing Officer's response to any objections.
- B. The Clerk will place the matter on the agenda of a regular meeting of the Board which will be no later than one (1) calendar month after the later of the date the Clerk receives the Hearing Officer's Proposed Findings of Fact and Recommended Decision; or the date the Clerk receives the Hearing



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Officer’s Response to Objections following any objections or requests for clarification from the Parties.

- C. The Clerk will provide written notice to the Parties, Hearing Officer, and Employer of the time and date of the regular meeting where the matter will be placed on the Board’s agenda for action. The Parties will have the opportunity to be heard at the Board meeting subject to appropriate time limitations as set out in the OCERS By-laws.
- D. The Applicant (or their Attorney) may request that their matter be removed from the Board agenda. The Clerk will grant one (1) continuance of the matter to the next regular meeting of the Board. No additional continuances will be granted. If Applicant wishes to delay the referral of their matter to the Board beyond the one month extension, they will be required to appear before the Board and show cause as to why an additional extension should be granted. If granted, the matter will be referred to the to the next regular meeting of the Board.
- E. Good cause for this the purposes of this Rule will be granted for the following:
 - 1. The illness of the Applicant or their Attorney.
 - 2. The illness of an Applicant’s immediate family member (i.e., Spouse, child, mother, father.

A continuance will not be granted based upon the lack of preparation by the Applicant or their Attorney.

- F. Pursuant to Government Code Section 31534, after reviewing the Hearing Officer’s Proposed Findings of Fact and Recommended Decision and any related objections/requests for clarification, the Board may:
 - 1. Approve and adopt the Proposed Findings of Fact and Recommended Decision of the Hearing Officer; or
 - 2. Require a transcript or summary of all testimony, plus all other evidence received by the Hearing Officer; and upon receipt thereof, take such action as the Board in its opinion is indicated by such evidence; or
 - 3. Refer the matter back with or without instructions to the Hearing Officer for further proceedings; or
 - 4. Set the matter for hearing before itself. At such hearing, the Board will hear and decide the matter.
- G. The Hearing Officer’s Proposed Findings of Fact and Recommended Decision (and responses to objections/requests for clarification) will be sufficient to satisfy the requirements of Government Code Section 31534(b) and Rule 16.F.2, above.
- H. In any case where the Board decides under Rule 16.F.2 or 16.F.4, above, the Board may approve and adopt the Proposed Findings of Fact and Recommended Decision of the Hearing Officer or prepare its own Findings of Fact and Decision, either itself or through direction to Staff with its approval.



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- I. Upon action by the Board, the decision will be final for all purposes. There will be no requirement for a further written decision from the Board or opportunity for the Board to reconsider its decision. Any Party aggrieved by the Board’s decision may petition the Superior Court for judicial review as provided by law. The time for any party to seek judicial review will be governed by the California Code of Civil Procedure Section 1094.6. Immediately following the Board meeting, the Clerk will notify the Applicant (and attorney), Hearing Officer and the Employer by email of the Board's final action. Notice will be effective the date of the Board meeting.

Rule 17. Dismissal for Failure to Pursue the Administrative Review and Hearing

Except as otherwise provided, if as a result of the Applicant’s failure (or that of their Attorney) to pursue the case within one year after the filing of a Request for Administrative Hearing (or the Board’s referral of a case to a Hearing Officer), or to comply with any of these Rules after two (2) written warnings from the Clerk, , the Hearing Officer will dismiss the Hearing and the matter will proceed as if no Request for Administrative Review or Hearing had been filed in accordance with Section 5 of the Policy, and the Application will be referred to the Board at its next regular meeting immediately following dismissal by the Hearing Officer.



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1. Intent

The Board of Retirement (“Board”) of the Orange County Employees Retirement System (“OCERS”) intends that this Administrative Review and Hearing Policy (“Policy”) will apply to and govern OCERS’ Administrative Review and Administrative Hearing processes for Disability Determinations, Benefit Determinations and other final administrative orders or decisions of the Board. Any person who is entitled to a hearing and who does not request one under this Policy will be deemed to have waived the right to a hearing.

Nothing in this Policy will be deemed an acknowledgement by OCERS that any procedure set forth herein, including an administrative hearing, is required by law. The Board retains the right to amend this Policy or vary the process set forth in this Policy in any manner consistent with the law.

2. Definitions

The following terms will have the meanings set forth below.

Administrative Hearing; Hearing: The proceedings before a Hearing Officer or the Board on the merits of a particular Request for Administrative Hearing and related Application.

Administrative Record: The documents and other records relied upon by Staff or a fact-finding body in an Administrative Review or Hearing conducted pursuant to this Policy, including any documents submitted on behalf of an Applicant, documents prepared by OCERS or by independent sources that are received by OCERS, any transcripts or recordings of testimony, or any other documents relevant to an Application.

For purposes of any proceeding following an Administrative Review or Hearing, the Administrative Record also includes written correspondence, Party Pre-Hearing Statements, the Hearing Officer’s Proposed Findings of Fact and Recommended Decision, Party objections, hearing transcripts, and other documents relevant to an Application.

Administrative Review: The process described in this Policy (including the Rules) by which a Party may seek an administrative review of a Benefit Determination, CEO Determination or Disability Determination or any other final administrative order or decision of the Board.

Applicant; Member: A member of OCERS, or a person or other entity on behalf of a member of OCERS (including but not limited to the member’s surviving spouse), or any person who claims an interest in the pension or allowance of an OCERS member who files an Application or who seeks Administrative Review of a Benefit Determination.

Application: The submittal, including any amendments thereto, filed with OCERS by or on behalf of an Applicant for either: (i) a disability retirement; or (ii) a service retirement.

Authorization for Disclosure and Use of Protected Health Information: The form that is filed with the Request for Administrative Hearing authorizing Staff to obtain and use Member medical records. **Benefit Determination:** A determination made by Staff in connection with (i) a service retirement Application; (ii) a disability retirement Application with the exception of a Disability Determination; or (iii) an Applicant’s benefit (e.g., calculation of the amount of the benefit, benefit effective date, reciprocity determinations).



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CEO Determination: A Benefit Determination made by the CEO or the CEO’s designee.

Clerk, Clerk of the Hearing Officers. A person or persons designated by OCERS General Counsel or their designee to fulfill the duties of providing administrative assistance to the Hearing Officers appointed by OCERS.

Consolidation/Consolidated Review or Hearings. Where two or more Requests for Administrative Review or Hearing that have common issues of fact or law are consolidated for Administrative Review or Hearing pursuant to Section 8 of this Policy or Rule 7 of the Rules.

Days: All days are Business Days unless otherwise noted. Business Days are Monday through Friday, excluding federal and State of California Holidays.

Disability Committee, Committee: A committee of the Board, chartered by the Board to review Applications for disability retirement and make recommendations to the Board with respect to Disability Determinations.

Disability Determination: The following determinations: (1) whether the Applicant is permanently incapacitated for performance of their duties ; (2) whether the disability was service-connected; and (3) the effective date of the disability retirement. Any other determinations affecting a disability retirement Application, including, but not limited to, timeliness of the Application, ineligibility due to termination for cause, and applicability of a disability offset, are Benefit Determinations pursuant to this Policy and subject to a CEO Determination.

Employer: The public agency who employed the OCERS member whose benefits are at issue in any given matter. The Employer is a Party to an Administrative Review but does not need to participate in an Administrative Review or Hearing. If the Employer initiates an Administrative Review or Hearing, it will act in the role of the Applicant with the corresponding burden of proof.

Expedited Administrative Hearing: An alternative administrative Hearing process, set forth in Rule 6 of the Rules.

Hearing Officer: A referee appointed pursuant to Government Code section 31533 who is either a member of the State Bar selected under the OCERS Hearing Officer Selection and Retention Policy, or a member of the Board.

Medical Witness: A person who by profession is a physician, surgeon, psychologist, optometrist, dentist, or podiatrist licensed by the State of California or by such other jurisdiction of the United States in which such person maintains a regular practice in good standing with their licensing board.

Party or Parties: OCERS, an Applicant who seeks an Administrative Review or Hearing under this Policy, the Employer, and any other person who may be affected by the Board’s decision and who participates in the Administrative Review or Hearing.

Pre-Hearing Statements: Statements filed by the Parties pursuant to Rule 9 of the Rules.

Proposed Findings of Fact and Recommended Decision: The recommendation of the Hearing Officer to the Board, as set forth in Rule 14 of the Rules.



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Request for Administrative Review or Request for Administrative Hearing: The document filed by the Applicant (or in limited cases, the Employer) to seek a review of a decision of the Committee or Staff and initiate the Administrative Review or Administrative Hearing process. Where the Applicant requests a Hearing or the Board refers the matter to a Hearing, the document will be referred to as a Request for Administrative Hearing. Where the Applicant seeks review of a Benefit Determination or CEO Determination, the document will be referred to as a Request for Administrative Review.

Respondent: OCERS will always be the primary Respondent. The Employer may, but is not required to respond to the request for Administrative Review or Hearing. Where the Employer initiates a review or hearing, the Applicant may join as a Respondent.

Rules: The “Orange County Employees Retirement System Administrative Rules,” attached as an appendix to and made part of this Policy.

Staff: OCERS staff members other than the CEO and the CEO’s designee.

3. Disability Determination Process

For Disability Determinations:

- A. Staff will investigate all disability retirement Applications to determine (i) whether the Applicant is permanently incapacitated from the performance of their usual duties; (ii) whether the incapacity arose out of and in the course of employment, and (iii) the appropriate effective date of any disability retirement allowance. In undertaking this investigation, Staff will have the discretion, based on Staff’s review of the Application (including the Applicant’s treating physicians’ medical reports) to determine whether or not to seek further medical examination of the Applicant, expert medical advice, or expert review of Applicant’s medical records. Upon completion of the investigation, if the Staff’s recommendation is to grant the disability retirement Application in full or deny without prejudice because the member has opted not to join an employer-filed application, Staff will forward the recommendation to the CEO. If the Staff’s recommendation is to deny (or grant only in part) the disability retirement Application, Staff’s recommendation will be presented to the Committee. Staff’s recommendations will include recommendations regarding permanent incapacity, service connection, and effective date.
- B. When the Staff recommendation is to grant the disability retirement Application in full, the recommendation will be reviewed by the CEO. If, after the CEO reviews the disability retirement Application, the CEO concurs with Staff recommendation to grant the disability retirement Application in full, the CEO will recommend that the Board grant the Application in full. The CEO’s recommendation will be placed on the consent agenda at the next regularly scheduled meeting of the Board for action in accordance with Section 5, below. Staff will notify the Applicant (and Applicant’s attorney, if any) and the Employer of the date and time of the meeting at which the matter will be presented. If the CEO disagrees with the Staff’s recommendation, the Application will be forwarded to the Committee for review and determination in accordance with Section 3.D. below.



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- C. When the Staff recommendation is to deny the disability retirement Application without prejudice because the member has opted not to join in an employer-filed application, the recommendation will be reviewed by the CEO. If, after the CEO reviews the disability retirement Application, the CEO concurs with the Staff recommendation to deny the disability retirement Application, the CEO will recommend that the Board deny the disability Application without prejudice. The CEO's recommendation will be placed on the consent agenda at the next regularly scheduled meeting of the Board for action in accordance with Section 5. below. Staff will notify the Employer of the date and time of the meeting at which the matter will be presented. If the CEO disagrees with the Staff's recommendation, the Application will be forwarded to the Committee for review and determination in accordance with Section 3. D. below.
- D. When the Staff recommendation is to deny (or grant only in part) the disability retirement Application or when the CEO disagrees with Staff's recommendation to grant the disability retirement Application in full, the disability retirement Application and the Staff recommendation under Section 3.A., above, will be reviewed by the Committee at a duly-noticed meeting of the Committee. Staff will give Applicant (and the Applicant's attorney, if any) and the Employer notice of the date and time of the Committee meeting at which they will have the opportunity to be heard by the Committee.
- E. After the Committee reviews the disability retirement Application under Section 3.D, above, the Committee will determine whether to recommend that the Board grant or deny the Application, in full or in part. Staff will notify the Applicant (and Applicant's attorney) and the Employer of the Committee's recommendation. They will also be provided with instructions on how to request an Administrative Hearing to challenge any part of the Committee's recommendation. Notice will be effective when the message is sent.
- F. In the event the Committee recommends that the Application be denied in full or in part, the Applicant will have ninety (90) days from the date of the notice required by 3.D., above, to file a Request for Administrative Hearing with the Clerk (and only the Clerk), as set forth in the Rules. In the event the Committee recommends the Application be granted in full, any other Party including the Employer aggrieved by the recommendation will have ten (10) days from the date of the notice required by 3.D., above, to file a written Request for Administrative Hearing as set forth in the Rules.
- G. A Request for Administrative Review or Hearing may only be filed using the form approved by OCERS. That form must be signed and dated by the Applicant (or the Applicant's Attorney) to be valid. Forms that are not dated and signed will be rejected by the Clerk. A request submitted in any other form (i.e., email, letter) will be rejected by the Clerk.
- H. Where the Committee recommends (i) a grant of a non-service connected disability retirement, but denial of a service-connected disability retirement; or (ii) a grant of either a service-connected or non-service connected disability retirement and the Applicant disputes the Committee's recommendation regarding the effective date of disability, the Applicant may request a Hearing on the denial of a service-connected disability or the effective date of disability. In such cases, the



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issues not disputed will not be at issue in the Hearing. Staff will forward those non-disputed issues to the Board for final action.

- I. If no Request for Administrative Hearing is filed within the time limit set forth in 3.E., above, the Committee's recommendation will be placed on the consent agenda at the next regularly scheduled meeting of the Board for action in accordance with Section 5, below.

4. Benefit Determination Review Process

For Benefit Determinations:

- A. Staff will notify the Member of the Benefit Determination, and the Member may request a CEO Determination within ninety (90) days of the date of the notice of the Benefit Determination. The CEO Determination will be in the form of a written review completed and returned to the Member within 90 days of receipt of the request for a CEO Determination, and will include a synopsis of the Member's request and citation to any authority relied upon by the CEO in making the CEO Determination. In addition, the written review will include instructions regarding how the Member may request review of the CEO Determination by the Board.
- B. The Member will have ninety (90) days from the date of the notice of the CEO Determination provided in 4.A., above, to file a Request for Administrative Review with the Clerk (and only the Clerk). If no timely Request for Administrative Review is filed, the CEO Determination will be final.

5. Board Action on Disability Determination Upon Recommendation from the CEO or Disability Committee

- A. **Consent Agenda.** Recommendations from the CEO to grant an Application for disability retirement in full or to deny without prejudice because the member has opted not to join in an employer-filed application and Committee recommendations for which there has been no timely Request for an Administrative Hearing under Section 3, above, will be considered by the Board on its consent agenda.
- B. **Removing Items from Consent Agenda/Action.** Any member of the Board may remove an item from the consent agenda to be discussed and voted on separately. Such items will be considered by the Board in closed session as set forth in Section 7, below.
- C. **Action on Recommendations from the CEO.** After consideration by the Board, the Board will either (i) adopt the recommendation of the CEO; or (ii) refer the matter to the Disability Committee for consideration.
- D. **Action on Recommendations from the Disability Committee.** After consideration by the Board, the Board will either (i) adopt the recommendation of the Disability Committee; or (ii) refer the matter to a Hearing Officer for a Hearing (unless a Hearing is waived by the Applicant, in which case the Committee recommendation will be adopted).



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6. Board Action on Disability Determinations After Hearing.

Following an administrative Hearing and the Board’s receipt of the Hearing Officer’s Proposed Findings of Fact and Recommended Decision, the Board will consider the matter at a duly-noticed meeting of the Board and take action in accordance with Rule 16 of the Rules.

7. Closed Sessions for Disability Determinations

Except for matters on the Disability Committee’s or Board’s consent agenda, the Disability Committee or Board will adjourn to a closed session, pursuant to Cal. Gov’t Code § 54957(b), to discuss a recommended Disability Determination in connection with an Application for disability retirement, or a Hearing Officer’s Proposed Findings of Fact and Recommended Decision in connection with a Disability Determination, unless the Applicant requests the matter be heard in open session.

- A. **Closed Session With the Parties Present.** The Committee or the Board will conduct any discussion of an Application, including instances where the Board convenes and conducts its own Hearing, in closed session. Attendance at the closed session will be limited to 1) the Applicant; 2) counsel for the Applicant as well as any individual deemed by the Board Chair to be essential to the Applicant in the matter; 3) any OCERS disability Staff members and/or attorneys acting as advocates for the Staff recommendation or Committee recommendation; 4) Staff necessary to facilitate the Hearing (including the Recording Secretary, Clerk of the Hearing Officers and IT Staff to provide technical support); 5) the CEO; 6) the OCERS General Counsel (or their designee); and 7) outside counsel to the Board. Additionally, in the event the Board conducts its own hearing, witnesses called to present testimony may be permitted to attend the closed session to do so.

- B. **Closed Session Without Parties.** Before or after the Committee’s or Board’s consideration of a matter in a closed session under A, above, the Committee or the Board may adjourn to a closed session with only the CEO and the OCERS General Counsel (or their designee) to provide legal advice to the Committee or the Board in connection with the merits of the case and the Board’s legal obligations.

8. Board Action on CEO Determinations (i.e., CEO Benefit Determinations).

- A. **Board Review of CEO Determinations.** In the case of a timely Request for Administrative Review of a CEO Determination, the Board will consider the matter at a duly noticed regular meeting of the Board. Staff will make a recommendation to the Board regarding the issues raised in the CEO Determination and the Applicant (or the Applicant’s attorney) will have the opportunity to be heard.

- B. **Board’s Options.** At the meeting, the Board may choose to hear and conduct the review at that meeting, continue it to a later meeting, or refer the matter to a Hearing Officer for a Hearing to be conducted pursuant to the Rules. If the Board chooses to hear and determine the matter, the Board’s decision will be final. If the Board chooses to refer the matter to a Hearing, the Board will identify the factual and legal issues to be considered by the Hearing Officer.



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In determining whether to hear and determine the matter or refer the matter to a Hearing Officer, the Board will consider all relevant factors, including, but not limited to, the following:

- i. whether the disputed issues are legal, not factual, in nature;
- ii. relevant judicial authority on the disputed legal issue(s);
- iii. whether the Board and/or a Hearing Officer has previously ruled on substantively similar issue(s);
- iv. whether the Applicant is represented by an attorney;
- v. the efficient use of OCERS resources; and
- vi. the interests of the Applicant in receiving a timely decision.

- C. **Consolidation of Reviews.** When review by the Board of two or more CEO Determinations involves common questions of law or fact, the Board may order a Consolidated Review or Consolidated Hearing of the matters. Consolidation may be ordered for limited purposes or for all purposes.

In determining whether to order a Consolidation of the CEO Determinations, the Board will consider all relevant factors, including, but not limited to, the following:

- i. the complexity of the issues involved;
- ii. the potential prejudice to any party, including whether a Consolidation would result in undue delay;
- iii. the avoidance of duplicate or inconsistent orders; and
- iv. the efficient utilization of OCERS resources.

9. Board Action on CEO Determinations After a Hearing.

In the case of a CEO Determination referred by the Board to a Hearing, the Board will consider the Hearing Officer’s Proposed Findings of Fact and Recommended Decision at a duly-noticed meeting of the Board in accordance with Rule 16 of the Rules. The Board may adopt the Hearing Officer’s recommendations or make its own determination based on the Administrative Record and the Board’s decision will be final.

10. Policy Review

The Board will review this Policy at least every three (3) years to ensure that it remains relevant and appropriate.

11. Policy History

This Policy was adopted by the Board of Retirement on February 19, 2002, amended on August 17, 2020 and most recently on XXXX.

Secretary’s Certificate

I, the undersigned, the duly appointed Secretary of the Orange County Employees Retirement System, hereby certify the adoption of this Policy.



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Steve Delaney

Steve Delaney
Secretary of the Board

Date



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Appendix - Administrative Rules

Rule 1. Definitions

All capitalized terms contained within these Rules will have the meaning set forth in Section 2 of the OCERS Administrative Review and Hearing Policy.

Rule 2. Filing of Documents

A. Filing of Documents

1. All documents required or permitted to be filed by any Party in connection with a Hearing will be filed with the Clerk (and only the Clerk).
2. Filing of documents will be done electronically, except that an Applicant (and only the Applicant) may opt to file documents in person or by US Mail. Applicants that opt for filing documents in person or by US Mail, must inform the Clerk of this in writing at the time they file their Request for Administrative Hearing. The Clerk will then inform all other Parties and the Hearing Officer that the Applicant has opted to file documents in person or by US Mail.
 - i. Documents filed in person will be deemed filed on the day received by OCERS.
 - ii. Documents filed by US Mail will be deemed filed on the date post-marked on the envelope containing the documents.
 - iii. Documents filed electronically will be deemed filed on the date electronically received by the Clerk.

B. Service of Documents

1. The Clerk (and only the Clerk) will serve on all Parties and the Hearing Officer any documents filed by a Party or the Hearing Officer within one (1) business day of receipt of the documents by the Clerk. Service by anyone other than the Clerk will be considered defective.
2. Service by the Clerk will be electronic and the Clerk’s file stamp will constitute proof of service, except where the Applicant has opted to file by US Mail pursuant to A.2., above, in which case the Clerk will serve documents on the Applicant by US Mail. In that case, the Applicant will be deemed to have received service three (3) days after the date the Clerk deposits the document in the US Mail. Electronic service will be deemed served upon electronic transmission by the Clerk.

Rule 3. Administrative Hearing Request, Scope, and Settlement

- A. Request for Administrative Hearing.** A written Request for Administrative Hearing must be filed with the Clerk within the time frame set forth in Sections 3 and 4 of the Policy. The Request must



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include a short and plain statement of the grounds for the request and a signed Authorization for Use and Disclosure of Protected Health Information.

- B. **Referral from the Board.** In the event the Board refers a matter to a Hearing Officer for a Hearing (pursuant to Sections 5.D. or 8.B. of the Policy), the referral from the Board will be considered the Request for Administrative Hearing, but for all procedural purposes under these Rules, the request will be deemed to have been filed by the Applicant.
- C. **Permitted Representatives, Attorneys.** Any Party is entitled, at the Party’s expense, to be represented by an attorney at any stage of the proceedings. Such attorney must be a current, active member of the California State Bar in good standing. A Party must immediately file with the Clerk a written notice of the hiring, changing, or dismissal of an attorney. Absent such written designation, OCERS will not recognize any attorney or other individual claiming to represent a Party, including but not limited to, an attorney in fact (under a power of attorney) or the Applicant’s spouse.
- D. **Burden of Proof.** The Applicant will have the burden of proof by a preponderance of the evidence to establish the right to the benefit sought. Where the Employer files the Request for Administrative Hearing, the Employer will have the burden of proof by a preponderance of the evidence to demonstrate that the Committee’s recommendation should be overturned, and the Employer will be bound by all of the procedural rules applicable to the Applicant under these Rules.
- E. **Scope of Hearing.**
 - 1. The Hearing on a Disability Determination will only address the issues of permanent incapacity, service connection, and effective date. All other issues related to a disability retirement Application are subject to the Benefit Determination process under Sections 4 or 8 of the Policy.
 - 2. In accordance with Section 8 of the Policy, the Hearing on a CEO Determination will only address the factual and legal issues that are identified by the Board for consideration by the Hearing Officer.
 - 3. Except as set forth in these Rules, the Hearing Officer will not make a finding or recommendation on any issue that was not raised in the Applicant’s Request for Administrative Hearing or included in the Board’s referral of the matter to a Hearing. Likewise, the Hearing Officer will not consider any evidence or make a finding or recommendation on any medical condition not included in the disability retirement Application or that was not previously evaluated by Staff, except as provided in subsection 4, below.
 - 4. If at any time during the Hearing process the Applicant either (i) alleges an injury or disease not listed in the disability retirement Application or (ii) raises an issue that was not previously presented to the Committee, the Hearing process will be suspended by the Hearing Officer and the Application will be treated as an amended Application. The amended Application will be referred back to Staff to be processed. If the Committee subsequently recommends a denial of the amended Application, the matter will be returned to the Hearing Officer who will consider all the medical conditions (those raised in the Application and the amended Application). A



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new Hearing Date, Pre-Hearing Conference and deadlines for Pre-Hearing Statements will be set in accordance with Rule 8.

- F. **Settlement.** If at any time during the Hearing process it becomes apparent to Staff that a different result is appropriate, Staff may request that the Hearing Officer suspend the Hearing and refer a settlement to the Board. If the Board approves a settlement with the Applicant, the Hearing will be dismissed.

Rule 4. Assignment of Hearing Officers

- A. **Assignment of Hearing Officer.** Hearing Officers are selected and placed on the panel pursuant to OCERS' Hearing Officer Selection and Retention Policy. The Clerk will assign the Hearing Officer on a rotational basis, to ensure to the extent possible that each Hearing Officer on the panel is assigned an equal number of cases. When the Applicant files a Request for Administrative Hearing, the Clerk will serve notice to all Parties, including the Hearing Officer, indicating the name and address of the Hearing Officer to whom the matter is assigned, and that notice will include information regarding the opportunity to challenge a Hearing Officer as set forth below.
- B. **Challenge/Removal of Hearing Officer.** A Party may object to a Hearing Officer in accordance with the following procedures.
 1. **Peremptory Challenge:** Any Party other than OCERS is entitled to one (1) peremptory (without cause) challenge to the assignment of the Hearing Officer. The challenge must be filed with the Clerk within ten (10) days of the date of the notice assigning the Hearing Officer. If the Applicant opts for service by US Mail, the time period for filing a challenge will be extended by three (3) days. In the event of a peremptory challenge, the Clerk will re-assign the case to another Hearing Officer selected in the same manner as the first Hearing Officer. In the event no challenge is made to a proposed Hearing Officer, or after the exhaustion of all challenges, the Clerk will notify the Parties that the matter will proceed with the assigned Hearing Officer.
 2. **Removal for Cause:** Any Party, including OCERS, may challenge a Hearing Officer for cause by filing a request at any time, with supporting declarations made under penalty of perjury and any other evidence upon which the Party is relying. Any opposing Party will have ten (10) days from the Clerk's service of the challenge for cause on all Parties to file a response to the request to remove for cause. The Clerk will then randomly assign the removal request to another Hearing Officer, who will consider all evidence and arguments for and against removal of the Hearing Officer and file a ruling with the Clerk within thirty (30) days from assignment. Cause for removal will be limited to demonstrated bias against a Party or counsel based on a personal or financial relationship (other than the Hearing Officer's contract with OCERS) that would cause a reasonable person to doubt the Hearing Officer's ability to render an impartial decision. If the request for removal is granted, the Clerk will re-assign the case to another Hearing Officer (other than the Hearing Officer who heard the challenge) in the same fashion as selection of the first Hearing Officer.
 3. **Removal Due to Unforeseen Circumstances:** If the service of a Hearing Officer is discontinued due to unforeseen circumstances, such as death, illness, or termination with or without cause,



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the Parties other than OCERS are entitled to a peremptory challenge to the new Hearing Officer in accordance with subsection B.1 of this Rule.

- 4. **Assignment After Removal Due to Unforeseen Circumstances:** If the service of a Hearing Officer is discontinued due to unforeseen circumstances, such as death, illness, or termination with or without cause, any hearing date will be vacated and the Clerk will assign a new Hearing Officer pursuant to Rule 4.A above and schedule a new Pre-Hearing Conference pursuant to Rule 7, below.
- C. **Recusal of Hearing Officer.** If at any time the Hearing Officer determines that there is cause for their recusal, the Hearing Officer will immediately file with the Clerk a statement of recusal, and the Clerk will reassign the case pursuant to Rule 4.A.
- D. This Rule 4 does not apply to cases where the Board refers the matter back to the Hearing Officer under Section 8.B. of the Policy or cases that are consolidated under Rule 7.

Rule 5. Preparation and Service of Administrative Record

Within sixty (60) days of the filing of a Request for Administrative Hearing, Staff will assemble and the Clerk will serve on the Hearing Officer and each Party the initial Administrative Record. Except as provided in Rule 6, a Party may object to the admission of items into evidence or seek to admit additional information into evidence as set forth in these Rules, and the Hearing Officer will decide the admissibility of all evidence.

Rule 6. Expedited Administrative Hearing

- A. **Provisions for Expedited Administrative Hearing.** Expedited Administrative Hearing is an irrevocable waiver of the Applicant’s right to the process described in Rules 7 through 12. The goal of the Expedited Administrative Hearing process is to complete the Hearing in less than six months. The Hearing Officer’s Proposed Findings of Fact and Recommended Decision will be based only on the Administrative Record and written arguments without in-person testimony or argument.
- B. **Availability of Expedited Administrative Hearing.**
 - 1. An Expedited Administrative Hearing is only available for those cases that OCERS General Counsel determines the process is appropriate.
 - 2. The determination as to whether Expedited Administrative Hearing is appropriate will be made in the sole discretion of the OCERS General Counsel, on a case-by-case basis. In doing so, the General Counsel will consider whether: there are any material facts in dispute; whether the introduction of testamentary evidence is likely to clarify the issues; whether there is controlling legal authority; and whether the Applicant’s condition is such that time is of the essence in completing the Hearing process.
 - 3. In the event the General Counsel determines that a matter is appropriate for Expedited Administrative Hearing, the Clerk will notify the Applicant of this determination and the Applicant’s right to accept or reject the Expedited Administrative Hearing along with a form in



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which to do so. The Applicant may file the acceptance or rejection any time prior to the Clerk's service of the Administrative Record on the Parties.

- C. **Timeline.** The Expedited Administrative Hearing will be conducted according to the following timeline.
 1. Within ten (10) days of the date the Clerk serves the Administrative Record in accordance with Rule 5, each party may lodge with the Clerk any additional written evidence that it seeks to rely on in addition to the Administrative Record.
 2. Within thirty (30) days of the date the Clerk serves the Administrative Record, the Applicant will file a Statement of Issues of not more than five (5) pages setting forth the Applicant's contentions.
 3. Within ten (10) days after the Clerk serves Appellant's Statement of Issues on Respondent, Respondent will file a Statement of Issues of not more than five (5) pages setting forth its contentions.
 4. Within sixty (60) days from the date Respondent files its Statement of Issues, the Hearing Officer will file the Proposed Findings of Fact and Recommended Decision in conformance with Rule 14. Notwithstanding the timeframes for objections set out in Rule 14C, objections will be filed within ten (10) days, and responses thereto likewise will be filed within ten (10) days.

Rule 7. Consolidation of Hearings

In addition to Consolidation by the Board of two or more CEO Determinations pursuant to Section 8.C. of the Policy, cases may be Consolidated in accordance with this Rule 7, and this Rule 7 will apply to all such Consolidations.

- A. When two or more pending Requests for an Administrative Hearing involve common questions of law or fact, a Hearing Officer, upon request by OCERS or the Applicant, may order the Hearings Consolidated. Consolidation may be ordered for limited purposes or for all purposes.

In determining whether to order Consolidated Hearings, the Hearing Officer will consider all relevant factors, including but not limited to the following:
 1. the complexity of the issues involved;
 2. the potential prejudice to any Party, including whether granting Consolidation would unduly delay the resolution of any of the matters involved;
 3. the avoidance of duplicate or inconsistent orders; and
 4. the efficient utilization of OCERS' resources.
- B. Any Party may file a request with the Clerk (and only the Clerk) to Consolidate two or more pending Hearings irrespective of the procedural stages of the affected Hearings, which request will be served by the Clerk on all Parties and the Hearing Officers.
- C. In all cases, the request for Consolidation will be referred to the Hearing Officer first assigned to any of the Hearings. The Hearing Officer may decide the matter on written submittals, or may



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convene the Parties, either in-person or by phone, to hear further argument on the request for Consolidation. Failure to timely oppose Consolidation will constitute a waiver of objection to an order of Consolidation.

- D. If the Hearing Officer orders the Consolidation, all affected Hearings will be transferred to that Hearing Officer.
- E. Upon Consolidation, all hearing dates will be vacated and the Clerk will schedule a new Pre-Hearing Conference for the Consolidated Hearings. Following the Hearing, the Hearing Officer will have the option of preparing separate Proposed Findings of Fact and Recommended Decisions for each matter that was Consolidated or a single Proposed Findings of Fact and Recommended Decision.
- F. Nothing contained herein will prohibit the Parties from stipulating to Consolidated Hearings. In the event a stipulation is reached, the Parties will file a written stipulation with Clerk, signed by all Parties. The Clerk will then assign the Consolidated Hearings to the first assigned Hearing Officer.

Rule 8. Pre-Hearing Conference

- A. The Clerk will schedule a Pre-Hearing Conference to be held within ten (10) days of the service of the Administrative Record. The Clerk will use best efforts to schedule the Pre-Hearing Conference at a time convenient to all Parties.
- B. The Pre-Hearing Conference will be held telephonically or electronically. The Clerk will arrange for a court reporter to transcribe the conference at OCERS' expense.
- C. The Hearing Officer will not permit the Parties to argue the merits of their positions at the Pre-Hearing Conference, and the Hearing Officer is authorized to suspend the Pre-Hearing Conference if any Party violates this rule. Suspended Pre-Hearing Conferences will be rescheduled to a date that is no more than five (5) days after the originally scheduled Pre-Hearing Conference. Further attempts by a Party to argue the merits of their position will result in the Clerk immediately filing an Order to Show Cause why the case should not be dismissed.
- D. At the Pre-Hearing Conference, the Hearing Officer will advise the Applicant (whether or not the Applicant has initiated the matter) of the following:
 - 1. The Applicant has the right to be represented by an attorney;
 - 2. Any financial or personal interest that the Hearing Officer has in the case, other than the Hearing Officer's contract with OCERS;
 - 3. The scope of the Hearing and the issues to be decided consistent with the constraints of Rule 3.E., above;
 - 4. The Hearing will be conducted as if the Disability Determination or CEO Determination had not taken place. This means the Hearing Officer will consider anew all of the evidence submitted and defenses asserted, without relying on the past findings of the Committee, the Board or the CEO;



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5. The Hearing Officer’s purpose in the process is to find the facts relevant to the Applicant’s request and provide an impartial recommendation to the Board;
 6. The Applicant has the burden of proof in establishing by a preponderance of the evidence the right to the benefit sought;
 7. The Applicant must identify witnesses and other evidence when filing the Pre-Hearing Statement, and that failure to include in the Pre-Hearing Statement the witnesses and other evidence they intend to rely on could mean that evidence will be excluded unless the Applicant shows that they could not have discovered the information earlier through the exercise of reasonable diligence;
 8. The timelines required under these Rules for filing documents and for the Hearing, and the consequences of a failure to meet those deadlines, including that the Applicant’s case can be dismissed; and
 9. Upon the completion of the Hearing, the matter will be referred to the Board pursuant to these Rules. Upon action by the Board, the decision will be final for all purposes. There will be no requirement for a further written decision from the Board or opportunity for the Board to reconsider its decision. Any Party aggrieved by the Board’s decision may petition the Superior Court for judicial review as provided by law. The time for any Party to seek judicial review will be governed by the California Code of Civil Procedure Section 1094.6.
- E. At the Pre-Hearing Conference, each Party will:
1. Make a good faith effort to identify the witnesses, both expert and non-expert, that it intends to call;
 2. Identify any witnesses it intends to call who cannot either speak or understand English to permit OCERS to arrange a translator for the witnesses in accordance with Rule 10.K.;
 3. Indicate whether it will require an opposing Party’s Medical Witness to appear in person at the Hearing; and
 4. Identify any witnesses the Party seeks to depose and, if possible, set mutually convenient dates for any depositions.
- F. No later than the Pre-Hearing Conference, OCERS, through its counsel, will identify any issues related to eligibility of the Applicant such as timeliness of the Application or ineligibility due to termination for cause, which, if correct would moot the Hearing. The Hearing Officer will give the other Parties an opportunity to respond, and may continue the Pre-Hearing Conference to do so. If the Hearing Officer finds in favor of OCERS on the issue of eligibility, the Hearing process will be suspended, and the issue of eligibility will be referred to the Board in accordance with Section 8 of the Policy and handled as if it were a CEO Determination.
- G. At the Pre-Hearing Conference, the Clerk will set the date for the Hearing.
1. The Clerk will confer with the Hearing Officer and Parties to determine a mutually agreeable date for the Hearing (“Hearing Date”), as soon as reasonably practicable, but in all cases the



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first Hearing Date will be set no later than six (6) months after the date of the Pre-Hearing Conference.

- 2. Each Party will provide a good faith estimate of the amount of time it anticipates the Hearing will last. As much as practicable, the Hearing will continue from day-to-day until complete, and the Clerk will schedule all Hearing Dates to which the Hearing Officer and Parties anticipate the Hearing will be continued until complete.
- 3. The Clerk will confer with the Parties to establish a Pre-Hearing Statement filing schedule in accordance with Rule 9.
- H. Immediately following the Pre-Hearing Conference, the Clerk will issue a Scheduling Order, which will include the Hearing Date(s) and the dates that each Party’s Pre-Hearing Statements are due.
- I. After the Pre-Hearing Conference, the Hearing Officer may continue the Hearing Date only one (1) time upon a showing of good cause, as set forth in Rule 15 below.
- J. If neither the Applicant nor the Employer, where the Employer has filed an Application on behalf of the Member (and is therefore also treated as an Applicant under these Rules), participates in the Pre-Hearing Conference, the Clerk will file and serve on all Parties and the Hearing Officer an Order to Show Cause why the matter should not be dismissed, and give all Applicant (including the Employer where the Employer has filed an Application on behalf of the Member) five (5) days to respond to the Hearing Officer. Other Parties are permitted, but not required to submit responses. Unless the Applicant shows good cause why the matter should not be dismissed, the Hearing Officer will dismiss the Hearing, and the matter will proceed as if no Request for Administrative Hearing had been filed in accordance with Section 5 of the Policy and the Application will be referred to the Board at its regular meeting immediately following the granting of the Clerk’s Order to Show Cause.

If the Hearing Officer determines that an Applicant has shown good cause, the Hearing Officer will direct the Clerk to reschedule the Pre-Hearing Conference and the Applicant will be liable to OCERS for any actual costs incurred by OCERS as a result of the delay.

Rule 9. Pre-Hearing Statements

- A. The Applicant will file a Pre-Hearing Statement of up to ten (10) pages, not including exhibits, no later than sixty (60) days prior to the first Hearing Date.
- B. Respondent will file a Pre-Hearing Statement of up to ten (10) pages, not including exhibits, no later than thirty (30) days prior to the first Hearing Date.
- C. Any Party may file supplemental Pre-Hearing Statements of up to five (5) pages, not including exhibits, no later than fourteen (14) days prior to the first Hearing Date.
- D. The Pre-Hearing Statements will include the following:
 - 1. A statement of the issues and contentions of the Party and a brief summary of the evidence to be presented;



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- 2. A list and redacted copies of any expert’s reports, transcripts of depositions of any witnesses, and other documentary evidence on which the Party will rely, if not already in the Administrative Record. All documents will be Bates Stamped by the Applicant (or the Applicant’s Attorney) in sequence with the initial Administrative Record. Duplicate documents will be rejected;
 - 3. The names, addresses, email addresses (if known) and telephone numbers of any non-expert witnesses whose testimony the Party intends to call as a witness at the Hearing and a brief description of the content of their testimony; and
 - 4. The names, addresses, email addresses (if known) and phone numbers of any expert witnesses whom the Party intends to call as a witness at the Hearing and a brief description of the content of their testimony.
- E. If the Applicant disputes the effective date of the disability retirement, the Applicant will raise the effective date as an issue and will state Applicant’s contention in the Pre-Hearing Statement.
- F. If the Applicant fails to timely file a Pre-Hearing Statement, the Clerk will file and serve on all Parties and the Hearing Officer an Order to Show Cause why the case should not be dismissed, and give the Applicant five (5) days to respond to the Hearing Officer. Other Parties are permitted, but not required to submit responses. Unless the Applicant shows good cause for the failure to timely file its Pre-Hearing Statement, the Hearing Officer will dismiss Hearing, and the matter will proceed as if no Request for Administrative Hearing had been filed in accordance with Section 5 of the Policy and the Application will be referred to the Board at its regular meeting immediately following the granting of the Clerk’s Order to Show Cause.

If the Hearing Officer determines that the Applicant has shown good cause, the Hearing Officer may allow the Respondent additional time to file its Pre-Hearing Statement or may re-schedule the Hearing within the time requirements of Rule 15. The Applicant will be liable to OCERS for any actual costs incurred by OCERS as a result of the delay.

Rule 10. Depositions and Subpoenas

- A. **Depositions:** Witness depositions may be taken by either Party in the presence of a certified court reporter and will be taken under oath or affirmation. The Party taking the deposition will pay all associated costs. If any Party offers any portion of any deposition testimony into evidence at the Hearing, that Party will provide a full copy of the deposition transcript to each adverse Party and the Hearing Officer free of charge.
- B. **Subpoenas and Related Fees/Costs:**
 - 1. OCERS will issue a subpoena for the personal appearance of a witness at the Hearing or at a deposition, or for the production of documents (subpoena *duces tecum*), in conformance with California Government Code Section 31535, upon the request of any Party filed at least thirty (30) days before the Hearing Date. Any request for a subpoena submitted less than thirty (30) days of the Hearing Date will not be honored and it will be the responsibility of the Party to subpoena their witness.



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2. Each request must state the witness’s full name, email address (if known), phone number and the complete address of the witness’s place of employment, service address or residence. OCERS will issue the subpoena; however, the requesting Party will be responsible for serving the subpoena, scheduling the witness and pay all associated witness fees and costs of service and production. The Party requesting oral testimony of an expert witness will in all cases be responsible for any expert witness fees.
3. Any fee disputes between a witness and the requesting Party are independent of any proceeding between the Applicant and OCERS. Those fee disputes will be resolved by the requesting Party and the witness in the California courts, not in this forum. The Hearing Officer has no authority to decide any such dispute.

Rule 11. Conduct of Hearings

- A. All Hearings will be held at the OCERS’ office located at 2223 East Wellington Avenue, Santa Ana, California 92701.
- B. The Clerk will arrange for a court reporter to be present. Oral evidence will be taken only on oath or affirmation administered by the Hearing Officer or the court reporter.
- C. A written medical report bearing the signature (including a digital signature) of the Medical Witness will be admissible in evidence as the author’s direct testimony, on the express condition that the adverse Party has had the opportunity to require the Medical Witness to be present and to cross-examine the witness at the Hearing, or to depose the witness and have the deposition transcript admitted into evidence.
- D. Each Party will have the right to call and examine witnesses; to introduce exhibits, including reports and depositions of medical witnesses; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; to impeach any witness regardless of which Party first called the witness to testify; and to rebut adverse evidence. If an Applicant does not testify by direct examination, OCERS may call and examine the Applicant.
- E. The Hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence will be admitted if it is the sort of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. The rules of privilege will be effective to the extent that they are otherwise required by statute to be recognized at the Hearing. Irrelevant and unduly repetitious evidence will be excluded.
- F. Hearsay evidence may be used for the express purpose of supplementing or explaining other evidence but will not be sufficient by itself to support a finding unless it would be admissible over objection in civil actions. This section will not be applicable to written medical reports received into evidence pursuant to Rule 11.C. Every Hearing will proceed as though each Party had made a standing objection to all inadmissible hearsay at the commencement of the Hearing.



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- G. The court reporter will lodge with the Clerk the transcript of the Hearing within thirty (30) days of the final Hearing Date.
- H. The record will be closed to new evidence at the conclusion of the final Hearing Date. However, if subsequent to the final Hearing Date, a Party discovers or obtains new evidence that is relevant and not repetitive of other evidence already admitted, that Party may lodge the new evidence with the Clerk and request that the Hearing Officer include it in the Administrative Record. The Hearing Officer may require the Parties to provide declarations and argument about inclusion of the new evidence. If, after showing of good cause as defined under Rule 11.I, the Hearing Officer allows inclusion of the new evidence, the opposing Party will be provided an opportunity to submit rebuttal evidence in accordance with Rule 11.I. No rebuttals of the rebuttal will be permitted.
- I. No Party may submit a medical report or other documentary evidence not included in the Administrative Record or listed in its Pre-Hearing Statement except for purposes of impeachment, unless the Party demonstrates good cause. Likewise, no Party will be permitted to call a witness not listed in its Pre-Hearing Statement, except for purposes of impeachment, unless the Party demonstrates good cause. For purposes of this Rule, "good cause" means that the relevant evidence or witness could not have been previously produced or identified even with the exercise of reasonable diligence. The Party requesting submission of such evidence or witness will file a written request prior to the Hearing, or if unable to do so in the exercise of reasonable diligence, will make an oral request at the Hearing. The request will state the reason the evidence or witness was not timely produced or identified. After providing a reasonable opportunity for each adverse Party to be heard, the Hearing Officer will rule on such a request. If the evidence is allowed to be admitted into evidence, or the witness is allowed to testify, the Parties will have the right to a continuance to engage in further discovery, obtain rebuttal medical evidence, or depose or cross-examine the Medical Witness in order to comply with Rule 11.C. In no event, will good cause permit admission of medical reports or other documentary evidence relating to a new medical condition covered by Rule 3.F.
- J. Each Party will have the right to submit a closing oral argument at the conclusion of the Hearing.
- K. Use of Interpreter Services.
 - 1. If an Applicant or a witness does not speak or understand English sufficiently to participate in the proceedings or provide testimony, an interpreter certified to provide interpretation services in administrative hearings will be provided to that Applicant or witness at OCERS's expense. Notice that an Applicant or witness requires interpreting services will be given to OCERS at the Pre-Hearing Conference or be included in the Party's Pre-Hearing Statement. If a Party fails to provide such notice, then the witness may not be called unless good cause is shown, as set forth Rule 11.I.
 - 2. All interpreters must be certified to provide interpreting services in administrative hearings pursuant to Government Code Section 11435.30. The interpreter must not have had any involvement in the issues of the case prior to the Administrative Hearing.



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3. If an Applicant objects to the interpreter provided by OCERS, the Applicant may supply their own interpreter, provided that the interpreter is certified under Government Code Section 11435.30. However, time for an Applicant to find and hire an interpreter will not be considered good cause to continue the Hearing. OCERS will pay the chosen interpreter the same amount OCERS would have paid an interpreter hired directly by OCERS. The Applicant will be responsible for any amounts charged by the interpreter that are over the amount OCERS would have paid to an interpreter hired directly by OCERS. Fee disputes between the interpreter and the Applicant will not be resolved in this forum, and the Hearing Officer will not have authority to resolve any fee disputes between interpreters and the Parties.

Rule 12. Resolution of Disputes about Depositions and Conduct of Hearings

The Hearing Officer will resolve disputes about depositions and the conduct of the Hearing. A request for resolution of a dispute may be made verbally at a Pre-Hearing Conference, at the Hearing, or by written motion filed with the Clerk at any time prior to the Hearing. The Hearing Officer, in the exercise of sound discretion, may permit written argument or briefs.

Rule 13. Closing Briefs

- A. Each Party will have the right to submit a written closing brief. Unless the Parties waive closing briefs, the Parties will adhere to the following schedule with specific filing dates being proposed by the Clerk:
 1. The Applicant's closing brief will be filed no more than thirty days (30) of the date the transcript of the Hearing is lodged with the Clerk.
 2. Respondents' closing briefs will be filed within no more than thirty days (30) days of the date the Clerk serves the Applicant's closing brief on the other Parties.
 3. Applicant may file a reply brief no later than fifteen (15) days of the date that the Clerk serves Respondents' closing briefs on the Applicant.
- B. The Applicant may waive their right to file a reply brief. They must notify the Hearing Officer, Clerk, and Parties no more than five (5) days after Respondent's closing brief is filed.
- C. Each Party's closing brief may be supported by facts in the record and citation to law. The submission of additional evidence will not be permitted. The Applicant's and Respondents' closing briefs will be limited to fifteen (15) pages and the reply brief will be limited to ten (10) pages. The Clerk may reject briefs exceeding the foregoing limits. A Party may submit a request in writing to the Hearing Officer to be relieved of these page limitations.

Rule 14. Hearing Officer's Findings of Fact and Recommended Decision

- A. **Time for Filing.** The Hearing Officer will file their Proposed Findings of Fact and Recommended Decision with the Clerk no later than sixty (60) days of the date that the Applicant's reply brief is filed or, if the Parties waived closing briefs, within sixty (60) days of the date the transcript of the



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Hearing is due (i.e., within 30 days of the final Hearing Date) or actually lodged (if earlier than 30 days after the final Hearing Date).

- B. **Content of Proposed Findings of Fact and Recommended Decision.** The Hearing Officer’s Proposed Findings of Fact and Recommended Decision will include a summary of the following: (1) issues raised by the parties; (2) the testimony; (3) all other evidence received by the Hearing Officer; (4) a factual discussion of matters on which the Hearing Officer relied; (5) conclusions of law with citations to legal authority; and (6) recommended decision. The summary of the testimony, plus all other evidence received, will be sufficient to satisfy the requirements of Government Code Section 31534(b).
- C. **Objections/Requests for Clarification.** Within ten (10) days from the date that the Hearing Officer files the Proposed Findings of Fact and Recommended Decision with the Clerk, any Party may file with the Clerk objections or written requests for clarification to the Hearing Officer’s Proposed Findings of Fact and Recommended Decision. The Clerk will serve such objections or written requests for clarification on the Hearing Officer as well as the other Parties. The other Party(ies) will have ten (10) days after service to file a response with the Clerk. Within thirty (30) days after the later of: (a) the date that Hearing Officer receives the objections or requests for clarification or (b) an adverse party’s response to such objections or requests for clarification, the Hearing Officer will:
 1. Affirm the Proposed Findings of Fact and Recommended Decision findings, conclusions, and recommendations as originally submitted without change, or
 2. Make such changes to the Proposed Findings of Fact and Recommended Decision as the Hearing Officer deems appropriate in light of the evidence, the objections or requests for clarification submitted by the Parties, and the responses thereto.

The objections and/or requests for clarification and the response thereto and the Hearing Officer’s response to any objections, will be added to the Administrative Record and submitted for consideration by the Board.

Any Party may waive their right to file objections. If they choose to waive that right, they must notify the Hearing Officer, Clerk, and Parties no more than two (2) days after the Hearing Officer’s Proposed Findings of Fact and Recommended Decision is filed.

Rule 15. Continuances and Relief from Orders

- A. The deadlines and timelines established in these Rules are for the purpose of expediting the Hearing process as quickly as reasonably possible in order to give certainty to the Applicant in the retirement process. Therefore, delays, continuances, or relief should be granted for documented good cause (as defined hereafter) and any delay should be the absolute shortest necessary under the circumstances. If the Hearing Officer believes the request is primarily for the purpose of delay or caused by inattention or lack of preparation of a Party, the request will be denied.
- B. Upon the request of a Party, the Hearing Officer may amend or continue the time periods set forth in these rules one (1) time, but only for good cause shown by the Party seeking the delay.
- C. Good cause for purposes of this Rule will be only for the following reasons:



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1. The discovery of relevant evidence that, in the exercise of reasonable diligence, could not have been previously produced (in which case there will only be one continuance permitted for each request);
 2. The need to engage in further discovery, obtain rebuttal medical evidence, or depose or cross-examine a Medical Witness (in which case there will only be one continuance permitted for each request), as set forth under Rule 11.1; or
 3. The illness or disability of the Applicant, witness, attorney, or the Hearing Officer which was unknown to the person at the time of the Pre-Hearing Conference (or other time at which the deadline was set) which makes it impossible for the person to participate in the Administrative Hearing process. Relief in these instances will be granted only if the person raises the request as soon as practicable. The Hearing Officer will consider a failure to timely seek relief a waiver by the person.
- D. If a continuance is sought due to an illness or disability affecting an attorney who will not be able to participate in the process within a reasonably short period of time, then the continuance will be for a maximum of sixty (60) days to secure substitute counsel, and the Clerk will schedule a Pre-Hearing Conference pursuant to Rule 7.
- E. If a continuance is sought due to an illness or disability affecting the Hearing Officer, and the Hearing Officer cannot proceed within the time period set forth in Rule 17, below, the Hearing Officer will be recused and the Clerk will appoint a new Hearing Officer pursuant to Rule 4 and schedule a new Pre-Hearing Conference pursuant to Rule 8.
- F. If good cause is found to exist to reschedule a Hearing, the Hearing Officer will order the Clerk to propose new hearing dates no more than sixty (60) days from the date of the previously scheduled hearing. The Hearing Officer will order the Clerk to schedule a Pre-Hearing Conference only if it is determined that the Parties are unable to agree upon a new hearing date proposed by the Clerk.
- G. Until such time as the matter has been referred to the Board, the Hearing Officer will maintain jurisdiction over the matter and, upon any terms as may be just, may relieve a party from an order, or other action taken against that Party through mistake, inadvertence, surprise, or excusable neglect on the part of the Party. Application for this relief will be made within a reasonable time. Once the matter has been placed on the Board agenda, the Hearing Officer will no longer have jurisdiction.

Rule 16. Hearing and Action by the Board

- A. The Clerk will refer to the Board for its consideration the Hearing Officer’s Proposed Findings of Fact and Recommended Decision as well as any related objections/requests for clarification, responses thereto, and the Hearing Officer’s response to any objections.
- B. The Clerk will place the matter on the agenda of a regular meeting of the Board which will be no later than one (1) calendar month after the later of the date the Clerk receives the Hearing Officer’s Proposed Findings of Fact and Recommended Decision; or the date the Clerk receives the Hearing



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Officer’s Response to Objections following any objections or requests for clarification from the Parties.

- C. The Clerk will provide written notice to the Parties, Hearing Officer, and Employer of the time and date of the regular meeting where the matter will be placed on the Board’s agenda for action. The Parties will have the opportunity to be heard at the Board meeting subject to appropriate time limitations as set out in the OCERS By-laws.
- D. The Applicant (or their Attorney) may request that their matter be removed from the Board agenda. The Clerk will grant one (1) continuance of the matter to the next regular meeting of the Board. No additional continuances will be granted. If Applicant wishes to delay the referral of their matter to the Board beyond the one month extension, they will be required to appear before the Board and show cause as to why an additional extension should be granted. If granted, the matter will be referred to the to the next regular meeting of the Board.
- E. Good cause for this the purposes of this Rule will be granted for the following:
 - 1. The illness of the Applicant or their Attorney.
 - 2. The illness of an Applicant’s immediate family member (i.e., Spouse, child, mother, father.

A continuance will not be granted based upon the lack of preparation by the Applicant or their Attorney.

- F. Pursuant to Government Code Section 31534, after reviewing the Hearing Officer’s Proposed Findings of Fact and Recommended Decision and any related objections/requests for clarification, the Board may:
 - 1. Approve and adopt the Proposed Findings of Fact and Recommended Decision of the Hearing Officer; or
 - 2. Require a transcript or summary of all testimony, plus all other evidence received by the Hearing Officer; and upon receipt thereof, take such action as the Board in its opinion is indicated by such evidence; or
 - 3. Refer the matter back with or without instructions to the Hearing Officer for further proceedings; or
 - 4. Set the matter for hearing before itself. At such hearing, the Board will hear and decide the matter.
- G. The Hearing Officer’s Proposed Findings of Fact and Recommended Decision (and responses to objections/requests for clarification) will be sufficient to satisfy the requirements of Government Code Section 31534(b) and Rule 16.F.2, above.
- H. In any case where the Board decides under Rule 16.F.2 or 16.F.4, above, the Board may approve and adopt the Proposed Findings of Fact and Recommended Decision of the Hearing Officer or prepare its own Findings of Fact and Decision, either itself or through direction to Staff with its approval.



**OCERS Board Policy
Administrative Review and Hearing Policy
(Disability and Non-Disability Benefits)**

- I. Upon action by the Board, the decision will be final for all purposes. There will be no requirement for a further written decision from the Board or opportunity for the Board to reconsider its decision. Any Party aggrieved by the Board’s decision may petition the Superior Court for judicial review as provided by law. The time for any party to seek judicial review will be governed by the California Code of Civil Procedure Section 1094.6. Immediately following the Board meeting, the Clerk will notify the Applicant (and attorney), Hearing Officer and the Employer by email of the Board’s final action. Notice will be effective the date of the Board meeting.

Rule 17. Dismissal for Failure to Pursue the Administrative Review and Hearing

Except as otherwise provided, if as a result of the Applicant’s failure (or that of their Attorney) to pursue the case within one year after the filing of a Request for Administrative Hearing (or the Board’s referral of a case to a Hearing Officer), or to comply with any of these Rules after two (2) written warnings from the Clerk, , the Hearing Officer will dismiss the Hearing and the matter will proceed as if no Request for Administrative Review or Hearing had been filed in accordance with Section 5 of the Policy, and the Application will be referred to the Board at its next regular meeting immediately following dismissal by the Hearing Officer.



OCERS Board Charter Disability Committee Charter

Introduction

1. The Board of Retirement (Board) has established the Disability Committee to assist the Board in overseeing the review of disability retirement applications. The Disability Committee is an advisory committee to the Board, and its recommendations are subject to final approval by the Board.

Purpose

2. Under applicable law, the Board must act upon all applications for disability retirement filed by OCERS members. The purpose of the Disability Committee is to ensure diligent analysis of specialized medical records, careful evaluation of applications for disability retirement, and an efficient process for applicants for disability retirement. The Disability Committee will review the administrative record relating to applications for disability retirement, the recommendations of OCERS staff, and the findings and conclusions of the administrative hearing officer, where applicable and will thereafter make recommendations to the Board on approval or denial of applications. In most circumstances, recommendations from the Disability Committee will be placed on the Board's consent agenda for final action in accordance with the Board Policy on Disability and Non-Disability Adjudication.

Duties and Responsibilities

3. The Disability Committee shall:
 - a. Review applications for disability retirement when the Staff recommendation is to deny all or part of the Application, and make recommendations to the Board to grant or deny said applications, except for when the Staff recommendation is to deny disability retirement because the member has opted not to join in an employer-filed application, which is reviewed by the Chief Executive Officer;
 - b. Periodically review the disability application and review process with OCERS staff and recommend any changes as necessary or advisable;
 - c. Provide oversight for searches for outside consultants and advisors including hearing officers and medical experts, and recommend the appointment of such parties to the Board;
 - d. With OCERS staff, coordinate continuing education for the members of the Board on disability-related topics as required; and
 - e. Perform any other duties that may be assigned to it by the Board or that are necessary to discharge the Committee's responsibilities with respect to the disability application process.

Membership

4. The Disability Committee shall be composed of three members. The Board Chair shall appoint members of the Disability Committee as provided in the OCERS By-Laws and designate one member to serve as the Committee Chair.



OCERS Board Charter Disability Committee Charter

5. The Board Chair shall appoint an alternate member of the Disability Committee, who may be any member of the Board, including the alternate seventh member. The alternate member of the Disability Committee shall attend meetings of the Disability Committee only in the event that a regular member of the Disability Committee is unable to attend.

Meetings

6. The Disability Committee shall meet at least monthly and otherwise on an as needed basis as determined by the Committee Chair in consultation with the Board Chair.
7. All regular Disability Committee members are expected to attend all meetings of the committee, but the alternate member is expected to attend only when a regular member of the Disability Committee cannot attend a meeting.
8. A quorum to conduct business shall consist of two members of the Disability Committee, including the alternate member.
9. The Assistant CEO for External Operations (or their designee), the General Counsel (or their designee), and whatever staff deemed necessary shall attend all Disability Committee meetings. Meeting notices will be provided to interested parties in conformance with applicable laws, regulations, customs, and practices.
10. All meetings shall be conducted in accordance with the Brown Act. Meeting agendas will be prepared and provided in advance to members of the committee, along with appropriate briefing materials. Minutes of meetings will be prepared and will contain a record of persons present, decisions taken, and a high-level summary of the discussion. Disability Committee members shall not discuss disability applications with other Board members outside of the Disability Committee or Board meetings.
11. The Disability Committee shall adjourn to a closed session, Cal. Gov't Code § 54957(b), to discuss the application of any member for disability benefit.
 - a. Closed Session With the Parties Present. The Disability Committee shall conduct any discussion of an application as a closed session. Attendance at the closed session will be limited to 1) the parties; 2) counsel for the parties; 3) any OCERS disability staff members and/or attorneys acting as advocates for the staff initial determination; 4) any witnesses called to present testimony before the Disability Committee; 5) OCERS staff necessary to facilitate the hearing (including the clerk of the Board and IT Staff); 6) the CEO or Assistant CEO or their designee; and 7) the OCERS General Counsel (or his/her designee) to provide legal advice to the Disability Committee.
 - b. Closed Session Without Parties. Following the Disability Committee's hearing of a matter in a closed session with the parties present, the Disability Committee may adjourn to a closed session including only the CEO or the Assistant CEO or their designee and the OCERS General Counsel (or his/her designee) to provide legal advice to the Board in order to consider the merits of the case and the Board's legal obligations.



OCERS Board Charter Disability Committee Charter

Monitoring and Reporting

- 12. The Disability Committee shall:
 - a. Make its minutes available to all Members of the Board;
 - b. Periodically report to the Board on its activities;
 - c. Monitor compliance with and the effectiveness of the disability application process, and report to the Board on the committee’s findings, as appropriate; and
 - d. Periodically review and, when necessary, amend standardized materials used in the disability application process, as recommended by OCERS staff.

Charter Review

- 13. The Disability Committee shall review this charter at least once every three (3) years and recommend any amendments to the Board for approval as necessary to ensure that the charter remains relevant and appropriate.

Charter History

- 14. This charter was adopted by the Board of Retirement on January 16, 2018 and amended on April 17, 2023.

Secretary’s Certificate

I, the undersigned, the duly appointed Secretary of the Orange County Employees Retirement System, hereby certify the adoption of this policy.

Steve Delaney, Secretary of the Board

04/17/23

Date



OCERS Board Charter Disability Committee Charter

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OCERS Board Charter

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OCERS Board Charter Disability Committee Charter

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OCERS Board Charter
Disability Committee Charter

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Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Steve Delaney, Chief Executive Officer
SUBJECT: **FIRST QUARTER REVIEW OF OCERS BOARD 2024-2026 STRATEGIC PLAN**

Recommendation

Approve the staff proposed modifications to the OCERS 2024-2026 Strategic Plan
Or
Provide direction for alternative modifications

Background

- September 15, 2022 OCERS Board reviewed the strategic plans of a dozen other public pension systems, and confirmed that the five primary strategic goals of the OCERS strategic plan were similar to those generally used by others:
 - Fund Sustainability
 - Excellent Service and Support
 - Risk Management
 - Talent Management
 - Effective Governance
- September 13, 2023 OCERS Board concurs that the current version of the strategic plan [2023-2025 see Attachment 1] lacked measurable metrics (or similarly styled Key Performance Indicators [KPIs]).
- October 16, 2023 OCERS Board considered and adopted the 2024-2026 Strategic Plan with initial metrics for each goal and objective based on the September 13, 2023 discussion. Board directs that further expansion of those metrics be provided at the next quarterly Strategic Plan review.

Discussion

While it is always the Board’s prerogative to direct that this process be directed and led by a management consultant, until such direction, I will continue with Chair Tagaloa’s concurrence to work directly with the Board through this quarterly strategic plan review process to arrive at an improved strategic plan with measurable goals.

On January 17, 2024, OCERS staff will discuss a modification to the OCERS 2024-2026 Strategic Plan [see Jan 2024 modified version, Attachment 2] based on input received during the October 16, 2023 consideration of strategic metrics. The modified language meant to add measurability to the strategic goals and objectives is shown in red.

Measurable goals are especially important considering the OCERS Board's recent adjustment to the CEO performance review process, which is now tied more closely to the management of the strategic plan. Measurable goals create a basis for accountability. When goals are specific and quantifiable, it becomes easier to attribute responsibility for their achievement.

In creating the attached PowerPoint presentation, I and staff looked at the strategic plans of approximately 30 other public pension plans. We found the majority were similar to OCERS 2023-2025 strategic plan [see Attachment 1], with stated goals but no clear measures. [As examples of other systems strategic plans, see Attachments 3 and 4].

As might be expected, while we found none that would necessarily serve as a direct template for the OCERS strategic plan, we did find three in particular that were helpful in different ways, which we will comment on as part of the PowerPoint presentation.

We found the Indiana PERS strategic plan [Attachment 5] to include many clear, measurable goals, such as "Deliver simple, timely and accurate services to employers to achieve an annual employer satisfaction score of 87% or greater."

We especially liked the approach taken in the Arizona State Retirement System strategic plan [Attachment 6]. They have crafted a plan that takes into account "strategic objectives", initiatives that might only take a year or two to complete [such as "reallocate staff to higher value decisions", under Goal 2 Excel at Investment Performance, Strategic Objective 2], and also "ongoing objectives" for initiatives that might never be completed [such as "achieve total fund net rates of return in the top 25th percentile or better compared to peers", also under Goal 2 Excel at Investment Performance, but under Ongoing Objective 2]. That is an approach we believe could be of value in the OCERS strategic plan.

Finally, we found the MOSERS (Missouri) strategic plan [Attachment 7] to be an interesting handout summary of the strategic plan.

On January 17 I will be asking the Board to approve the proposed staff modifications to the OCERS 2024-2026 Strategic Plan and would then return with further modifications based on that discussion at the next Strategic Plan Quarterly Review scheduled for the OCERS Board meeting of April 15, 2024.

Of course, if the modifications as presented are not to the Board's liking, then we will return with modifications based on whatever alternative direction we may receive on January 17.

Attachments

Submitted by:



SD - Approved

Steve Delaney
Chief Executive Officer

Orange County Employees Retirement System
2223 East Wellington Avenue | Santa Ana | 92701

2023-2025 STRATEGIC PLAN



MISSION, VISION AND VALUES

MISSION STATEMENT:

We provide secure retirement and disability benefits with the highest standards of excellence.

VISION STATEMENT:

To be a trusted partner providing premier pension administration, distinguished by consistent, quality member experiences and prudent financial stewardship.

VALUES:

- **O**pen and Transparent
- **C**ommitment to Superior Service
- **E**ngaged and Dedicated Workforce
- **R**eliable and Accurate
- **S**ecure and Sustainable

STRATEGIC PLAN

2023-2025 STRATEGIC GOALS

- Fund Sustainability
- Excellent Service and Support
- Risk Management
- Talent Management
- Effective Governance

FUND SUSTAINABILITY

STRENGTHEN THE LONG-TERM STABILITY OF THE PENSION FUND

Objective A: Mitigate the risk of significant investment loss

Objective B: Prudent Use and Security of Resources

EXCELLENT SERVICE AND SUPPORT

ACHIEVE EXCELLENCE IN THE SERVICE AND SUPPORT WE PROVIDE TO OUR MEMBERS AND EMPLOYERS

- Objective A:** Provide accurate and timely benefits
- Objective B:** Provide education to our members and employers
- Objective C:** Continuously improve business processes and procedures to be efficient and effective

RISK MANAGEMENT

CULTIVATE A RISK-INTELLIGENT ORGANIZATION

- Objective A:** Enhance governance of technology risk
- Objective B:** On enterprise scale, continuously assess technology environment and address risks
- Objective C:** Ensure compliance with industry frameworks and best practices
- Objective D:** Ensure a safe and secure workplace and public service facility

TALENT MANAGEMENT

RECRUIT, RETAIN AND EMPOWER A HIGH-PERFORMING WORKFORCE

- Objective A:** Recruit and retain a diverse, high-performing, knowledgeable workforce to meet organizational priorities
- Objective B:** Develop and empower every member of the team
- Objective C:** Cultivate a collaborative, inclusive and creative culture

EFFECTIVE GOVERNANCE

IMPROVE THE EFFECTIVENESS AND EFFICIENCY OF THE BOARD AND STAFF BY IMPLEMENTING BEST PRACTICES IN BOARD AND ORGANIZATIONAL GOVERNANCE

Objective A: Identify and Implement Leading Practices in Board Governance, Pension Administration, and Investment Management

LOOKING AHEAD 5-10 YEARS

Objective A: Investment best practices as fund approaches \$35 billion

Address by developing investment technology and team resources needed to manage the anticipated Portfolio

Objective B: Preparing for the new pension administration system

Address by determining how to maximize current pension administration system while determining level of next generation technology, including Artificial Intelligence (AI) capabilities to be added to new system.

Objective C: Short Term (Next 5 Years) – Multi-Factor Authentication for Member and Employer Accounts

Objective D: Long Term (Next 10 Years) – Use of Artificial Intelligence and Machine Learning to Detect Fraudulent Activity and Transactions



ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
www.ocers.org

Orange County Employees Retirement System
2223 East Wellington Avenue | Santa Ana | 92701

2024-2026 STRATEGIC PLAN



MISSION, VISION, AND VALUES

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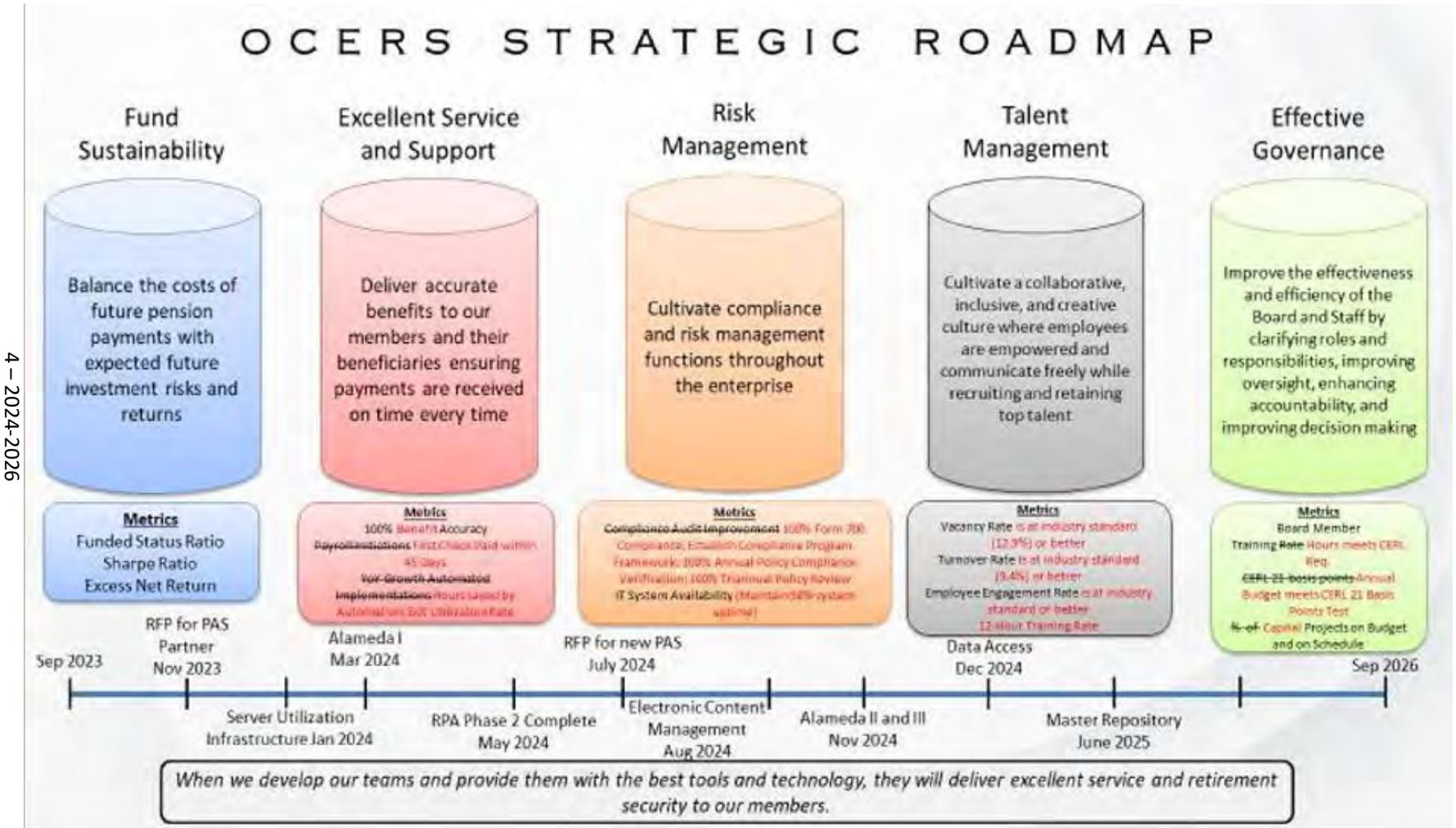
- **O**pen and Transparent
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STRATEGIC PLAN

2024-2026 STRATEGIC GOALS

- Fund Sustainability
- Excellent Service and Support
- Risk Management
- Talent Management
- Effective Governance

OCERS STRATEGIC ROADMAP



4 - 2024-2026

FUND SUSTAINABILITY

BALANCE THE COSTS OF FUTURE PENSION PAYMENTS WITH EXPECTED FUTURE INVESTMENT RISKS AND RETURNS

Performance Metric: Funded Status Ratio greater than 100%

Performance Metric: Sharpe Ratio above the peer median

Performance Metric: Excess net return over Actuarial Expected Return

Objective 1: Achieve Fully Funded Status.

Objective 2: Achieve a Risk-Adjusted Return above the peer median over a trailing 10-year period.

Objective 3: Achieve the OCERS' Actuarial Expected Rate of Return over a trailing 10-year period.

EXCELLENT SERVICE AND SUPPORT

DELIVER ACCURATE BENEFITS TO OUR MEMBERS AND THEIR BENEFICIARIES ENSURING PAYMENTS ARE RECEIVED ON TIME EVERY TIME

Performance Metric: 100% **Benefit** Accuracy Rate

Performance Metric: ~~Payroll Initiations~~ **First Check Paid within 45 Days**

Performance Metric: ~~Year over Year Growth of Automated Implementations~~
Hours Saved by Automation (increase by 1% over the next year)
Bot Utilization Rate (increase by 1% over the next year)

Objective 1: Provide world-class Service and Support to our Employers, Members, and Payees.

Objective 2: Continuously improve Business Processes and Procedures to be efficient and effective.

RISK MANAGEMENT

CULTIVATE COMPLIANCE AND RISK MANAGEMENT FUNCTIONS THROUGHOUT THE ENTERPRISE

- Performance Metric: ~~Improvements in Compliance Audit by Division~~
100% Form 700 Compliance
Establish Compliance Program Framework (achieve 100% in next 2 years)
100% Annual Policy Compliance Verification
100% Triennial Policy Review
- Performance Metric: IT System Availability (Maintain 98% system uptime)

Objective 1: Reduce Risk by identifying gaps through Compliance Audit Findings.

Objective 2: Provide Information Systems that support the Agency's Administrative and Operational needs.

Objective 3: Provide a Safe and Secure Workspace and Public Service Facility.

TALENT MANAGEMENT

CULTIVATE A COLLABORATIVE, INCLUSIVE, AND CREATIVE CULTURE WHERE EMPLOYEES ARE EMPOWERED AND COMMUNICATE FREELY WHILE RECRUITING AND RETAINING TOP TALENT

Performance Metric: Vacancy Rate **is at industry standard (12.9%) or better**
Performance Metric: Turnover Rate **is at industry standard (9.4) or better**
Performance Metric: Employee Engagement Rate **12-Hour Training Rate**

Objective 1: Recruit and Retain a Diverse High-Performing Workforce to meet Organizational Priorities.

Objective 2: Develop and Empower Every Member of the Team.

Objective 3: Cultivate a Collaborative, Inclusive and Creative Culture.

EFFECTIVE GOVERNANCE

IMPROVE THE EFFECTIVENESS AND EFFICIENCY OF THE BOARD AND STAFF BY CLARIFYING ROLES AND RESPONSIBILITIES, IMPROVING OVERSIGHT, ENHANCING ACCOUNTABILITY, AND IMPROVING DECISION MAKING

Performance Metric: Board Member Training Rate ~~Hours~~ meets CERL Requirements (24 hours every 2 years)

Performance Metric: ~~CERL 21 Basis Point~~
Annual Budget meets CERL 21 Basis Points Test

Performance Metric: ~~Percentage of~~ Capital Project on Budget and on Schedule

Objective 1: Employ a Governance Structure that supports a Dynamic System.

Objective 2: Stay within the Statutory Limit of the CERL 21 Basis Points Test.

Objective 3: Continue the build out of the Enterprise Project Management Office.

LOOKING AHEAD 5-10 YEARS

Objective A: Investment best practices as fund approaches \$35 billion

- ∑ Address by developing investment technology and team resources needed to manage the anticipated Portfolio (*Molly Murphy*)

Objective B: Short Term (Next 5 Years) - Preparing for the new pension administration system

- ∑ Address by determining how to maximize current pension administration system while determining level of next generation technology, including Artificial Intelligence (AI) capabilities to be added to new system (*Suzanne Jenike*)

Objective C: Short Term (Next 5 Years) – Multi-Factor Authentication for Member and Employer Accounts (*Jenny Sadoski*)

Objective D: Long Term (Next 10 Years) – Use of Artificial Intelligence and Machine Learning to Detect Fraudulent Activity and Transactions (*Matt Eakin*)

Vision 2030 (As of September 2023)

Vision 2030 Timeline

2021

- Data Options
- Outreach to Other Systems

2023

- Adopt AI Guidelines
- First RPA Bot created
- Probe use of Chat-GPT
- RFP: PAS Implementation Partner

2025

- Future Proof Modular PAS
- Natural Voice Use of Master Repository

2028

- AI Test Process

2022

- RFP: RPA Bots
- Test Initial RPA Use Cases
- Master Repository Begins
- Multi-Employer Zoom Call Begins

2024

- Test RPA Bots
- RFP for New PAS
- New PAS Begins Construction
- Continue Bot Creation

2027

- GO LIVE - New PAS
- AI Growth Capabilities
- Explore Machine Learning for MOU Application

2030

Calculation of a pension benefit without human intervention begins



ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
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Kern County Employees' Retirement Association (KCERA)

2023-2026 Strategic Plan

Compiled and Presented by:

Julie Becker and Benita Falls Harper, Aon





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Message from Dominic D. Brown, Chief Executive Officer

As Chief Executive Officer, it is my pleasure to issue the 2023-2026 Strategic Plan on behalf of the Kern County Employees' Retirement Association (KCERA).

The Strategic Plan outlines a set of initiatives that guide KCERA in the pursuit of our mission. The five goals of our framework will guide us as we focus on particular areas of diligence and process improvement for the upcoming period.

Over the past year, we faced numerous challenges including the implementation of the *Alameda* Decision and emerging from the COVID-19 pandemic.

Some of last year's accomplishments we are most proud of include:

- Created new Communications Manager position and hired a new employee to lead efforts to enhance education and communication for members and stakeholders
- Grew investment unit to four investment professionals and continued expanding the allocation to private markets
- Developed and presented KCERA's first annual HR Report
- Conducted a full evaluation of the merits of KCERA Property, Inc. and took action to dissolve it
- Made significant progress on backlog of Disability claims and streamlined process for future member filings
- Completed implementation of the *Alameda* Decision
- Revamped the SRBR program to simplify and enhance benefits in a sustainable manner

As we move into a new fiscal year, we are keeping our core values at the forefront of everything we do. Key components like stewardship, communication, and fiduciary duty are critical to providing our members with excellent customer service and financial security.

We will look for opportunities to constantly improve in every area to provide our members with exceptional retirement-related services in a cost-effective manner. I look forward to leading our



hard-working staff on behalf of Trustees in service to our members and stakeholders in the upcoming year.

Respectfully submitted,

Dominic D. Brown
Chief Executive Officer

KCERA's Mission

All the strategies and action plans in the strategic plan should support KCERA's mission:

KCERA's mission is to expertly administer retirement benefits, prudently invest the assets of the Association, and provide quality membership services to eligible public employees, retirees, and their beneficiaries.

KCERA's Vision

To be a trusted pension partner, delivering financial security and accurate information through a commitment to expertise, innovation, and continual improvement.



Strategic Framework

Themes

KCERA Strategic Management Program revolves around five key themes. Working in concert with each theme is a central goal. In this report, specific long-term objectives further define each goal that help to guide annual business planning.

The five themes are¹:

1. Member and Stakeholder Communication
2. Member Service Delivery
3. Technology
4. Governance
5. Investments

¹ The numbered themes are not listed by order of importance or priority.



Theme 1: Member and Stakeholder Communication

Goal

Equal Access to Communication

With today's rapidly evolving technology landscape, not all members and retirees have agile access to online communication. Differing levels of operating systems and knowledge of programming can stymie user friendliness. KCERA's goal is for all members and retirees to have equal access to KCERA communication.

- Ensure communication is disseminated in multiple formats.
 - Work to make electronic communication more available, e.g., think beyond the portal.
 - Partner in facilitating members' and retirees' ability to gain aptitude in accessing electronic communication.

Goal

Educate Membership and Stakeholders

- Economic and political events dramatically affect pension funding levels. KCERA's goal is to demystify the pension funding process and provide transparency to the funding algorithm. Demonstrate the methodology of funding and ensure membership is aware of the actuarial method to determine funding goals, as well as the current funded status.



- Provide targeted communications to targeted audiences (i.e., active members/retirees, etc.) on various topics.

Goal

Knowledge of existing benefits and application processes

- KCERA seeks to widely distribute benefit and form information in a user-friendly format.
- Provide education on membership benefits and application processes through various communication channels.
- Build library of instructional YouTube videos.
- Divide existing retirement seminar instruction into smaller segments, approximately three minutes each.



Theme 2: Member Service Delivery

Goal

Staff training

Best governance practices dictate that staff maintain an up-to-date knowledge of pension information and trends, as well as understanding practices of their peer groups.

- Critical to benefit processing is the ability to efficiently process disability claims.
- Build and maintain quality customer service.
- Explore alternate and innovative ways to educate membership.

Goal

There is a need to increase the time spent with the plan sponsor, including setting aside a dedicated time to be present onsite with the plan sponsor.

- Reach out to plan sponsor departments.
- Set up series of counseling appointments and engage in targeted communication.

Goal

Satisfaction surveys

- Evaluate conducting member/retiree satisfaction surveys for future direction and insight.



- Conduct follow up with membership after submission of retirement application and other benefit applications for feedback on process.



Theme 3: Technology

Goal

Cybersecurity continues to be an integral part of public pension processing with the safeguarding of member and retiree information a paramount goal.

- Education to staff, members and retirees of possible cyber perils and best practice.
- Review of any needed internal and external controls.
- Continue Board training, including reports of attempted breaches and penetration testing.



Theme 4: Governance

Goal

As new members take a seat at the Board room table, or as current members take on the role of Board/Committee Chair, it is vital that they understand their fiduciary duties, as well as the operating constructs of KCERA.

- Further develop and enhance training curriculum for Board members

Goal

Seek to maintain talented Staff to provide the best quality service.

- Have a retention focused philosophy.
- Maintain a succession plan.

Goal

As part of retention, a positive work environment along with competitive compensation is key.

- Adopt a compensation philosophy policy.

Goal

Staying current with current laws and tracking proposed legislation remains a priority.



- Communicate to Board potential impact of new regulations and decisions.

Goal

The administrative budget is a significant budget which mandates continued accountability.

- Seek to maintain oversight and accuracy in budgeting process.

Goal

Developing and further building out investment team will provide confidence in the investment program.

- Less reliance on external consultants with more internal staff involvement and collaboration with consultants.
- Monitoring the correlation between an increase to internalized investment responsibility (less reliance on external consultants) with the creation of additional work for legal and accounting staff.



Theme 5: Investments

Goal

An Asset Liability Study remains a priority.

- Present timely results to Board with supporting information.

Goal

Board delegation assists KCERA in maximizing all investment opportunities.

- Maintain a flexible and opportunistic approach, e.g., private market delegation.
- Establish an annual plan on or about every February to review discretion given to investment staff.
- Utilize existing monitoring to regulate discretionary investment authority.

Goal

Recession-proof the portfolio.

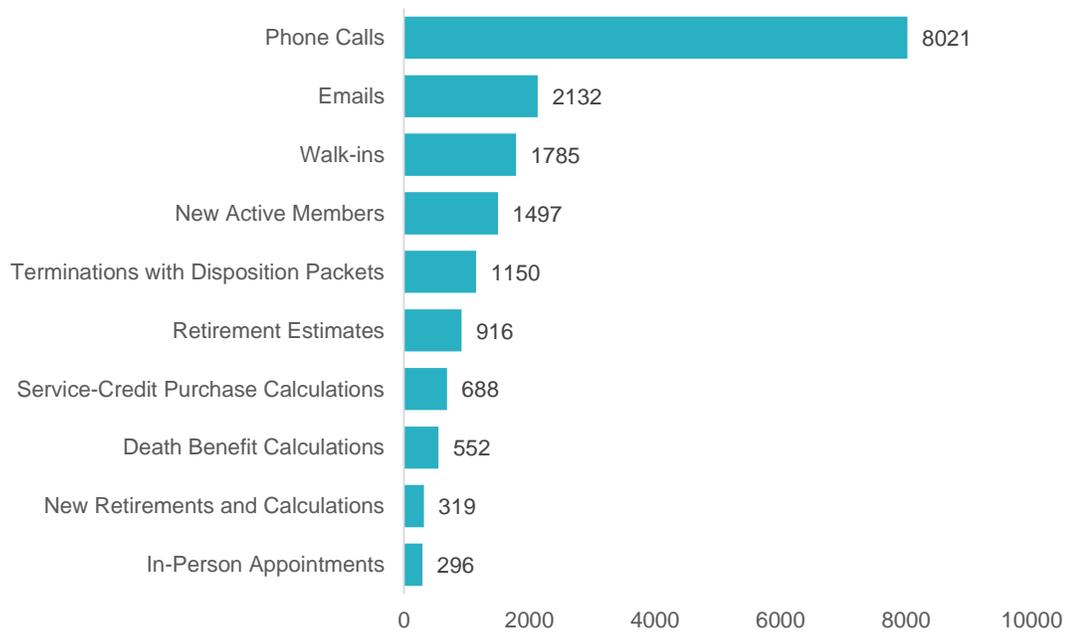
- Regularly examine Risk Tolerance – strategic asset allocation.
- Sustain a tactical portfolio.
- Minimize fees where possible to do so effectively.



Appendix

Appendix A: Benefits

2022 Member Services Operations Activities (Count)



Source: 2022 Board of Retirement Meeting Agendas
 Note: July Board of Retirement Meeting Agenda not available



9,015

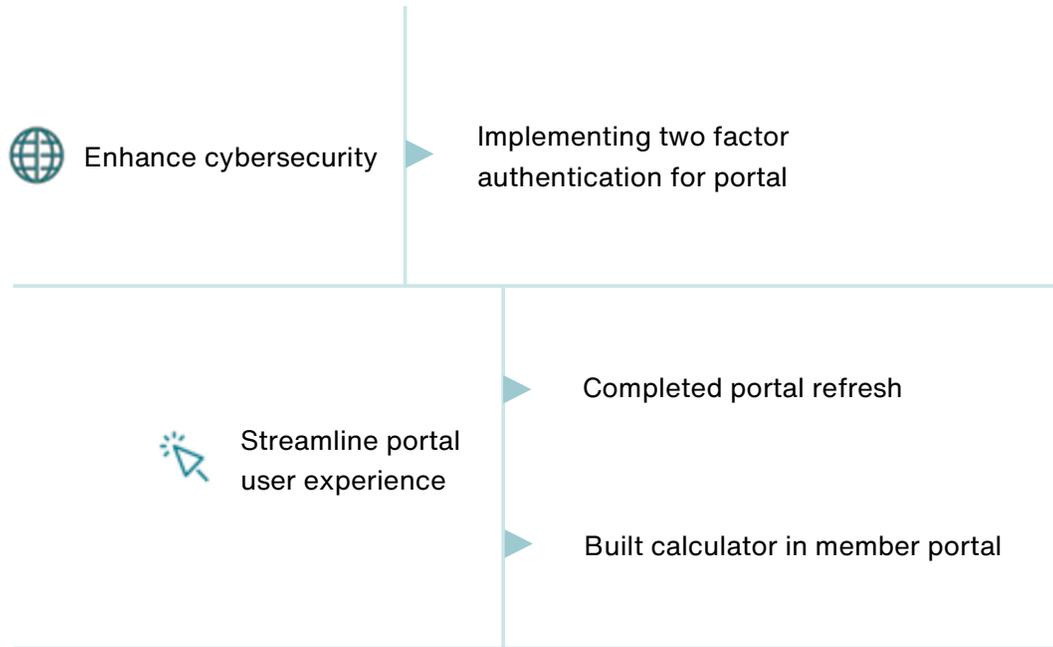
Retirees and beneficiaries
as of June 30, 2022

\$30.7 million

FY 2022 average aggregate
monthly benefit payments,
excluding SRBR benefits



Appendix B: Technology

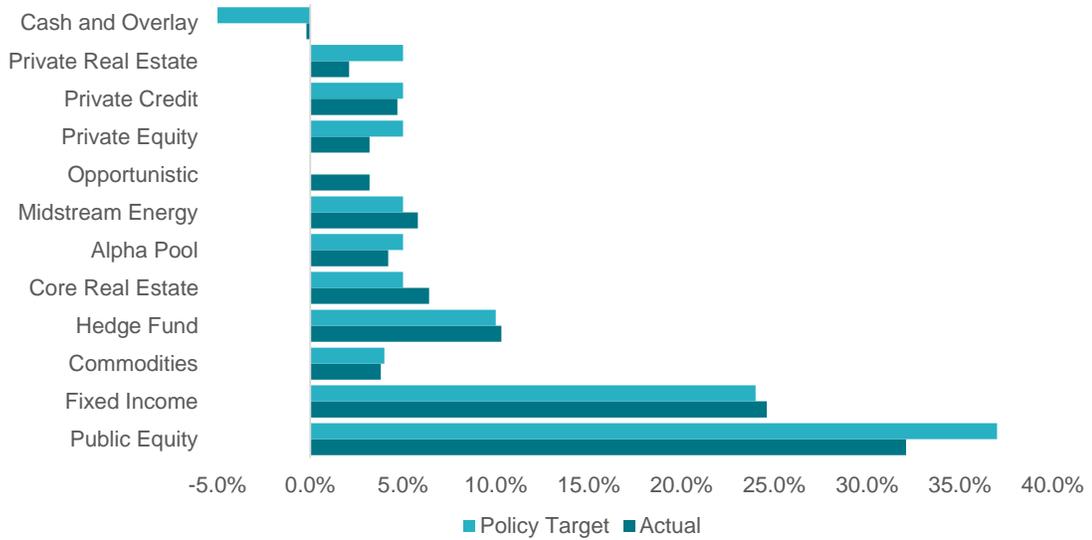


10,518 Portal users as of March 15, 2023



Appendix C: Investments

Asset Allocation; Actual vs Policy Target



Source: 23-04-12 Board of Retirement agenda
 Note: As of March 31, 2023

| | |
|---|---|
|  <p>\$5.4 billion Investment Assets</p> |  <p>4.5% FY 2022 net of fees return</p> |
|---|---|

L.A. CERA



**BUILDING
A BETTER
TOMORROW**

**Board of Retirement
2023-2028 Strategic Plan**

Los Angeles County Employees Retirement Association

Board of Retirement

Thank you to the Board of Retirement Trustees for their service and guidance in shaping LACERA's strategic priorities and objectives.



Shawn R. Kehoe
Chair
Elected by Safety Members

Alan J. Bernstein
Vice Chair
Appointed by Board of Supervisors

Vivian H. Gray
Secretary
Elected by General Members



Elizabeth B. Ginsberg
Chief Deputy County Treasurer And Tax Collector
*Acting Ex-Officio Trustee**

Jason E. Green
Elected by Safety Members

Elizabeth Greenwood
Appointed by Board of Supervisors



James P. Harris
Elected by Retired Members

Keith Knox
County Treasurer and Tax Collector
Ex-Officio Trustee

Ronald Okum
Appointed by Board of Supervisors



Les Robbins
Elected by Retired Members

Antonio Sanchez
Appointed by Board of Supervisors

Herman B. Santos
Elected by General Members

We also want to recognize the following former Board of Retirement Trustees: Wayne Moore, William Pryor, and Gina Zapanta.

* When ex-officio trustee is absent

A Message From the CEO



I'm pleased to present the LACERA 2023-2028 Strategic Plan on behalf of the Board of Retirement. This plan covers the strategic priorities, goals, and objectives that we will implement during the next five years. It is the result of an extensive and broadly inclusive process of review, recommendations, discussion, and collaboration among LACERA's Trustees, executive and managerial teams, active and retired members, and employees from all divisions.

First, a little background about how we got here: When I started as CEO at LACERA in November 2019, LACERA divisions were working on several strategic goals that had been set by the Board of Retirement, but a formal strategic planning process had not been conducted for several years.

In March 2020, COVID-19 forced LACERA to close most of its onsite operations, and we pivoted to a largely remote workforce nearly overnight. We were able to quickly transform the organization thanks to the decisive leadership and full support of our Board Trustees; the groundwork already completed on our existing goals; and the dedicated, all-hands-on-deck efforts of the entire LACERA staff. Together we quickly developed, implemented, and adopted new technological tools to conduct our daily operations; interact with members, colleagues, and stakeholders; and continue uninterrupted service.

In early 2022, LACERA reopened for onsite work and in-person service, and we initiated a comprehensive strategic planning process as directed by the Board of Retirement. The multiple phases of the process took place throughout the year, informed by our recent experiences and advancements and incorporating input from our various stakeholders.

In addition to catalyzing our evolution, the pandemic strengthened LACERA's commitment to our mission and our members, whose heroic efforts saved lives and maintained the social fabric during this prolonged public health emergency. Throughout this plan, you will see how our strategic priorities reflect our "member first" commitment—from developing a comprehensive member experience and benefits education program, to ensuring the stability, security, and sustainability of our infrastructure and trusts, to developing and retaining our workforce and fostering internal leadership.

Consistent with our commitment to transparency and accountability, we are publicly sharing this Strategic Plan, which will serve as our road map for enhancing the member experience while strengthening our organization from within. This plan is a living document that will continually evolve to meet shifting challenges and opportunities. Along the way, we will maintain open, responsive relationships with all of our stakeholders and encourage their input.

On behalf of everyone at LACERA, we respect the trust placed in us to serve the employees of L.A. County and other districts. We will honor that trust as we set an ambitious path of constant improvement, building a stronger LACERA for today and the years to come.

Santos H. Kreimann
Chief Executive Officer

Our Strategic Planning Process

Initiation and Assessment Stage

The strategic planning process kicked off in January 2022. LACERA conducted an assessment of our strengths, weaknesses, opportunities, and threats (SWOT assessment) as part of the May 2020 100-Day Management Report. Working with the Board of Retirement, we identified short-term priorities to focus on. This strategic plan is designed to build on that work to date and define the strategic priorities, goals, and objectives for the next five years.

We also incorporated input from recent audits, including the September 2021 Eide Bailly Recruitment Audit and August 2022 Weaver Organizational Maturity Audit.

Stakeholder Engagement

Members: To get an accurate picture of our members' expectations and communications preferences as part of the member experience strategic priority, in summer 2022 we surveyed all members to learn about how they want to interface with LACERA in a variety of scenarios. This survey was the first of its kind in LACERA's history. We conducted an extensive print and digital campaign utilizing an omnichannel outreach approach to engage members across all plan types and age groups and provided print and electronic survey options to encourage maximum participation, an approach that proved to be successful based on our high response rate. (See more about the survey results under Gaining Insight on page 9.)

Employees: We held four kick-off meetings so that all LACERA employees could learn about the process. We also surveyed all LACERA employees to solicit their input.

We formed cross-divisional teams of LACERA employees to work on each strategic priority, including what we should do and how we should monitor progress to signal success of desired outcomes.

Trustees: We conducted a strategic-planning kick-off with Trustees. As we honed our options, we surveyed Trustees for their input. We also created an ad hoc committee of Trustees and key staff members to provide guidance during the process. Finally, we devoted a day of our February 2023 Board Offsite Meeting for Trustees to provide feedback and continued progressively refining the plan up to the approval stage.



Who We Are

In 1937, the County of Los Angeles established a pension trust fund to provide defined retirement and death benefits to eligible County employees. In 1938, the Los Angeles County Employees Retirement Association (LACERA) was introduced to administer it.

Today, LACERA is an independent governmental entity, separate and distinct from the County. It is the largest county retirement system in the United States.

LACERA is governed by two Boards:

- The Board of Retirement (BOR) is responsible for the overall management of the retirement system and the LACERA-administered retiree healthcare program.
- The Board of Investments (BOI) is responsible for establishing LACERA's investment policy and objectives; overseeing the management of the fund; overseeing pension actuaries and assumption-setting; and setting employer and employee contribution rates.

Together, the BOR and BOI are primarily responsible for LACERA's budget and personnel (classification and compensation). The Boards have a fiduciary duty to LACERA's stakeholders.

Our Membership

- 187,000 members, including 71,000 benefit recipients¹
- 54,600 member participants in our retiree healthcare benefit program²

Our Funds

- Pension Fund value: \$70 billion¹
- Other Post-Employment Benefits Trust value: \$2 billion¹

¹2022 Annual Comprehensive Financial Report

²March 2023 CEO Report

Our Plan Sponsors

In addition to the County of Los Angeles, LACERA administers and manages the retirement fund for four outside districts: Little Lake Cemetery District, Local Agency Formation Commission (LAFCO), Los Angeles County Office of Education (LACOE), and South Coast Air Quality Management District (SCAQMD).

LACERA's staff of 426 employees deliver retirement pension and healthcare benefits to our members, and oversee the prudent investment of funds.

LACERA's Strategic Plan takes into consideration our diverse stakeholders and audiences.

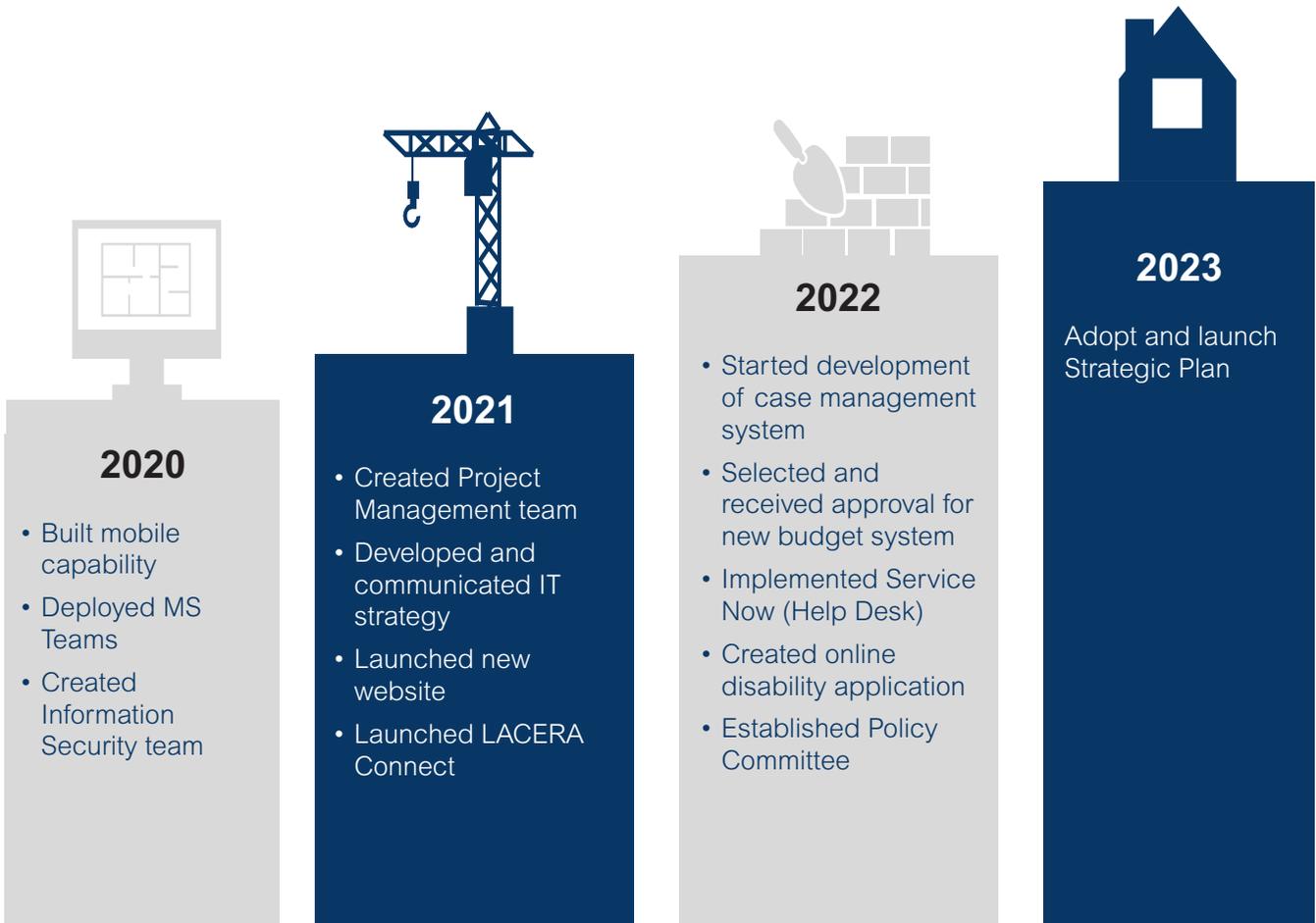


¹ County of Los Angeles, Local Agency Formation Commission (LAFCO), Los Angeles County Office of Education (LACOE), South Coast Air Quality Management District (SCAQMD), Little Lake Cemetery District

² Service Employees International Union (SEIU) Local 721, Association for Los Angeles Deputy Sheriffs (ALADS), Professional Peace Officers Association (PPOA), Coalition of County Unions, International Association of Fire Fighters (IAFF) Local 1014

Accomplishments to Date

In our current quest to build a better tomorrow, we have embarked on a number of initiatives to continuously improve our workflows and business processes.



Continuously improving workflows and business processes

Strategic Priorities

Strategic Priority Goals

Objectives



1 Superior Member Experience

Innovate and continuously improve the member experience

- 1.1 Ensure a consistent omnichannel member experience at every stage of the member's journey
- 1.2 Enhance member educational content at every stage in their journey and launch LACERA Communication Plan
- 1.3 Develop, implement, and deploy a digital strategy to better serve our members
- 1.4 Improve and enhance the retiree healthcare experience



2 Innovation Through Technology

Leverage technological solutions to advance capabilities, increase productivity, and elevate operational maturity

- 2.1 Promote an enterprise approach to information gathering, integration, analysis, and sharing that fosters decision-making through the adoption of a business intelligence platform
- 2.2 Implement an enterprise-wide knowledge management system to digitally capture, document, organize, and access critical business knowledge and information



3 Investing in People

Attract, motivate, hire, and retain a highly engaged and skilled workforce

- 3.1 Develop and implement a framework aimed at promoting and embracing diversity, equity, and inclusion (DEI)
- 3.2 Develop enterprise-wide training and development programs designed to support and encourage employee growth and development
- 3.3 Improve and simplify the hiring process, aimed at building a solid foundation for succession planning



4 Compliance and Enterprise Risk Management

Adopt and implement compliance and enterprise risk frameworks aimed at facilitating strengthened governance around risk management and compliance

- 4.1 Develop an enterprise compliance plan and program to ensure adherence to established processes, procedures, policies, and governing rules and regulations
- 4.2 Implement a comprehensive enterprise risk management framework and structure to facilitate stronger organizational risk management



5 Fiscal Durability

Exercise care and prudence in managing our resources and fund assets

- 5.1 Develop organizational tools to support enterprise-wide fiscal responsibility
- 5.2 Support the LACERA Investment Office in implementing and achieving the BOI's Strategic Plan goals



Strategic Priority 1: Superior Member Experience

Innovate and continuously improve the member experience

Background

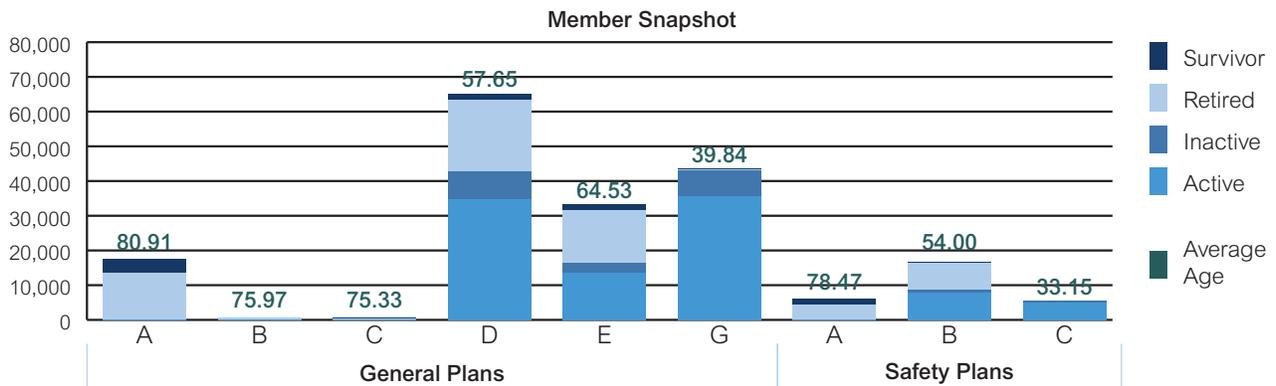
The LACERA member experience is not a one-time occurrence but a lifetime relationship—from the beginning of that member’s career through the legacy they leave their survivors. It is defined by every interactive touch-point they have with LACERA, everything they hear about LACERA, and how they feel about LACERA throughout their lives.

From planning for retirement to helping members use their healthcare benefits, LACERA is proud of our long history of providing highly personalized service. Our members’ demographics and expectations for service delivery, however, are changing, and are combined with increasing demand for LACERA customer service. In response, we must create innovative solutions for conducting member outreach and guiding our members to consistent, actionable information and modern, interactive tools for self-service.

LACERA has adopted a “member journey” approach that is tailored to the various stages of our members’ lives to shape and deliver a superior experience that meets our members’ needs.

Understanding Members Is Key

The following graph provides a high-level snapshot of our membership.



Source: March 2023 CEO Report
Data as of 2/15/23; average ages pending verification

Considering our members’ ages, generations, and preferences is foundational when conducting outreach and developing a member experience program. For example, we know Gen X and Millennials are highly competent in using computers and mobile apps, are extremely active social media users, and like to choose between self-service and in-person interactions. Other generations (Greatest Generation and Baby Boomers) are increasingly adopting mobile applications and are also active in social media, but they still tend to prefer traditional interaction points, such as mail, email, phone, and in-person service when conducting business transactions.



Strategic Priority 1: Superior Member Experience

Innovate and continuously improve the member experience

Gaining Insight

To develop a sustainable member experience program, we need a deeper understanding of our members' communications preferences, both in general and during specific member journeys.

To gain greater insight, in 2022 we conducted a member survey and directly asked our members about their comfort levels with technology and online self-services, how they want to interact with LACERA in a variety of scenarios, and how they prefer to receive information. We conducted an extensive outreach campaign (including enlisting our L.A. County plan sponsor) and distributed the survey electronically and by mail to get the highest possible response rate and input from active and retired members. The data we collected will be vital as we develop member journeys.

Here are a few key insights from the survey:

- Responses were heavily skewed toward retired members and active members in their mid- to late-career stages.
- Response rates were lower from new hires in Plan G and Safety Plan C, which gives us vital information regarding levels of engagement with LACERA and differences in communication methods for future outreach efforts.
- The majority of respondents still prefer a mailed newsletter for general news and information (62 percent on average and 77 percent for those age 65 and over). In addition, an average of 50 percent of respondents indicated they liked receiving general news and information via email.
- The majority of our survey respondents indicate they use computers, tablets, and smartphones to complete financial transactions.

Among other takeaways, we know we need to conduct extensive outreach to engage with our younger demographic while focusing on an omnichannel approach for interacting with all age groups. An omnichannel approach integrates the various ways that our members can interact with LACERA (virtually, in person, by phone, email, and My LACERA) and the ways LACERA provides information (lacera.com, YouTube, email, print, SMS, My LACERA, and mailed materials). Given our members' high comfort level with receiving digital information and conducting business online for all age groups, we know we are on the right track with expanding our digital footprint and building more online applications as we develop our member journey program.



Strategic Priority 1: Superior Member Experience

Innovate and continuously improve the member experience

Developing Member Journeys

There are multiple journeys a member takes during their life with LACERA. Journeys include a member's life events (e.g., marriage, birth of a child), career and service milestones (e.g., reaching the retirement minimum age for their plan). Each member's journey is unique, but each stage of their journey is defined and mapped so we can ensure that the member has everything they need when they need it and that services are delivered based on their preferences.

The member journey is a highly personalized, high-touch, comprehensive care approach to serving our members.



Developing an in-depth understanding of a member's preferences and needs along their journey is a key component of a sustainable member experience program.

This approach requires:

- A sustainable system to evaluate each journey to ensure a continual superior member experience
- A Member Experience Council to provide coordinated focus to all involved divisions
- Defined member journeys
- Holistic focus on journey development
- Consistent omnichannel service
- A digital strategy for instant, on-demand service
- Measurable results, with consistent dashboard metrics and reports to the Operations Oversight Committee (OOC)



Strategic Priority 1: Superior Member Experience

Innovate and continuously improve the member experience

Objectives

- 1.1 Ensure a consistent omnichannel member experience at every stage of the member's journey
- 1.2 Enhance member educational content at every stage in their journey and launch LACERA's Communication Plan
- 1.3 Develop, implement, and deploy a digital strategy to better serve our members
- 1.4 Improve and enhance the retiree healthcare experience

CURRENT STATE

Members currently engage in a high-touch customer service model. Some self-help services, such as the online disability application, have been launched.

2023

OUR FOCUS

LACERA will build an educational, digital, customized, and member-centered framework for every stage of the member journey.

2023-2028

DESTINATION

Members may conveniently access our benefit and healthcare enrollment services 24/7 and confidently retire at the palm of their hands.

2028

STEPS TO ACHIEVING OUR OBJECTIVES

Formally establish the Member Experience Council and finalize charter

Identify journeys, develop journey maps, and assign priorities for review and development

Develop content and education plans to match the members' needs during their journeys

Continue to integrate digital development of online tools and behind-the-scenes applications

Develop regular reporting process for CEO Dashboard, Operations Oversight Committee, and Insurance, Benefits, and Legislative Committee

Deliver on the superior member experience



Strategic Priority 2: Innovation Through Technology

Leverage technological solutions to advance capabilities, increase productivity, and elevate operational maturity

Background

LACERA's Systems Division and Information Security teams' joint mission is to continually innovate safe, secure, and productive enterprise information technology (IT) solutions that support the LACERA mission and facilitate exceptional service to staff and LACERA members. In its Information Technology and Information Security Strategic Plan (July 2021), LACERA outlined the key components of a secure, productive enterprise.



Identity & Access Management

Ensuring the proper people have the appropriate access to technology resources



End-Point Management

Securing all enterprise access points—mobile phones, laptops, servers, desktops, and tablets



Infrastructure Management

Supporting all hosted and on-premises systems to minimize downtime and maintain business productivity



Data Management

Following best practices to ensure the availability and reliability of enterprise data



Application Development

Implementing modern solutions that support the enterprise



Operations Management

Optimizing change management and incident resolution through a standardized service management methodology

A secure production enterprise provides multiple interwoven benefits by building trust, promoting collaboration, supporting mobility, and providing intelligence data for better decision-making.



Trust

Protecting LACERA's enterprise data and resources



Collaboration

Creating a productive workplace



Mobility

Enabling staff to get things done from anywhere



Intelligence

Providing insights to drive faster, better business decisions



Strategic Priority 2: Innovation Through Technology

Leverage technological solutions to advance capabilities, increase productivity, and elevate operational maturity

Information technology (IT) is an invaluable tool. When well designed and implemented, it supports effective and efficient accomplishment of an organization's goals, objectives and strategies. LACERA's Information Technology and Information Security Strategic Plan supports the strategic priorities in this Strategic Plan by helping to:

- Improve the member experience, communication, and education to align with the members' journey
- Establish the structure and approach for optimal efficiency, compliance, risk management, and service delivery
- Optimize talent management and staffing planning
- Establish tools and capacity to support evidence-based decision-making
- Provide purpose, guidance, and inspiration for "One LACERA" to succeed in achieving the objectives in this Strategic Plan

Projects In Development

LACERA is currently advancing many new technology-driven projects, such as Phase 1 of the case management system and e-signature implementation. It is rethinking the roles of end-users, business operations, and system maintenance by developing Enterprise Contract Lifecycle Management (ECLM). The system is designed to enable "power users" (who are not IT staff) to develop reports and system functionality to meet their division's specific needs and expectations.

LACERA continues to strive to improve data accuracy through consistent interpretation of laws and rules, refinements of historic data added to our pension administration system since 1990, and formatting of information provided from our members, third parties, plan sponsors, and LACERA divisions.

Future Direction

To achieve our technology vision, LACERA plans to both modify or enhance existing applications and acquire, integrate, and support new ones. Systems' staff will need a different mix of required skill sets, including:

- Project management related to acquisition and implementation of information technologies
- Information security assessments
- System integration
- Database management
- Network planning
- System administration
- Programming in various languages, thereby reducing our dependency on specific vendors' technical coding to make the systems work
- User training and support



Strategic Priority 2: Innovation Through Technology

Leverage technological solutions to advance capabilities, increase productivity, and elevate operational maturity

LACERA is keenly aware that our ideas and needs outstrip our current capacity to undertake all of them. Therefore, through strategic planning, LACERA will:

- Set priorities through our IT Coordination Council (ITCC)
- Evaluate decisions to internally develop versus buy off-the-shelf technology solutions
- Integrate end-users into the successful selection, implementation, and support of new systems so that the technology works for them
- Develop an IT succession plan to ensure we leverage the efficiencies offered by technology and customer and member service enhancements

Objectives

- 2.1 Promote an enterprise approach to information gathering, integration, analysis, and sharing that fosters decision-making through the adoption of a business intelligence platform
- 2.2 Implement an enterprise-wide knowledge management system to digitally capture, document, organize, and access critical business knowledge and information



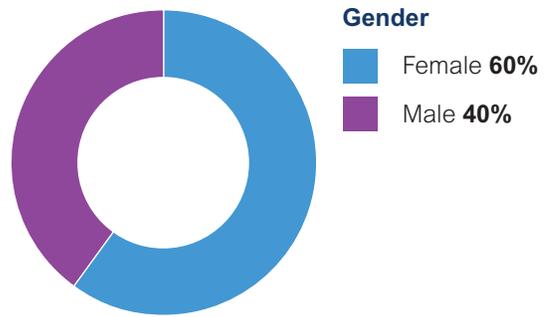
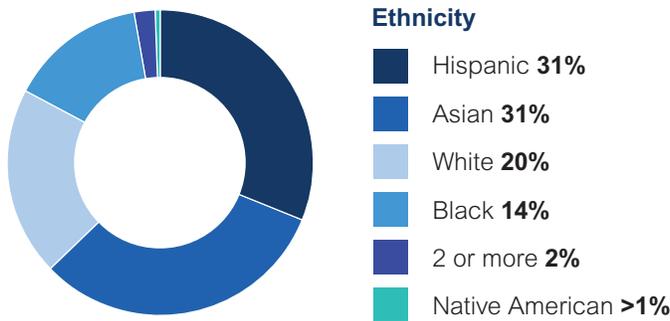


Strategic Priority 3: Investing in People

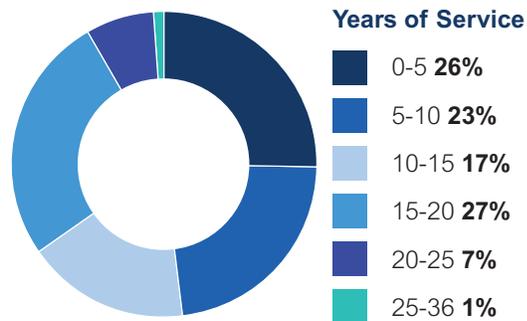
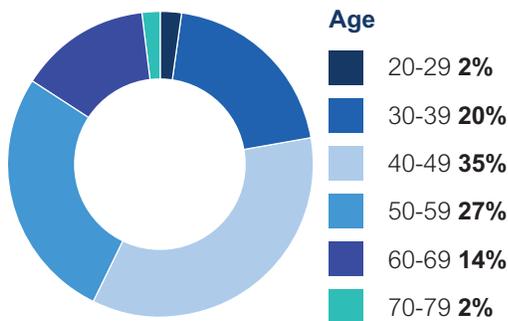
Recruit, motivate, hire, and retain a highly engaged and skilled workforce

Background

LACERA has a long-standing commitment to diversity, equity, and inclusion (DEI), as reflected in our investment strategies and diverse staff. As of our January 2023 employment records, approximately one-third of our LACERA staff identify as Hispanic, one-third as Asian, and the balance as White, Black, Native American, or two or more races. Approximately 60 percent of our workforce, as reported by the County, identifies as female.



We have a professionally experienced, stable workforce. More than one-half of our employees are between the ages of 30 and 49, while nearly three-quarters of our staff members have worked at LACERA for five years or longer.





Strategic Priority 3: Investing in People

Recruit, motivate, hire, and retain a highly engaged and skilled workforce

Internal and External DEI Efforts

In March 2021, the Board of Investments approved the Toward Inclusion, Diversity, and Equity (TIDE) initiative, which focused on DEI principles for investments, including internal practices, due diligence, active ownership, capital formation, and industry advocacy.

LACERA has now developed the LEAD initiative (see graphic below) to complement TIDE. The purpose of LEAD is to establish a positive and welcoming work culture, provide our members with exceptional service in an inclusive manner, and engage our business and community partners. We believe LEAD will:

- Build a sense of inclusiveness for employees and aid in recruitment and retention
- Provide superior member service by better understanding our members' unique and diverse needs
- Involve our business partners in delivering better results that meet LACERA's mission
- Engage and support our community in a shared vision for diversity, equity and inclusion

Objective

3.1 Develop and implement a framework aimed at promoting and embracing diversity, equity, and inclusion (DEI)



Lead Effectively

Intergrate the LEAD initiative into our work culture and how we engage with our members and convey the LEAD initiative to our business and community partners.



Ensure Equity

Commit to fair treatment and access to promotional opportunities and member resources.



Achieve Inclusivity

Practice diversity by welcoming, supporting, respecting, and valuing individuals and groups.



Drive Diversity

Seek representation of different and unique identities, characteristics, experiences, and perspectives.



Strategic Priority 3: Investing in People

Recruit, motivate, hire, and retain a highly engaged and skilled workforce

Talent Management: Recruitment, Training, and Retention

Similar to challenges of other organizations today, LACERA faces staffing vacancies with a long lead time to hire, train, and fill. LACERA is working to make the recruitment and hiring processes and procedures more transparent, efficient, and collaborative while complying with the County’s civil service requirements. Human Resources (HR) is partnering with LACERA divisions to develop solutions that meet LACERA’s and its divisions’ hiring goals.

LACERA is also working to strengthen its talent management program for new hires and current staff members, including better onboarding, internal promotional opportunities, mentoring, and training, as well as supervisory, management, and leadership development. At the same time, we need to stay current on and/or develop changes in HR policy, processes, and procedures.

Objectives

3.2 Develop enterprise-wide training and development programs designed to support and encourage employee growth and development

3.3 Improve and simplify the hiring process, aimed at building a solid foundation for succession planning





Strategic Priority 4: Compliance and Enterprise Risk Management

Adopt and implement compliance and enterprise risk frameworks aimed at mitigating risk and vulnerabilities

Background

According to the Institute of Internal Auditors (IIA) Standards Glossary, risk is “the possibility of an event occurring that will have an impact on the achievement of objectives.” Risk is measured in terms of impact and likelihood. LACERA has various kinds of risks, including:

- Operational risks pertaining to internal policies, processes and systems, which can be affected by our employees or triggered by external events, such as the recent COVID-19 pandemic, floods, or earthquakes
- Fiduciary risks emphasizing the importance of acting in the best interest of our members
- Compliance risks relating to adequacy of internal controls to prevent violation of laws, regulations, and policies

Enterprise Risk Management (ERM) encompasses the methods and processes that organizations use to manage risks and seize opportunities related to the achievement of their objectives. LACERA's current risk governance structure includes a variety of organization-wide and divisional efforts and controls, including:

- LACERA Incident Response Team
- Policy Committee
- IT Coordinating Council
- Process Management Group
- Operations Oversight Committee and Board Reporting
- Internal Audit and Audit Committee Reporting
- Business Continuity and Disaster Recovery
- Cyber Liability Insurance

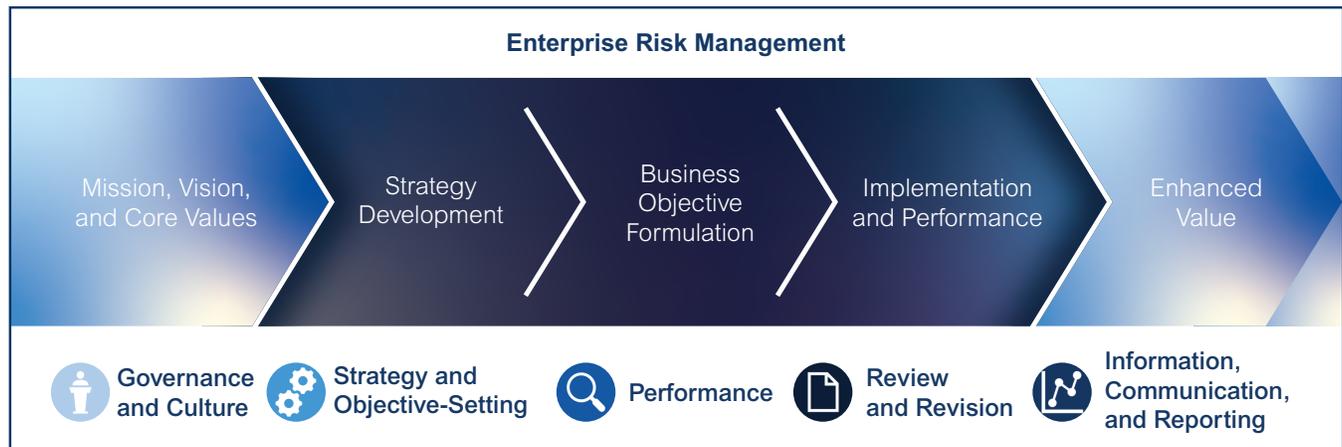
We are currently working on further formalizing the information security program, including the hiring of an Information Security Officer (ISO) and implementing this Strategic Plan.



Strategic Priority 4: Compliance and Enterprise Risk Management

Adopt and implement compliance and enterprise risk frameworks aimed at mitigating risk and vulnerabilities

LACERA will enhance and elevate our risk governance structure through the establishment of formal compliance and ERM programs that will facilitate management's efforts in regard to compliance and risk management. These efforts are continuous because risks constantly change.



Source: COSO 2017 ERM Framework

Objectives

- 4.1 Develop an enterprise compliance plan and program to ensure adherence to established processes, procedures, policies, and governing rules and regulations
- 4.2 Implement a comprehensive enterprise risk management framework and structure to facilitate stronger organizational risk management

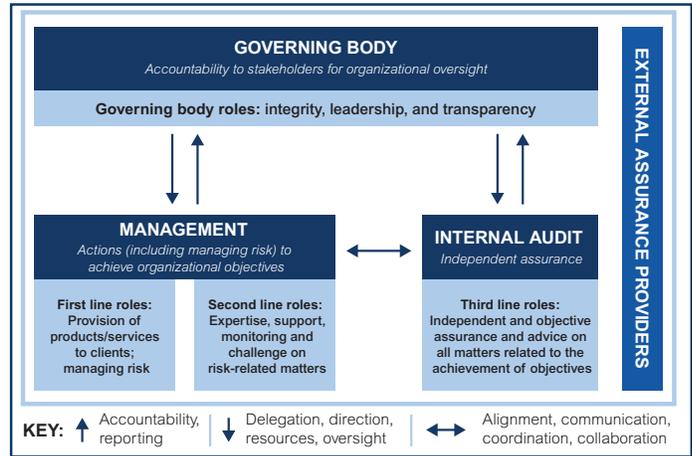


Strategic Priority 4: Compliance and Enterprise Risk Management

Adopt and implement compliance and enterprise risk frameworks aimed at mitigating risk and vulnerabilities

To achieve these objectives, we will generally follow these seven steps:

1. Form working groups across divisional lines to develop compliance and ERM charters
2. Establish dedicated compliance and risk leadership with accountability, starting with a Compliance and Ethics Officer in the Legal Office and ERM leadership in the Executive Office and Internal Audit Division
3. Identify compliance and risk champions in each division to assist with compliance and risk assessments, registers, and areas for focus
4. Conduct staff training for the organization on compliance and risk management, including new employee orientation supplemented by targeted training in specific compliance/risk areas
5. Develop divisional compliance and risk action plans
6. Integrate the results of compliance and ERM efforts into an organizational structure and plan
7. Monitor, report, and update the compliance and risk assessments, registers, and plans as part of a commitment to continuous improvement



Source: ISO 31000 Framework





Strategic Priority 5: Fiscal Durability

Exercise care and prudence in managing our resources and fund assets

Background

LACERA has two equally critical responsibilities when it comes to managing resources and fund assets. We must:

- Ensure prudent and durable fiscal management of LACERA's budget and resources expended to administer the benefits, and
- Ensure the Board of Investments' strategic initiatives to manage LACERA's investment portfolio are implemented and supported to maximize the performance of our funds.

In pursuit of meeting of these responsibilities the following two objectives have been defined to focus our efforts.

Objectives

5.1 Develop organizational tools to support enterprise-wide fiscal responsibility

5.2 Support the LACERA Investment Office in implementing and achieving the BOI's Strategic Plan goals





Strategic Priority 5: Fiscal Durability

Exercise care and prudence in managing our resources and fund assets

Objective 5.1

Develop organizational tools to support enterprise-wide fiscal responsibility

LACERA must be fiscally responsible while fulfilling our commitment to continuously meet member expectations by delivering a superior member experience. Key to this goal is maintaining our dedication to sustainable benefit delivery while employing a cost-conscious approach to efficient utilization of resources.

Some of these fiscal elements involve improvements in:

1. Financial and budgeting systems that support LACERA's ability to make, monitor, and ensure prudent and strategic expenditure decisions
2. Technology, both member facing and internal, that may reduce unnecessary or repetitive work efforts
3. Systems and processes that can be simplified and made end-user friendly to increase staff efficiency and effectiveness
4. Staffing levels that are sufficient to complete our work, meet standards, and reflect anticipated changes from technology

These improvements will enable managers and staff to plan for, manage, and track the impact of the changes that are being implemented in the other parts of the Strategic Plan.

Objective 5.2

Implement and support the LACERA Investment Office in achieving the BOI's Strategic Plan goals

Strategic Priority 5 incorporates the BOI's key strategic investment initiatives and objectives to:

1. Share information with the BOI to promote understanding of the BOI's needs and objectives.
2. Assure availability of the operational resources necessary for the BOI to implement its strategic initiatives.
3. Assist the BOI as needed in achieving its defined priorities as well as being prepared to facilitate the BOI's ability to execute a flexible response to any unforeseen circumstances.

Strategic Plan Participants

This Strategic Plan would not have been possible without the dedication and focus of our leadership and employees in developing the action plans.

Spark Advisory Team

James P. Harris, BOR Trustee
 Keith Knox, BOR/BOI Trustee
 Antonio Sanchez, BOR Trustee
 Herman Santos, BOR/BOI Trustee
 Santos H. Kreimann, Chief Executive Officer
 Luis Lugo, Deputy Chief Executive Officer
 Laura Guglielmo, Assistant Executive Officer
 JJ Popowich, Assistant Executive Officer
 Jon Grabel, Chief Investment Officer
 Steven Rice, Chief Counsel
 Carly Ntoya, Human Resources Director
 Vache Mahseredjian, Principal Investment Officer
 Kathy Delino, Information Systems Manager

Action Planning Teams

Vision

Allison Barrett (DLO)
 Iveta Brecko (SYS-PMO)
 Stephanie Kawai (PMG)
 Persian (Percy) Petrov (MS-MSC-OUT)
 Fabio Ramirez (BEN-BPU-AMU)
 Martin Sandoval (ADM)
 Inga Tadevosyan (INV)
 Elizabeth Tirado (LEG)
 Letha Williams-Martin (RHC)

Performance Management

Gerald Bucacao (MS-CC-CC)
 Tamara Caldwell (DRS)
 Tom Deluca (SYS)
 Eugenia Der (DLO)
 Louis Gittens (PMG)
 John Kim (INV)
 Amy Lim (ADM-DPC)
 Maggie Luong (PMG)
 Sevan Simonian (BEN-CORE)
 Kristina Sun (IA)

Member Experience

Maria Calderon (MS-MSC-OUT)
 Allan Cochran (MS)
 Stephanie Kawai (PMG)
 Laura Magallanes (BEN)
 Cynthia Martinez (COM)
 Maritza Perez (MS-MSC-OUT)
 LaTonya Robinson (BEN)
 Sarah Scott (COM)
 Jeff Shevlowitz (MS-CC-COR)

Workforce/Talent

Margaret Chwa (FASD)
 David Escamilla (RHC)
 Elsy Gutierrez (ADM-DPC)
 Paola Johns (DLO)
 Benjamin Juarez (MS-CC-COR)

Abigail Lomboy (MS-CC-CC)
 Diana Luong (DLO)
 Kelly Puga (MS-CC-CC)
 Julia Ray (HR)
 Niki Webb (MS-CC-COR)

Technology

Bernie Buenaflor (QA)
 Justin Chiu (DRS)
 John Chuang (BEN-CORE)
 Alex Ochoa (PMG)
 Aurelia Okafor-Smith (MS-MCU)
 Christian Pieratt (RHC)
 Celso Templo (SYS)
 Valerie Quiroz (MS-CC)
 Jason Waller (DLO)

Culture

Marilu Bretado (DRS)
 Esme Del Bosque (INV)
 Vincent Lim (DLO)
 Roxanne Martin (ADM-PRO)
 Valery Ptacek (MS-CC-COR)
 Sarah Robles (DRS)
 Ana Ronquillo (HR)
 Roberta Van Nortrick (ADM)

Risk / Compliance

Nathan Amick (IA)
 Carlos Barrios (BEN)
 Tom Cohen (COM)
 Renee Copeland (MS-CC-CC)
 Laura Gonzalez (DRS)
 Barry Lew (Legal)
 Christina Logan (IA)
 Antonio Ramos (MS-CC-CC)
 Gloria Rios (FASD)
 Bob Schlotfeldt (EXEC-ISO)

Other APTs

Ian Duggan (COM)
 John Louie (MS-CC-COR)

Strategic Planning Idea Review and Implementation Team (SPIRIT)

Goal No. 1: Member Journey and Experience

JJ Popowich (EXEC), Facilitator
 Frank Boyd (LEG)
 Allan Cochran (MS)
 Cassandra Smith (RHC)
 Fern Billingsy (LEG)
 Tamara Caldwell (DRS)

Vanessa Gonzalez (MS)
 Carlos Barrios (BEN)
 Kathy Delino (SYS)
 Cynthia Martinez (COM)

Goal No. 2: Embracing Technology

Laura Guglielmo (EXEC), Facilitator
 Leisha Collins (QA)
 Ricki Contreras (DRS)
 Kathy Delino (SYS)
 JJ Popowich (EXEC)
 Bob Schlotfeldt (EXEC-ISO)
 Celso Templo (SYS)
 Summy Voong (SYS)

Goal No. 3: Compliance and ERM Responsibility

Steven Rice (LEG), Facilitator
 Bernie Buenaflor (QA)
 Richard Bendall (IA)
 Barry Lew (LEG)
 Christina Logan (IA)
 Roberta Van Nortrick (ADM)

Goal No. 4: Fiscal Responsibility

Ted Granger (FASD), Facilitator
 Leisha Collins (QA)
 Kaelyn Ung (ADM)
 Roberta Van Nortrick (ADM)

Goal No. 5: Human Resources

Luis Lugo (EXEC), Facilitator
 Jasmine Bath (LEG)
 Laura Guglielmo (EXEC)
 Carly Ntoya (HR)

Goal No. 6: Culture

Vincent Lim (DLO), Facilitator
 Allison Barrett (DLO)
 Laura Guglielmo (EXEC)
 Jon Grabel (INV)
 Luis Lugo (EXEC)
 JJ Popowich (EXEC)
 Carly Ntoya (HR)
 Steven Rice (LEG)
 Scott Zdrasil (INV)

Goal No. 7: Accountability and Metrics

Luis Lugo (EXEC), Facilitator
 Eugenia Der (DLO)
 Louis Gittens (BEN)
 Maggie Luong (BEN)



The main purpose of this Strategic Plan is to build a better tomorrow for our members by outlining what we must do internally in terms of technology, staffing, and processes—particularly enterprise risk management, compliance, and fiscal durability—to support both the member services and investment sides of LACERA.

This document does not authorize expenditure of funds or commitment of resources.

LACERA
300 N. Lake Ave.
Pasadena, CA 91101
626-564-6000
lacera.com

FISCAL YEAR 2024- 2026



▶ THE STRATEGIC PLAN OF THE INDIANA PUBLIC RETIREMENT SYSTEM





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▶ INTRODUCTION

The Indiana Public Retirement System (INPRS) is proud to publish our 2024 – 2026 strategic plan. This plan offers a clear strategy that lays out our vision for the future of INPRS and the members and employers we serve.

Our strategic plan is the product of more than a year of extensive peer and institutional research, benchmarking, SWOT (strengths, weaknesses, opportunities and threats) analysis, stakeholder surveys, federal and state legislative and business trends and insightful discussions between INPRS’ executive staff and the INPRS Board of Trustees. This plan reflects not only our passion and commitment, but further accelerates work already underway in helping our members realize and secure their retirement dreams.

The INPRS team continues to deliver top-tier service levels year-over-year as measured and reported by CEM Benchmarking, Inc. This independent research firm ranks pension plan performance in various service and cost categories. Last year, INPRS achieved the highest service score in our pension plan peer group. INPRS is focused on maintaining high levels of service and low-cost performance as participant experiences and expectations continue to evolve. As the strategic plan reflects, INPRS will continue to invest in and advance member, employer and staff experiences.

REINFORCED COMMITMENT AND COLLABORATION

The INPRS 2024-2026 strategic plan reinforces our commitment to maintain the trust our members and stakeholders have placed in us. The executive and leadership staff will develop and implement strategic initiatives to accomplish the defined goals and objectives outlined in this plan. Our teams will collaborate to achieve these objectives, while leveraging innovative technologies and assessing the organization for operational efficiencies. Additionally, intentional focus is being placed on cultivating our internal talent and defining and promoting a positive workplace culture. Collectively, our efforts aim to enhance the long-term value add to our members and employers.



▶ VISION AND MISSION

VISION

Engaged members able to realize their retirement dreams.

MISSION

As fiduciaries, we educate stakeholders, collect necessary contributions and prudently manage member assets to deliver promised defined benefit and defined contribution benefits and services.





▶ OUR VALUES

INPRS BELIEVES PEOPLE ARE THE FOUNDATION OF OUR SUCCESS. IT TAKES PEOPLE WITH DIFFERENT BACKGROUNDS, IDEAS AND STRENGTHS TO BE SUCCESSFUL.

OUR PEOPLE ARE:



MODELS OF INTEGRITY

They hold themselves to the highest standards of ethical and professional behavior.



TEAM PLAYERS

They encourage and support others for the success of the team, breaking down silos and connecting with our shared vision.



CONTINUOUS LEARNERS

Our team members are eager to improve while having an open mind to feedback and new ideas.



CANDID

They believe in direct, respectful and honest communication.



DILIGENT

Our people are well-researched, risk aware and transparent.

SUCCESS IS BUILT UPON:

- **TRUST** – We empower our people to successfully fulfill their duties while providing them with training, support and mentorship.
- **CONSTRUCTIVE CONFLICT** – We encourage healthy debate around ideas to arrive at the best solution.
- **COMMITMENT** – Everyone is dedicated to making decisions and creating action plans.
- **ACCOUNTABILITY** – We set clear expectations for people, roles and teams and holding ourselves and each other accountable for results.

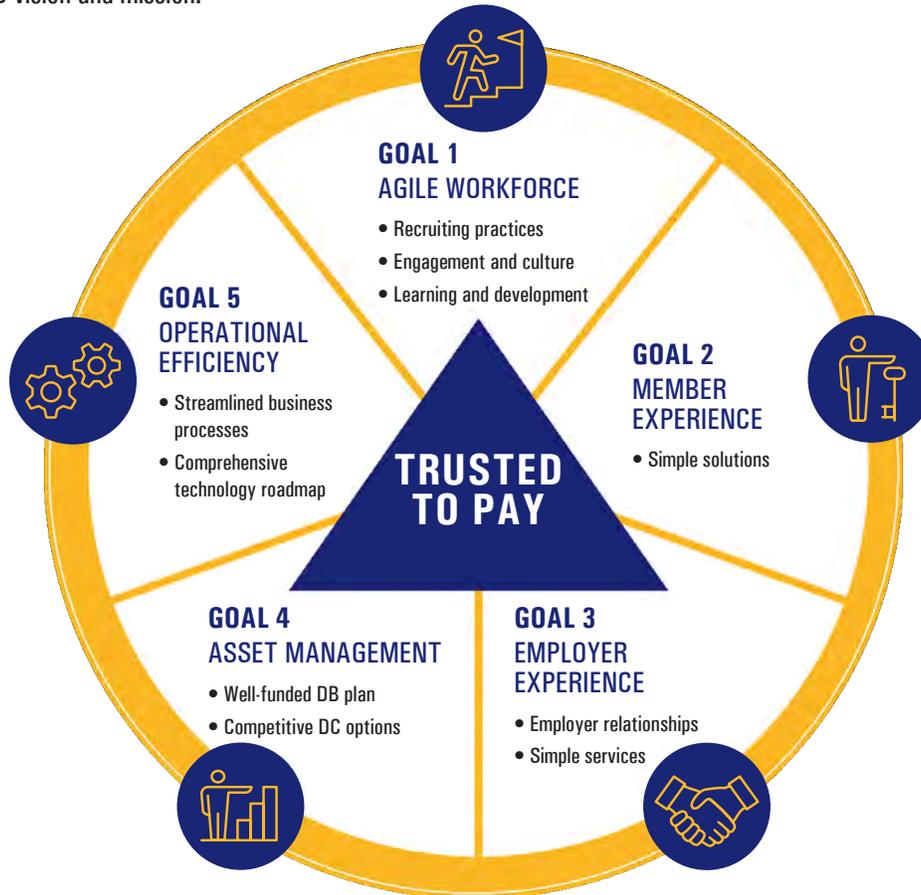


Balance in life is important. We strive to create a flexible and supportive environment while not sacrificing service to our members.



▶ STRATEGY MAP

The INPRS Strategy Map is a pictorial representation of Strategic Goals outlined to achieve the INPRS vision and mission.



STRATEGIC GOALS

Driven by the INPRS Vision and Mission statements, this year’s goals and objectives of the strategic plan are straightforward and more tightly centered on improving our engagement and overall services to our members and employers. The goals include:

- GOAL 1:** Promote an engaged, high-performing and agile workforce.
- GOAL 2:** Deliver a quality member experience.
- GOAL 3:** Deliver a quality employer experience.
- GOAL 4:** Manage a financially secure retirement system.
- GOAL 5:** Reduce complexity and optimize operational efficiency across the enterprise.



▶ STRATEGIC GOAL OVERVIEW

▶ AGILE WORKFORCE

Having shared values, goals and beliefs drives organizations forward, but a healthy organizational culture truly contributes to their success. In FY2023, we continued the journey of fostering a robust culture of beliefs and norms.

At INPRS, we encourage a workplace culture based on partnership and teamwork. Cross-functional teams inspire employees to develop connections across the organization; these interactions provide a setting where core values can be demonstrated and acknowledged.

Employee feedback is important, and the INPRS 2023 Employee Pulse Survey has proven to be a valuable resource. Based on feedback from it, INPRS will continue to place focus on cultivating internal talent. We will provide staff with essential resources, mentoring options and learning opportunities necessary to grow professionally at all levels within the organization. These opportunities enable the organization to close skill gaps and enhance the overall employee experience while enhancing services to our members, employers and stakeholders.

▶ MEMBER AND EMPLOYER EXPERIENCE

Today, we are reimagining both the member and employer experience. Using experience roadmaps that leverages resources and technology in a more strategic way, we support and complement business functions throughout the organization. Additionally, we have identified structural changes to business operations within the organization to operate more effectively and efficiently with and for the benefit of our members and employers.

Our 2024-2026 Strategic Plan reflects a continued focus on improving our engagement and overall service to our members and employers through effective communication channels, improved tools, education opportunities and collaborative relationships.

CONTINUED ▶



▶ STRATEGIC GOAL OVERVIEW CONT.

ASSET MANAGEMENT

The INPRS investments team is responsible for the prudent investment and management of approximately \$46 billion in assets across defined benefit (DB), defined contribution (DC) and other plans. After the successful transition to the new strategic asset allocation for public markets, our FY2024 focus centers on research relating to the active vs passive mix of small- and mid-cap domestic equities. This research has resulted in the decision to be active in US small-cap equities and passive in US mid-cap equities. Continuing to navigate the complex global markets, the investment team will assess the investment allocation of the retirement medical benefit assets and integrate a newly formed investment stewardship team. This team will build out improved processes for proxy voting services as well as compliance with recently passed Indiana laws impacting the INPRS portfolio.

OPERATIONAL EFFICIENCY

Through cross functional project teams, INPRS continues to assess opportunities to improve operational performance, lower risk, reduce complexity and improve the member and employer experience. This year, INPRS defined the comprehensive technology modernization roadmap to transform business service delivery. Over the next 4 to 5 years, INPRS will embark upon a journey to reimagine and modernize our technological solutions to realize operational efficiencies and enhance our customer experience, data governance and core IT infrastructure.

The INPRS FY2024 – 2026 strategic plan reflects our pathway forward in securing the financial future of the members we serve. Using the goals and objectives outlined by this plan, we are confident that we will continue to achieve the mission of INPRS. As we start Fiscal Year 2024, we are eager to build upon the enthusiasm, dedication and teamwork of the entire staff while cultivating relationships and servicing our members and employers.



▶ **GOAL 1: PROMOTE AN ENGAGED, HIGH-PERFORMING AND AGILE WORKFORCE.**

STRATEGIC OBJECTIVES

- A. Enhance hiring practices to attract and hire high-quality and culturally fit talent to maintain an annual onboarding satisfaction score of 90% or greater.
- B. Foster and maintain an engaged workforce and a positive workplace culture to increase the annual employee engagement score year over year.
- C. Support employee skill expansion and leadership readiness by implementing a formal enterprise learning and development program and allocating 10 hours of training per fiscal year per employee.

KEY OPERATIONAL REQUIREMENTS

- 1. Continuously assess staffing needs and complete recruiting of the required staff.
- 2. Complete an annual employee survey and create action plans to ensure employee engagement.
- 3. Review and refresh the succession plan and position risk assessment to address retention and developmental plans.



GOAL 2: DELIVER A QUALITY MEMBER EXPERIENCE.

STRATEGIC OBJECTIVES

- A. Develop simple solutions that provide an accurate and personalized member experience resulting in overall satisfaction score of 90% or greater.

KEY OPERATIONAL REQUIREMENTS

1. Distribute timely and accurate payments to members.
 - a. Monthly payroll
 - b. Weekly payroll
 - c. Retirements
 - d. Disability
 - e. Death
 - f. Defined Contribution Account
2. Distribute accurate 1099-R documents by January 31 of every year.
3. Explore and assess the diversity demographics and perceptions of INPRS' membership.
4. Enhance digital education content delivery platforms.
5. Maintain ongoing Voice of Customer (VOC) surveys and research.
6. Provide required reports to the Legislature including the Pension Management Oversight (PMO) Committee.
7. Maintain a formal process to incorporate stakeholder insights into the strategic plan.
8. Continue to adapt and deliver a financial and investment education strategy to enhance member retirement readiness as measured by member engagement metrics.



GOAL 3: DELIVER A QUALITY EMPLOYER EXPERIENCE.

STRATEGIC OBJECTIVES

- A. Deliver simple, timely and accurate services to employers to achieve an annual employer satisfaction score of 87% or greater.

KEY OPERATIONAL REQUIREMENTS

1. Request pension relief information from employers.
2. Provide annual contribution rate notification to employers.
3. Track and report the timeliness of employer contributions.
4. Track employers that are habitually late and request the State Comptroller to intercept funds from these employers.
5. Annually obtain actuarial valuation reports for the defined benefit (DB) plan.
6. Establish annual employer contribution rates at or above the actuarially determined contribution (ADC) rates.
7. Perform an experience study of the DB plans to update the actuarial assumptions and review the actuarial methods for any necessary changes.



▶ **GOAL 4: MANAGE A FINANCIALLY SECURE RETIREMENT SYSTEM.**

STRATEGIC OBJECTIVES

- A. Effectively manage and invest assets to ensure well-funded defined benefit plans by meeting or exceeding the approved DB Rate of Return and Actuarial Defined Contribution (DC) Rate for each plan.
- B. Offer a simple and diversified menu of competitive investment options for the DC plans that meet or exceed associated benchmarks.

KEY OPERATIONAL REQUIREMENTS

1. Achieve the DB investment metrics.
2. Complete the annual Investment Policy Statement (IPS) Review.
3. Conduct an annual review of DB investment management fees, including benchmarking fees as compared to other public pension funds.
4. Complete and assess a short-term and long-term liquidity analysis of the DB portfolio.
5. Ensure the DB allocation to each asset class is within the Board-approved range.
6. Assess the most productive mix of passive and active management across the DB portfolio.
7. Monitor securities litigation and opportunistically participate in domestic and/or international cases to maximize INPRS' loss recovery.
8. Achieve the DC investment metrics.
9. Conduct an annual review of DC investment management fees, including benchmarking fees as compared to other public pension funds.
10. Perform an annual review of DC investment options, including glide path (asset allocation) assumptions for the target date funds.
11. Assess the most productive mix of passive and active management across the DC investment options.
12. Complete quarterly reviews of the external annuity provider's performance, claims-paying ability, creditworthiness and fees charged.
13. Conduct periodic meetings with business partners to benchmark our DC options and services.
14. Set and communicate the DC administration fee.



▶ **GOAL 5: REDUCE COMPLEXITY AND OPTIMIZE OPERATIONAL EFFICIENCY ACROSS THE ENTERPRISE.**

STRATEGIC OBJECTIVES

- A. Streamline business processes to improve employee experiences and productivity, operational efficiencies and generate the highest value-to-cost ratio.
- B. Deploy the comprehensive technology roadmap to transform business and service delivery, enhance data management and integrity and advance the information security infrastructure.

KEY OPERATIONAL REQUIREMENTS

1. Maintain a strategic plan on a three-year time horizon to be updated annually (SWOT, Strategy Map, Strategic Plan).
2. Participate in the annual Cost Effectiveness Measurement (CEM) surveys (Administration Cost, DB Performance and Fee Structure, and DC Performance and Fee Structure). Coordinate all survey responses and follow the improvement process to develop and implement an INPRS cost and service improvement plan.
3. Maintain a Balanced Scorecard that contains a comprehensive set of measures for senior executives to assess INPRS progress towards meeting its strategic goals. Reevaluate all measures and target performance levels on an annual basis (end of fiscal year).
4. Establish an operating budget to be approved by the Board no later than June 30 of each year.
5. Report financial performance to the budget at every Board meeting.
6. Determine appropriate Board education and implement annually.
7. Provide consistent guidelines and processes that define the creation, review, approval, distribution, tracking and updating of policies and procedures used by INPRS .
8. Conduct performance reviews with business owners of vendors to ensure that key vendors are providing services according to expectations outlined in the contract.
9. Complete an annual benchmarking assessment to be utilized in the strategic planning process.
10. Conduct ongoing continuous improvement training to improve operational efficiencies across INPRS by fostering a culture of continuous improvement.
11. Obtain an annual unmodified opinion from the external auditor.
12. Publish the INPRS ACFR annually by December month end and obtain the Government Finance Officers Association (GFOA) certification.
13. Annually publish audited Government Accounting Standards Board (GASB) #68 related schedules for employers.
14. As issued, determine if new GASB pronouncements have an impact on INPRS.
15. Ensure that any audit findings or control issues identified in the annual external audit have action plans developed to correct the deficiency or material weakness within 30 days after the close of the audit.
16. Ensure member, employer and staff security by performing IT security access control audits.

CONTINUED ▶



▶ **GOAL 5: REDUCE COMPLEXITY AND OPTIMIZE OPERATIONAL EFFICIENCY ACROSS THE ENTERPRISE.**

17. Hold an IT disaster recovery test to validate capabilities for timely recovery of application systems.
18. Complete a risk assessment of the organization and develop an annual audit plan.
19. Monitor the compliance matrix for the Investment Policy Statement (IPS).
20. Complete the biennial review of Board governance documents.
21. Enhance the comprehensive INPRS compliance program to ensure compliance with all federal and state requirements.
22. Maintain and improve information security through execution of the information security program.
23. Conduct business continuity and disaster recovery (BCDR) tabletop exercise to ensure all critical processes are operating in accordance with the Business Continuity Plan (BCP).
24. Annually, provide actuarial review and OPEB reporting for the SOI OPEB plans (SPD, ISP, EG&C, Legislators).
25. Maintain and improve information and data quality through execution of the information management program.
26. Complete an analysis of the actuarial-related risks faced by INPRS.
27. Complete a peer review and replication of the actuarial valuation results.
28. Conduct a review of Indiana Code for changes needed to achieve INPRS' mission and strategic goals at least annually in advance of the Pension Management Oversight (PMO) Committee annual meetings.
29. Provide all reports as required by Indiana Code to the Administrative and Legislative branches of Indiana State government.
30. Complete a monthly review of the nature of member benefit appeals and complaints to assess the need for change to existing code, policies, processes and procedures.
31. Respond to requests from the Legislative Services Agency (LSA) within timeframes mutually agreed upon between INPRS and LSA to enable appropriate review and response.
32. Provide financial and actuarial support during the legislative sessions to INPRS staff for legislators and LSA.

▶▶▶ **RETIREMENT DREAMS, REALIZED**

The INPRS FY2024 – 2026 strategic plan reflects our pathway forward in securing the financial future of the members we serve. Together, the goals and objectives outlined by this plan, we are confident that we will continue to achieve the mission of INPRS.

As we start Fiscal Year 2024, we are eager to build upon the enthusiasm, dedication and teamwork of the entire staff while cultivating relationships and servicing our members and employers.



Your investment.
Your future.
Secure for your lifetime.

Strategic Plan

For the Five Fiscal Year
Period from July 1, 2023
to June 30, 2028

Updated: 8.01.2023



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Mission ► Vision ► Goals

Mission

ASRS will provide highly **desirable and sustainable** retirement benefits to our members that support the **recruitment and retention** of high-quality employees for our employer partners.

Vision

ASRS will be a top-performing retirement plan, leading the nation in **customer service, investment performance, and organizational effectiveness.**

Goals

To **EXCEL** in the areas of:

- Customer Service
- Investment Performance
- Risk Management
- Cost Effectiveness
- Organizational Sustainability and Governance

Organizing Principles

The ASRS uses a strategic planning cycle that contains three organizing principles: Clarity of Purpose, Performance Measurement, and Continuous Improvement

Clarity of Purpose

Like other organizations, the ASRS uses traditional planning devices to clarify its purpose, define its culture, and identify its goals and objectives for the current planning cycle.

Our goals help us clarify what the agency will be focusing on during the strategic planning period, which typically lasts five years. Goals consist of key areas the agency wants to enhance and optimize, and also areas the agency wants to monitor and maintain during the strategic planning period.

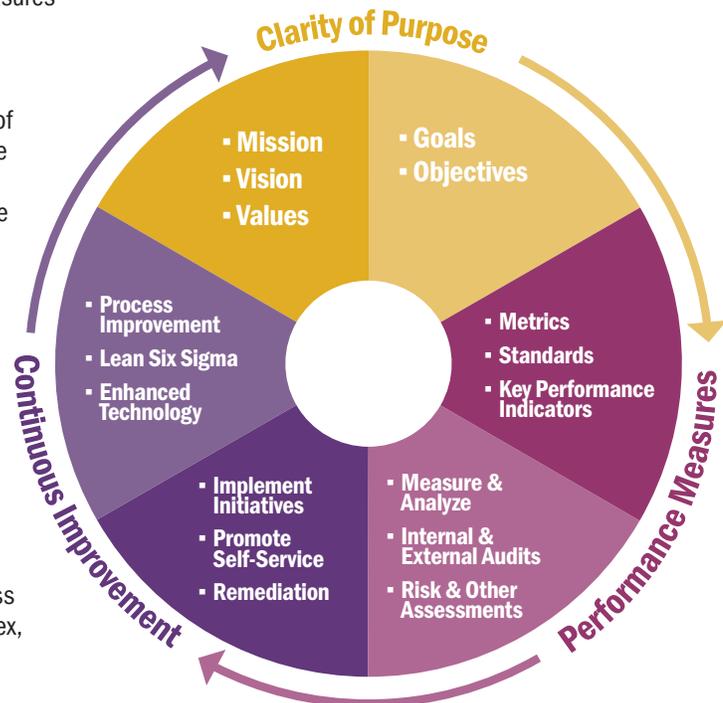
multi-year technology project to make our agency more cost-effective. Sometimes, the initiative takes the form of further analysis. A process improvement team is in place and available to examine business processes to identify opportunities to reduce redundant or unnecessary steps. Remediation plans are developed to mitigate risks that have been identified. As these improvements are implemented, performance continues to be measured, and new priorities emerge, starting the cycle once more.

Performance Measurement

Performance is monitored using various types of measures and reports. For each of these measurements, risk tolerances are identified to provide supervisors and managers with guidance on not just the standard of performance we desire to achieve, but also our level of risk tolerance for performance that falls outside of the standard. Taken together, the performance standard and risk tolerance provide the corridor of performance that management deems to be acceptable before remediation activities need to be considered.

Continuous Improvement

Through performance measurement, management is able to identify opportunities to improve service, satisfy customers, be more cost-effective, and mitigate risk. To address these opportunities, new initiatives are recommended and prioritized. These initiatives could be as simple as deploying additional resources to a business function to address increased service demand, or implementing a complex,



Structure & Implementation

The pyramid diagram is a visualization of our strategic plan’s structure and focused approach to achieving success.

Structure

Positioned at the top, the mission represents our agency’s fundamental purpose, guiding our strategic decisions and actions.

Below the mission, the vision reflects our agency’s desired state. It provides a clear direction and inspiration for the agency.

Goals are areas the agency has identified as being key to realizing its desired state and upholding its fundamental purpose. By focusing on these long-term goals, the agency can align its efforts and resources toward the key areas crucial for success.

The subsequent levels of the pyramid represent strategic and ongoing objectives. These objectives align with the mission and vision, serving as steps toward their realization.



Implementation

Once objectives are decided upon, the process of realizing those objective begins. Key Performance Indicators are identified, Strategies are determined,

and Action Plans are formed. This includes identifying measures, baselines, and targets for all objectives, as well as prioritizing the achievement of strategies.

Goals Overview

The five goals the ASRS has identified as being key are:

The image displays five key goals for ASRS, each presented in a yellow rectangular box. The goals are numbered 1 through 5, with the word 'GOAL' in small letters above the number. The descriptions are as follows:

- GOAL 1**: Excel at Customer Service
- GOAL 2**: Excel at Investment Performance
- GOAL 3**: Excel at Risk Management
- GOAL 4**: Excel at Cost Effectiveness
- GOAL 5**: Excel at Organizational Sustainability and Governance

| GOAL 1 | | Excel at Customer Service | |
|----------------------|---|----------------------------------|--|
| Strategic Objectives | | Ongoing Objectives | |
| 1 | Create More Net Promoters - Increase net promoter score by 25% or greater in key member cohorts. | 1 | High-Quality Service - Members and employers will receive timely and accurate service that results in high customer satisfaction. |
| 2 | Foster Well-Educated Members - Achieve 70% or greater of mid-career members who indicate an understanding of their ASRS Benefits. | 2 | Clear Communication - Foster trust and confidence with members and employers through effective communication of the actions and activities of the ASRS. |
| 3 | Increase Retirees' and Caregivers' Confidence - Increase the percentage of retirees and caregivers that report confidence in dealing with ASRS on post-retirement topics of website navigation, documents, forms, Survivor Benefits, and Health Insurance. | 3 | Payment Processing - Member disbursements will be processed timely and accurately, resulting in high satisfaction levels. |
| 4 | Enhance Support for Beneficiaries - Achieve satisfaction rates of 90% or greater on the survivor benefits process for all benefit types. | 4 | Contribution Accounting - Contributions and data received from members and employers will be processed and managed efficiently and effectively. |
| 5 | Enhance Web Users' Satisfaction - Achieve satisfaction rates of 90% or greater on ASRS websites across key stakeholder types for members, employers, and annuitants. | 5 | Health Benefits Administration - Health insurance plans offerings will be cost-competitive, accessible, efficient, and with strong customer service. |
| | | 6 | Disability Plan Administration - ASRS will administer a long term disability plan that is competitive, efficient, and satisfies members. |

| GOAL 2 | | Excel at Investment Performance | |
|----------------------|---|--|---|
| Strategic Objectives | | Ongoing Objectives | |
| 1 | Mitigate Risk - Reduce the probability of errors with internally managed portfolios. | 1 | Maximize total fund net rates of return for acceptable levels of risk. |
| 2 | Increase Available Staff Time for Higher Order Investment Analysis - Reallocate staff to higher-value decisions. | 2 | Achieve total fund net rates of return in the top 25th percentile or better compared to peers. |
| 3 | Increase Investment Management Flexibility - Enable increased internal investment management and modified investment approaches where prudent. | 3 | Achieve total fund net rates of return greater than the Strategic Asset Allocation Policy benchmark. |
| | | 4 | Achieve total fund net rates of return greater than the actuarial assumed interest rate. |
| | | 5 | Achieve asset class net rates of return that are greater than their respective benchmarks. |
| | | 6 | Ensure sufficient cash is always available to meet all internal and external cash-flow requirements. |

| GOAL 3 | | Excel at Risk Management | |
|----------------------|---|---------------------------------|---|
| Strategic Objectives | | Ongoing Objectives | |
| 1 | Increase Security Maturity - Achieve Information Security Program maturity targets. | 1 | IT Security Framework - Maintain a security program that complies with Industry best practices and advances the agency's capacity to manage and mitigate information security risks. |
| 2 | Enhance User Experience and Security - Adhere to Information Security and Privacy policies with minimal impact on user experience and satisfaction. | 2 | Privacy Framework - Maintain a privacy program based upon the privacy framework to identify and manage privacy risk and build innovative products and services while protecting individuals' privacy. |
| 3 | Embed a Culture of Risk Management - Expand the Administrative Enterprise Risk Management Program beyond IT security, privacy protection, and cash controls, and embed the framework within our culture. | 3 | Risk Mitigation - Identify, evaluate, and report on potential risk events that could threaten our abilities to meet strategic objectives, key performance indicators, or goals. |
| 4 | Increase Adherence to Retention Schedules - Initiate plans to review the retention schedules, and then implement and enforce adherence to retention schedules for all electronic records across all media. | 4 | Crisis Management - ASRS will be prepared to respond to any crisis (i.e., fraudulent activity, loss of equipment or system failure, sudden reduction in workforce, loss of access to a facility) promptly and effectively. |
| | | 5 | Cash Controls - Develop, implement, and maintain an internal control program over cash that guards against fraud and protects and preserves Fund assets. |

| GOAL 4 | | Excel at Cost Effectiveness | |
|----------------------|---|------------------------------------|--|
| Strategic Objectives | | Ongoing Objectives | |
| 1 | Maximize Peer and Universe Benchmarking - Achieve a top decile ranking in service and bottom decile ranking in cost compared to peers as measured by CEM Benchmarking. | 1 | Peer Benchmarking - The ASRS operation will deliver top decile relative service and relative cost compared to its peer retirement systems. |
| 2 | Optimize Cycles of Continuous Process Improvement - Streamline and automate member, employer, employee, and annuitant processes. | 2 | Prudent Budgeting - Develop and implement fiscally responsible budgets and spending plans that are flexible and able to meet agency priorities. |
| 3 | Improved Performance Reporting - Reduce errors, minimize manual effort, and increase flexibility and speed of performance reporting. | 3 | Cost-Effective Procurement - ASRS will procure goods and services in a competitive and effective manner that satisfies users and meets the needs of the ASRS. |
| 4 | Identify New IT Solutions - Identify technology solutions that improve efficiency, mitigate costs, and improve member satisfaction. | 4 | High-Performing Technology - Provide members and business users with technology that is high-performing and able to support evolving business needs. |

| GOAL 5 | | Excel at Organizational Sustainability and Governance | |
|----------------------|--|--|--|
| Strategic Objectives | | Ongoing Objectives | |
| 1 | Align Processes, Rules, and Statutes - Align 100% of ASRS processes, Rules, and State Statutes related to benefit payments. | 1 | Governance -Ensure responsible governance in the administration of ASRS and its benefit programs. |
| 2 | Retain New Hires - Reduce undesired turnover to 10% or lower among new employees (0- 2 yrs). | 2 | Plan Sustainability - Contribution rates for ASRS benefit plans will remain relatively stable. |
| 3 | Enhance Continuity of Operations - Expand the workforce plan to include career planning for relevant positions. | 3 | Continuity of Operations - Recruit, retain, and develop a high-performing and engaged workforce capable of achieving agency goals and implement workforce plans that prepare future leaders and ensure continuity in key positions. |
| | | 4 | Value Proposition - Educate members and employers of the value of the current and future benefits received relative to contribution rates paid. |

The Value of Your Membership



A Pension for Your Lifetime

With the ASRS, your monthly pension payments will last for your lifetime.



A Pension that is Secure

Your pension is not impacted by stock market volatility. Your contributions are matched by your employer.



Retiree Medical and Dental Plans

Competitively priced retiree medical and dental insurance plans.



Retiree Medical and Dental Plan Subsidies

Medical and dental subsidies provided based on years of service.



Long Term Disability Insurance

Cost-effective group long term disability coverage is paid 50% by your employer.



A Pension with Options for Your Beneficiary

Your beneficiary can receive up to 100% of your adjusted monthly pension.



Survivor Benefits

Survivor benefits are payable upon your death whether you are an active, inactive, or retired member.



Portability

If you leave your ASRS employer, you have the choice to withdraw your contributions immediately or in the future, roll over your contributions to another retirement plan, or take a future pension.



Additional Tax-Advantaged Savings Plans

You have the opportunity to participate in additional tax-advantaged savings plans which have professional oversight and low costs.



Social Security Coverage

Most employees also obtain full social security coverage.

Values



Our organizational culture will be based upon the following values:

Professionalism

A highly capable workforce will promote a professional and respectful environment and lead the organization.

Results

A results-oriented approach to operations will energize the organization.

Improvement

A climate of continuous quality improvement and enhanced efficiencies will drive the organization.

Diversity

Engagement of diversity by the appreciation, recognition, and support for all people will propel the organization to ever greater achievement.

Excellence

A commitment to service excellence will permeate the organization.



An agency of the State of Arizona

PLAN SUSTAINABILITY

1

GOAL

Set an asset allocation that promotes the long-term sustainability of the System and meets the organization's objectives.

Objective

Facilitate asset study and adopt any necessary changes.

Measure

Asset allocation is anticipated to meet or exceed the Board-adopted assumed rate of return on investments over the long term.

Target

Complete by June 30, 2024

RISK MANAGEMENT

1

GOAL

Ensure the business continuity of MOSERS' vital services.

Objective

Perform a post-Phoenix full back-up/replication test to validate the timely recovery of the critical systems.

Measure

Ensure recovery time is within acceptable ranges.

Target

Complete by June 30, 2025

2

GOAL

Ensure that MOSERS continues to comply with federal IRS code provisions for qualified plans.

Objective

Identify the necessary steps and submit documentation required by the IRS for MOSERS to remain a qualified plan for tax purposes.

Measure

Completed submission by MOSERS to the IRS.

Target

Necessary documents on file with IRS by June 30, 2024

3

GOAL

Reduce the risk of gaps in knowledge, skills, and abilities due to vacancies.

Objective

Cross-train for critical business functions.

Measure

Manager/supervisors provide report to applicable deputy director on section cross training needs for critical operation coverage.

Target

- 50% complete by June 30, 2024
- 100% complete by June 30, 2025



STRATEGIC PLAN

Fiscal Years 2023-2025



MEMBER & EMPLOYER RELATIONS

1

GOAL
Better manage the distribution of and response time for employer contacts.

Objective
Implement a contact center management system in the Employers Services section that automatically routes employer calls, emails, and other communications to available staff, creates workflows, and provides contact center data to the section manager.

Measure
Improved response time and oversight.

Target 🎯
Complete by December 31, 2024

3

GOAL
Partner with the Department of Corrections (DOC) to increase member outreach to DOC team members.

Objective
Expand benefit education and counseling options to provide tailored education and individual, onsite counseling sessions at DOC institutions.

Measure
Project completion percentage

Target 🎯
Launch pilot of new onsite counseling services by April 1, 2024

2

GOAL
Increase knowledge of MOSERS policies and procedures among employers.

Objective
Conduct employer training so that employer representatives can successfully use the pension administration system and gain a better understanding of important retirement related policies/procedures. After go-live, support employer representatives with scheduled training refresher opportunities.

Measure

- Training content finalized
- Communications plan finalized
- Training schedule finalized

Target 🎯
Finalize preparations by March 1, 2024

WORKFORCE ENGAGEMENT

1

GOAL
Develop a program for continuous leadership development to ensure appropriate skill sets.

Objective
Implement a training plan for new managers and supervisors to include formal training in supervision concepts as well as MOSERS-specific supervisory tasks.

Measure
Once implemented, all new managers and supervisors earn a certificate of completion within one year of assuming the leadership role.

Target 🎯
Develop program by June 30, 2023
Implement program by June 30, 2024

Objective
Establish annual training program for all managers and supervisors.

Measure
Once implemented, all managers and supervisors will complete annual training.

Target 🎯

- Develop program by June 30, 2023
- Implement program by June 30, 2024

OCERS Quarterly Strategic Plan Update



January 17, 2024

Steve Delaney

Chief Executive Officer, OCERS



A Look Back

- September 2022: OCERS Board reviewed the strategic plans of a dozen other public pension systems, and confirmed that the five primary strategic goals of the OCERS strategic plan were similar to those generally used by others:
 - Fund Sustainability
 - Excellent Service and Support
 - Risk Management
 - Talent Management
 - Effective Governance
- September 2023: Strategic Plan for 2024-2026 is presented with a suggestion that we add metrics/KPIs
- October 2023: First version of 2024-2026 Strategic Plan is adopted with Board direction to return at first quarterly review for further discussion and clarity of metrics/KPIs



THE ISSUE –

Adding metrics/KPIs to
agency goals and objectives

BEST IN CLASS – A KPI Example

▶ GOAL 1: PROMOTE AN ENGAGED, HIGH-PERFORMING AND AGILE WORKFORCE.

STRATEGIC OBJECTIVES

- A. Enhance hiring practices to attract and hire high-quality and culturally fit talent to maintain an annual onboarding satisfaction score of 90% or greater.
- B. Foster and maintain an engaged workforce and a positive workplace culture to increase the annual employee engagement score year over year.
- C. Support employee skill expansion and leadership readiness by implementing a formal enterprise learning and development program and allocating 10 hours of training per fiscal year per employee.

KEY OPERATIONAL REQUIREMENTS

- 1. Continuously assess staffing needs and complete recruiting of the required staff.
- 2. Complete an annual employee survey and create action plans to ensure employee engagement.



BEST IN CLASS – Short term and long term goals

| GOAL 1 | | Excel at Customer Service | |
|----------------------|--|----------------------------------|--|
| Strategic Objectives | | Ongoing Objectives | |
| 1 | Create More Net Promoters - Increase net promoter score by 25% or greater in key member cohorts. | 1 | High-Quality Service - Members and employers will receive timely and accurate service that results in high customer satisfaction. |
| 2 | Foster Well-Educated Members - Achieve 70% or greater of mid-career members who indicate an understanding of their ASRS Benefits. | 2 | Clear Communication - Foster trust and confidence with members and employers through effective communication of the actions and activities of the ASRS. |
| | Increase Retirees' and Caregivers' Confidence - Increase the percentage of retirees and caregivers that report confidence in | | Payment Processing - Member disbursements |



BEST IN CLASS – A visual

| PLAN SUSTAINABILITY | RISK MANAGEMENT |
|--|--|
| <p>GOAL 1 Set an asset allocation that promotes the long-term sustainability of the System and meets the organization's objectives.</p> <p>Objective Facilitate asset study and adopt any necessary changes.</p> <p>Measure Asset allocation is anticipated to meet or exceed the Board-adopted assumed rate of return on investments over the long term.</p> <p>Target  Complete by June 30, 2024</p> | <p>GOAL 1 Ensure the business continuity of MOSERS' vital services.</p> <p>Objective Perform a post-Phoenix full back-up/replication test to validate the timely recovery of the critical systems.</p> <p>Measure Ensure recovery time is within acceptable ranges.</p> <p>Target  Complete by June 30, 2025</p> |
| <p>MOSERS</p> <p>STRATEGIC PLAN</p> <p>Fiscal Years 2023-2025</p> <p>PLAN SUSTAINABILITY</p> | <p>GOAL 2 Ensure that MOSERS continues to comply with federal IRS code provisions for qualified plans.</p> <p>Objective Identify the necessary steps and submit documentation required by the IRS for MOSERS to remain a qualified plan for tax purposes.</p> <p>Measure Completed submission by MOSERS to the IRS.</p> <p>Target </p> |



OCERS GOAL 1 – SUSTAINABILITY

- Funded Status Ratio greater than 100% (ongoing)
- Sharpe Ratio above the peer median (ongoing)
- Excess net return over Actuarial Expected Return (ongoing)



OCERS GOAL 2 – EXCELLENT SERVICE AND SUPPORT

- 100% **Benefit** Accuracy Rate (ongoing)
- ~~Payroll Initiation~~ **First Check Paid within 45 Days** (ongoing)
- ~~Year over Year Growth of Automation Implementation~~ **Hours Saved by Automation** (increase by 1% over the next year); **Bot Utilization Rate** (increase by 1% over the next year)



OCERS GOAL 3 – RISK MANAGEMENT

- ~~Improvements in Compliance Audit by Division~~
- 100% Form 700 Compliance (ongoing)
- Establish Compliance Program Framework (achieve 100% in next 2 years)
- 100% Annual Policy Compliance Verification (ongoing)
- 100% Triennial Policy Review (ongoing)
- IT System Availability (Maintain 98% system uptime (ongoing))



OCERS GOAL 4 – TALENT MANAGEMENT

- Vacancy Rate is at industry standard (12.9%) or better (ongoing)
- Turnover Rate is at industry standard (9.4%) or better (ongoing)
- Employee Engagement Rate (12-hour training rate (ongoing))

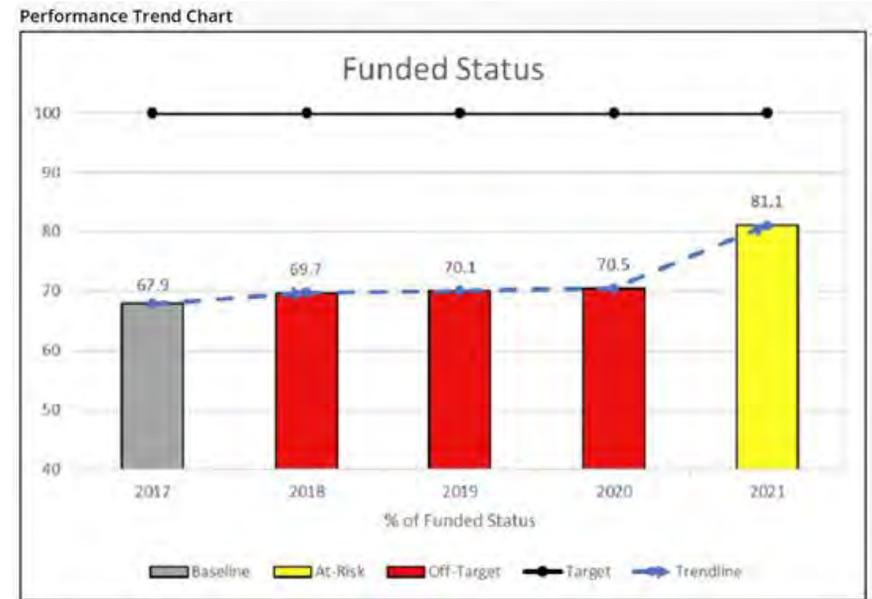


OCERS GOAL 5 – EFFECTIVE GOVERNANCE

- Board Member Training Rate Hours meets CERL Requirements (24 hours every 2 years (ongoing))
- ~~CERL 21 Basis Point Test~~ Annual Budget meets CERL 21 Basis Points Test (ongoing)
- ~~Percentage of~~ Capital Projects on Budget and on Schedule



OTHER IDEAS



RECOMMENDATION

- Approve the staff proposed modifications to the 2024-2026 Strategic Plan

Or

- Provide direction for alternative modifications





Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Steve Delaney, Chief Executive Officer
SUBJECT: 2023 OCERS INNOVATIONS AND PROCESS IMPROVEMENTS

Presentation

Background/Discussion

At the start of each calendar year your OCERS team proudly reports on the innovations and process improvements that have been undertaken at OCERS over the prior calendar year. The OCERS management team emphasizes “continuous improvement” as our goal in always striving to provide the very best in services to our thousands of members.

I include links here to two great contrasting articles that address the importance of innovation in public agencies such as OCERS:

The first suggests that government, just like private sector, can have break through innovative moments: Break Through Innovation - https://ssir.org/articles/entry/unleashing_breakthrough_innovation_in_government

The second is what we see more of, slow continuous change that is termed here “slow growth innovation”: Slow Growth Innovation - <https://www.newamerica.org/weekly/effective-government-innovation-facebook/>

The key is to always encourage that mindset of continuous improvement, and innovative thinking. The Government Finance Officers Association (GFOA) has commented on the value of maintaining an innovative outlook in government with a word of caution:

“Local governments need to worry more about creating and sustaining an innovation-friendly administrative environment than about attempting innovations because they are in vogue somewhere else. A new fad is not necessarily what will work well for your specific organization. When Peters and Waterman described how their organizations brought about innovations, they found that these companies created the right atmosphere and conditions to allow innovative thinking to flourish.”

When implementing innovation and improving processes at OCERS, it’s not about doing more with less; it’s about doing better with the resources we have. We are not looking for complex strategies, which often add confusion; instead we look to make straightforward simple change and improvement that creates better results.

The innovations and process improvements that were implemented this past year required the assistance of the entire OCERS team, and on January 17 you will hear from OCERS' management as they share details of some of the key efforts that were made in 2023.

Submitted by:



SD - Approved

Steve Delaney
Chief Executive Officer



2023 OCERS Innovations and Process Improvements

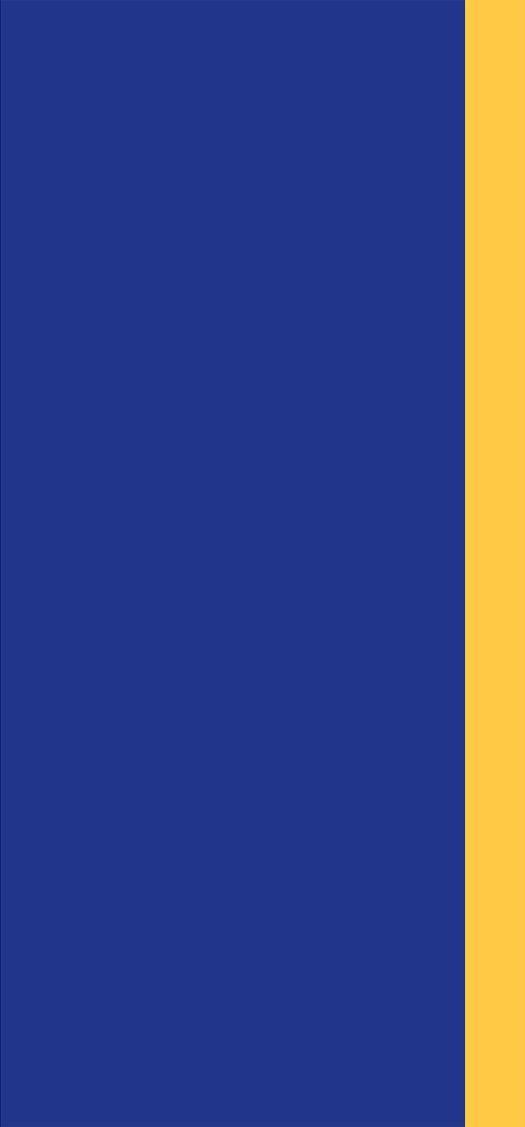
January 17, 2024



“Local governments need to worry more about creating and sustaining an innovation-friendly administrative environment than about attempting innovations because they are in vogue somewhere else. A new fad is not necessarily what will work well for your specific organization. When Peters and Waterman described how their organizations brought about innovations, they found that these companies created the right atmosphere and conditions to allow innovative thinking to flourish.”

- Government Finance Officers Association (GFOA)





Fund Sustainability

Investments

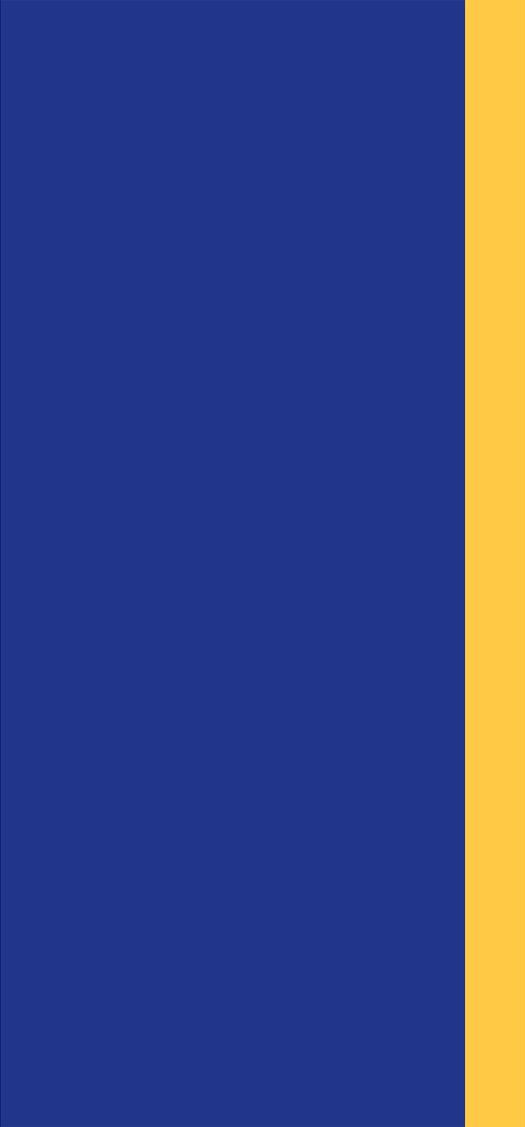
- Tested multiple AI applications for automating meeting notes and discovered Fireflies as best option:
 - Fireflies can listen into meetings, provide a summary of the meeting and recommend action items post the meeting; summary meeting notes can be uploaded to Backstop manager due diligence software (could save approximately 150 hours of time)
- Partnering with custodian State Street on automating internal processes:
 - State Street has committed to assist OCERS' Investments Team with automating processes such as cash spreadsheet, alternatives performance reporting and commitment tracking, data collection for annual fee report, compliance report, management fee verification, and developing predictive rebalancing tools
- Investments dashboards:
 - Working on new dashboards to replace quarterly activity report and track market environment, total fund activity, total fund risk, summary asset class statistics, and commitment schedule



Investments (Cont.)

- Founding LP in Collective Global Fund I:
 - OCERS is a founding LP in a unique strategy for pursuing GP stakes in venture capital firms; OCERS receives a carried interest stake for being in the first close
- Placement agent database within Backstop:
 - OCERS' Investments Team is tasked with collecting placement agent disclosure forms from managers; the Investments Team has created a template within Backstop that will act as a database for tracking the disclosures from managers





Excellent Service and Support

Communications

- Produced videos celebrating Women’s Equality Day, National Retirement Security Week, and extending New Year greetings from OCERS, posted on the website and social media platforms resulting:
 - Increased social media engagement with OCERS’ online audience by 15%, potentially attracting new talent and partners
- Improved the member newsletter’s interactivity by including QR codes that directed readers to videos, online forms, and pertinent webpages



Finance

- Implemented ACH payments and outsourcing of check printing and mailing for Accounts Payable vendor payments
- Initiated and facilitated implementation of GIACT, a solution that authenticates and verifies member bank information
 - Finance is currently in the process of working with IT to use GIACT to verify AP vendor bank information



IT- Process Improvement



Employee Onboarding

Automate new employee onboarding and off-boarding IT tasks.



Support Portal

Provide a full-service online support portal to request service, track open requests, and view app status.



Knowledge Base

Provide easy to use help articles for all OCERS applications and services through the support portal.



Service Health Monitoring

Users can view status of on-premise and cloud applications and services in use at OCERS through the support portal.



Change Management

Provide a well-governed change control process that allows for standardization and automation.



Workload Management

Monitor workload easily with a complete overview of all the work assigned to the IT team. Track availability, manage assignments with to ensure balanced workload levels and timely completion of work.

OCERS New IT Helpdesk Solution



IT- Automation

Direct Bill Bot — internally developed by OCERS IT

- Automate process to pull employer information in V3 for payees on Direct Bill with the County of Orange for their retiree medical reporting.

V3 lookup:

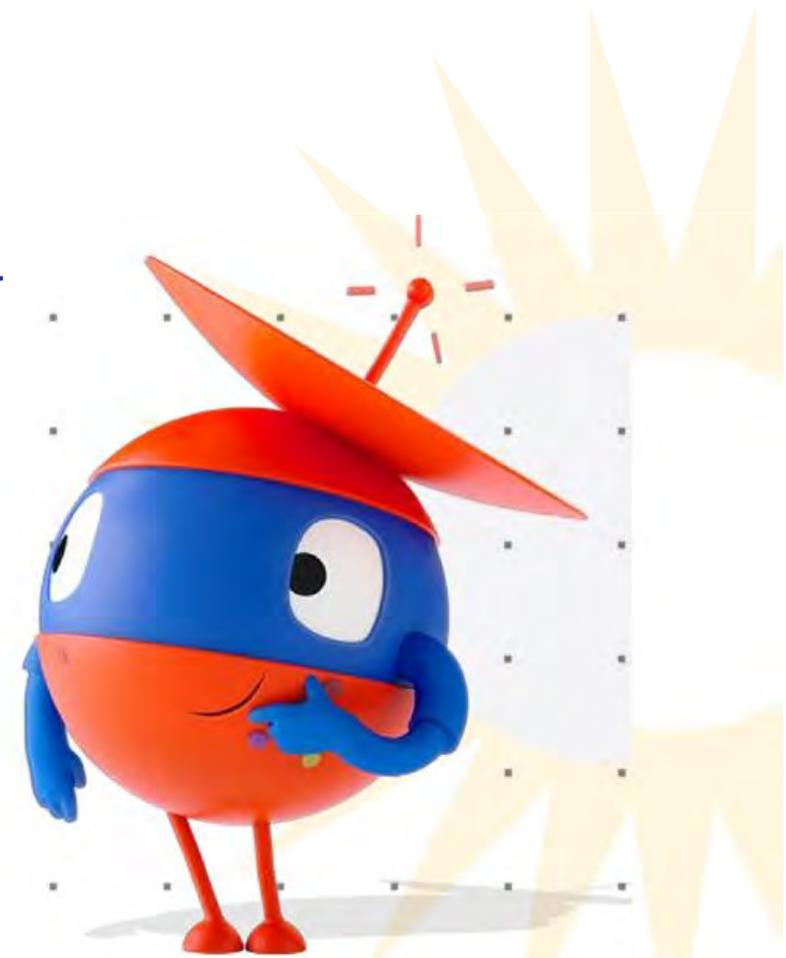
1 minute per member – 30 members per month
30 minutes of staff time per month

- Manual Lookup

V3 Bot Process:

Intake member data – run query and create report
5 minutes of bot time per month

- Bot process



Member Services - Simplification Improvements

- Updates made to the Reciprocity Process
- Updates made to the Member Affidavit Process
- Updates made to the SCP process to improve turnaround times and accuracy



Member Services - Administration Improvements

- Development of the Member Services MXIP Training Program
- Utilization of Eureka! for Member Services Training
- Payroll Log Enhancement
- Recalculation of FAS Process
- Pre-Retirement Seminar Presentation Update
- Alameda QA Process and Procedure Update
 - We have revitalized the QA process and established a comprehensive procedure to enhance efficiency and effectiveness.
- Forms Updated in Collaboration with Communications



Member Services - Automation Improvements

Development of Robotic Process Automation

- Σ **Retirement Application Assignment BOT 2.1** - Member Services worked with IT and ROBOYO to implement a BOT that reviews a members retirement application when it is received through the MSS Portal. The BOT records the information requested in the application, assigns the workflow in V3 to the appropriate RPS team member in Member Services and logs the application into our payroll tracking log in SharePoint. This automation is performed every day as applications come in from the MSS Portal. It replaces manual work performed by the Call Team Supervisor. Each transaction normally took 15 min to perform and now is fully supported by the BOT. On average we receive 1000-1200 transactions a year.

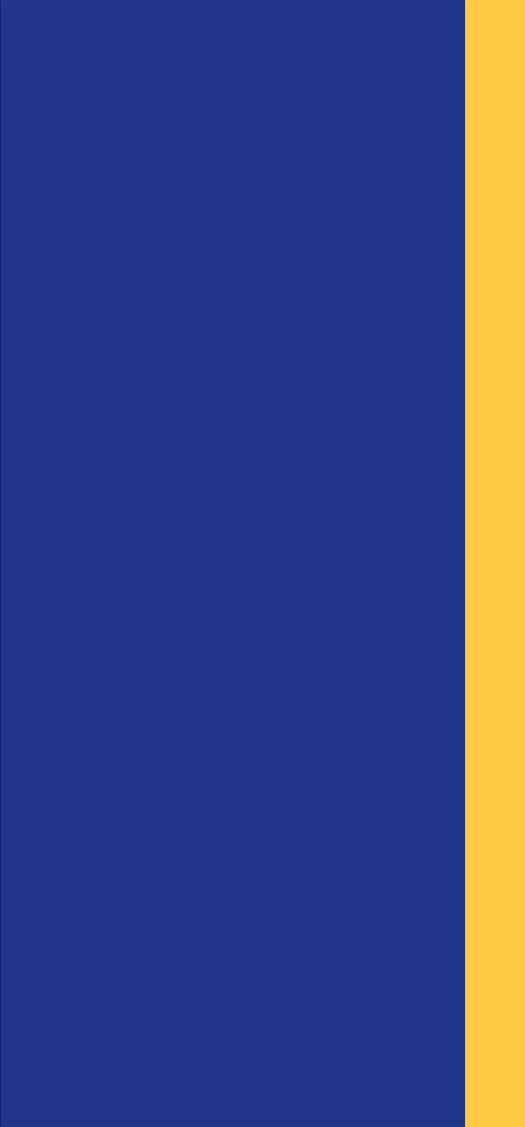
- Σ **Retirement Application Audit BOT 2.2** - Member Services also worked with IT and ROBOYO to implement a BOT that uses the application data recorded in BOT 2.1 above to then review what was processed in the V3 and SharePoint systems at the time of retirement. a members retirement application when it is received through the MSS Portal. The BOT then reports back if everything matches what the member requested and if the transaction was processed accurately in the system based on the final QA FAS Spreadsheet. Each transaction normally took 30 min to perform and now is fully supported by the bot. On average we receive 1000-1200 transactions a year.



Disability

- Implemented new electronic pre-med process
- Implemented new disability application evaluation process
- Disability Retirement Investigator Training
- Updated IME Guidelines
- Updated form disability letters





Risk Management

Internal Audit

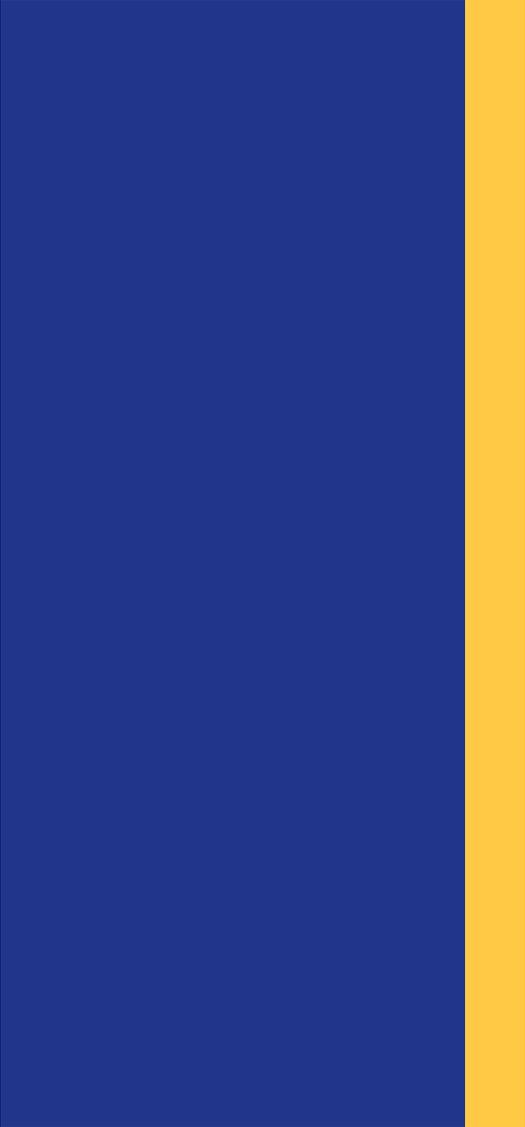
- Successfully implemented OCERS pilot Robotics Process Automation (RPA) Bot to perform the Initial Final Average Salary (FAS) calculation
 - Use of the Initial FAS RPA Bot saves an average of 30 minutes of processing time per sample
- Developed an Internal Control Questionnaire for use during Employer audits to determine compliance with OCERS Membership Eligibility Requirements



Legal

- Filled Staff Attorney for Investments position in June 2023:
 - Provides in-house legal expertise specifically dedicated to the Investment Division.
 - Reduces legal fees paid to outside counsel for standard investment transaction documents.
 - Assists the Investment Division in troubleshooting legal and regulatory issues without relying on outside firms.
- Filled Chief Compliance Officer position in October 2023:
 - Enables the rollout of an agency-wide compliance program in 2024.





Talent Management

Human Resources

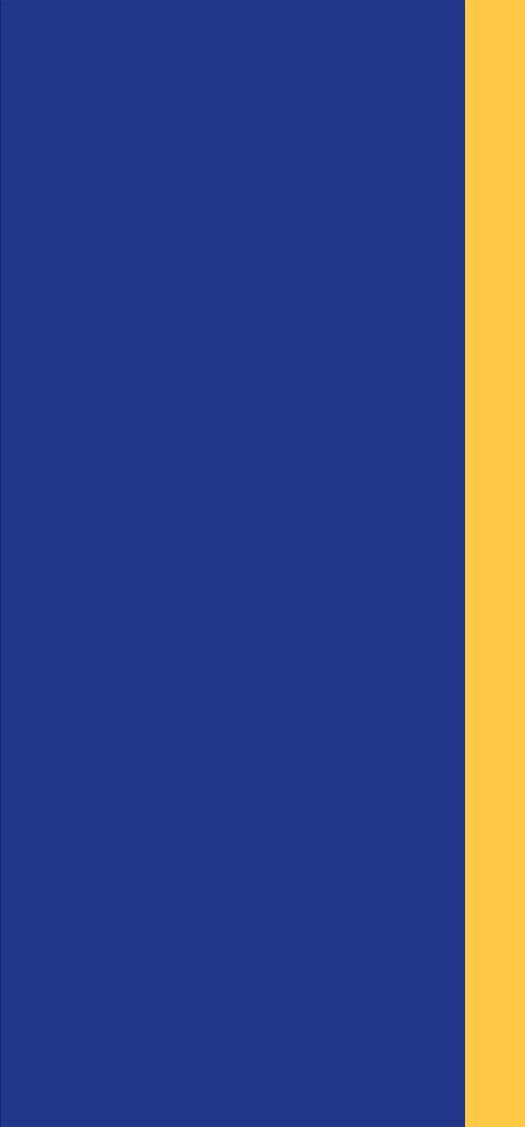
SPARK HIRE : Revolutionizing Recruitment

The OCERS HR Department implemented a video interviewing platform called Spark Hire in March 2023 to streamline the recruitment process.

Key benefits of Spark Hire include:

- **Convenience:** Allowing candidates to conveniently record their responses at a time and from a place that is comfortable for them
- **Consistency:** Giving all candidates the same interview questions, facilitating fair and consistent evaluations
- **Time Savings:** Screening unlimited candidates at the same time, eliminating the need for back-and-forth scheduling and sparing hiring managers from the exhaustive task of conducting individual interviews with each candidate
- **Candidate Quality:** Ensuring only the best candidates advance to in-person and live video interviews
- **Cost Avoidance:** Reduction in traditional interviewing costs by avoiding costs associated with traditional in-person interviews, such as candidates' and interviewers' time.





Effective Governance

Executive

- Filled the Enterprise Project Management Office position April 2023 which resulted in:
 - Implementation of a Work-in-Progress (WIP) project management methodology; reduced number of open projects from 60+ down to a laser focused 8
 - Completed Server Utilization Infrastructure Project in 186 days
 - Implementation of project management software, Hive, that enables real-time collaboration and accurate tracking of outstanding project deliverables



Operation Support Services- Process Improvement

Sage Intacct - ProcessUnity integration for Contract management and reporting

- Allows Finance Team in Sage Intacct to view vendor contract information from Process Unity system and be able identify contract amounts and prevent overpayments.
- Allows Operational Support Team in ProcessUnity to see amounts paid on vendor contracts and alert users of potential overpayments.
- Allows for easier annual reporting of vendor contracts overs \$100K to the board.



Operation Support Services- Process Improvement/Risk Reduction

SOC 2 collection and reviews through ProcessUnity

- Reduce internal workload and drive increased efficiency.
- Get an expert risk assessment of our vendor's internal controls.
- Improve assurance by gaining a comprehensive and consistent view of vendor risks.
- Quickly identify risks and areas of concern that may require remediation.
- Centrally manage SOC 2 reports and review schedule.



Thank you!





Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Steve Delaney, Chief Executive Officer
SUBJECT: OCERS SIMPLIFICATION- COMPLEX FACTORS CONTAINED IN OCERS COMPENSATION EARNABLE POLICY

As part of our efforts to simplify OCERS benefit calculation processes, Ms. Jenike plans to discuss the issue of COMPENSATION EARNABLE.

The attached materials will show that while we were approaching this challenge with two possible simplification outcomes – Plan A and Plan B, it has become clear at this stage that Plan A is not legally defensible. While we could have included these materials in the Board’s February agenda, we fast forwarded this discussion so we could have the benefit of Mr. Harvey Leiderman’s input, January being his final meeting with the OCERS Board prior to his retirement.

Submitted by:



SD - Approved

Steve Delaney
Chief Executive Officer



OCERS Board Meeting

Suzanne Jenike, Assistant CEO External Operations
January 17, 2024



Background

- The manual calculation of Final Average Salary (FAS) was discussed at the 11/15/23 Personnel Committee meeting when discussing staffing levels for 2024 and service standards
- To perform full FAS calculations prior to retirement the staff indicated that seven additional Retirement Program Specialists were needed
- Staff estimated that the full FAS calculation added approximately 6% more to a general members benefit (with all holidays. 2.85% without). And 7% for safety members (with all holidays. 3.69% without)



Compensation Earnable Our Mandate

GC section 31461(b) updated by AB 197

(b) "Compensation earnable" does not include, in any case, the following:

(1) Any compensation determined by the board to have been paid to enhance a member's retirement benefit under that system. That compensation may include:

(A) Compensation that had previously been provided in kind to the member by the employer or paid directly by the employer to a third party other than the retirement system for the benefit of the member, and which was converted to and received by the member in the form of a cash payment in the final average salary period.

(B) Any one-time or ad hoc payment made to a member, but not to all similarly situated members in the member's grade or class.

(C) Any payment that is made solely due to the termination of the member's employment, but is received by the member while employed, except those payments that do not exceed what is earned and payable in each 12-month period during the final average salary period regardless of when reported or paid.

(2) **Payments for unused vacation, annual leave, personal leave, sick leave, or compensatory time off, however denominated, whether paid in a lump sum or otherwise, in an amount that exceeds that which may be earned and payable in each 12-month period during the final average salary period, regardless of when reported or paid.**

(3) Payments for additional services rendered outside of normal working hours, whether paid in a lump sum or otherwise.

(4) Payments made at the termination of employment, except those payments that do not exceed what is earned and payable in each 12-month period during the final average salary period, regardless of when reported or paid.

(c) The terms of subdivision (b) are intended to be consistent with and not in conflict with the holdings in *Salus v. San Diego County Employees Retirement Association* (2004) 117 Cal.App.4th 734 and *In re Retirement Cases* (2003)110 Cal.App.4th 426.



First Step – Determine Timeframe

Example: Benefit Effective Date is April 1, 2024

Measuring Period is: March 31, 2024 – April 1, 2021

Broken into 3 – 12 month periods:

- March 31, 2024 – April 1, 2023
- March 31, 2023 – April 1, 2022
- March 31, 2022 – April 1, 2021



Review MOUs that Apply

Each 12 month period evaluated independently:

1. March 31, 2024 – April 1, 2023 - MOU applicable on 3/31/24 indicates earnable/cashable hrs
2. March 31, 2023 – April 1, 2022 - MOU applicable on 3/31/23 indicates earnable/cashable hrs
3. March 31, 2022 – April 1, 2021 - MOU applicable on 3/31/22 indicates earnable/cashable hrs



Language in a General MOU

OC General Members – MOU Provisions

Earnable: 160 hours of vacation per year (assuming they have 10 years of service)

- Vacation accrual is capped at 320 hours
- Unless they are a Real Property Agent I, II or III then capped at 400 hours

Cashable: If annual leave is exhausted – Vacation cash out is 40 hours/year

- Unless they are in one of the following 8 classes:
 - Then vacation cash out is 50 hours/year

Animal Control Officer
Animal Control Officer Trainee
Correctional Services Technician
Dispatch Services Operator
Radio Dispatcher
Radio Dispatcher Trainee
Senior Animal Control Officer
Sheriffs Community Services Officer



General Member

OC General Members – MOU Provisions cont...

Cashable: If annual leave is **NOT** exhausted/used as time off:

- 80 hours cashable, unless employee has 80 or more hours of accrued annual leave, then;
- 100 hours of vacation may be cashed out per year

2. If an employee's vacation balance will reach the applicable cap some time during the fiscal year, an employee may cash out vacation or any combination of vacation leave and annual leave, to an aggregate total of eighty (80) hours each fiscal year, except if the employee has eighty (80) or more hours of accrued, unused Annual Leave balances, then they may cash out up to one hundred (100) hours of vacation each fiscal year.



Safety Members are another Matter

OC Sheriffs PO/SP Members – MOU Provisions

- Earnable: 160 hours of vacation per year (assuming they have 10 years of service)
- Vacation accrual is capped at 360 hours
- If annual leave is exhausted – OR – if cash out depletes annual leave
 - Combined Vacation/Annual leave cash out is 120 hours/year
- If annual leave is exhausted –
 - Vacation leave cash out is 90 hours/year



Safety Member Summarized

- OC Sheriffs PO/SP Members – MOU Provisions cont...
 - If annual leave is **NOT** exhausted – AND annual leave is over 750 hours
 - Annual leave cash out is 120 hours/year
 - If annual leave is **NOT** exhausted – AND annual leave is less than 750 hours
 - Annual leave cash out is 60 hours/year
 - Employee can request an additional 60 hours with Department approval
 - Any vacation/annual leave combination can be cashed out up to 120 hours if the employee has more than 270 hours of accrued vacation hours



CEO Direction to the Team

Simplify
Automate
Think Outside the Box



Compared to our Peers

- OCERS – 13 active employers, 70 MOU iterations, manual FAS calc
 - 2 classifications: General & Safety, 13 plan formulas
- San Bernardino CERA – 17 active employers, FAS only includes cashed out PTO, FAS based on data received on transmittal file.
 - 2 Classifications: General & Safety, 2 Tiers (formulas): Legacy & PEPRA
- San Diego CERA – 4 active employers, FAS based on data received on transmittal file.
 - 2 Classifications: General & Safety, 7 Tiers (formulas)



Option A

In the spirit of the CEO directive to - Simplify, Automate and Think Outside the Box:

Question the “ABLE” in Cashable

Require the time to be cash_{ed} in the final compensation period, prior to separation.



PROS/CONS Option A

PROS

- Having the cashed-out data on the transmittal file will automate the FAS calculation process
- Estimates members run will include their paid time off
- Eliminates the perception of the estimate not being the “real number”
- Accuracy
- Manual process of reporting estimated and full FAS numbers to the Actuary will be eliminated
- No configuration changes to V3 or employer's payroll systems

CONS

- Changing a 26-year-old practice has to be fully vetted
- Significant communication efforts will be needed
- It will take 3 years to fully automate
- Potential impact to the amount members get credit for. Some MOUs indicate a higher amount is cashable as long as balances remain. Once balances decline the cashable amount is reduced.
- Members don't do the cash out



Option B

Deal with the data another way. Require employers to report on a biweekly basis the amount that is earned and cashable that pay period. i.e. $1/26^{\text{th}}$ of the annual amount.



PROS/CONS Option B

PROS

- Having the cashable data on the transmittal file will automate the FAS calculation process
- Estimates members run will include their paid time off
- Eliminates the perception of the estimate not being the “real number”
- Accuracy
- Manual process of reporting estimated and full FAS numbers to the Actuary will be eliminated
- Consistent with current practice

CONS

- Significant configuration of V3 as well as the employer’s payroll systems
- MOU criteria potentially changes every 3 years, the employers will have to update their reporting as the MOUs change
- It will take 3 years to fully automate



Closing

If the data issues are not addressed the manual process will continue regardless of pension administration systems. Unless a change is made, we would build the same manual process into a new pension administration system.



Questions?



Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Manuel D. Serpa, General Counsel
SUBJECT: **TRIENNIAL PERFORMANCE REVIEW OF FIDUCIARY COUNSEL**

Background/Discussion

The Board's Procurement and Contracting Policy (Policy) identifies certain service providers, who are retained primarily to fulfill an independent audit or advisory role for the Board of Retirement, as "Named Service Providers." The Board's fiduciary counsel is listed as a Named Service Provider. Contracts with Named Service Providers must be approved by the Board upon the recommendation of the CEO.

On June 16, 2021, OCERS entered into a Legal Services Agreement with Reed Smith, LLP, for fiduciary counsel services effective July 1, 2021, and ending on June 30, 2024, unless terminated earlier.

Under the Policy, the performance of Named Service Providers will be reviewed at least every three years. The CEO, the Board, the pertinent committee of the Board, or their designee will make the performance review and assessment. **Performance Review questionnaires for Reed Smith will be sent to each Board member this month.**

In addition, per the Policy, at least six months before the expiration of the final extension of a contract with a Named Service Provider or upon the direction of the Board following the review of the performance of the Named Service Provider, the CEO will conduct a competitive search and selection process for a Named Service Provider.

As the Performance Review of Reed Smith is now pending, the Board may wish to wait to determine whether to proceed with an RFP for fiduciary counsel until the review is complete.

Submitted by:



MDS-Approved

Manuel D. Serpa
General Counsel



Retirement Board Meeting

January 17, 2024

Application Notices

| MEMBER NAME | AGENCY/EMPLOYER | RETIREMENT DATE |
|---------------------|-------------------------------|-----------------|
| ANDERSON, JENNIFER | Health Care Agency | 11/1/2023 |
| AVILA, JAIME | Sheriff's Dept | 11/20/2023 |
| BANZET, DIANA | County Executive Office (CEO) | 11/3/2023 |
| BOCK, SANDRA | Sheriff's Dept | 11/3/2023 |
| BRAVO, LORENZO | OCTA | 11/3/2023 |
| BUCARO, JOSEPH | Sheriff's Dept | 11/10/2023 |
| CHEDISTER, JOHN | Fire Authority (OCFA) | 11/1/2023 |
| COLGAN, SEAN | Fire Authority (OCFA) | 11/3/2023 |
| DANNA, SANDRA | Health Care Agency | 11/20/2023 |
| DESOUZA, ALESSANDRA | Sheriff's Dept | 2/10/2023 |
| FLINN, JOAN | Health Care Agency | 8/25/2023 |
| GALANG, RONALD | OCTA | 11/11/2023 |
| GENTILE, RYAN | Sheriff's Dept | 10/31/2020 |
| GILLER, OLGA | Superior Court | 11/6/2023 |
| GOMEZ, TONI ANN | OCTA | 11/17/2023 |
| GREEN, DANIEL | Child Support Services | 11/3/2023 |
| HAWTHORNE, DONALD | Sanitation District | 11/17/2023 |
| HERNANDEZ, KELLY | Assessor | 11/17/2023 |
| KAMIABIPOUR, SHADDI | District Attorney | 11/10/2023 |
| KAPLAN, IREET | Sheriff's Dept | 10/21/2022 |
| KELLER, KLINTON | Sheriff's Dept | 11/3/2023 |
| KHORN, PERRY | OC Community Resources | 11/17/2023 |
| LE, DEBBIE | Fire Authority (OCFA) | 11/20/2023 |
| LIM, KIM | OCTA | 11/5/2023 |
| MAC BRAYNE, LISA | Probation | 11/17/2023 |
| MARIN, CAREN | Probation | 5/5/2023 |
| MATSUMOTO, JULIE | Sanitation District | 10/27/2023 |
| MURRAY, MONICA | Social Services Agency | 11/17/2023 |
| NASSER, JAMES | Sheriff's Dept | 9/30/2023 |



Retirement Board Meeting

January 17, 2024

Application Notices

| | | |
|------------------|------------------------|------------|
| NGUYEN, HANG | Health Care Agency | 10/29/2023 |
| OJEDA, ALICIA | OCTA | 11/5/2023 |
| ROW, MICHAEL | Social Services Agency | 11/17/2023 |
| RUDDY, CLARE | Superior Court | 10/27/2023 |
| RUNYAN, JEFFREY | Sheriff's Dept | 11/3/2023 |
| SALVADOR, VICTOR | OCTA | 11/19/2023 |
| THOMAS, MILTON | Sheriff's Dept | 11/17/2023 |
| VOSS, BETTY | Sanitation District | 11/17/2023 |
| WAITE, BRIAN | Public Defender | 11/3/2023 |
| WANG, DAVID | Fire Authority (OCFA) | 8/19/2023 |
| WING, HARLEY | District Attorney | 11/3/2023 |



Retirement Board Meeting
January 17, 2024
Death Notices

| ACTIVE DEATHS | AGENCY/EMPLOYER |
|---------------|-----------------|
| | |

| RETIRED MEMBERS | AGENCY/EMPLOYER |
|----------------------|------------------------|
| ALVAREZ, ARNOLD | UCI |
| CHRISTENSEN, LEONARD | Health Care Agency |
| COLEMAN, WADE | Health Care Agency |
| DAVIS, JACK | Sanitation District |
| ETO, SETSUKO | Probation |
| HOWARD, BOBBIE | Law Library |
| MATSON, JOHN | Sheriff's Dept |
| MOORE, MERLYN | Assessor |
| NIEDFELT, JON | OCTA |
| RAY, RICHARD | OC Public Works |
| RHODES, SUSAN | Social Services Agency |
| ROBERTSON, PAUL | OCTA |
| STONE, JUNE | OC Public Works |
| STORY, JAMES | Assessor |
| TUNSTALL, CARLA | District Attorney |
| WEIBEL, CARLYN | Probation |

| SURVIVING SPOUSES | |
|--------------------|--|
| BAUTISTA, NORMA | |
| BRAZZALE, ISABELLA | |
| BUUS, MAXINE | |
| DAVIS, SHIRLEY | |
| JACKSON, JINTANA | |
| MITCHELL, JOAN | |
| WELLS, ERNEST | |

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

**AUDIT COMMITTEE MEETING
Wednesday, October 11, 2023
9:30 A.M.**

MINUTES

OPEN SESSION

Chair Oates called the meeting to order at 9:31 a.m.

Recording Secretary administered the Roll Call attendance.

Attendance was as follows:

Present: Richard Oates, Chair (via Zoom); Charles Packard, Vice Chair (via Zoom); Adele Tagaloa, Board Member; Shari Freidenrich, Ex-Officio Member

Also Present: Steve Delaney, Chief Executive Officer; Suzanne Jenike, Assistant CEO, External Operations; Brenda Shott, Assistant CEO, Internal Operations; Manuel Serpa, General Counsel; David Kim, Director of Internal Audit; Jeff Lamberson, Director of Member Services; Matthew Eakin, Director of Information Security; Jon Gossard, Information Security Manager; Mark Adviento, Senior Internal Auditor; Jenny Davey, Internal Auditor; Esther Hong, Internal Auditor; Marielle Horst, Recording Secretary; Anthony Beltran, Audio Visual Technician

2. BOARD MEMBER STATEMENT REGARDING PARTICIPATION VIA ZOOM

Mr. Packard and Chair Oates provided a statement regarding their attendance via zoom, pursuant to AB2449.

3. PUBLIC COMMENT

None

CONSENT AGENDA

C-1 APPROVE AUDIT COMMITTEE MEETING MINUTES

Audit Committee Meeting Minutes

June 1, 2023

MOTION by Mr. Packard, **seconded** by Ms. Tagaloa, to approve the Minutes.

Orange County Employees Retirement System
October 11, 2023
Audit Committee Meeting

The motion passed **unanimously**.

ACTION ITEMS

A-1 INDIVIDUAL ACTION ON ANY ITEM TRAILED FROM THE CONSENT AGENDA

None

A-2 ORANGE COUNTY IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY EMPLOYER AUDIT
Presentation by Mark Adviento, Senior Internal Auditor

Recommendation: Receive and file.

After discussion, Ms. Freidenrich suggested to staff to provide an annual report of the audit findings to the employers. Ms. Jenike agreed to provide an annual report of the audit findings.

Ms. Freidenrich would like the IHSS to review the overcollections that were found in the audit and consider communicating the audit reports to the governing boards of the respective Employer. Staff will conduct additional research and provide an outcome to the committee.

MOTION by Mr. Packard, **seconded** by Ms. Tagaloa to adopt staff's recommendation to receive and file.

The motion passed **unanimously**.

A-3 ORANGE COUNTY FIRE AUTHORITY EMPLOYER AUDIT
Presentation by Mark Adviento, Senior Internal Auditor

Recommendation: Receive and file.

Mr. Delaney shared positive feedback received from OCFA management regarding the Internal Audit team.

After discussion, **MOTION** by Ms. Tagaloa, **seconded** by Mr. Packard to adopt staff's recommendation to receive and file.

The motion passed **unanimously**.

A-4 AUDIT OF REMAINING SAMPLES ALAMEDA BENEFIT RECALCULATIONS
Presentation by David Kim, Director of Internal Auditor

Recommendation: Receive and file.

After discussion, **MOTION** by Ms. Freidenrich, **seconded** by Mr. Packard to adopt staff's recommendation to receive and file.

Orange County Employees Retirement System
October 11, 2023
Audit Committee Meeting

The motion passed **unanimously**.

A-5 AUDIT OF OCERS HIRING PRACTICES

Presentation by David Kim, Director of Internal Auditor

Recommendation: Receive and file.

After discussion, **MOTION** by Mr. Packard, **seconded** by Ms. Tagaloa to adopt staff's recommendation to receive and file.

The motion passed **unanimously**.

The Committee recessed for break at 10:27 a.m.

The Committee reconvened from break at 10:43 a.m.

Recording Secretary administered the Roll Call attendance.

CLOSED SESSION ITEMS

The Committee adjourned to closed session at 10:44 a.m.

E-1 THREAT TO PUBLIC SERVICES OR FACILITIES (GOVERNMENT CODE SECTION 54957)

Adjourn into Closed Session pursuant to Government Code section 54957 to consult with Steve Delaney, CEO, Brenda Shott, Asst. CEO; Suzanne Jenike, Asst. CEO; Manuel Serpa, General Counsel; David Kim, Director of Internal Audit, Mark Adviento, Senior Internal Audit, and Jenny Davey, Internal Auditor.

Recommendation: Take appropriate action.

The Committee reconvened to open session at 11:38 a.m.

REPORT OF ACTIONS TAKEN IN CLOSED SESSION

No reportable action was taken during Closed Session.

WRITTEN REPORTS

R-1 MANAGEMENT ACTION PLAN VERIFICATION REPORT

Written Report

R-2 STATUS UPDATE OF 2023 AUDIT PLAN

Orange County Employees Retirement System
October 11, 2023
Audit Committee Meeting

Written Report

COMMITTEE MEMBER COMMENTS

Mr. Packard remarked he is pleased with the progress Internal Audit is making. Chair Oates agreed that Mr. Kim and the team are making great progress. Ms. Tagaloa is appreciative of the work both the IT and Audit teams have provided.

Ms. Freidenrich noted the 2023 Audit Plan should have a formatting change to include columns of actual vs. planned hours.

STAFF COMMENTS

Mr. Kim informed the committee that Mr. Delaney has asked Internal Audit’s help in an advisory capacity on the Master Repository Project. The tasks will include previewing procedure documents to verify the logic. Mr. Kim noted the Internal Audit Charter has a provision which allows Internal Audit to provide advisory type services. Additionally, the 2023 Audit Plan would not be affected as there 84 hours in *Ethics Hotline Reporting* that have not been used. The MRP advisory will take up to 80 hours of Mr. Kim’s time.

The Committee gave Mr. Kim direction to participate in the MRP and report back in December.

CHIEF EXECUTIVE OFFICER

None

COUNSEL COMMENTS

None

ADJOURNMENT

Chair Oates adjourned the meeting at 11:56 a.m.

Submitted by:

Submitted by:

Approved by:

David Kim
Committee Liaison

Steve Delaney
Secretary to the Board

Richard Oates
Chair

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

**BUILDING COMMITTEE MEETING
Monday, October 30, 2023
9:30 a.m.**

MINUTES

Chair Lindholm called the meeting to order at 9:38 a.m.

Recording Secretary administered the Roll Call attendance.

Attendance was as follows:

Present: Wayne Lindholm, Chair; Arthur Hidalgo, Jeremy Vallone, Chris Prevatt (Zoom)

Also

Present: Steve Delaney, Chief Executive Officer; Manuel Serpa; General Counsel; Fong Tse, Sr. Manager of Facilities and OSS; Javier Lara, IT Operations Supervisor; Marielle Horst, Recording Secretary

Guests: John Hughes and Deryl Robinson; Griffin Structures

PUBLIC COMMENT

None.

CONSENT AGENDA

C-1 COMMITTEE MEETING MINUTES:

Building Committee Meeting Minutes

August 1, 2023

Recommendation: Approve minutes.

MOTION by Mr. Hidalgo, **seconded** by Mr. Prevatt, to approve staff's recommendation to approve the minutes.

The motion passed **unanimously**.

ACTION ITEMS

A-1 INDIVIDUAL ACTION ON ANY ITEM TRAILED FROM THE CONSENT AGENDA

None

A-2 REVIEW OF THE BUILDING COMMITTEE CHARTER

Presented by Fong Tse, Sr. Manager of Facilities and OSS

Recommendation: Approve, and recommend that the Board adopt, revisions to the Building Committee Charter.

MOTION by Mr. Hidalgo, **seconded** by Mr. Prevatt, to approve staff’s recommendation with the suggested addition of acronym definitions. Additionally, the Committee has requested to review the Building Committee Charter an on annual basis.

The motion passed **unanimously**.

Mr. Vallone arrived at 9:49 a.m.

INFORMATION ITEMS

I-1 OCERS HEADQUARTERS PROJECT UPDATE

Presented by John Hughes and Deryl Robinson of Griffin Structures

Mr. Hughes and Mr. Robinson presented Griffin’s progress within the first 100 days of the project. To date, Griffin has met with the city to discuss entitlements, begun site due diligence, including Topographic Survey, a reinvestigation of Environmental Regulated materials, Phase 1 ESA, as well as fact finding coordination of dry utilities. Lastly, programming and needs assessment are close to completion, with Space programming and Parking/Site Consideration being wrapped up in November. Next steps include approval of the program from Senior Leadership, developing site test fit options and zoning, and preparing preliminary budgets. Griffin will present back to the Building Committee in December.

WRITTEN REPORTS

None

COMMITTEE MEMBER COMMENTS

Mr. Hidalgo inquired regarding the expiration of the leased space contracts.

CEO/COUNSEL/STAFF COMMENTS

None

The meeting **ADJOURNED** at 10:55 a.m.

Orange County Employees Retirement System
October 30, 2023
Building Committee Meeting – Minutes

Page 3

Submitted by:

Submitted by:

Approved by:

Brenda Shott
Staff Liaison to the Committee

Steve Delaney
Secretary to the Committee

Wayne Lindholm
Chair



Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Steve Delaney, Chief Executive Officer
SUBJECT: **CEO FUTURE AGENDAS AND 2024 OCERS BOARD WORKPLAN**

Written Report

AGENDA TOPICS FOR THE OCERS BOARD OF RETIREMENT

FEBRUARY

- Annual Cost of Living Adjustment
- Initial STAR COLA Posting
- Annual Overpaid and Underpaid Plan Benefits Report
- Annual Policy Compliance Report
- Report Outcome of Prior Year Business Plan
- Annual Report of Contracts >\$100,000

MARCH

- STAR COLA Final Approval
- Quarterly 2024-2026 Strategic Plan Review
- Semi Annual Business Continuity Disaster Recovery Updates
- Quarterly Unaudited Financial Statements
- Quarterly Budget vs Actual Report
- CIO Comments

APRIL

- Sexual Harassment Prevention Training
- Brown Act Training
- SACRS Board of Directors Election
- Quarterly Travel and Training Expense Report
- CIO Comments

Submitted by:



SD - Approved

Steve Delaney
Chief Executive Officer

OCERS RETIREMENT BOARD - 2024 Work Plan

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep (Offsite) | Oct | Nov | Dec |
|------------------------------|--|--|---|--|--|--|---|---|--|---|---|---|
| System Oversight | Receive Quality of Member Services Report (I) | STAR COLA Posting (I) | Approve 2024 STAR COLA (A) | SACRS Board of Directors Election (A) | Preliminary December 31, 2023 Valuation (I) | Mid-Year Review of 2024 Business Plan Progress (I) | Approve Early Payment Rates for Fiscal Year 2024-26 (A) | Review 2nd Quarter Budget to Actuals Financial Report (I) | Strategic Planning Workshop (I) | Adopt 2025 Board Meeting Calendar (A) | Review 3rd Quarter Budget to Actuals Financial Report (I) | |
| | Receive OCERS Innovation Report (I) | Approve 2024 COLA (A) | Quarterly Budget vs Actual Report (I) | Quarterly Travel and Training Expense Report (I) | Quarterly Unaudited Financial Statements (I) | Approve December 31, 2023 Actuarial Valuation & Funded Status of OCERS (A) | Quarterly Travel and Training Expense Report (I) | Receive OCERS by the Numbers (I) | Annual OCERS Employer Review (I) | Approve 2025-2027 Strategic Plan (A) | Approve 2025 Administrative (Operating) Budget (A) | |
| | Annual Disability Statistics Report (I) | Annual Overpaid And Underpaid Plan Benefits Report (I) | Quarterly Unaudited Financial Statements (I) | Quarterly 2024-2026 Strategic Plan Review (A) | Quarterly Budget vs Actual Report (I) | Approve 2023 Comprehensive Annual Financial Report (A) | Quarterly 2024-2026 Strategic Plan Review (A) | Receive Evolution of the UAAL (I) | State of OCERS (I) | Approve 2025 Business Plan (A) | Annual CEO Performance Review and Compensation (A) | |
| | Quarterly Travel and Training Expense Report (I) | Annual Report of Contracts >\$100,000 (I) | | | | | | Quarterly Unaudited Financial Statements (I) | Annual 2024-2026 Strategic Plan Review (A) | Employer & Employee Pension Cost Comparison (I) | Quarterly Unaudited Financial Statements (I) | |
| | Quarterly 2024-2026 Strategic Plan Review (A) | | | | | | | Employer Employee Contribution Matrix (I) | Propose 2025 Board Meeting Calendar (I) | SACRS Business Meeting Direction (A) | | |
| | | | | | | | | Receive Quality of Member Services Report (I) | Quarterly Travel and Training Expense Report (I) | | | |
| Board Governance | | | | | | | | | | | | Adopt Annual Work Plan for 2025 (A) |
| | | | | | | | | | | | | Vice-Chair Election (A) |
| | | | | | | | | | | | | Receive 2025 Board Committee Appointments (A) |
| Regulation / Policies | Communication Policy Fact Sheet (I) | | | | | | | | | | | |
| Compliance | Status of Board Education Hours for 2023 (I) | Annual Policy Compliance Report (I) | Semi Annual Business Continuity Disaster Recovery Updates (I) | Form 700 Due (A) | | Receive Financial Audit (I) | | | | Semi Annual Business Continuity Disaster Recovery Updates (I) | | |
| | Annual Information Security Summary (closed session) (I) | | | | | | | | | | | |

(A) = Action (I) = Information



Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Jim Doezie, Contracts, Risk and Performance Administrator
SUBJECT: QUIET PERIOD – NON-INVESTMENT CONTRACTS

Written Report Background/Discussion

1. **Quiet Period Policy Guidelines**

The following guidelines established by the Quiet Period Policy, section 3.c, will govern a search process for any contract to be awarded by OCERS:

“...Board Members and OCERS staff shall not knowingly communicate with any party financially interested in any prospective contract with OCERS regarding the contract, the services to be provided under the contract or the selection process;”

2. **Quiet Period Guidelines**

In addition, the following language is included in all distributed Requests for Proposals (RFP):

“From the date of issuance of this RFP until the selection of one or more respondents is completed and announced, respondents are not permitted to communicate with any OCERS staff member or Board Members regarding this procurement, except through the Point of Contact named herein. Respondents violating the communications prohibition may be disqualified at OCERS’ discretion. Respondents having current business with OCERS must limit their communications to the subject of such business.”

Distributed RFP’s

The RFP and RFQ’s noted below are subject to the quiet period until such time as a contract is finalized.

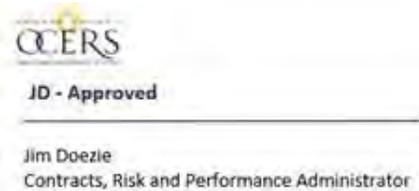
- Σ An RFP for Obituary Verification Services was distributed late June 2023. The current vendor contract will be expiring it’s six-year term in November, so this RFP is to review and select a vendor for the needed services. Three proposals were received, and a final vendor was selected. We are currently negotiating a contract.
- Σ A RFP was distributed in September 2023 for a Pension Administration Project Oversight Consultant. The need for this consultant is to help guide OCERS into selecting and implementing a new Pension Administration System. Four proposals were received that are currently being evaluated.
- Σ A RFP for Oracle Database Administration Services was distributed in September 2023. The current vendor contract expired it’s six-year term in December 2023, so this RFP is to review and select a vendor for the needed services. Three Proposals were received. Jigsaw Tech was selected as the finalist and a contract was executed. This RFP process is now closed.
- Σ A RFP for SharePoint Migration Services was distributed in November 2023. These services are needed to help OCERS migrate/upgrade our current SharePoint (OCERS internal Intranet) solution. Seven Proposals were received. Two finalists were selected that will be interviewed soon.



Memorandum

- Σ A RFQ for OCERS Replacement Headquarters Project was distributed in December 2023. This Request For Qualifications for Designer/Builder Entity (DBE) services will result in the submittal of Qualifications from teams interested in the DBE work. Finalists will be invited to participate in an upcoming RFP process. The deadline to submit Qualifications is January 19, 2024.

Submitted by:





Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Steve Delaney, Chief Executive Officer
SUBJECT: **BOARD COMMUNICATIONS**

Written Report

Background/Discussion

To ensure that the public has free and open access to those items that could have bearing on the decisions of the Trustees of the Board of Retirement, the OCERS Board has directed that all written communications to the entire Board during the interim between regular Board meetings be included in a monthly communications summary.

News Links

The following news and informational item was provided by the CEO for distribution to the entire Board:

From Steve Delaney:

- ∑ NASRA News Clips

Other Items: (See Attached)

- ∑ Monthly summary of OCERS staff activities and updates, starting with an overview of key customer service metrics, for the month of NOVEMBER 2023.

Submitted by:



SD - Approved

Steve Delaney
Chief Executive Officer



OCERS Activities and Update Report

November 2023

To the members of the OCERS Board of Retirement,

The following is my regular monthly summary of OCERS' team activity, starting with an overview of key customer service statistics as well as activity highlights followed by updates for NOVEMBER 2023.

MEMBER SERVICES MONTHLY METRICS

| Retirement Applications Received | | | | Customer Service Statistics | | | | | |
|----------------------------------|------------|-------------|------------|-----------------------------|-----------------------------------|--------------------------------|---------------------------|----------------------------|-----------------------|
| Month | 2021 | 2022 | 2023 | Unplanned Recalculations | Member Satisfaction Approval Rate | Calls Received via Call Center | Calls Direct to Extension | Calls Received by Operator | Total Calls (monthly) |
| January | 117 | 346 | 244 | 1 | 98% | 1,648 | 3,348 | 849 | 5,845 |
| February | 91 | 151 | 152 | 0 | 98% | 1,430 | 3,212 | 929 | 5,571 |
| March | 51 | 120 | 135 | 0 | 98% | 1,763 | 5,223 | 992 | 7,978 |
| April | 39 | 47 | 54 | 0 | 98% | 1,439 | 4,121 | 446 | 6,006 |
| May | 52 | 65 | 60 | 1 | 98% | 1,602 | 4,305 | 647 | 6,554 |
| June | 49 | 73 | 45 | 1 | 98% | 1,344 | 3,402 | 482 | 5,228 |
| July | 64 | 54 | 28 | 3 | 98% | 796 | 1,948 | 254 | 2,998 |
| August | 59 | 58 | 45 | 0 | 98% | 1,887 | 3,442 | 561 | 5,890 |
| September | 70 | 42 | 46 | 1 | 98% | 1,415 | 2,200 | 589 | 4,204 |
| October | 67 | 70 | 54 | 0 | 98% | 1,614 | 2,872 | 651 | 5,137 |
| November | 95 | 78 | 50 | 0 | 98% | 1,567 | 3,522 | 728 | 5,817 |
| December | 93 | 86 | | | | | | | |
| Grand Total | 847 | 1190 | 913 | 7 | 98% | 16,505 | 37,595 | 7,128 | 61,228 |

MEMBER SURVEY RESPONSES

"I am so grateful that you have this customer service representative as a member of your team. We seldom get member service staff who SERVE. Not so with this representative. I had a challenging task to complete this morning for a federal agency about my retirement. I was frustrated, unfamiliar and a little bit angry when I phoned OCERS trying to figure out how I could acquire this information off the MyOCERS portal. But this representative answered my call. Her sweet, calming nature instantly reassured me that "we" could figure the issue out. Her professionalism, knowledgeable, and competent handling of the situation provided the information I needed in minutes! I was amazed. Furthermore, she went on to explain OCERS handling of my pension in ways NO ONE has in 17.25 years. She helped me learn how to print and provide this information for my meeting in no time. I can't begin to express my gratitude for this representative's help. I hope you will extend a smile and pat on the back to her for her great work."



OCERS Activities and Update Report

November 2023

November 2023

"I am reaching out as I have had the pleasure of working with your customer support representative who has been assisting me with my recent Service Credit Purchase request. This representative has been very patient in assisting me with my many questions pertaining to purchase requests."

October 2023

"All the representative I have spoken with at OCERS have been awesome, very informative!"

September 2023

ACTIVITIES

COMBINING GENERAL AND SAFETY ELECTION ACTIVITIES (BUT NOT COMBINING THE VOTE)

During public comments at the end of the December 11 meeting of the OCERS Board of Retirement, OCERS staff shared with the Board a planned change to the timing of the General and Safety trustee elections, to allow for greater efficiency and possible cost-savings.

A summary of what was shared is included here as documentation:

OCERS would normally conduct two separate elections in 2024 – one for General Members another for Safety and an Alternate Safety Member. Traditionally, these elections have been held on separate dates. While this approach has served us well, Trustees Tagaloa and Prevatt suggested a more consolidated approach would be easier for the Registrar of Voters to oversee, being more efficient, and likely less costly.

On November 13, 2023, a meeting was held with representatives from the Orange County Employees Association (OCEA), the Association of Orange County Deputy Sheriffs (AOCDS), and Orange County Professional Firefighters Association (OCPFA) officials to review and discuss the change. During the discussion, it was observed that a combined process timeline brings the General Member election approximately five months earlier than our traditional date. With this alteration, the General Member election is scheduled for June, and the incoming incumbent will assume the seat the following January. No further significant adjustments were identified.

The OCERS Legal team thoroughly reviewed the existing Election policy and confirmed that this change falls within established policy guidelines.

After thorough discussions with multiple stakeholders, a decision was reached to consolidate the two election schedules into a unified calendar. The proposed change garnered unanimous agreement and support.

The elections for General and Safety Members will now take place on June 18, 2024, and allow for synchronized planning and execution.



OCERS Activities and Update Report November 2023

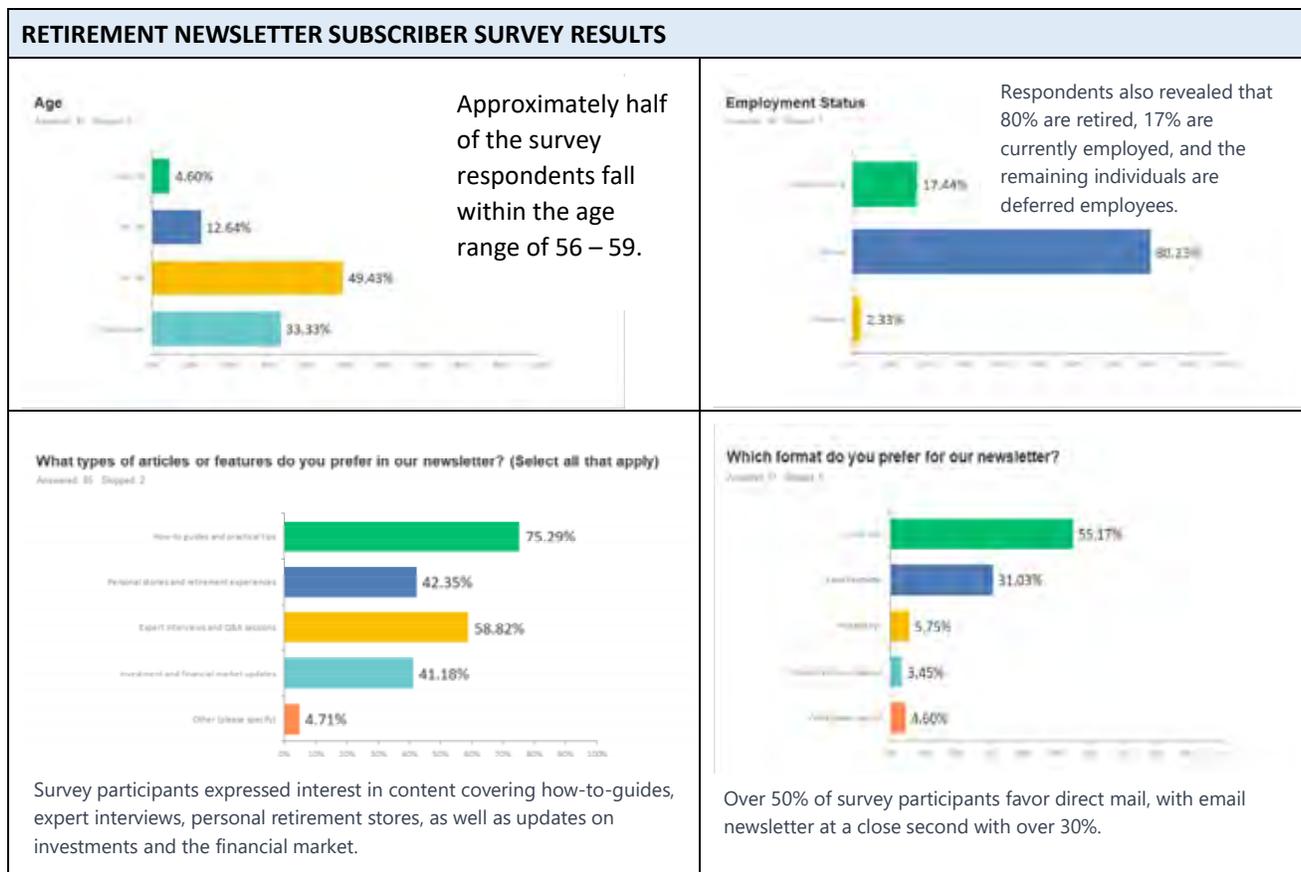
OCERS has confirmed with the Registrar of Voters (ROV) that this change can be accommodated. OCERS plans to send an official notice to the ROV in mid-December to initiate the revised election process.

UPDATES

COMMUNICATIONS

Ms. Coburn reports:

In the November edition of the *At Your Service Newsletter*, we conducted a survey for our members to gain insights into our readership and better comprehend their preferences and expectations for our upcoming newsletters. Below are a few highlights from the obtained results.





OCERS Activities and Update Report

November 2023

Do you have any specific suggestions or comments about our newsletter that you would like to share with us?

- Σ QR [codes] are very helpful when videos are included. Would like more of those in the newsletter.
- Σ Keep up the great work!
- Σ Videos are good but should be a little longer than 30 seconds. Deputy Hilton probably had more to say.
- Σ I like the print size and informative tips.
- Σ I appreciate the benefit payment calendar... I still print out that calendar every year!
- Σ Tips on path toward retirement. Hearing from retirees.
- Σ I like to have information about the financial well-being of OCERS.

DIGITAL OUTREACH

myOCERS Social Media Chart

| Platform | Number of Subscribers |
|-------------|-------------------------------|
| LinkedIn | 606 (↑16 since October 2023) |
| Twitter (X) | 600 (no change) |
| Instagram | 132 (↑ 1 since October 2023) |
| Facebook | 194 (↑3 since October 2023) |

MEMBER SERVICES

Mr. Ardeleanu reports:

The Customer Service team participated in several events during the month of November 2023.

The Seminar and Workshop was well attended, with members fully engaged and asking lots of great retirement-related questions.

- Σ 11.8.2023 – OCERS in-person Pre-Retirement seminar – David Viramontes
- Σ 11.15.2023- Orange County Sanitation District seminar-Ana Lomeli
- Σ 11.15.2023 – Orange County Fire Authority 2023 Retiree Workshop– Kamron Nahavandi
- Σ 11.22.2023-OCERS online Pre-Retirement Seminar-Christine Guerrero

INVESTMENTS

Ms. Walander-Sarkin reports:

As of October 31, 2023, the portfolio year-to-date is up 3.4% net of fees, while the one-year return is up 4.6%. The fund value now stands at \$20.7 billion. The OCERS Investments Team closed on one re-up private equity fund and one re-up real estate fund during November. OCERS' Investments Team completed the real assets asset class review during the month. In addition, the OCERS Investments Team and Aksia finished the real assets pacing plan for 2024 which includes committing between \$350 million and \$400 million within the asset class (with a range of commitments of \$50 to \$100 million



OCERS Activities and Update Report November 2023

across 3-5 funds). Two Investments Team members attended the SACRS Fall Conference in November. Finally, the OCERS Investments Team held finalist interviews for the Secondary Sale Advisory Services RFP during the month of November.



As a reminder, you will see this memo included with the BOARD COMMUNICATIONS document as part of the informational agenda for the January 17, 2024 meeting of the OCERS Board of Retirement.



Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Manuel D. Serpa, General Counsel
SUBJECT: COMMUNICATIONS POLICY FACT SHEET

Written Report

Background/Discussion

The OCERS Monitoring and Reporting Policy requires that a copy of the Communications Policy Fact Sheet be provided to the members of the Board annually. The Fact Sheet summarizes the contents of the OCERS Communications Policy and is intended to provide Board members with a quick reference guide.

The objectives of the OCERS Communication Policy are to encourage and facilitate open, accurate, timely, and effective communications among all relevant parties, and to mitigate the risks to OCERS, the Board and the Board members that may arise in connection with communications. The policy was last revised in June 2023.

A copy of the OCERS Communication Policy and the Communications Policy Fact Sheet are attached.

Attachments

- (1) Communications Policy
- (2) Communications Policy Fact Sheet

Submitted by:



MDS-Approved

Manuel D. Serpa
General Counsel



OCERS Board Policy Communications Policy

Background

1. The OCERS Board of Retirement (Board) recognizes that effective communication is integral to good governance. In order to achieve the mission and objectives of OCERS, the Board wishes to establish protocols and mechanisms for communications among Board members; and between Board members and OCERS management, employers, members, and external parties. The Board has adopted this Policy to provide the Board as a whole, individual Board members, and OCERS team members with guidelines for executing the communications function of the Board.

Policy Objectives

2. To encourage and facilitate open, accurate, timely, and effective communications with all relevant parties.
3. To mitigate risks to OCERS, the Board, and Board members that may arise in connection with communications.

Principles and Assumptions

4. Inappropriate or erroneous communications from Board members or OCERS Team may represent a significant risk to OCERS, the Board, and individual Board members.
5. A Board member communications policy must balance the need to mitigate that risk with the need for open and efficient communication.

Policy Guidelines

General Guidelines

6. Members of the Board and the OCERS team represent many differing backgrounds and viewpoints. Therefore, Board members and staff will not send partisan political communications to members of the Board, OCERS team members, contractors, temporary employees, or others working for or providing services to OCERS.
7. Members of the Board and OCERS team members will not use OCERS equipment for disseminating partisan political communications to anyone, except where specifically authorized for fulfillment of duties of a duly appointed labor representative.
8. Members of the Board and OCERS team members will not engage in communications that may be considered offensive, profane, vulgar, or based on any characteristics of a protected class under Federal law or laws in the State of California, regardless of the motivation for such communications.
9. Electronic mail allows for near instantaneous communications between individuals and / or groups of people. Electronic communications also present challenges in managing communications, potential violations of the *Ralph M. Brown Act* (Gov. Code §§ 54950-54962) (the "Brown Act") and challenges in complying with the Public Records Act (Gov. Code §§6250, et.seq.). As such, the Board has adopted the following guidelines for use and management of electronic mail by Board members:



OCERS Board Policy

Communications Policy

- a. Electronic mail pertaining to OCERS business constitutes a business record of OCERS subject to the OCERS Records Retention and Guidelines Policy and the Public Records Act.
- b. Electronic mail between Board members must not violate any provision of the Brown Act.
- c. Communications that a Board member wishes to disseminate to a majority of the members of the Board or a majority of the members of a standing committee of the Board shall be submitted to the CEO or his or her designee only. The CEO or his or her designee will then, in his or her discretion, forward said communications to the full Board via a special email. Regardless of whether or not provided via a special email, unless the content of the message is inconsistent with OCERS' policies or applicable law (e.g., violates paragraph 8 above of this policy), it will be distributed publicly to the entire Board as a communications item posted with the public agenda for the next regular Board meeting. This paragraph in no way authorizes serial communications or communications by or between a majority of the members of the Board or a standing committee of the Board that would violate the Brown Act.
- d. In the event that an electronic mail communication is sent by a member of the OCERS team to a Board member's personal email account, the OCERS team member shall retain a copy of the email communication according to the Records Retention and Guidelines Policy and for purposes of compliance with the Public Records Act.
- e. Electronic mail communications regarding OCERS business are public records disclosable under the Public Records Act (unless otherwise covered by an exemption) regardless of the fact that they were sent, received or stored in a personal email account. Whenever possible, electronic mail communications regarding OCERS business should be sent to and from an OCERS email address. In the event an electronic mail communication pertaining to OCERS business is sent from a personal email account to a member of the OCERS team, other Board members or to any other party, the Board member shall copy the electronic mail message to an OCERS email address so that OCERS can maintain a record of the electronic mail communication and produce it in response to a request for it under the Public Records Act. This paragraph in no way authorizes serial communications or communications by or between a majority of the members of the Board or a standing committee of the Board that would violate the Brown Act.

Communications Among Board Members

10. The Board shall carry out its activities in accordance with the spirit of open governance, including the provisions of the Brown Act, which include, but are not limited to:
 - a. Ensuring that communications by and between Board members comply with the Brown Act (section 54952.2 of the Brown Act);
 - b. Properly noticing and posting an agenda for Board and Committee meetings (section 54954.2 of the Brown Act);
 - c. Allowing proper public comment on agenda items before or during consideration by the Board (section 54954.3 of the Brown Act);
 - d. Properly describing all items to be considered in closed session in the notice or agenda for the meeting (section 54954.5 of the Brown Act);



OCERS Board Policy

Communications Policy

- e. Not conducting or participating in a series of communications one at a time or in a group that in total constitutes a quorum of the Board or Committee either directly or through intermediaries or electronic devices, for the purpose of developing a concurrence as to action to be taken (a serial or secret meeting prohibited by section 54952.3 of the Brown Act);
 - f. Not taking any action, whether preliminary or final, by secret ballot (section 54953(c) of the Brown Act); and
 - g. Ensuring Board and committee meeting agenda materials are properly made available to members of the public, upon request and without delay (section 54957.5 of the Brown Act).
11. Internal or external counsel for OCERS shall provide biennial Brown Act training/education to members of the Board.
 12. A member of the Board shall disclose information in his or her possession pertinent to the affairs of OCERS to the entire Board in a timely manner.
 13. During meetings of the Board and its committees, Board members shall communicate in a straightforward, constructive manner with due respect and professionalism.

Board Member Communications with OCERS Members and Employers

14. Members of the Board shall mitigate the risk of miscommunication with employers, OCERS active and deferred members, and retirees, and potential liability through adverse reliance by third parties by avoiding giving explicit advice, counsel, or education with respect to the technicalities of the plan provisions, policies, or processes.
15. Where explicit advice, counsel, or education with respect to the technicalities of the plan provisions, policies, or process is needed, Board members will refer inquiries to the CEO or appropriate designee. The CEO or such designee will inform the Board member when and how the matter was resolved.
16. Board members shall not disclose confidential communications received orally or in writing in closed session meetings of the Board or a committee of the Board or received orally or in writing from internal or external legal counsel unless the communication is specifically identified by legal counsel as not confidential.

Board Member Communications with OCERS Management

17. a. Board members who seek information solely in order to respond to inquiries from members about OCERS' policies and practices may direct their inquiries to the CEO or, with notice to the CEO, to the appropriate Assistant CEO or department head, who shall in turn direct subordinate staff as appropriate.
- b. All other Board member requests for information shall be directed to the CEO, who shall in turn direct staff as appropriate.
- c. All Board member expressions of concern and ideas about OCERS' policies, administration, contracting, investments, benefits, media relations and public policy issues shall be directed



OCERS Board Policy

Communications Policy

solely to the CEO. Under no circumstances shall Board members directly communicate about any such matters with any staff subordinate to the CEO outside of a duly noticed Board or committee meeting, without the CEO's prior express permission. If exigent circumstances arise during the CEO's absence, such matters may be directed to the CEO's designee, who shall act in lieu of the CEO.

18. a. The CEO may decline to accept Board member requests for information that require the expenditure of significant staff time or external resources, provided that the CEO then places the matter on the next subsequent Board or committee agenda, as appropriate, for consideration and direction by the full Board or committee.
- b. The Board and individual Board members shall not retaliate against either the CEO or any of OCERS' staff for acting consistently with this Policy. Board member conduct inconsistent with this Policy may subject the Board member to public censure or reprimand, loss of committee membership or other privileges of office, and/or other appropriate action by the Board.
19. The CEO shall ensure that all information requested by one or more Board members is made available to the entire Board.
20. Board members shall share any information in their possession pertinent to the affairs of OCERS with the CEO in a timely manner. Similarly, the CEO shall ensure that all relevant and pertinent information is disclosed to all of the Board members in a timely manner.

Board Member Communications with External Parties

21. In general, in communicating with external parties, the following guidelines will apply:
 - a. The purpose of any communications by members of the Board shall be consistent with their sole and exclusive fiduciary duty to represent the interests of all OCERS members;
 - b. Board members and OCERS management are expected to respect the decisions and policies of the Board in external communications even if they may have opposed them or disagreed with them during Board deliberations;
 - c. Board members shall not disclose confidential communications received orally or in writing in closed session meetings of the Board or a committee of the Board or received orally or in writing from internal or external legal counsel unless the communication is specifically identified by legal counsel as not confidential;
 - d. Individual Board members shall not speak for the Board as a whole unless authorized by the Board to do so; and
 - e. In external communications, Board members are expected to disclose when they are not representing an approved position of the Board or are not speaking in their capacity as a member of the Board.
22. Subject to section 21 above, in situations that call for a spokesperson for the Board, the Chair or his or her designee shall act as spokesperson for the Board. Generally, the spokesperson should request that reporters put questions in writing.



OCERS Board Policy Communications Policy

- 23. When interviewed, or otherwise approached by the media for information concerning the affairs of OCERS, members of the Board shall refrain from making any unilateral commitments on behalf of the Board or OCERS.
- 24. To help ensure the accuracy of any oral and/or written material created for the purpose of publication or presentation by members of the Board, in their capacity as such, and to ensure that neither OCERS, the Board, or such member of the Board is placed at risk thereby, all such material shall be peer reviewed by the CEO or legal counsel prior to being submitted for publication or presentation.

Policy Review

- 25. The Board shall review this policy at least every three years to ensure that it remains relevant and appropriate.

Policy History

- 26. This policy was adopted by the Board of Retirement on November 18, 2002.
- 27. The policy was revised on April 16, 2007, March 24, 2008, May 17, 2011, March 17, 2014, January 20, 2015, March 16, 2015, May 15, 2017, April 20, 2020, and June 19, 2023.

Secretary's Certificate

I, the undersigned, the duly appointed Secretary of the Orange County Employees Retirement System, hereby certify the adoption of this policy.

06/19/2023

Steve Delaney
Secretary of the Board

Date

COMMUNICATIONS POLICY FACT SHEET

COMMUNICATIONS AMONG BOARD MEMBERS

- ◆ Carry out all activities in the spirit of open governance and in compliance with the Brown Act.
- ◆ Disclose pertinent information to the entire Board and CEO in a timely manner.
- ◆ Communicate in a straightforward, constructive and professional manner.

COMMUNICATIONS WITH OCERS MANAGEMENT

- ◆ Direct concerns or questions about OCERS to the CEO or senior management staff.
- ◆ Direct requests for information to the CEO and limit those requiring expenditure of staff time or resources to those consistent with the Board's roles and responsibilities.
- ◆ All information requested by Board members shall be made available to the entire Board.

COMMUNICATIONS WITH EXTERNAL PARTIES

- ◆ Communications shall be consistent with the fiduciary duty to represent the interests of plan members.
- ◆ Board decisions shall be respected despite personal agreement or disagreement.
- ◆ Board members shall not disclose confidential communications.
- ◆ Board members shall not speak for the entire Board unless authorized to do so.
- ◆ Board members shall disclose when not representing an approved Board position or when not speaking in their Board capacity.
- ◆ The Chair and CEO shall jointly designate a spokesperson on an issue by issue basis.
- ◆ No Board member shall make unilateral commitments to the press to provide information on behalf of the Board or OCERS.
- ◆ Written material created for publication or presentation by a Board member, in his or her capacity as such, shall be peer reviewed by the CEO or internal legal counsel prior to submission or presentation.



Memorandum

DATE: January 17, 2024
TO: Members of Board of Retirement
FROM: Manuel D. Serpa, General Counsel
SUBJECT: FORM 700 FILING REQUIREMENTS

Written Report

Background/Discussion

The purpose of this memorandum is to advise OCERS Board Members of the requirement that they file a Form 700 – Statement of Economic Interests for the 2024 calendar year on or before April 2, 2024. More information regarding the filing requirements is set forth below.

On or before April 1 of every year (or the first business day thereafter if April 1 falls on a weekend), each designated filer under OCERS’ Conflict of Interest Code is required to file a Form 700 Statement of Economic Interests to disclose personal economic interests in real property, businesses, and investments as described in the regulations adopted by the California Fair Political Practices Commission (FPPC).

OCERS’ designated filers are:

- Members of the Board of Retirement (including Alternate Member)
 - Chief Executive Officer
 - Assistant Chief Executive Officer, External Operations
 - Assistant Chief Executive Officer, Finance and Internal Operations
 - Chief Investment Officer
 - General Counsel
 - Managing Director of Investments
 - Director of Investments
 - Investment Officers/Senior Investment Officers
 - Investment Analysts/Senior Investment Analysts
 - Deputy General Counsel
 - Director of Internal Audit
 - Director of Finance
 - Director of Human Resources
 - Director of Information Technology
 - Director of Member Services
 - Director of Information Security
 - Senior Manager of Facilities and Operations Support Services
 - Contracts, Risk & Performance Manager
 - Director of Enterprise Project Management Office
 - Director of Disability
 - Director of Communication
 - Staff Attorney – Investments
 - Chief Compliance Officer*
- *New for 2024

Commented [RGV1]: Would you like to include this position in the memo? This addition will be reviewed by the Board at this meeting.

Commented [MS2R1]: Yes



Memorandum

Completing and Filing the Form 700

The Form 700, FPPC Reference Pamphlet, and Frequently Asked Questions for 2023/2024 are attached to assist you in completing your Form 700. Also attached are two new helpful fact sheets from the FPPC.

OCERS filers are strongly encouraged to file their Forms 700 using the County of Orange Clerk of the Board EDisclosure system. **All filers will receive an email from the Clerk of the Board's office in the next few weeks providing a link to the EDisclosure system.** The EDisclosure system is very easy to use and allows for direct filing and permanent electronic storage. The Clerk of the Board's office can assist filers with usernames and passwords. In addition, I am available to answer questions regarding filing.

If you prefer to submit a hard copy of your Form 700, please send it to Steve Delaney's assistant, Carolyn Nih, by March 24, 2024, so that we can forward it in a timely manner to the Clerk of the Board on your behalf.

Please note that the OCERS Annual Disclosure Policy was rescinded in 2018; accordingly, the filing of the separate Annual Disclosure Form is no longer required.

Attachments:

- (1) Form 700
- (2) FPPC Reference Pamphlet
- (3) Frequently Asked Questions
- (4) Expanded SEI Fact Sheet
- (5) Filing with a Digital Signature Fact Sheet

Submitted by:



MDS-Approved

Manuel D. Serpa
General Counsel

Commented [RGV3]: Is this the correct process for 2024 and onward?

Commented [MS4R3]: Sure

2023-2024 Statement of Economic Interests



Form 700

A Public Document

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Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

California Fair Political Practices Commission

1102 Q Street, Suite 3050 • Sacramento, CA 95811

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2023

Quick Start Guide

Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 2 – Most other filers

WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

| Schedule | Common Reportable Interests | Common Non-Reportable Interests |
|----------------------------------|---|--|
| A-1: Investments | Stocks, including those held in an IRA or 401K. Each stock must be listed. | Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds. |
| A-2: Business Entities/Trusts | Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers). | Savings and checking accounts, cryptocurrency, and annuities. |
| B: Real Property | Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction. | A residence used exclusively as a personal residence (such as a home or vacation property). |
| C: Income | Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary. | Governmental salary (from school district, for example). |
| D: Gifts | Gifts from businesses, vendors, or other contractors (meals, tickets, etc.). | Gifts from family members. |
| E: Travel Payments | Travel payments from third parties (not your employer). | Travel paid by your government agency. |

Note: Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to form700@fppc.ca.gov.

What's New

Gift Limit Increase

The gift limit increased to **\$590** for calendar years **2023** and **2024**. The gift limit was \$520 for calendar years 2021 and 2022.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

Exception:

- Candidates for a county central committee are not required to file the Form 700
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

87200 Filers

| | | |
|----------------------|---|-----------------------------|
| State offices | ⇒ | Your agency |
| Judicial offices | ⇒ | The clerk of your court |
| Retired Judges | ⇒ | Directly with FPPC |
| County offices | ⇒ | Your county filing official |
| City offices | ⇒ | Your city clerk |
| Multi-County offices | ⇒ | Your agency |

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

Code: File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Newly Created Boards and Commissions: File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

Employees in Newly Created Positions of Existing Agencies: File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

Candidates file as follow:

| | | |
|--|---|--|
| State offices, Judicial offices and multi-county offices | ⇒ | County elections official with whom you file your declaration of candidacy |
| County offices | ⇒ | County elections official |
| City offices | ⇒ | City Clerk |
| Public Employee's Retirement System (CalPERS) | ⇒ | CalPERS |
| State Teacher's Retirement Board (CalSTRS) | ⇒ | CalSTRS |

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. Each Statement must have a handwritten "wet" signature or "secure electronic signature," meaning either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer's agency email address. (See Regulations 18104 and 18757.) Companies such as Adobe and DocuSign offer digital signature services. All statements are signed under the penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

When to file:

Annual Statements

⇒ March 1, 2024

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

⇒ April 2, 2024

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their filing official or filing officer.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2023, and December 31, 2023, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2025, or April 1, 2025, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2024. (See Reference Pamphlet, page 6, for additional exceptions.)

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

Late Statements

There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules at www.fppc.ca.gov.

Types of Statements

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions Maria holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

Annual Statement:

Generally, the period covered is January 1, 2023, through December 31, 2023. If the period covered by the statement is different than January 1, 2023, through December 31, 2023, (for example, you assumed office between October 1, 2022, and December 31, 2022 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2023.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2023, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2023, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2022, and December 31, 2022, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2023.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Note: Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions on the Form 700 or on an attachment for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.



STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Date Initial Filing Received
Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

State Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
Multi-County County of
City of Other

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2023, through December 31, 2023. Leaving Office: Date Left ____/____/____ (Check one circle.)
-or- The period covered is ____/____/____, through December 31, 2023. The period covered is January 1, 2023, through the date of leaving office.
Assuming Office: Date assumed ____/____/____ -or- The period covered is ____/____/____, through the date of leaving office.
Candidate: Date of Election ____ and office sought, if different than Part 1: _____

4. Schedule Summary (required)

► Total number of pages including this cover page: _____

Schedules attached

Schedule A-1 - Investments – schedule attached Schedule C - Income, Loans, & Business Positions – schedule attached
Schedule A-2 - Investments – schedule attached Schedule D - Income – Gifts – schedule attached
Schedule B - Real Property – schedule attached Schedule E - Income – Gifts – Travel Payments – schedule attached

-or- None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed paper statement with your filing official.)

Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court).
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst).
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission) you may be required to file separate and distinct statements with each agency. To simplify your filing obligations, in some cases you may instead complete a single expanded statement and file it with each agency.
 - The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1. To file an expanded statement for multiple positions, enter the name of each agency with which you are required to file and your position title with each agency in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement disclosing all reportable interests for all jurisdictions. Then file the expanded statement with each agency as directed by Regulation 18723.1(c).

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand their annual filing to include both positions.

Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers the Counties of Placer and Yuba. The City is located within Placer County. Brian may complete one expanded statement to disclose all reportable interests for both offices and list both positions on the Cover Page. Brian will file the expanded statement with each the City and the District as directed by Regulation 18723.1(c).

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

| | |
|---|---|
| 1. Office, Agency, or Court | |
| Agency Name (Do not use acronyms) Feather River Irrigation District | |
| Division, Board, Department, District, if applicable N/A | Your Position Board Member |
| ▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms) | |
| Agency: N/A | Position: |
| 2. Jurisdiction of Office (Check at least one box) | |
| <input type="checkbox"/> State | <input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction) |
| <input checked="" type="checkbox"/> Multi-County <u>Yuba & Sutter Counties</u> | <input type="checkbox"/> County of _____ |
| <input type="checkbox"/> City of _____ | <input type="checkbox"/> Other _____ |

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2023 annual statement, **do not** change the pre-printed dates to reflect 2024. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2024, through December 31, 2024, will be disclosed on your statement filed in 2025. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements for the same position may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. Each statement must have an original "wet" signature unless filed with a secure electronic signature. (See page 3 above.) All statements must be signed under penalty of perjury and be verified by the filer pursuant to Government Code Section 81004. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

SCHEDULE A-1 Investments

Stocks, Bonds, and Other Interests (Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

| | | |
|-------------------------|----------------------|--|
| \$2,000 - \$10,000 | \$10,001 - \$100,000 | |
| \$100,001 - \$1,000,000 | Over \$1,000,000 | |

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23
____/____/23

ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

| | | |
|-------------------------|----------------------|--|
| \$2,000 - \$10,000 | \$10,001 - \$100,000 | |
| \$100,001 - \$1,000,000 | Over \$1,000,000 | |

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23
____/____/23

ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

| | | |
|-------------------------|----------------------|--|
| \$2,000 - \$10,000 | \$10,001 - \$100,000 | |
| \$100,001 - \$1,000,000 | Over \$1,000,000 | |

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23
____/____/23

ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

| | | |
|-------------------------|----------------------|--|
| \$2,000 - \$10,000 | \$10,001 - \$100,000 | |
| \$100,001 - \$1,000,000 | Over \$1,000,000 | |

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23
____/____/23

ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

| | | |
|-------------------------|----------------------|--|
| \$2,000 - \$10,000 | \$10,001 - \$100,000 | |
| \$100,001 - \$1,000,000 | Over \$1,000,000 | |

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23
____/____/23

ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

| | | |
|-------------------------|----------------------|--|
| \$2,000 - \$10,000 | \$10,001 - \$100,000 | |
| \$100,001 - \$1,000,000 | Over \$1,000,000 | |

NATURE OF INVESTMENT

Stock Other _____
(Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/23
____/____/23

ACQUIRED DISPOSED

Comments: _____

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 13.)

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 16, for more information on disclosing trusts.)
- Business trusts

You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 13.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Cryptocurrency
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)
- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity. Do not use acronyms for the name of the business entity, unless it is one that is commonly understood by the public.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively. (See page 20 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

Frank Byrd holds a state agency position. Frank’s conflict of interest code requires full disclosure of investments. Frank must disclose stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by Franks’s spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. Alice has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

SCHEDULE A-2

Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

| | |
|-------------------------|---|
| FAIR MARKET VALUE | IF APPLICABLE, LIST DATE: |
| \$0 - \$1,999 | _____ / ____ / <u>23</u> _____ / ____ / <u>23</u> |
| \$2,000 - \$10,000 | ACQUIRED DISPOSED |
| \$10,001 - \$100,000 | |
| \$100,001 - \$1,000,000 | |
| Over \$1,000,000 | |

NATURE OF INVESTMENT
Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

| | |
|-------------------------|---|
| FAIR MARKET VALUE | IF APPLICABLE, LIST DATE: |
| \$0 - \$1,999 | _____ / ____ / <u>23</u> _____ / ____ / <u>23</u> |
| \$2,000 - \$10,000 | ACQUIRED DISPOSED |
| \$10,001 - \$100,000 | |
| \$100,001 - \$1,000,000 | |
| Over \$1,000,000 | |

NATURE OF INVESTMENT
Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

| | |
|--------------------|----------------------|
| \$0 - \$499 | \$10,001 - \$100,000 |
| \$500 - \$1,000 | OVER \$100,000 |
| \$1,001 - \$10,000 | |

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

| | |
|--------------------|----------------------|
| \$0 - \$499 | \$10,001 - \$100,000 |
| \$500 - \$1,000 | OVER \$100,000 |
| \$1,001 - \$10,000 | |

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property

Description of Business Activity or City or Other Precise Location of Real Property

| | |
|-------------------------|---|
| FAIR MARKET VALUE | IF APPLICABLE, LIST DATE: |
| \$2,000 - \$10,000 | _____ / ____ / <u>23</u> _____ / ____ / <u>23</u> |
| \$10,001 - \$100,000 | ACQUIRED DISPOSED |
| \$100,001 - \$1,000,000 | |
| Over \$1,000,000 | |

NATURE OF INTEREST
Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Other _____
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property

Description of Business Activity or City or Other Precise Location of Real Property

| | |
|-------------------------|---|
| FAIR MARKET VALUE | IF APPLICABLE, LIST DATE: |
| \$2,000 - \$10,000 | _____ / ____ / <u>23</u> _____ / ____ / <u>23</u> |
| \$10,001 - \$100,000 | ACQUIRED DISPOSED |
| \$100,001 - \$1,000,000 | |
| Over \$1,000,000 | |

NATURE OF INTEREST
Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Other _____
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule A-2 Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. (See Reference Pamphlet, page 11, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.
- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 8.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request an exemption from disclosing privileged information.)

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

| |
|---|
| CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION |
| Name |

SCHEDULE B

Interests in Real Property

(Including Rental Income)

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY _____

| | | |
|-------------------------|---------------------------|--------------|
| FAIR MARKET VALUE | IF APPLICABLE, LIST DATE: | |
| \$2,000 - \$10,000 | ____/____/23 | ____/____/23 |
| \$10,001 - \$100,000 | ACQUIRED | DISPOSED |
| \$100,001 - \$1,000,000 | | |
| Over \$1,000,000 | | |

NATURE OF INTEREST

| | |
|-------------------------|----------|
| Ownership/Deed of Trust | Easement |
| Leasehold _____ | _____ |
| Yrs. remaining | Other |

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

| | | |
|----------------------|-----------------|--------------------|
| \$0 - \$499 | \$500 - \$1,000 | \$1,001 - \$10,000 |
| \$10,001 - \$100,000 | OVER \$100,000 | |

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY _____

| | | |
|-------------------------|---------------------------|--------------|
| FAIR MARKET VALUE | IF APPLICABLE, LIST DATE: | |
| \$2,000 - \$10,000 | ____/____/23 | ____/____/23 |
| \$10,001 - \$100,000 | ACQUIRED | DISPOSED |
| \$100,001 - \$1,000,000 | | |
| Over \$1,000,000 | | |

NATURE OF INTEREST

| | |
|-------------------------|----------|
| Ownership/Deed of Trust | Easement |
| Leasehold _____ | _____ |
| Yrs. remaining | Other |

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

| | | |
|----------------------|-----------------|--------------------|
| \$0 - \$499 | \$500 - \$1,000 | \$1,001 - \$10,000 |
| \$10,001 - \$100,000 | OVER \$100,000 | |

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

| | |
|------------------|---------------------|
| INTEREST RATE | TERM (Months/Years) |
| _____% None | _____ |

HIGHEST BALANCE DURING REPORTING PERIOD

| | |
|----------------------|--------------------|
| \$500 - \$1,000 | \$1,001 - \$10,000 |
| \$10,001 - \$100,000 | OVER \$100,000 |

Guarantor, if applicable _____

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

| | |
|------------------|---------------------|
| INTEREST RATE | TERM (Months/Years) |
| _____% None | _____ |

HIGHEST BALANCE DURING REPORTING PERIOD

| | |
|----------------------|--------------------|
| \$500 - \$1,000 | \$1,001 - \$10,000 |
| \$10,001 - \$100,000 | OVER \$100,000 |

Guarantor, if applicable _____

Comments: _____

Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 13.)

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 16.)
 - **Please note:** A non-reportable property can still be grounds for a conflict of interest and may be disqualifying.

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold,

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

disclose the number of years remaining on the lease.

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the first and last name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Allison Gande is a city planning commissioner. During the reporting period, Allison received rental income of \$12,000, from a single tenant who rented property owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is considered a single tenant.

| | |
|---|---|
| ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street | |
| CITY Sacramento | |
| FAIR MARKET VALUE | IF APPLICABLE, LIST DATE: |
| <input type="checkbox"/> \$2,000 - \$10,000 | ACQUIRED <input checked="" type="checkbox"/> / <input checked="" type="checkbox"/> DISPOSED |
| <input type="checkbox"/> \$10,001 - \$100,000 | |
| <input type="checkbox"/> \$100,001 - \$1,000,000 | |
| <input type="checkbox"/> Over \$1,000,000 | |
| NATURE OF INTEREST | |
| <input type="checkbox"/> Ownership/Deed of Trust | <input type="checkbox"/> Easement |
| <input type="checkbox"/> Leasehold | <input type="checkbox"/> Other |
| IF RENTAL PROPERTY, GROSS INCOME RECEIVED | |
| <input type="checkbox"/> \$0 - \$499 | <input type="checkbox"/> \$500 - \$1,000 |
| <input type="checkbox"/> \$1,001 - \$10,000 | <input type="checkbox"/> \$10,001 - \$100,000 |
| <input checked="" type="checkbox"/> Over \$100,000 | |
| SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. | |
| <input type="checkbox"/> None | |
| Henry Wells | |
| NAME OF LENDER* | |
| Sophia Petrolio | |
| ADDRESS (Business Address Acceptable) | |
| 2121 Blue Sky Parkway, Sacramento | |
| BUSINESS ACTIVITY, IF ANY, OF LENDER | |
| Restaurant Owner | |
| INTEREST RATE | TERM (Months/Years) |
| 8 % <input type="checkbox"/> None | 15 Years |
| HIGHEST BALANCE DURING REPORTING PERIOD | |
| <input type="checkbox"/> \$500 - \$1,000 | <input type="checkbox"/> \$1,001 - \$10,000 |
| <input checked="" type="checkbox"/> \$10,001 - \$100,000 | <input type="checkbox"/> OVER \$100,000 |
| <input type="checkbox"/> Guarantor, if applicable | |
| Comments: | |

SCHEDULE C

Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. INCOME RECEIVED

NAME OF SOURCE OF INCOME _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

| | |
|-----------------------|------------------------------------|
| GROSS INCOME RECEIVED | No Income - Business Position Only |
| \$500 - \$1,000 | \$1,001 - \$10,000 |
| \$10,001 - \$100,000 | OVER \$100,000 |

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of _____
(Real property, car, boat, etc.)

Loan repayment

Commission or Rental Income, list each source of \$10,000 or more

_____ *(Describe)*

Other _____
(Describe)

▶ 1. INCOME RECEIVED

NAME OF SOURCE OF INCOME _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

| | |
|-----------------------|------------------------------------|
| GROSS INCOME RECEIVED | No Income - Business Position Only |
| \$500 - \$1,000 | \$1,001 - \$10,000 |
| \$10,001 - \$100,000 | OVER \$100,000 |

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of _____
(Real property, car, boat, etc.)

Loan repayment

Commission or Rental Income, list each source of \$10,000 or more

_____ *(Describe)*

Other _____
(Describe)

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

* You are not required to report loans from a commercial lending institution, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

INTEREST RATE TERM (Months/Years)

_____ % None _____

SECURITY FOR LOAN

None Personal residence

Real Property _____
Street address

_____ *City*

Guarantor _____

Other _____
(Describe)

Comments: _____

Instructions – Schedule C Income, Loans, & Business Positions (Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 11.) You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

(See Reference Pamphlet, page 12.)

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 8.) **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

SCHEDULE D Income – Gifts

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

| DATE (mm/dd/yy) | VALUE | DESCRIPTION OF GIFT(S) |
|-----------------|----------|------------------------|
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

| DATE (mm/dd/yy) | VALUE | DESCRIPTION OF GIFT(S) |
|-----------------|----------|------------------------|
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

| DATE (mm/dd/yy) | VALUE | DESCRIPTION OF GIFT(S) |
|-----------------|----------|------------------------|
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

| DATE (mm/dd/yy) | VALUE | DESCRIPTION OF GIFT(S) |
|-----------------|----------|------------------------|
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

| DATE (mm/dd/yy) | VALUE | DESCRIPTION OF GIFT(S) |
|-----------------|----------|------------------------|
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

| DATE (mm/dd/yy) | VALUE | DESCRIPTION OF GIFT(S) |
|-----------------|----------|------------------------|
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |
| ___/___/___ | \$ _____ | _____ |

Comments: _____

Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

Reminders

- Gifts from a single source are subject to a \$590 limit in 2023. (See Reference Pamphlet, page 10.)
- Code filers – you only need to report gifts from reportable sources.

Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

| |
|---|
| CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION |
| Name _____ _____ |

SCHEDULE E

Income – Gifts

Travel Payments, Advances, and Reimbursements

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

| | |
|---|---|
| <p>▶ NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>CITY AND STATE</p> <p>_____</p> <p>501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <p>DATE(S): ____/____/____ - ____/____/____ AMT: \$_____</p> <p style="text-align: center;"><i>(If gift)</i></p> <p>▶ MUST CHECK ONE: Gift -or- Income</p> <p style="padding-left: 20px;">Made a Speech/Participated in a Panel</p> <p style="padding-left: 20px;">Other - Provide Description _____</p> <p>_____</p> <p>▶ If Gift, Provide Travel Destination _____</p> <p>_____</p> | <p>▶ NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>CITY AND STATE</p> <p>_____</p> <p>501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <p>DATE(S): ____/____/____ - ____/____/____ AMT: \$_____</p> <p style="text-align: center;"><i>(If gift)</i></p> <p>▶ MUST CHECK ONE: Gift -or- Income</p> <p style="padding-left: 20px;">Made a Speech/Participated in a Panel</p> <p style="padding-left: 20px;">Other - Provide Description _____</p> <p>_____</p> <p>▶ If Gift, Provide Travel Destination _____</p> <p>_____</p> |
| <p>▶ NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>CITY AND STATE</p> <p>_____</p> <p>501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <p>DATE(S): ____/____/____ - ____/____/____ AMT: \$_____</p> <p style="text-align: center;"><i>(If gift)</i></p> <p>▶ MUST CHECK ONE: Gift -or- Income</p> <p style="padding-left: 20px;">Made a Speech/Participated in a Panel</p> <p style="padding-left: 20px;">Other - Provide Description _____</p> <p>_____</p> <p>▶ If Gift, Provide Travel Destination _____</p> <p>_____</p> | <p>▶ NAME OF SOURCE <i>(Not an Acronym)</i></p> <p>_____</p> <p>ADDRESS <i>(Business Address Acceptable)</i></p> <p>_____</p> <p>CITY AND STATE</p> <p>_____</p> <p>501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE</p> <p>_____</p> <p>DATE(S): ____/____/____ - ____/____/____ AMT: \$_____</p> <p style="text-align: center;"><i>(If gift)</i></p> <p>▶ MUST CHECK ONE: Gift -or- Income</p> <p style="padding-left: 20px;">Made a Speech/Participated in a Panel</p> <p style="padding-left: 20px;">Other - Provide Description _____</p> <p>_____</p> <p>▶ If Gift, Provide Travel Destination _____</p> <p>_____</p> |

Comments: _____

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. (See the FPPC fact sheet entitled “Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans” to read about travel payments under section 89506(a).)

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$500 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for MaryClaire's travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which they are not providing services are likely considered gifts.

| | |
|---|----------------|
| ▶ NAME OF SOURCE (Not an Acronym) | |
| Health Services Trade Association | |
| ADDRESS (Business Address Acceptable) | |
| 1230 K Street, Suite 610 | |
| CITY AND STATE | |
| Sacramento, CA | |
| <input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE | |
| Association of Healthcare Workers | |
| DATE(S): | AMT: \$ 550.00 |
| (if gift) | |
| ▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income | |
| <input type="radio"/> Made a Speech/Participated in a Panel | |
| <input checked="" type="radio"/> Other - Provide Description: Travel reimbursement for board meeting. | |
| ▶ If Gift, Provide Travel Destination | |

Note that the same payment from a 501(c)(3) would NOT be reportable.

Example:

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose.

| | |
|---|------------------|
| ▶ NAME OF SOURCE (Not an Acronym) | |
| Chengdu Municipal People's Government | |
| ADDRESS (Business Address Acceptable) | |
| 2 Caoshi St, CaoShiJie, Qingyang Qu, Chengdu Shi, | |
| CITY AND STATE | |
| Sichuan Sheng, China, 610000 | |
| <input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE | |
| DATE(S): | AMT: \$ 3,874.38 |
| (if gift) | |
| ▶ MUST CHECK ONE: <input checked="" type="checkbox"/> Gift -or- <input type="checkbox"/> Income | |
| <input type="radio"/> Made a Speech/Participated in a Panel | |
| <input checked="" type="radio"/> Other - Provide Description: Travel reimbursement for trip to China. | |
| ▶ If Gift, Provide Travel Destination | |
| Sichuan Sheng, China | |

Thus, Mayor Kim must report the gift of travel, but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at www.fppc.ca.gov.)

Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their economic interests including personal assets and income. The Act's conflict of interest provisions also disqualify a public official from taking part in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on these economic interests as well as the official's personal finances and those of immediate family. (Gov. Code Sections 87100 and 87103.) The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the Act's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2023-2024, the gift limit increased to \$590 from a single source during a calendar year.

Additionally, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for disqualification. Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest page at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 10.)

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 14.)

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Questions and Answers

General

Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?

A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?

A. Yes, three are required. However, you may instead complete an expanded statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Disclose all reportable economic interests in all three jurisdictions on the expanded statement. File the expanded statement for your primary position providing an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) File copies of the expanded statement with the other two agencies as required by Regulation 18723.1(c). Remember to complete separate statements for positions that you leave or assume during the year.

Q. I am a department head who recently began acting as city manager. Should I file as the city manager?

A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.

Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?

A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.

Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?

A. Yes. You may also need to file an assuming office statement for the new agency.

Investment Disclosure

Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?

A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. (See Reference Pamphlet, page 13.)

Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?

A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.

Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?

A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers Continued

- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.
- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.
- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. (See Reference Pamphlet, page 14.)

Questions and Answers Continued

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 8.)

Q. My spouse is a partner in a four-person firm where all of their business is based on their own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your spouse's investment in the firm is 10% or greater, disclose 100% of your spouse's share of the business on Schedule A-2, Part 1 and 50% of your spouse's income on Schedule A-2, Parts 2 and 3. For example, a client of your spouse's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 14.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in that real property.

Questions and Answers Continued

Gift Disclosure

- Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?
- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.
- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2023 the gift limit was \$590, so the Bensons may have given the supervisor artwork valued at no more than \$1,080. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.

2023/2024 Form 700 Statement of Economic Interests



Reference Pamphlet

California Fair Political Practices Commission

1102 Q Street, Suite 3050 • Sacramento, CA 95811

Email advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2023

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Who Must File

1. Officials and Candidates Specified in Gov. Code Section 87200 and Members of Boards and Commissions of Newly Created Agencies

The Act requires the following individuals to fully disclose their personal assets and income described in Form 700, Statement of Economic Interests:

State Offices

- Governor
- Lieutenant Governor
- Attorney General
- Controller
- Insurance Commissioner
- Secretary of State
- Treasurer
- Members of the State Legislature
- Superintendent of Public Instruction
- State Board of Equalization Members
- Public Utilities Commissioners
- State Energy Resources Conservation and Development Commissioners
- State Coastal Commissioners
- Fair Political Practices Commissioners
- State public officials (including employees and consultants) who manage public investments
- Elected members of and candidates for the Board of Administration of the California Public Employees' Retirement System
- Elected members of and candidates for the Teachers' Retirement Board
- Members of the High Speed Rail Authority

Other officials and employees of state boards, commissions, agencies, and departments file Form 700 as described in Part 2 on this page.

Judicial Offices

- Supreme, Appellate, and Superior Court Judges
- Court Commissioners
- Retired Judges, Pro-Tem Judges, and part-time Court Commissioners who serve or expect to serve 30 days or more in a calendar year

County and City Offices

- Members of Boards of Supervisors
- Mayors and Members of City Councils
- Chief Administrative Officers
- District Attorneys
- County Counsels
- City Attorneys
- City Managers
- Planning Commissioners
- County and City Treasurers
- County and city public officials (including employees and consultants) who manage public investments

Members of Newly Created Boards and Commissions

Generally, such a member must file an assuming office statement within 30 days as well as subsequent statements until the member's position is designated in a conflict of interest code. See Regulation 18754.

2. State and Local Officials, Employees, Candidates, and Consultants Designated in a Conflict of Interest Code ("Code Filers")

The Act requires every state and local government agency to adopt a unique conflict of interest code. The code lists each position within the agency filled by individuals who make or participate in making governmental decisions that could affect their personal economic interests.

The code requires individuals holding those positions to periodically file Form 700 disclosing certain personal economic interests as determined by the code's "disclosure categories." These individuals are called "designated employees" or "code filers."

Obtain your disclosure categories from your agency – they are not contained in the Form 700. Persons with broad decisionmaking authority must disclose more interests than those in positions with limited discretion. For example, you may be required to disclose only investments and business positions in or income (including loans, gifts, and travel payments) from businesses of the type that contract with your agency, or you may not be required to disclose real property interests.

In addition, certain consultants to public agencies may qualify as public officials because they make, participate in making, or act in a staff capacity for governmental decisions. Agencies determine who is a consultant and the level of disclosure and may use Form 805.

Note: An official who holds a position specified in Gov. Code Section 87200 is not required to file statements under the conflict of interest code of any agency that has the same or a smaller jurisdiction (for example, a state legislator who also sits on a state or local board or commission).

Employees in Newly Created Positions of Existing Agencies

An individual hired for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the agency's broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. The Form 804 may be used to satisfy this requirement.

Types of Form 700 Filings

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

Annual Statement:

Generally, the period covered is January 1, 2023, through December 31, 2023. If the period covered by the statement is different than January 1, 2023, through December 31, 2023, (for example, you assumed office between October 1, 2022, and December 31, 2022 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2023.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2023, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2023, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2022, and December 31, 2022, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2023.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Where to File

1. Officials Specified in Gov. Code Section 87200 (See Reference Pamphlet, page 3):

In most cases, the filing officials listed below will retain a copy of your statement and forward the original to the FPPC.

| Filers | Where to File |
|---|--|
| 87200 Filers | |
| State offices | Your agency |
| Judicial offices | The clerk of your court |
| Retired Judges | Directly with FPPC |
| County offices | Your county filing official |
| City offices | Your city clerk |
| Multi-County offices | Your agency |
| 87200 Candidates | |
| State offices | County elections official with whom you file your declaration of candidacy |
| Judicial offices | |
| Multi-County offices | |
| County offices | County elections official |
| City offices | City Clerk |
| Public Employees' Retirement System (CalPERS) | CalPERS |
| State Teachers' Retirement Board (CalSTRS) | CalSTRS |

Note: Individuals that invest public funds for a city or county agency must file Form 700 with the agency. Unlike most other 87200 filers, the original statement will **not** be forwarded to the FPPC pursuant to Regulation 18753.

2. Code Filers — State and Local Officials, Employees, Candidates, and Consultants Designated in a Conflict of interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's conflict of interest code. In most cases, the agency, board, or commission will retain the statements.

Candidates for local elective offices designated in a conflict of interest code file with the elections office where the declaration of candidacy or other nomination documents are filed.

3. Members of Newly Created Boards and Commissions:

File with your agency or with your agency's code reviewing body. See Regulation 18754.

State Senate and Assembly staff members file statements directly with the FPPC.

Exceptions:

- Elected state officers are not required to file statements under any agency's conflict of interest code.
- Filers listed in Section 87200 are not required to file statements under any agency's conflict of interest code in the same jurisdiction. For example, a county supervisor who is appointed to serve in an agency with jurisdiction in the same county has no additional filing obligations.

4. Positions Not Yet Covered Under a Conflict of interest Code

An individual hired for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Agencies may use FPPC Form 804 for this disclosure. Such individuals are referred to as "code filers." See Regulation 18734.

When to File

Assuming Office Statements:

| Filer | Deadline |
|---|---|
| Elected officials | 30 days after assuming office |
| Appointed positions specified in Gov. Code Section 87200 or Members of newly created boards and commissions not covered by a conflict of interest code | 30 days after assuming office or 10 days after appointment or nomination if subject to Senate or judicial confirmation |
| Other appointed positions (including those held by newly-hired employees) that are or will be designated in a conflict of interest code | 30 days after assuming office (30 days after appointment or nomination if subject to Senate confirmation) |
| Positions newly added to a new or amended conflict of interest code | 30 days after the effective date of the code or code amendment |

Exceptions:

- Elected state officers who assume office in December or January are not required to file an assuming office statement, but will file the next annual statement due.
- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file an assuming office statement. Instead, you will simply file the next annual statement due.
- If you leave an office specified in Gov. Code Section 87200 and, within 45 days, you assume another office or position specified in Section 87200 that has the same jurisdiction (for example, a city planning commissioner elected as mayor), you are not required to file an assuming office statement. Instead, you will simply file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.
- If a due date falls on a weekend or an official state holiday, the due date is the next regular business day.

Late statements are subject to a late fine of \$10 per day per position up to \$100 for each day the statement is late.

Annual Statements:

1. Elected state officers (including members of the state legislature, members elected to the Board of Administration of the California Public Employees' Retirement System and members elected to the Teachers' Retirement Board); Judges and court commissioners; and Members of state boards and commissions specified in Gov. Code Section 87200:
File no later than **Friday, March 1, 2024.**
2. County and city officials specified in Gov. Code Section 87200:
File no later than **Tuesday, April 2, 2024.**
3. Multi-County officials:
File no later than **Tuesday, April 2, 2024.**
4. State and local officials and employees designated in a conflict of interest code:
File on the date prescribed in the code (April 2 for most filers).

Exception:

If you assumed office between October 1, 2023, and December 31, 2023, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2025, or April 1, 2025, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2024.

Incumbent officeholders who file candidate statements also must file annual statements by the specified deadlines.

When to File - (continued)

Leaving Office Statements:

Leaving office statements must be filed no later than 30 days after leaving the office or position.

Exceptions:

- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file a leaving office statement. Instead, you will simply file the next annual statement due.
- If you leave an office specified in Gov. Code Section 87200 and, within 45 days, you assume another office or position specified in Section 87200 that has the same jurisdiction (for example, a city planning commissioner elected as mayor), you are not required to file a leaving office statement. Instead, you will simply file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

Candidate Statements:

All candidates (including incumbents) for offices specified in Gov. Code Section 87200 must file statements no later than the final filing date for their declaration of candidacy.

Candidates seeking a position designated in a conflict of interest code must file no later than the final filing date for the declaration of candidacy or other nomination documents.

Exception:

A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction **within 60 days** before filing a declaration of candidacy or other nomination documents.

Late Statements:

Late statements should be submitted as soon as possible after the filing deadline, in the same manner and place as a timely filed statement.

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or District Attorney) for investigation and possible prosecution. In addition to the late filing penalties from the filing officer, a fine of up to \$5,000 per violation may be imposed.

Terms & Definitions

The instructions located on the back of each schedule describe the types of interests that must be reported. The purpose of this section is to explain other terms used in Form 700 that are not defined in the instructions to the schedules or elsewhere.

Blind Trust: See Trusts, Reference Pamphlet, page 16.

Business Entity: Any organization or enterprise operated for profit, including a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation, or association. This would include a business for which you take business deductions for tax purposes (for example, a small business operated in your home). When reporting a business entity on the Form 700, do not use acronyms for the name of entity, unless it is one that is commonly understood by the public.

Code Filer: An individual who has been designated in a state or local agency's conflict of interest code to file statements of economic interests.

An individual hired on or after January 1, 2023 for a position not yet covered under an agency's conflict of interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Agencies may use FPPC Form 804 for such disclosure. See Regulation 18734.

Commission Income: "Commission income" means gross payments of \$500 or more received during the period covered by the statement as a broker, agent, or salesperson, including insurance brokers or agents, real estate brokers or agents, travel agents or salespersons, stockbrokers, and retail or wholesale salespersons, among others.

In addition, you may be required to disclose the names of sources of commission income if your pro rata share of the gross income was \$10,000 or more from a single source during the reporting period. If your spouse or registered domestic partner received commission income, you would disclose your community property share (50%) of that income (that is, the names of sources of \$20,000 or more in gross commission income received by your spouse or registered domestic partner).

Report commission income as follows:

- If the income was received through a business entity in which you and your spouse or registered domestic partner had a 10% or greater ownership interest (or if you receive commission income on a regular basis as an independent contractor or agent), use Schedule A-2.

- If the income was received through a business entity in which you or your spouse or registered domestic partner did not receive commission income on a regular basis or you had a less than 10% ownership interest, use Schedule C.

The "source" of commission income generally includes all parties to a transaction, and each is attributed the full value of the commission.

Examples:

- You are a partner in Jameson and Mulligan Insurance Company and have a 50% ownership interest in the company. You sold two American Insurance Company policies to XYZ Company during the reporting period. You received commission income of \$5,000 from the first transaction and \$6,000 from the second. On Schedule A-2, report your partnership interest in and income received from Jameson and Mulligan Insurance Company in Parts 1 and 2. In Part 3, list both American Insurance Company and XYZ Company as sources of \$10,000 or more in commission income.
- You are a stockbroker for Prince Investments, but you have no ownership interest in the firm. You receive commission income on a regular basis through the sale of stock to clients. Your total gross income from your employment with Prince Investments was over \$100,000 during the reporting period. On Schedule A-2, report your name as the name of the business entity in Part 1 and the gross income you have received in Part 2. (Because you are an employee of Prince Investments, you do not need to complete the information in the box in Part 1 indicating the general description of business activity, fair market value, or nature of investment.) In Part 3, list Prince Investments and the names of any clients who were sources of \$10,000 or more in commission income to you.
- You are a real estate agent and an independent contractor under Super Realty. On Schedule A-2, Part 1, in addition to your name or business name, complete the business entity description box. In Part 2, identify your gross income. In Part 3, for each transaction that resulted in commission income to you of \$10,000 or more, you must identify the brokerage entity, each person you represented, and any person who received a finder's or other referral fee for referring a party to the transaction to the broker.

Note: If your pro rata share of commission income from a single source is \$500 or more, you may be required to disqualify yourself from decisions affecting that source of income, even though you are not required to report the income. (See Reference Pamphlet, page 12.)

Terms & Definitions - (continued)

Conflict of Interest: A public official or employee has a conflict of interest under the Act when all of the following occur:

- The official makes, participates in making, or uses their official position to influence a governmental decision;
- It is reasonably foreseeable that the decision will affect the official's economic interest;
- The effect of the decision on the official's economic interest will be material; and
- The effect of the decision on the official's economic interest will be different than its effect on the public generally.

Conflict of Interest Code: The Act requires every state and local government agency to adopt a conflict of interest code. The code may be contained in a regulation, policy statement, or a city or county ordinance, resolution, or other document.

An agency's conflict of interest code must designate all officials and employees of, and consultants to, the agency who make or participate in making governmental decisions that could cause conflicts of interest. These individuals are required by the code to file statements of economic interests and to disqualify themselves when conflicts of interest occur.

The disclosure required under a conflict of interest code for a particular designated official or employee should include only the kinds of personal economic interests they could significantly affect through the exercise of their official duties. For example, an employee whose duties are limited to reviewing contracts for supplies, equipment, materials, or services provided to the agency should be required to report only those interests they hold that are likely to be affected by the agency's contracts for supplies, equipment, materials, or services.

Consultant: An individual who contracts with or whose employer contracts with state or local government agencies and who makes, participates in making, or acts in a staff capacity for making governmental decisions. The agency determines who is a consultant. Consultants may be required to file Form 700. Such consultants would file under full disclosure unless the agency provides in writing a limited disclosure requirement. Agencies may use FPPC Form 805 to assign such disclosure. The obligation to file Form 700 is always imposed on the individual who is providing services to the agency, not on the business or firm that employs the individual.

FPPC Regulation 18700.3 defines "consultant" as an individual who makes a governmental decision whether to:

- Approve a rate, rule, or regulation
- Adopt or enforce a law

- Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
- Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval
- Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract
- Grant agency approval to a plan, design, report, study, or similar item
- Adopt, or grant agency approval of, policies, standards, or guidelines for the agency or for any of its subdivisions

A consultant also is an individual who serves in a staff capacity with the agency and:

- participates in making a governmental decision; or
- performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's conflict of interest code.

Designated Employee: An official or employee of a state or local government agency whose position has been designated in the agency's conflict of interest code to file statements of economic interests or whose position has not yet been listed in the code but makes or participates in making governmental decisions. Individuals who contract with government agencies (consultants) may also be designated in a conflict of interest code.

A federal officer or employee serving in an official federal capacity on a state or local government agency is not a designated employee.

Digital Signature: Under the Act and Commission regulations, the Form 700s may be filed with a "digital signature," which may be used to sign documents electronically, if permitted by the filing officer. A digital signature is a type of certificate-based electronic signature that offers increased security to ensure the identity of the signer and prevent the alteration of documents after signing. For more information on how to use a digital signature, please refer to the Filing with a Digital Signature Fact Sheet on the FPPC's website.

For filing officers required to forward original statements filed via digital signature to the FPPC, the filing officer must verify the signature on the statement, and forward the statement via email to the FPPC at Form700@fppc.ca.gov. Do not mail the FPPC a copy of a Form 700 with a digital signature affixed.

Terms & Definitions - (continued)

Disclosure Categories: The section of an agency's conflict of interest code that specifies the types of personal economic interests officials and employees of the agency must disclose on their statements of economic interests. Disclosure categories are usually contained in an appendix or attachment to the conflict of interest code. Contact your agency to obtain a copy of your disclosure categories.

Diversified Mutual Fund: Diversified portfolios of stocks, bonds, or money market instruments that are managed by investment companies whose business is pooling the money of many individuals and investing it to seek a common investment goal. Mutual funds are managed by trained professionals who buy and sell securities. A typical mutual fund will own between 75 to 100 separate securities at any given time so they also provide instant diversification. *Only diversified mutual funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 are exempt from disclosure.* In addition, Regulation 18237 provides an exception from reporting other funds that are similar to diversified mutual funds. (See Reference Pamphlet, page 13.)

Elected State Officer: Elected state officers include the Governor, Lieutenant Governor, Attorney General, Insurance Commissioner, State Controller, Secretary of State, State Treasurer, Superintendent of Public Instruction, members of the State Legislature, members of the State Board of Equalization, elected members of the Board of Administration of the California Public Employees' Retirement System and members elected to the Teachers' Retirement Board.

Enforcement: The FPPC investigates suspected violations of the Act. Other law enforcement agencies (the Attorney General or district attorney) also may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings that could result in fines of up to \$5,000 per violation.

Instead of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General, or district attorney), or a private party residing within the jurisdiction. In civil actions, the measure of damages is up to the amount or value not properly reported.

Persons who violate the conflict of interest disclosure provisions of the Act also may be subject to agency discipline, including dismissal.

Finally, a knowing or willful violation of any provision of the Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties that may

be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

Expanded Statement: In some circumstances, an official or an employee who holds multiple positions subject to filing obligations (for example, a city council member who also holds a designated position with a county agency, board, or commission) may complete one expanded statement for all those positions. The expanded statement must disclose all reportable interests for all jurisdictions and list all positions for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.

Fair Market Value: When reporting the value of an investment, interest in real property, or gift, you must disclose the fair market value – the price at which the item would sell for on the open market. This is particularly important when valuing gifts, because the fair market value of a gift may be different from the amount it cost the donor to provide the gift. For example, the wholesale cost of a bouquet of flowers may be \$10, but the fair market value may be \$25 or more. In addition, there are special rules for valuing free tickets and passes. Call or email the FPPC for assistance.

Gift and Honoraria Prohibitions

Gifts:

State and local officials who are listed in Gov. Code Section 87200 (except judges – see below), candidates for these elective offices (including judicial candidates), and officials and employees of state and local government agencies who are designated in a conflict of interest code were prohibited from accepting a gift or gifts totaling more than \$590 in a calendar year from a single source in 2023-2024.

In addition, elected state officers, candidates for elective state offices, and officials and employees of state agencies are subject to a \$10 per calendar month limit on gifts from lobbyists and lobbying firms registered with the Secretary of State.

Terms & Definitions - (continued)

Honoraria:

State and local officials who are listed in Gov. Code Section 87200 (except judges – see below), candidates for these elective offices (including judicial candidates), and employees of state and local government agencies who are designated in a conflict of interest code are prohibited from accepting honoraria for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

Exceptions:

- Some gifts are not reportable or subject to the gift and honoraria prohibitions, and other gifts may not be subject to the prohibitions, but are reportable. For detailed information, see the FPPC fact sheet entitled “Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans,” which can be obtained from your filing officer or the FPPC website (www.fppc.ca.gov).
- The gift limit and the honorarium prohibitions do not apply to a part-time member of the governing board of a public institution of higher education, unless the member is also an elected official.
- If you are designated in a state or local government agency’s conflict of interest code, the gift limit and honorarium prohibition are applicable only to sources you would otherwise be required to report on your statement of economic interests. However, this exception is not applicable if you also hold a position listed in Gov. Code Section 87200 (See Reference Pamphlet, page 3.)
- For state agency officials and employees, the \$10 lobbyist/lobbying firm gift limit is applicable only to lobbyists and lobbying firms registered to lobby your agency. This exception is not applicable if you are an elected state officer or a member or employee of the State Legislature.
- Payments for articles published as part of the practice of a bona fide business, trade, or profession, such as teaching, are not considered honoraria. A payment for an “article published” that is customarily provided in connection with teaching includes text book royalties and payments for academic tenure review letters. An official is presumed to be engaged in the bona fide profession of teaching if they are employed to teach at an accredited university.

Judges:

Section 170.9 of the Code of Civil Procedure imposes gift limits on judges and prohibits judges from accepting any honorarium. Section 170.9 is enforced by the Commission on Judicial Performance. The FPPC has no authority to interpret or enforce the Code of Civil Procedure. Court commissioners are subject to the gift limit under the Political Reform Act.

Income Reporting: Reporting income under the Act is different than reporting income for tax purposes. The Act requires **gross** income (the amount received before deducting losses, expenses, or taxes, as well as income reinvested in a business entity) to be reported.

Pro Rata Share: The instructions for reporting income refer to your pro rata share of the income received. Your pro rata share is normally based on your ownership interest in the entity or property. For example, if you are a sole proprietor, you must disclose 100% of the gross income to the business entity on Schedule A-2. If you own 25% of a piece of rental property, you must report 25% of the gross rental income received. When reporting your community property interest in your spouse’s or registered domestic partner’s income, your pro rata share is 50% of their income. You must also report the name of your spouse’s or registered domestic partner’s employer as the source of income, not the name of spouse or registered domestic partner.

Separate Property Agreement: Generally, a public official is required to disclose their community property share of their spouse’s income. But, when a public official and their spouse have a legally separate property agreement (e.g., prenuptial agreement), the official is not required to report the spouse’s community property share of income, unless the funds are commingled with community funds or used to pay for community expenses or to produce or enhance the separate income of the official.

Note: This reporting exception does not apply to investments and interests in real property. Even if a public official and their spouse have a separate property agreement, the spouse’s investments and interests in real property must still be disclosed because the definitions of reportable investments and interests in real property include those held by the official’s immediate family (spouse, registered domestic partner, and dependent children). These definitions are not dependent on community property law.

Income to a Business Entity: When you are required to report sources of income to a business entity, sources of rental income, or sources of commission income, you are only required to disclose individual sources of income of \$10,000 or more. However, you may be required to **disqualify** yourself from decisions affecting sources of \$500 or more in income, even though you are not required to report them.

Examples:

- Alice Ruiz is a partner in a business entity. Alice has a 25% interest. On Schedule A-2, Alice must disclose 25% of the fair market value of the business entity; 25% of the gross income to the business entity (even though all of the income received was reinvested in

Terms & Definitions - (continued)

the business and Alice did not personally receive any income from the business); and the name of each source of \$40,000 or more to the business.

- Pat and Mark Johnson, a married couple, own Classic Autos. Income to this business was \$200,000. In determining the amount to report for income on Schedule A-2, Part 2, Mark must include Mark's 50% share (\$100,000) and 50% of Mark's spouse's share (\$50,000). Thus, Mark's reportable income would be \$150,000 and Mark will check the box indicating \$100,001-\$1,000,000. (See Reference Pamphlet, page 13, for an example of how to calculate the value of this investment and interest in real property.)
- Renee Smith is an employee of a private company. Renee's employer offers the option of receiving a stipend in lieu of healthcare insurance provided by the employer. Since Renee Smith receives payments from their employer instead of healthcare insurance, Renee is required to report the gross income from the stipend payments. Renee would aggregate and report the total gross income received from both their stipend and salary on Schedule C.

You are **not** required to report:

- Salary, reimbursement for expenses or per diem, social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.
- Campaign contributions
- A cash bequest or cash inheritance
- Returns on a security registered with the Securities and Exchange Commission, including dividends, interest, or proceeds from a sale of stocks or bonds unless the purchaser can be identified.
- Redemption of a mutual fund
- Payments received under an insurance policy, such as life insurance policy payments, including an annuity
- Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency
- Your spouse's or registered domestic partner's income that is legally "separate" income so long as the funds are not commingled with community funds or used to pay community expenses
- Income of dependent children

- Automobile trade-in allowances from dealers
- Loans and loan repayments received from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin unless they were acting as an intermediary or agent for any person not covered by this provision
- Alimony or child support payments
- Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a)
- Any loan from a commercial lending institution made in the lender's regular course of business on terms available to the public without regard to your official status
- Any retail installment or credit card debts incurred in the creditor's regular course of business on terms available to the public without regard to your official status
- Loans made to others. However, repayments may be reportable on Schedule C
- A loan you co-signed for another person unless you made payments on the loan during the reporting period

Incentive Compensation: "Incentive compensation" means income over and above salary that is either ongoing or cumulative, or both, as sales or purchases of goods or services accumulate. Incentive compensation is calculated by a predetermined formula set by the official's employer which correlates to the conduct of the purchaser in direct response to the effort of the official.

Incentive compensation does not include:

- Salary
- Commission income (*For information regarding disclosure of "commission income," see Reference Pamphlet, page 8.*)
- Bonuses for activity not related to sales or marketing, the amount of which is based solely on merit or hours worked over and above a predetermined minimum
- Executive incentive plans based on company performance, provided that the formula for determining the amount of the executive's incentive income does not include a correlation between that amount and increased profits derived from increased business with specific and identifiable clients or customers of the company
- Payments for personal services which are not marketing or sales

Terms & Definitions - (continued)

The purchaser is a source of income to the official if all three of the following apply:

- the official's employment responsibilities include directing sales or marketing activity toward the purchaser; and
- there is direct personal contact between the official and the purchaser intended by the official to generate sales or business; and
- there is a direct relationship between the purchasing activity of the purchaser and the amount of the incentive compensation received by the official.

Report incentive compensation as follows:

- In addition to salary, reimbursement of expenses, and other income received from your employer, separately report on Schedule C the name of each person who purchased products or services sold, marketed or represented by you if you received incentive compensation of \$500 or more attributable to the purchaser during the period covered by the statement.
- If incentive compensation is paid by your employer in a lump sum, without allocation of amounts to specific customers, you must determine the amount of incentive compensation attributable to each of your customers. This may be based on the volume of sales to those customers.

(See Regulations 18700.1 and 18728.5 for more information.)

Investment Funds: The term "investment" no longer includes certain exchange traded funds, closed-end funds, or funds held in an Internal Revenue Code qualified plan. These non-reportable investment funds (1) must be bona fide investment funds that pool money from more than 100 investors, (2) must hold securities of more than 15 issuers, and (3) cannot have a stated policy of concentrating their holdings in the same industry or business ("sector funds"). In addition, the filer may not influence or control the decision to purchase or sell the specific fund on behalf of their agency during the reporting period or influence or control the selection of any specific investment purchased or sold by the fund. (See Regulation 18237.)

Investments and Interests in Real Property: When disclosing investments on Schedules A-1 or A-2 and interests in real property on Schedules A-2 or B, you must include investments and interests in real property held by your spouse or registered domestic partner, and those held by your dependent children, as if you held them directly.

Examples:

- Julia Pearson, spouse, and two dependent children each own \$600 in stock in General Motors. Because the total value of their holdings is \$2,400, Julia must disclose the stock as an investment on Schedule A-1.

- Pat and Mark Johnson, a married couple, jointly own Classic Autos. Mark must disclose Classic Autos as an investment on Schedule A-2. To determine the reportable value of the investment, Mark will aggregate the value of each of their 50% interest. Thus, if the total value of the business entity is \$150,000, Mark will check the box \$100,001 - \$1,000,000 in Part 1 of Schedule A-2. (Also see Reference Pamphlet, page 12, for an example of how to calculate reportable income.)

The Johnsons also own the property where Classic Autos is located. To determine the reportable value of the real property, Mark will again aggregate the value of each of their 50% interest to determine the amount to report in Part 4 of Schedule A-2.

- Katie Lee rents out a room in their home. Katie receives \$6,000 a year in rental income. Katie will report the fair market value of the rental portion of the residence and the income received on Schedule B.

Jurisdiction: Report disclosable investments and sources of income (including loans, gifts, and travel payments) that are either located in or doing business in your agency's jurisdiction, are planning to do business in your agency's jurisdiction, or have done business during the previous two years in your agency's jurisdiction, and interests in real property located in your agency's jurisdiction.

A business entity is doing business in your agency's jurisdiction if the entity has business contacts on a regular or substantial basis with a person who maintains a physical presence in your jurisdiction.

Business contacts include, but are not limited to, manufacturing, distributing, selling, purchasing, or providing services or goods. Business contacts do not include marketing via the Internet, telephone, television, radio, or printed media.

The same criteria are used to determine whether an individual, organization, or other entity is doing business in your jurisdiction.

Exception:

Gifts are reportable regardless of the location of the donor. For example, a state agency official with full disclosure must report gifts from sources located outside of California. (Designated employees/code filers should consult their [disclosure categories](#) to determine if the donor of a gift is of the type that must be disclosed.)

When reporting interests in real property, if your jurisdiction is the state, you must disclose real property located within the state of California unless your agency's conflict of interest code specifies otherwise.

Terms & Definitions - (continued)

For local agencies, an interest in real property is located in your jurisdiction if any part of the property is located in, or within two miles of, the region, city, county, district, or other geographical area in which the agency has jurisdiction, or if the property is located within two miles of any land owned or used by the agency.

See the following explanations to determine what your jurisdiction is:

State Offices and All Courts: Your jurisdiction is the state if you are an elected state officer, a state legislator, or a candidate for one of these offices. Judges, judicial candidates, and court commissioners also have statewide jurisdiction. (*In re Baty* (1979) 5 FPPC Ops. 10) If you are an official or employee of, or a consultant to, a state board, commission, or agency, or of any court or the State Legislature, your jurisdiction is the state.

County Offices: Your jurisdiction is the county if you are an elected county officer, a candidate for county office, or if you are an official or employee of, or a consultant to, a county agency or any agency with jurisdiction solely within a single county.

City Offices: Your jurisdiction is the city if you are an elected city officer, a candidate for city office, or you are an official or employee of, or a consultant to, a city agency or any agency with jurisdiction solely within a single city.

Multi-County Offices: If you are an elected officer, candidate, official or employee of, or a consultant to a multi-county agency, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. (Example: A water district has jurisdiction in a portion of two counties. Members of the board are only required to report interests located or doing business in that portion of each county in which the agency has jurisdiction.)

Other (for example, school districts, special districts and JPAs): If you are an elected officer, candidate, official or employee of, or a consultant to an agency not covered above, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. See the multi-county example above.

Leasehold Interest: The term "interest in real property" includes leasehold interests. An interest in a lease on real property is reportable if the value of the leasehold interest is \$2,000 or more. The value of the interest is the total amount of rent owed by you during the reporting period or, for a candidate or assuming office statement, during the prior 12 months.

You are not required to disclose a leasehold interest with a value of less than \$2,000 or a month-to-month tenancy.

Loan Reporting: Filers are not required to report loans from commercial lending institutions or any indebtedness created as part of retail installment or credit card transactions that are made in the lender's regular course of business, without regard to official status, on terms available to members of the public.

Loan Restrictions: State and local elected and appointed public officials are prohibited from receiving any personal loan totaling more than \$250 from an official, employee, or consultant of their government agencies or any government agency over which the official or the official's agency has direction or control. In addition, loans of more than \$250 from any person who has a contract with the official's agency or an agency under the official's control are prohibited unless the loan is from a commercial lending institution or part of a retail installment or credit card transaction made in the regular course of business on terms available to members of the public.

State and local elected officials are also prohibited from receiving any personal loan of \$500 or more unless the loan agreement is in writing and clearly states the terms of the loan, including the parties to the loan agreement, the date, amount, and term of the loan, the date or dates when payments are due, the amount of the payments, and the interest rate on the loan.

Campaign loans and loans from family members are not subject to the \$250 and \$500 loan prohibitions.

A personal loan made to a public official that is not being repaid or is being repaid below certain amounts will become a gift to the official under certain circumstances. Contact the FPPC for further information, or see the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans," which can be obtained from your filing officer or the FPPC website (www.fppc.ca.gov).

Original Statement: A statement containing either a handwritten "wet" signature or a "secure electronic signature" signed under the penalty of perjury and verified by the filer pursuant to Gov. Code Section 81004. A "secure electronic signature" means either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer's agency email address. (See Regulations 18104 and 18757.)

Privileged Information: FPPC Regulation 18740 sets out specific procedures that must be followed in order to withhold the name of a source of income. Under this regulation, you are not required to disclose on Schedule A-2, Part 3, the name of a person who paid fees or made payments to a business entity if disclosure of the name would violate a legally recognized privilege under California

Terms & Definitions - (continued)

or Federal law. However, you must provide an explanation for nondisclosure, separately stating for each undisclosed person: the legal basis for the assertion of the privilege, facts demonstrating why the privilege is applicable, and that to the best of your knowledge you have not and will not make, participate in making, or use your official position to influence a governmental decision affecting the undisclosed person in violation of Government Code Section 87100. This explanation may be included with, or attached to, the public official's Form 700.

We note that the name of a source of income is privileged only to a limited extent under California law. For example, a name is protected by attorney-client privilege only when facts concerning an attorney's representation of an anonymous client are not publicly known and those facts, when coupled with disclosure of the client's identity, might expose the client to an official investigation or to civil or criminal liability. A patient's name is protected by physician-patient privilege only when disclosure of the patient's name would also reveal the nature of the treatment received by the patient. A patient's name is also protected if the disclosure of the patient's name would constitute a violation by an entity covered under the Federal Health Insurance Portability and Accountability Act (also known as HIPAA).

Public Officials Who Manage Public Investments:

Individuals who invest public funds in revenue-producing programs must file Form 700. This includes individuals who direct or approve investment transactions, formulate or approve investment policies, and establish guidelines for asset allocations. FPPC Regulation 18700.3 defines "public officials who manage public investments" to include the following:

- Members of boards and commissions, including pension and retirement boards or commissions, and committees thereof, who exercise responsibility for the management of public investments;
- High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments (for example, chief or principal investment officers or chief financial managers); and
- Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions described above.

Registered Domestic Partners: Filers must report investments and interests in real property held by, and sources of income to, registered domestic partners. (See Regulation 18229.)

Retirement Accounts (for example, deferred compensation and individual retirement accounts (IRAs)): Assets held in retirement accounts must be disclosed if the assets are reportable items, such as

common stock (investments) or real estate (interests in real property). For help in determining whether your investments and real property are reportable, see the instructions to Schedules A-1, A-2, and B.

If your retirement account holds reportable assets, disclose only the assets held in the account, not the account itself. You may have to contact your account manager to determine the assets contained in your account.

Schedule A-1: Report any business entity in which the value of your investment interest was \$2,000 or more during the reporting period. (Use Schedule A-2 if you have a 10% or greater ownership interest in the business entity.)

Schedule B: Report any piece of real property in which the value of your interest was \$2,000 or more during the reporting period.

Examples:

- Anaya Tiwari deposits \$500 per month into the employer's deferred compensation program. Anaya has chosen to purchase shares in two diversified mutual funds registered with the Securities and Exchange Commission. Because Anaya's funds are invested solely in non-reportable mutual funds (see Schedule A-1 instructions), Anaya has no disclosure requirements with regard to the deferred compensation program.
- Earl James Jones has \$6,000 in an individual retirement account with an investment firm. The account contains stock in several companies doing business in his jurisdiction. One of the stock holdings, Misac Computers, reached a value of \$2,500 during the reporting period. The value of the investment in each of the other companies was less than \$2,000. Earl must report Misac Computers as an investment on Schedule A-1 because the value of the stock in that company was \$2,000 or more.
- Adriane Fisher has \$5,000 in a retirement fund that invests in real property located in Adriane's jurisdiction. The value of Adriane's interest in each piece of real property held in the fund was less than \$2,000 during the reporting period. Although this retirement fund holds reportable assets, there is no disclosure requirement because it did not have a \$2,000 or greater interest in any single piece of real property. If, in the future, the value of Adriane's interest in a single piece of real property reaches or exceeds \$2,000, it will be required to be disclosed on Schedule B for that reporting period.

Terms & Definitions - (continued)

Trusts: Investments and interests in real property held and income received by a trust (including a living trust) are reported on Schedule A-2 if you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater interest in the trust and your pro rata share of a single investment or interest in real property was \$2,000 or more.

You have an interest in a trust if you are a trustor and:

- Can revoke or terminate the trust;
- Have retained or reserved any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
- Have retained any power of appointment, including the power to change the trustee or the beneficiaries.

Or you are a beneficiary and:

- Presently receive income (see Gov. Code Section 82030); or
- Have an irrevocable future right to receive income or principal. (See FPPC Regulation 18234 for more information.)

Examples:

- Sarah Murphy has set up a living trust that holds Sarah's principal residence, stock in several companies that do business in the jurisdiction, and a rental home in the agency's jurisdiction. Since Sarah is the trustor and can revoke or terminate the trust, Sarah must disclose any stock worth \$2,000 or more and the rental home on Schedule A-2. Sarah's residence is not reportable because it is used exclusively as a personal residence.
- Chao Yee is listed as a beneficiary in a family's trust. However, Chao does not presently receive income from the trust, nor an irrevocable future right to receive income or principal. Therefore, Chao is not required to disclose any assets contained in the family trust.

Blind Trusts:

A blind trust is a trust managed by a disinterested trustee who has complete discretion to purchase and sell assets held by the trust. If you have a direct, indirect, or beneficial interest in a blind trust, you may not be required to disclose your pro rata share of the trust's assets or income.

However, the trust must meet the standards set out in FPPC Regulation 18235, and you must disclose reportable assets originally transferred into the blind trust and income from those original assets on Schedule A-2 until they have been disposed of by the trustee.

Trustees:

If you are only a trustee, you do not have a reportable interest in the trust. However, you may be required to report the income you received from the trust for performing trustee services.

Wedding Gifts: Wedding gifts must be disclosed if they were received from a reportable source during the period covered by the statement. Gifts valued at \$50 or more are reportable; however, a wedding gift is considered a gift to both spouses equally. Therefore, you would count one-half of the value of a wedding gift to determine if it is reportable and need only report individual gifts with a total value of \$100 or more.

For example, you receive a place setting of china valued at \$150 from a reportable source as a wedding gift. Because the value to you is \$50 or more, you must report the gift on Schedule D, but may state its value as \$75.

Wedding gifts are not subject to the \$590 gift limit (\$590 in 2023-2024), but they are subject to the \$10 lobbyist/lobbying firm gift limit for state officials.

Privacy Information Notice

Information requested on all FPPC forms is used by the FPPC to administer and enforce the Political Reform Act (Gov. Code Sections 81000-91014 and California Code of Regulations Sections 18110-18997). All information required by these forms is mandated by the Political Reform Act. Failure to provide all of the information required by the Act is a violation subject to administrative, criminal, or civil prosecution. All reports and statements provided are public records open for public inspection and reproduction.

If you have any questions regarding this Privacy Notice or how to access your personal information, please contact the FPPC at:

General Counsel
Fair Political Practices Commission
1102 Q Street, Suite 3050
Sacramento, CA 95811
(916) 322-5660
(866) 275-3772

California Fair Political Practices Commission

Frequently Asked Questions: Form 700 Disclosure

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The FAQs listed below are selected from questions often asked about the Statement of Economic Interests (Form 700). Because it is not possible to address all of the unique variables and circumstances related to disclosure, individuals are encouraged to contact the FPPC with specific facts. Most officials must also consult their agency's conflict of interest code to determine their disclosure level and their reportable interests. The Form 700 is a public document. Form 700s filed by State Legislators and Judges, members of the FPPC, County Supervisors, and City Council Members are available on the FPPC's website.

General Questions

1. Q. Do officials have to complete all schedules of the Form 700?
 - A. Not necessarily. The majority of individuals who file the Form 700 must do so by following the rules set forth in their agency's conflict of interest code ("designated employees"). Before completing the Form 700, an official should be familiar with the disclosure category for their position. For example, since job duties differ from agency to agency and even unit to unit within the same agency, an analyst for one agency, or unit of that agency, may not have the same reporting requirements as an analyst from another agency, or even another unit of the same agency. **Designated employees should obtain a copy of their agency's conflict of interest code from the agency.**

Officials listed in Government Code Section 87200 (e.g., boards of supervisors, city council members, planning commissioners, elected state officials, etc.) must report investments, business positions, and sources of income, including receipt of gifts, loans, and travel payments, from sources located in or doing business in their agency's jurisdiction. All interests in real property within the agency's jurisdiction must also be reported. For local officials, real property located within two miles of the boundaries of the jurisdiction or any real property that the agency has an interest in is deemed to be "within the jurisdiction."
2. Q. Is it necessary to read all of the information before completing the Form 700?
 - A. Each individual must verify the Form 700's content under penalty of perjury. Therefore, every effort must be made to understand what the form requires. When necessary, you may contact the FPPC for specific guidance. You may only obtain immunity from a potential enforcement action when you receive formal written advice.
3. Q. Where are the Form 700s filed?
 - A. Most state and local officials file with their agency. In most instances, the agency is required to forward the originals for specified high-level officials to the FPPC. Only retired judges serving on assignment and legislative staff file the Form 700 *directly* with the FPPC.

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4. Q. If the Form 700 is postmarked by the due date, is it considered filed on time?
- A. Yes.
5. Q. If an official holds multiple positions subject to filing obligations, is a statement required for each position?
- A. Yes. However, in some circumstances, such an official may file an expanded statement instead. The expanded statement must cover all reportable interests for all jurisdictions and list all positions for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.
6. Q. Do individuals need to file a complete Form 700 when they leave office?
- A. Yes. The same requirements apply for the assuming office, the annual, and the leaving office filings.
7. Q. An individual is hired into a newly created management position in her agency's Information Technology Department. How does she complete the Form 700?
- A. Because it is a newly created position, the law requires that economic interests be reported under the broadest disclosure category in the agency's conflict of interest code unless the agency sets interim disclosure that is tailored to the limited range of duties of the position. An individual may request that the agency complete the Form 804 (Agency Report of New Positions) to tailor the disclosure category to the job duties of the new position. Generally, the Form 700 must be filed with the agency within 30 days of the date of hire.
8. Q. Must board members of a non-profit public benefit corporation that operates California charter schools file Form 700?
- A. Yes. Members of charter schools are public officials and must file the Form 700.

Income Questions

9. Q. Must an official report a spouse's or registered domestic partner's salary?
- A. Generally an official is required to report their community property share (50%) of their spouse's or registered domestic partner's salary. The disclosure lists the employer's name as the source of income on Schedule C of the Form 700. If the spouse or registered domestic partner is self-employed, the business entity is reported on Schedule A-2. Officials should check their disclosure category, if applicable, to determine if the income is reportable. A spouse or registered domestic partner's government salary is not reportable (e.g., spouse is a teacher at a public school).
10. Q. If an official receives income as a gig worker for companies such as Uber, Lyft, DoorDash, Instacart, etc., is that income reportable on the Form 700?
- A. Yes, this income is reportable if the source of income is doing business in the official's jurisdiction. If the official is an independent contractor of the company, the official will report the income on Schedule A-2. If the official is an employee of the company, the official will report the income on Schedule C.

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11. Q. If an official and their spouse have a legally separate property agreement (e.g., prenuptial), must the official still report their community property share (50%) in their spouse's income?
- A. No. If there is a legally separate property agreement, the official is not required to report their community property share in their spouse's income so long as the funds are not commingled with community funds or used to pay for community expenses or to produce or enhance the official's separate income. This reporting exception does not apply to investments and interests in real property. Even if a public official and their spouse have a separate property agreement, the spouse's investments and interests in real property must still be disclosed because the definitions of reportable investments and interests in real property include those held by the official's immediate family (spouse, registered domestic partner, and dependent children). These definitions are not dependent on community property law.
12. Q. If an official owns a business in which he has received income of \$10,000 or more from a client, is the official required to disclose the client's name on Schedule A-2, Part 3?
- A. Yes, except for under rare circumstances where disclosure of the identity would violate a legally recognized privilege under California or federal law. In these cases, the FPPC may authorize an exemption. (Regulation 18740)
13. Q. When an official purchases a new car and trades in the old car as credit toward the purchase price, is the trade-in allowance considered reportable income on the Form 700?
- A. No. A trade-in allowance is not considered income and is not reportable on an official's Form 700. However, income received from the sale of an auto may be reportable.
14. Q. An official owns a rental property that they are required to report. The renter/tenant pays a property management company and the company deposits the funds into the official's checking account. Would the source of rental income be listed as the property management company or the person living at the residence who is paying the property management company?
- A. The source of the rental income is the person living at the residence (renter/tenant). The property management company does not need to be disclosed.

Investment Questions

15. Q. An official holds various stocks through an account managed by an investment firm. The account manager decides which stocks to purchase with no input from the official. Are the stocks subject to disclosure?
- A. Yes. Unless the stocks are in a diversified mutual fund registered with the SEC or in a fund similar to a diversified mutual fund (e.g., exchange traded fund (ETF)) if the similar fund meets the specific criteria outlined in Regulation 18237. Any investments worth \$2,000 or more in a business entity located in or doing business in the jurisdiction must be disclosed on Schedule A-1 or A-2 if the official's disclosure category requires that the investments be reported.
16. Q. Are funds invested in a retirement account required to be disclosed?
- A. Investments held in a government defined-benefit pension program plan (e.g., CalPERS) are not reportable. Investments held in a fund such as a defined contribution plan 401(k) or exchange traded fund (EFT) are not required to be disclosed if the fund meets the specific criteria outlined in Regulation 18237. An official may need to contact their account manager for assistance in determining what assets are held in the account.

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17. Q. If an official reported stocks that were acquired last year on their annual Form 700, must the stocks be listed again on the official's next Form 700?
- A. Yes. Stocks that are worth \$2,000 or more during the reporting period must be reported every year that they are held. The "acquired" and "disposed" dates are only required if the stocks were acquired or disposed of during the period covered by the Form 700.
18. Q. How are interests in a living trust reported if the trust includes: (1) rental property in the official's jurisdiction; (2) a primary residence; and (3) investments in diversified mutual funds? Are there different disclosure rules?
- A. The name of the trust is reported, along with the rental property and its income, on Schedule A-2. The official's primary residence, if used exclusively as a personal residence, and investments in diversified mutual funds registered with the SEC, are not reportable. Although the official's primary residence is not required to be disclosed on the Form 700, it is still considered an economic interest for conflict of interest purposes. (See Question 18.) A secondary residence not used exclusively for personal purposes may be reportable. (See Question 19.)
19. Q. A Form 700 filer has a 10% or greater ownership interest in a company that provides uncompensated, pro-bono, or volunteer services within the filer's jurisdiction. Must this investment be disclosed on Schedule A-2 of the Form 700?
- A. Yes. An investment must be disclosed if there is any financial interest in a business entity that does business or plans to do business within the jurisdiction (See Government Code 82034). Although the services are uncompensated, "doing business in" is defined as having business contacts on a regular or substantial basis including providing services or goods (Regulation 18230).
20. Q. An official holds an investment (stocks, partnership, etc.) or receives income from a business entity. How is the name of the business entity reported?
- A. An official must report the full name of the business entity interest. Do not use acronyms for the name of the business entity unless it is one that is commonly understood by the public.

Real Property Questions

21. Q. Is an official's personal residence reportable?
- A. Generally, any personal residence occupied by an official or their family is not reportable if used exclusively as a personal residence. However, a residence for which a business deduction is claimed is reportable if the portion claimed as a tax deduction is valued at \$2,000 or more. In addition, any residence for which an official receives rental income is reportable if it is located in the jurisdiction.
22. Q. When an official is required to report interests in real property, is a secondary residence reportable?
- A. It depends. First, the residence must be located in the official's jurisdiction. If the secondary residence is located in the official's jurisdiction and rental income is received (including from a family member), the residence is reportable. However, if the residence is used exclusively for personal purposes and no rental income is received, it is not reportable. Although the secondary residence may not be reportable, it is still considered an economic interest for conflict of interest purposes.

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23. Q. If a primary or secondary personal residence is required to be reported, is the street address required to be disclosed?

A. No. The assessor's parcel number may be listed instead of the street address.

Enforcement Question

24. Q. What is the penalty for not filing the Form 700 on time or not reporting all required economic interests?

A. A late fine of \$10 per day up to a maximum of \$100 may be assessed. If an individual does not pay a late fine, the matter may be referred to the Franchise Tax Board for collection. In addition, if a matter is referred to the FPPC's Enforcement Division for failure to file or failure to include all required economic interests, the fine may be substantially higher.

Gift/Travel Questions

25. Q. What is the gift limit for 2023-2024?

A. **\$590**: This means that gifts from a single, reportable source, other than a lobbyist or lobbying firm (see below), may not exceed \$590 in a calendar year. For officials and employees who file the Form 700 under an agency's conflict of interest code ("designated employees"), this limit applies only if the official or employee would be required to report income or gifts from that source on the Form 700, as outlined in the "disclosure category" portion of the agency's conflict of interest code. For conflict of interest purposes, the gift must be under \$590 to avoid consideration under the conflict rules.

State Lobbyist & Lobbying Firm Limit:

\$10: State candidates, state elected officers, and state legislative officials may not accept gifts aggregating more than **\$10 in a calendar month that are made or arranged by a registered state lobbyist or lobbying firm**. The same rule applies to state agency officials, including members of state boards and commissions, if the lobbyist or firm is registered to lobby, or should be registered to lobby, the official's or employee's agency.

26. Q. During the year, an official received several gifts of meals from the same reportable source. Each meal was approximately \$35. Is the source reportable?

A. Yes. Gifts from the same reportable source are aggregated, and the official must disclose the source when the total value of all meals reaches or exceeds \$50.

27. Q. How does an individual return a gift so that it is not reportable?

A. Unused gifts that are returned to the donor or reimbursed within 30 days of receipt are not reportable. The recipient may also donate the unused item to a charity or a governmental agency within 30 days of receipt or acceptance so long as the donation is not claimed as a tax deduction. An individual may not, however, reimburse a charity for the value (or partial value) of a gift from another source, in order to not report the gift, unless the charity was the original source of the gift.

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28. Q. Two people typically exchange gifts of similar value on birthdays. Are these items reportable?
- A. No. Gift exchanges with individuals, other than lobbyists, on birthdays, holidays, or similar occasions, are not reportable or subject to gift limits. The gifts exchanged must be similar in value.
29. Q. Must an official report gifts received from an individual whom the official is dating?
- A. No. Gifts of a personal nature exchanged because the individuals are in a bona fide dating relationship are not reportable or subject to gift limits. However, the official remains subject to the conflict of interest rules and some matters may require recusal from voting.
30. Q. If an official makes a speech related to national public policy and their spouse attends the dinner at the event, is the spouse's meal considered a gift to the official?
- A. Yes. The official's meal is not a reportable gift; however, their spouse's meal is a gift and reportable on the official's Form 700 if the value is \$50 or more.
31. Q. A vendor that does business with the agency provided entertainment tickets to the spouse of one of the agency members. Must the member report the tickets as gifts?
- A. Yes. Unless an exception applies, the tickets are a reportable gift. A gift to an official's spouse is a gift to the official when there is no established working, social, or similar relationship between the donor/vendor and the spouse or there is evidence to suggest that the donor had a purpose to influence the official.
32. Q. An agency received two free tickets to a concert from a local vendor. The agency has a policy governing the reporting of tickets and passes distributed to persons for use in ceremonial roles or other agency related activities. The agency had discretion to determine who in the agency received the tickets. Each ticket was valued at \$140. If the agency director used the tickets, how are they reported?
- A. Assuming the tickets meet the agency's policy as an appropriate use of public funds, the agency may report the tickets (worth \$280) on the Form 802 (Agency Report of Ceremonial Role Events and Ticket/Pass Distributions), which is a public record. The director does not need to report the tickets on the Form 700.
33. Q. An agency received a large box of chocolates as a holiday gift from a local merchant. It was addressed to the agency and not to a particular employee. Is there a reporting requirement?
- A. No. There is no reporting requirement if the value received by each agency employee is less than \$50.
34. Q. An agency official receives a gift basket specifically addressed to the official worth more than \$50 from a local merchant. Is there a reporting requirement?
- A. If the source of the gift basket is reportable by the official, the official must report the gift, even if they share the gift with other agency employees.

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35. Q. Do prizes donated to a governmental agency by an outside source constitute gifts under the Act if they were received by city employees in a drawing conducted by the city for all city employees participating in the city's charitable food drive?
- A. Yes. The prizes are gifts if donated by an outside source and subject to the Act's limits and reporting requirements.
36. Q. An official won a scholarship in a raffle at a software update training class. The scholarship covered the cost of the class. All attendees, including other public officials and members of the public, were eligible to apply for the scholarship. Is the official required to report the scholarship as a gift?
- A. A scholarship received in a "bona fide" competition may be reported as income instead of a gift. Whether or not a competition or contest is "bona fide" depends on specific facts, such as the nature of the pool of contestants. Contact the FPPC for assistance.
37. Q. Is a ticket provided to an official for their admission to an event at which the official performs a ceremonial role or function on behalf of their agency reportable on the official's Form 700?
- A. No, so long as the organization holding the event provides the ticket and so long as the official's agency completes the Form 802 (Agency Report of Ceremonial Role Events and Ticket/Pass Distributions). The form will identify the official's name and explain the ceremonial function. (See Regulation 18942.3 for the definition of "ceremonial role.")
38. Q. An official makes an annual donation to an educational organization that has a 501(c)(3) tax-exempt status. The organization is holding a two-hour donor appreciation event, which will include wine, appetizers, and music. Free access to the event is being provided to all donors to the organization. Must the official report the event as a gift from the organization?
- A. Because free access to the event is offered to all of the organization's donors, without regard to official status, access to the event is not a reportable gift.
39. Q. Are frequent flyer miles reportable?
- A. No. Discounts received under an airline's frequent flyer program that are available to all members of the public are not required to be disclosed.

IMPORTANT NOTE: See Regulation 18950.1 for additional information on reporting travel payments. In some circumstances the agency may report the travel in lieu of the official reporting the travel.

40. Q. If a non-profit organization pays for an official to travel to a conference after receiving the funds to pay for the travel from corporate sponsors, specifically for the purpose of paying for the official's travel, is the non-profit organization or the corporate sponsors the source of the gift?
- A. The corporate sponsors are the source of the gift if the corporate sponsors donated funds specifically for the purpose of the official's travel. Thus, the benefit of the gift received by the official would be pro-rated among the donors. Each reportable donor would be subject to the gift limit and identified on the official's Form 700. The FPPC should be contacted for specific guidance to determine the true source of the travel payment.

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41. Q. May an official accept travel, lodging and subsistence from a foreign sister city while representing the official's home city?
- A. Yes. If the travel and related lodging and subsistence is paid by a foreign government and is reasonably related to a legislative or governmental purpose, it is not subject to the gift limit. However, the payments must be disclosed as gifts on the Form 700 for this exception to apply. While in the foreign country, any personal excursions not paid for by the official must also be disclosed and are subject to the gift limit. If private entities make payments to the foreign government to cover the travel expenses, the gift limit will apply and travel payments will likely be prohibited. Please contact the FPPC for more information.
42. Q. An analyst for a state or local agency attends a training seminar on the new federal standards related to the agency's regulatory authority. If the analyst's travel payments are paid by the federal agency, must the analyst report the payment on the Form 700?
- A. No. A payment for travel and related per diem received from a government agency for education, training, or other inter-agency programs or purposes, is not considered a gift or income to the official who uses the payment.
43. Q. A state legislator and a planning commissioner were guest speakers at an association's event. Travel expenses were paid by the association, and the event was held in the United States. Is this reportable?
- A. Yes. The payment is reportable, but not subject to the gift limits. In general, an exception applies to payments for travel within the United States that are provided to attend a function where the official makes a speech. These payments are not limited, but are reportable as gifts. The rules require that the speech be reasonably related to a legislative or governmental purpose, or to an issue of state, national, or international public policy; and the travel payment must be limited to actual transportation and related lodging and subsistence the day immediately preceding, the day of, and the day immediately following the speech. (See Government Code Section 89506. Other rules may be applicable if this exception is not used.)
44. Q. An official serves as a board member for two organizations – one has a 501(c)(3) tax-exempt status and the other has a 501(c)(6) tax-exempt status. The organizations pay the official's travel expenses to attend board meetings. Must the official report these travel payments?
- A. Under the Act, travel payments provided to an official by a 501(c)(3) organization are exempt from the definition of "income" and therefore, not reportable. However, travel payments from other organizations, including a 501(c)(6) organization, are likely required to be reported. Designated employees must report such travel payment if the organization is reportable pursuant to the official's disclosure category in their agency's conflict of interest code.
45. Q. The local airport authority issues a certain number of airport parking cards to the County to allow the cardholders to use the parking facilities at the airport at no charge, provided the cardholder is on official business. Must the officials who use the parking cards report a gift on the Form 700?
- A. No. As long as the parking cards are used for official business only, the parking cards do not provide a personal benefit, so no gift is received. If a parking card is used for *personal* purposes, a gift must be reported.

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Tickets to Non-Profit and Political Fundraisers Questions

46. Q. An official is offered a ticket from a 501(c)(3) organization to attend its fundraising event. The face value (price) of the ticket is \$500, and the ticket states that the tax deductible portion is \$350. If the official accepts the ticket, what must be reported?
- A. Nothing is required to be reported on the Form 700, so long as the ticket is provided directly by the 501(c)(3) organization for its own fundraising event and is used for the official's own attendance at the fundraiser. In this case, the ticket is deemed to have no value. The official may also accept a second ticket provided directly by the 501(c)(3) organization for their guest attending the event, without a reporting obligation by either the official or the guest.
47. Q. What if someone purchases a table at a non-profit fundraiser and offers an official a seat at the table?
- A. If another person or entity provides a ticket, it is a gift and subject to the gift limit. The value is the non-deductible portion on the ticket. If there is no declared face value, then the value is the pro-rata share of the food, catering service, entertainment, and any additional item provided as part of the event. The "no value" exception only applies if the official receives no more than two tickets for their own use directly from the 501(c)(3) organization and it is for the organization's fundraising event.
48. Q. A 501(c)(3) organization provides a ticket to an official for its fundraising event. The organization seats the official at a table purchased by a business entity. Does the official have to report the ticket?
- A. No. So long as the ticket is provided directly by the 501(c)(3) organization and is used for the official's own attendance at the fundraiser, the ticket is not reportable regardless of where the official is seated.
49. Q. An agency employee who holds a position designated in its agency's conflict of interest code receives a ticket to a fundraiser from a person not "of the type" listed in the agency's code. Is the agency employee required to report the value?
- A. No. A ticket or any other gift may be accepted under these circumstances without limit or reporting obligations. Agencies must ensure the conflict of interest code adequately addresses potential conflicts of interests but not be so overbroad as to include sources that are not related to the employee's official duties.
50. Q. An official receives a ticket to attend a political fundraiser held in Washington D.C. from a federal committee. Is the official required to disclose the ticket as a gift, and is it subject to the gift limit?
- A. No. The value of the ticket is not a gift, so long as the ticket is provided to the official directly by the committee holding the fundraiser and the official personally uses the ticket. (Regulation 18946.4.) Separate rules apply for travel provided to attend the fundraiser. Regulation 18950.3 covers issues on travel paid by or for a campaign committee.

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51. Q. A political party committee is holding a political fundraiser at a golf course and a round of golf is included. If the committee provides an elected official a ticket, is the ticket reportable by the official?
- A. No, so long as the official uses the ticket for their own use. If someone other than the political party provides a ticket, the full cost of the ticket is a gift. The political party must report the total amount spent on the fundraiser on its campaign statement.
52. Q. If a business entity offers an official a ticket or a seat at a table that was purchased for a political fundraiser, what is the value?
- A. Because the ticket was not offered by the campaign committee holding the fundraiser, it is a gift to the official. The value is either the face value of the ticket or the pro-rata share of the food, catering services, entertainment, and any additional benefits provided to attendees.
53. Q. If an official attends an event that serves only appetizers and drinks, does the “drop-in” exception apply no matter how long the official stays or how many appetizers or drinks are consumed?
- A. No. The focus of the “drop-in” exception is on the official’s brief attendance and limited consumption, not on the nature of the event as a whole. If an official attends an event that serves only appetizers and drinks, the “drop-in” exception applies only if the official just “drops in” for a few minutes and consumes only a “de minimis” amount of appetizers and drinks. The “drop-in” exception does not automatically apply just because the event does not serve more than appetizers and drinks.
54. Q. An organization, which is not a 501(c)(3) organization, is holding a fundraiser at a professional sporting event. Tickets to this sporting event are sold out and it appears that tickets are only available at a substantially higher price than the face value amount of the ticket provided to the official by the organization. If the official attends the event, what is the value of the gift?
- A. The value is the face value amount on the ticket to the sporting event. This valuation rule applies to all tickets to such events that are not covered by a separate valuation exception, such as non-profit and political party fundraisers.
55. Q. An official receives a ticket to a fundraiser, and if accepted, the ticket will result in a reportable gift or a gift over the current gift limit. What are the options?
- A. The official may reimburse the entity or organization that provided the ticket for the amount over the gift limit. Alternatively, the official may pay down the value of the ticket to under the \$50 gift reporting threshold if the official does not want to disclose the ticket. Reimbursement and/or pay down must occur within 30 days of receipt of the ticket. A candidate or elected official may use campaign funds to make the reimbursement if the official’s attendance at the event is directly related to a political, legislative, or governmental purpose. A ticket that is not used and not given to another person is not considered a gift to the official and therefore is not reportable.

California Fair Political Practices Commission

Update of Rules Regarding the Filing of Expanded Statements of Economic Interests by Public Officials with Multiple Positions

In November 2020, the Commission updated its regulations governing the filing of an Expanded Statement of Economic Interests (an “Expanded Statement”) by a public official who holds multiple positions. The goal of this fact sheet is to help filing officers, filing officials, and officials with multiple positions to understand the updated rules governing the filing of an Expanded Statement.¹

Background

In order to reduce redundant filing obligations, which did not provide additional disclosure, and to improve Commission and agency staff efficiency, the Commission has updated the rules governing filing of Expanded Statements.

The Political Reform Act² governs the filing of Statements of Economic Interests (“SEIs”) by public officials, including officials specified in Section 87200 (Sections 87202 – 87204), designated employees (Section 87302), candidates for any elective office designated in a conflict of interest code (Section 87302.3), and members of boards or commissions of newly created agencies (Section 87302.6).

Prior to the update, certain officials with multiple positions were authorized to file an Expanded Statement covering all reportable interests, but minor modification and additional guidance on filing rules and processes for Expanded Statements was necessary.

New Regulation 18723.1

New Regulation 18723.1(a) defines “Expanded Statement of Economic Interests,” “primary position,” and “additional position” for purposes of the regulation. Subdivision (c) authorizes, but does not require, an official with multiple positions subject to filing obligations to file an Expanded Statement for each position, rather than a separate and distinct SEI for each position. That provision also specifies processes for filing such a statement: the original Expanded Statement is filed for the official’s primary position and

¹ This fact sheet is informational only and contains only highlights of selected provisions of the law. It does not carry the weight of the law. For further information, consult the Political Reform Act and its corresponding regulations, advice letters, and opinions.

² The Act is contained in Government Code Sections 81000 through 91014. All statutory references are to the Government Code, unless otherwise indicated. The regulations of the Fair Political Practices Commission are contained in Sections 18110 through 18997 of Title 2 of the California Code of Regulations. All regulatory references are to Title 2, Division 6 of the California Code of Regulations, unless otherwise indicated.

a copy of that Expanded Statement is filed for each additional position. Subdivision (a) provides criteria for determining which position is the official's primary position.

Subdivision (a) also requires an official who files an Expanded Statement to list all positions for which the Expanded Statement is submitted. Subdivision (b), however, provides that a statewide elected officer is not required to list additional positions and is not required to file a copy of the Expanded Statement for additional positions as they already provide full disclosure throughout the State.

In regard to assuming office or leaving office Expanded Statements, subdivision (c)(5) only authorizes an official with multiple positions to file such an Expanded Statement if the official assumes or leaves each position on the same day.

Subdivision (e) requires the Expanded Statement to be submitted in paper format if the Commission's electronic filing system or the agency's approved electronic filing system is incapable of processing the Expanded Statement.

In order to improve filing official and Commission staff efficiency, subdivision (f) expressly provides that if an official files a copy of an Expanded Statement for an additional position, that copy is not required to be forwarded to the Commission.



Filing with a Digital Signature

February 2022

Methods of Filing

Under the Act and Commission regulations, many forms—including Form 700s—may be filed via paper with a handwritten signature or with a “secure electronic signature,” which may be submitted in two ways. The first form of a “secure electronic signature” is an electronic signature included in an electronic filing system. The second form of a “secure electronic signature” is a “digital signature,” which may be used to sign documents electronically, if permitted by the filing officer. The use of “digital signatures” in FPPC forms is the subject of this guide.

What is a “Digital Signature?”

In short, a digital signature is a type of certificate-based electronic signature that offers increased security to ensure the identity of the signer and prevent the alteration of documents after signing.

Digital Signature Services

Numerous companies offer digital signature services, but this guide focuses on one common program that may be used for digital signatures at no cost—Adobe Acrobat Reader DC (“Adobe Reader” or “Adobe”).

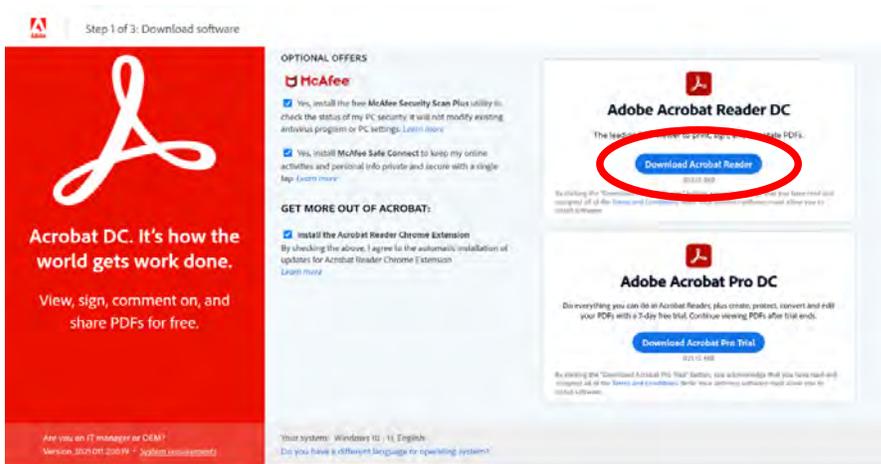
Adobe Reader allows officials to create a Digital ID to digitally sign documents, which may then be verified as valid by filing officials.

The steps below describe the signing and validation process for “self-signed” Digital IDs—that is, a Digital ID created by the signer, rather than issued by a Certificate Authority (“CA”). As explained in detail below, self-signed Digital IDs must be manually verified before they may be considered valid. In contrast, Digital IDs issued by a CA are automatically validated by the CA, which operates similarly to a notary public. An agency may use a CA for digital signature services, but there are generally costs associated with such services, just as there are with an electronic filing system.

Steps for the Filer

Step 1: Download and install Adobe Reader

If you do not already have an Adobe product capable of digitally signing a document, Adobe Reader can be downloaded at <https://get.adobe.com/reader/>.



Step 2: Fill out every applicable form field, other than the filer signature field, unless a field is specifically reserved for use by the filing official.

Step 3: Review your document for completeness and accuracy, then click the filer signature field.

5. Verification

| MAILING ADDRESS | STREET | CITY | STATE | ZIP CODE |
|--|----------------|------------------|-------|----------|
| (Business or Agency Address Recommended - Public Document) | | | | |
| 123 | Example Street | Sacramento | CA | 95814 |
| DAYTIME TELEPHONE NUMBER | | EMAIL ADDRESS | | |
| (555) | 123-4567 | JDoe@fppc.ca.gov | | |

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed: 2/3/22
(month, day, year)

Signature: _____
(File the originally signed paper document with your filing official.)

Print **Clear**

PDF Filing Tool - Lower Page (2021/2022)
advic@fppc.ca.gov • 866-275-3772 • www.fppc.ca.gov
Page 7/8

NOTE: Once the form has been digitally signed, the form fields cannot be altered unless the digital signature is removed. For this reason, it is important to review the document for completeness and accuracy.

Step 4: Create or Choose a Digital ID

After clicking the filer signature field, you will be prompted with a text box that reads, “Sign with a Digital ID.” If you do not already have a Digital ID, click “Configure New Digital ID,” followed by “Create a new Digital ID,” then “Save to File.”

Fill in the relevant information, including your name, agency email address, and organization name and unit.

Keep “Country/Region,” “Key Algorithm,” and “Use Digital ID for” on the default selections of “US – UNITED STATES,” “2048-bit RSA,” and “Digital Signatures,” respectively.

Click “Continue” and you will be asked to create a password for your Digital ID. Create a password, then select where to save your Digital ID. You will need to access this file to digitally sign documents, so the file should be saved in a location that is private and secure.

Step 5: Sign with Your Digital ID

You will be returned to the “Sign with a Digital ID” screen. Choose your new Digital ID and click “Continue.” On the next page, enter the password for your Digital ID, click “Sign,” and choose where to save your signed document.

NOTE: It is recommended you choose a new file name so that your signed version does not overwrite the unsigned version of the document.

Step 6: Review and Submit Your Document

Review the document again, then send it to your filing official via your agency email address.

NOTE: If, after signing, you realize you need to amend some aspect of your form, right click your signature and click “Clear Signature.”

Steps for the Filing Official

Step 1: Review the Document for Digital Signature Validity

A blue banner at the top of the document should state whether the document has been signed with valid signatures. A valid checkmark is represented by a cursive signature icon with a green checkmark.

 Signed and all signatures are valid. Please fill out the following form.

Step 2: Confirm the Authenticity of the Filer’s Signature

Upon receiving a document signed with a self-signed Digital ID for the first time, the document will not indicate that the signature is valid. Rather, an icon including a yellow triangle with an exclamation point will display, indicating a problematic signature.

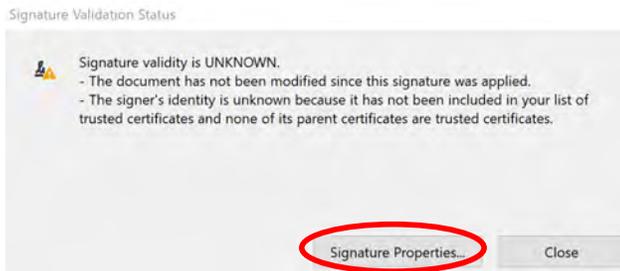
 At least one signature has problems. Please fill out the following form.

In this instance, you should reach out to the filer, generally via phone or email, to confirm the purported filer did, in fact, send the digitally signed document.

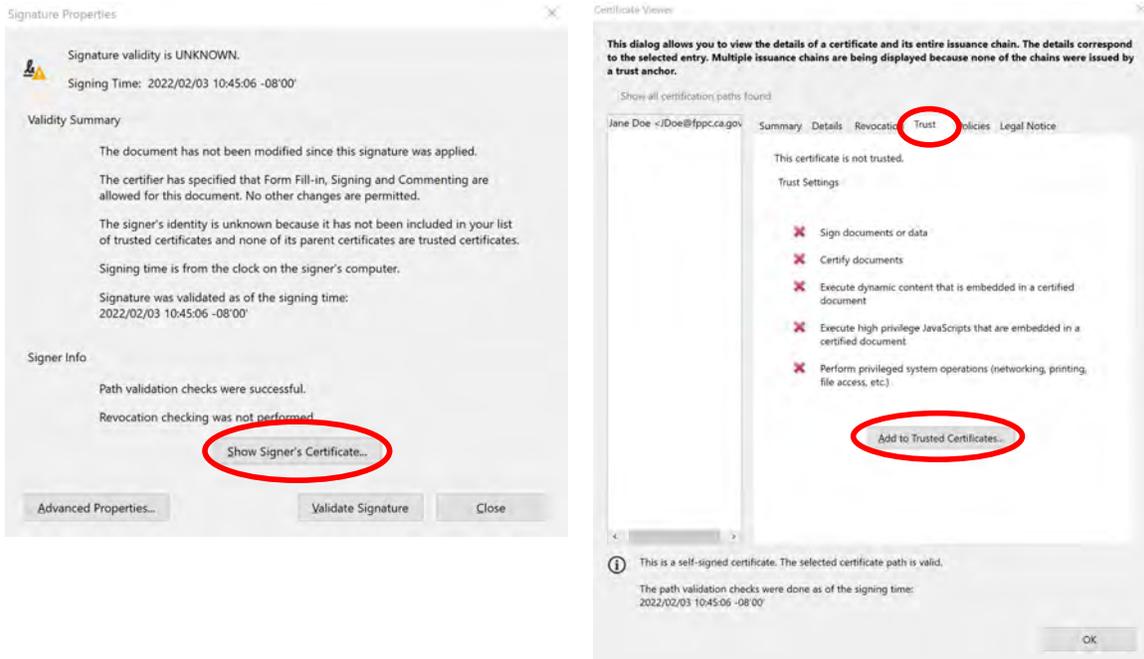
NOTE: If the file received is sent from the filer’s agency email address, you will not need to take further action to confirm the identity of the filer.

Step 3: Validate the Filer’s Signature in Adobe

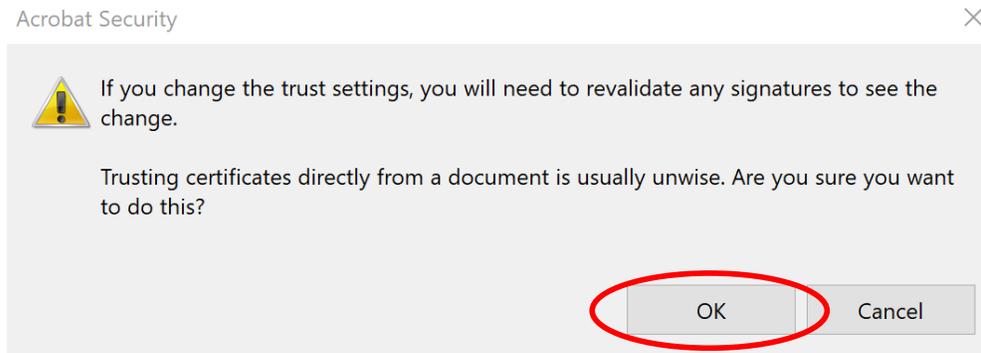
Once you have confirmed the identity of the filer and their use of the Digital ID, click on the signature in the file, followed by “Signature Properties.”



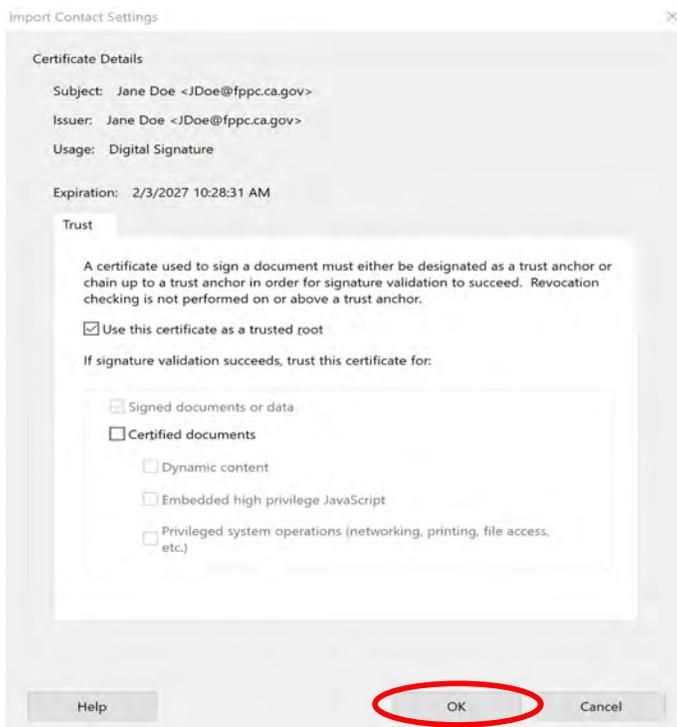
Click on “Show Signer’s Certificate,” the “Trust” tab, then “Add to Trusted Certificates.”



Adobe will display a text box stating, “If you change the trust settings, you will need to revalidate any signatures to see the change. Trusting certificates directly from a document is usually unwise. Are you sure you want to do this?” Having confirmed the authenticity of the filer’s signature in Step 2, click “OK.”



Adobe will display a page with a pre-checked box reading, “Use this certificate as a trusted root,” above another pre-checked box reading, “Signed documents or data.” Leave these boxes checked and the other boxes unchecked, then click “OK.”



Step 6: Confirm the signature has been validated

Click the signature again and it should now display as valid.



Step 7: Add the Date Received

Note the date the form was received in the field reserved for the filing official.



Please type or print in ink.

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Date Initial Filing Received
Filing Official Use Only

2/3/22

Upon reopening the file, a banner will indicate that the filer's signature is valid, with a subsequent change to the form—that is, the addition of the filing date.



Signed and all signatures are valid, but with unsigned changes after the last signature. Please fill out the following form.

Step 8: Save

Save the form. It is also recommended that you save an electronic copy of the email in which the form was sent.



Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Cynthia Hockless, Director of Human Resources
SUBJECT: **OCERS TRUSTEE EDUCATION SUMMARY REPORT**

Written Report

Effective January 1, 2013, Trustees are required to complete a minimum of 24 hours of Trustee Education within the first two (2) years assuming office and for every subsequent 2-year period in which the Trustee serves on the Board.

Trustees that commenced membership on the Board after the initial tracking period will reset their two-year period on anniversary date of assumed Board membership.

Staff annually prepares a spreadsheet for each Trustee to track their education credits. The following is the current hourly total we have on file for each Trustee for their current measuring period:

All Trustees are presently in compliance with the CERL Board Member Education Policy.

Shawn Dewane – appointed 2017, current term 1/01/2023 – 12/31/2025

For Current Education Measuring Period 1/23-12/24: **27.75 hours***

Shari Freidenrich – elected Nov. 2010, took office in Jan. 2011, current term [Ex-Officio Member]

For Current Education Measuring Period 1/23-12/24: **23.25 hours***

Arthur Hidalgo – elected 2019, current term 1/01/2023 – 12/31/2025

For Current Education Measuring Period 1/22-12/23: **40.75 hours**

Roger Hilton – elected 2022, current term 1/01/2023 – 12/31/2025

For Current Education Measuring Period 1/23-12/24: **88.75 hours***

Wayne Lindholm – appointed Jan. 2010, current term 1/1/2022 – 12/31/2024

For Current Education Measuring Period 1/22-12/23: **33.5 hours**

Richard Oates – elected May 2021, current term 7/01/2021-06/30/2024

For Current Education Measuring Period 7/23-06/25: **11 hours***

Charles Packard – appointed Dec. 2011, current term 1/01/2023 – 12/31/2025

For Current Education Measuring Period 1/22-12/23: **48.5 hours**

Chris Prevatt – elected Fall 2012, current term 1/01/2022 – 12/31/2024
For Current Education Measuring Period 1/22-12/23: **155 hours**

Adele Tagaloa – elected 2020, current term 01/01/2023 – 12/31/2025
For Current Education Measuring Period 1/22-12/23: **214.25 hours**

Jeremy Vallone – elected 2018, current term 7/01/21-6/30/24
For Current Education Measuring Period 7/22-6/24: **29.00 hours***

*Indicates that measuring period has not yet concluded.

Attachments:

1. Trustee Education Policy.
2. Board Members individual annual Education Report for current two-year measuring period.

Submitted by:



CH - Approved

Cynthia Hockless
Director of Human Resources



OCERS Board Policy

Trustee Education Policy

Purpose

1. It is the policy of the Board of Retirement to ensure that individual Trustees have sufficient knowledge of the issues and challenges facing OCERS so as to craft policies to guide the administration of the plan and effectively monitor their implementation based on ongoing exposure to up-to-date benefit, financial, investment and policy information and together with staff are properly trained to perform their respective duties.
2. Effective January 1, 2013, Trustees are required to complete a minimum of 24 hours of Trustee education within the first two (2) years of assuming office and for every subsequent 2-year period in which the Trustee serves on the Board (Gov. Code § 31522.8).
3. Trustees are also required to complete two hours of ethics training every two years. (Gov. Code § 53235) Ethics training received as part of the 24 hours of Trustee education will satisfy this requirement.
4. Trustees are also required to complete two hours of harassment prevention training every two years. (Gov. Code § 12950.1) Harassment prevention training is in addition to the 24 hour education requirement set forth in Gov. Code § 31522.8.
5. To that end, each Trustee is encouraged to regularly participate in those educational opportunities that will enable competent discharge of the obligations of that position and meet the statutory requirements for continuing education.

Policy Objectives

6. The objective of this policy is to ensure that all Trustees have adequate opportunity to acquire the knowledge they need to carry out their fiduciary duties.

Policy Guidelines

7. Trustees agree to develop and maintain knowledge of relevant issues pertaining to the administration of OCERS throughout their terms.
8. Trustees agree to pursue appropriate education across a range of pension-related areas, rather than limiting their education to specific areas. General pension-related areas to be pursued include:
 - a. Pension funding;
 - b. Institutional investments and investment program management;
 - c. Investment performance measurement;
 - d. Actuarial science;
 - e. Benefits structure and administration;
 - f. Disability retirements;
 - g. Due process in benefit determinations;



OCERS Board Policy

Trustee Education Policy

- h. Pension law;
 - i. Organizational structure, methods, and practices;
 - j. Budgeting;
 - k. Governance and fiduciary duty; and
 - l. Ethics.
9. Trustees agree that at least two hours of education they receive will qualify as ethics training relevant to the Trustees' public service. Subject matter that qualifies for ethics training includes, but is not limited to:
- a. Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
 - b. Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
 - c. Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
 - d. Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.
10. Educational tools for trustees include, but are not limited to:
- a. External conferences, seminars, workshops, roundtables, courses or similar sessions (henceforth referred to collectively as "conferences");
 - b. Industry association meetings or events;
 - c. In-house educational seminars or briefings;
 - d. Periodicals, journals, textbooks and similar materials; and
 - e. Electronic media including CD ROM-based education, Internet-based education and video-based education.
11. On an ongoing basis, the Chief Executive Officer and the Chief Investment Officer will identify appropriate educational opportunities, based on the needs of individual Trustees or the Board as a whole, and include details of such in Board meeting information packages for Trustee consideration. Trustees are encouraged to suggest educational opportunities that may provide value to the Board of Retirement.
12. Standards for determining the appropriateness of a potential educational opportunity shall include:
- a. The extent to which the opportunity is expected to provide Trustees with the knowledge they need to carry out their roles and responsibilities;
 - b. The extent to which the opportunity meets the requirements of this policy; and



OCERS Board Policy

Trustee Education Policy

- c. The cost-effectiveness of the program in light of travel, lodging and related expenses.
13. Beginning January 1, 2013, Trustees will acquire a minimum of 24 hours of Trustee education within the first two (2) years of assuming office and for every subsequent 2-year period for which the Trustee serves on the Board.
 - a. Trustees will endeavor to complete 24 hours of education in the remainder of the first and second calendar year after appointment. For trustees who are appointed later in November or December, the first education year will commence on January 1 of the subsequent calendar year.
 - b. After the initial two years after assuming office, education hours will be tracked on a calendar year basis with each trustee required to complete 24 hours of education within each two year period.
 - c. OCERS staff will track hours on an odd and even year basis with trustees grouped according to the year of term commencement.
 - d. For example, if a trustee assumes office on April 1, 2016, he or she will be expected to complete 24 hours of education by December 31, 2017. Subsequent to January 1, 2018, his or her education will be tracked on a rolling basis with completion of the 24 hour requirement on December 31, 2019, 2021, 2023, etc.
14. Trustees will attempt to meet the following minimum goals:
 - a. To secure, over time, a useful level of understanding in each of the topic areas listed in paragraph 8 above;
 - b. To attend at least one conference annually. In accordance with a. above, Trustees are encouraged to attend conferences, on occasion, that address pension topics other than investments; and
 - c. Participate in any in-house educational seminars or briefings that are organized by the Chief Executive Officer and Chief Investment Officer including:
 - i. The educational component of the annual Strategic Planning Session;
 - ii. Individual sessions at regular Board meetings; and
 - iii. Workshops available to Board and staff members.
15. The Board shall maintain a record of Trustee compliance with this policy, and the Chief Executive Officer or his designee will ensure that the policy and annual compliance report are placed on the OCERS website.

Attendance at Conferences & Industry Association Meetings

16. Approval for attendance and reimbursement of travel expenses in connection with educational conferences and industry association meetings will be in accordance with the Travel Policy.
17. In furtherance of this policy, the Chief Executive Officer shall have discretionary authority to approve staff travel as necessary to carry out the administrative responsibilities of the OCERS, such as attendance at legislative meetings or hearings, conducting on-site visits as part of due



OCERS Board Policy

Trustee Education Policy

diligence evaluation of existing and proposed service providers, participating in continuing education programs, and other duties as directed.

18. The Board will periodically review the programs, training or educational sessions that qualify for Trustee education.

Harassment Prevention Training

19. As an employer of over 5 employees, OCERS is required to provide two hours of harassment and abusive conduct prevention training to all "supervisory employees" every two years, and (effective calendar year 2020) one hour of prevention training to all nonsupervisory employees.
20. Trustees are considered "supervisory employees" for the purposes of the statute since Trustees may influence the terms and conditions of employment for OCERS employees.
21. The Chief Executive Officer working with the Legal Department and outside vendors will schedule appropriate training for Trustees every two years.

Orientation Program

22. Working with the Chief Investment Officer and OCERS' professional advisors, the Chief Executive Officer will hold an orientation program, covering the general topic areas outlined in paragraph 8 above, and designed to introduce new Trustees to all pertinent operations of the System and highlight the knowledge bases required of a Trustee. The aim of the orientation program will be to ensure that new Trustees are in a position to contribute fully to Board of Retirement and committee deliberations, and effectively carry out their fiduciary duties as soon as possible after joining the Board.
23. Prior to a Trustee's first official meeting with the Board of Retirement, he or she will endeavor to attend a Board meeting or a standing committee meeting in the role of an observer.
24. Within 30 days of a trustee's election or appointment to the Board, the Chair will designate an incumbent member of the Board to provide the new Trustee an orientation to current Board governance practices.
25. As part of the orientation process, new Trustees will, within 30 days of their election or appointment to the Board of Retirement:
 - a. Be briefed by the Chief Executive Officer on the history and background of OCERS;
 - b. Be oriented by the Chair on current issues before the Board;
 - c. Be introduced to members of senior management;
 - d. Be provided a tour of OCERS offices by the Chief Executive Officer;
 - e. Be briefed by the Board's fiduciary counsel on their fiduciary duties, conflict of interest guidelines, the County Employees Retirement Law of 1937, Proposition 162, The Brown Act, and other pertinent legislation; and
 - f. Be provided with an iPad (or other electronic device) with access to a document repository



OCERS Board Policy Trustee Education Policy

containing the following:

- i. A Trustee Reference Manual (the contents of which are listed in the Appendix);
 - ii. A listing of upcoming recommended educational opportunities; and
 - iii. Other relevant information and documentation deemed appropriate by the Chief Executive Officer.
26. During the course of their first 12 months on the Board of Retirement, new Trustees will endeavor to attend a seminar on the principles of pension management or a comparable program.
27. The Chief Executive Officer will review, and if necessary, update all orientation material. It is the responsibility of Trustees to maintain their Trustee Reference Manuals, by ensuring that they contain the most up to date materials. A master copy of the Trustee Reference Manual will be available for use by Trustees at the OCERS office.

Policy Review

- 28. The Board of Retirement will review this policy at least every three years to ensure that it remains relevant and appropriate.

Policy History

- 29. This policy was adopted by the Board of Retirement on February 19, 2002.
- 30. The policy was revised on May 16, 2005, March 24, 2008, June 18, 2012, November 19, 2012, July 20, 2015, December 19, 2016, September 25, 2019, and October 17, 2022.

Secretary's Certificate

I, the undersigned, the duly appointed Secretary of the Orange County Employees Retirement System, hereby certify the adoption of this policy.

10/17/2022

Date

Steve Delaney
Secretary of the Board



OCERS Board Policy

APPENDIX 1

Trustee Reference Manual

A Trustee Reference Manual will include the following materials:

- a. OCERS Board Handbook;
- b. Relevant sections of the *County Employees Retirement Law of 1937*;
- c. The Brown Act and Proposition 162;
- d. Most recent plan description and member handbook;
- e. Copies of Board policies;
- f. Most recent Annual Report;
- g. Most recent actuarial valuation and financial statements;
- h. Most recent actuarial experience study;
- i. Most recent asset/liability study;
- j. Most recent investment performance report;
- k. Most recent Business Plan and budget;
- l. Organizational chart;
- m. Names and phone numbers of the trustees and the Chief Executive Officer;
- n. Listing of current committee assignments;
- o. Listing of current service providers; and
- p. Glossary of key pension administration terms and definitions.



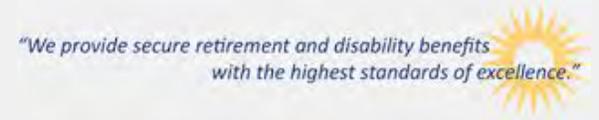
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Shawn Dewane

Date Range: 1/1/2023 - 1/8/2024



BOARD

Shawn Dewane (6 Records)

Total Hours: 27.75

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|---|----------------------|--------------------------|-----------|------------|-----------------|-------|
| FINRA- Annual Regulatory Element Cont Edu | Continuing Education | FINRA | Completed | 03/27/2023 | 03/27/2023 | 9.00 |
| Description: External Education | | | | | | |
| Annual Fiduciary Education | Continuing Education | OCERS BOR Meeting | Completed | 05/17/2023 | 05/17/2023 | 0.75 |
| Description: Presented by ReedSmith | | | | | | |
| THE TOWNSEND GROUP REAL ESTATE MARKET VIEWS | Continuing Education | OCERS IC Meeting | Completed | 05/24/2023 | 05/24/2023 | 1.00 |
| Description: | | | | | | |
| 2023 Annuities, Investment Advisory, Sr and At Risk Clients, Supervision, Compliance, Protecting Clients and Our Firm, Anti-Money Laundering and Financial Crimes Management, Upholding Ethical Culture, Servicing Municipal Clients, Alternative Investments | Mandatory Training | Raymond James University | Completed | 09/05/2023 | 09/05/2023 | 10.00 |
| Description: | | | | | | |
| Strategic Planning Workshop 2023 | Continuing Education | OCERS SPW | Completed | 09/13/2023 | 09/14/2023 | 6.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |



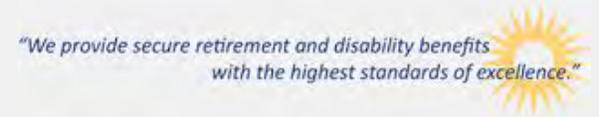
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Shawn Dewane

Date Range: 1/1/2023 - 1/8/2024



| | | | | | | |
|--|----------------------|-------------------|-----------|------------|------------|------|
| New Rules on Disability Retirement Presumptions effective 1/1/2024 | Continuing Education | OCERS BOR Meeting | Completed | 12/11/2023 | 12/11/2023 | 0.50 |
| Description: | | | | | | |



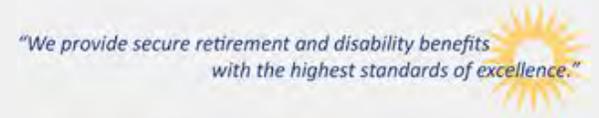
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Shari Freidenrich

Date Range: 1/1/2023 - 1/8/2024



BOARD

Shari Freidenrich (6 Records) **Total Hours: 23.25**

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-------------------|----------------------|---------------------------------------|-----------|------------|-----------------|-------|
| 2023 VIP Americas | Continuing Education | Institutional Real Estate Inc. (IREI) | Completed | 01/18/2023 | 01/18/2023 | 7.50 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|------------------------------|----------------------|------------------|-----------|------------|-----------------|-------|
| Global Macroeconomic Outlook | Continuing Education | OCERS IC Meeting | Completed | 02/22/2023 | 02/22/2023 | 1.00 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|----------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| 2023 NIRS Conference | Continuing Education | NIRS | Completed | 02/27/2023 | 02/27/2023 | 6.75 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| 2023 NASRA Winter Conference | Continuing Education | NASRA | Completed | 02/27/2023 | 02/27/2023 | 5.00 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--------------------------------|----------------------|-------------------|-----------|------------|-----------------|-------|
| Harassment Prevention Training | Continuing Education | OCERS BOR Meeting | Completed | 04/17/2023 | 04/17/2023 | 2.00 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|---------------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| IC - What AI Could Mean for Investors | Continuing Education | | Completed | 08/30/2023 | 08/30/2023 | 1.00 |

Description: Presentation by Mark L. Casey, Capital Group



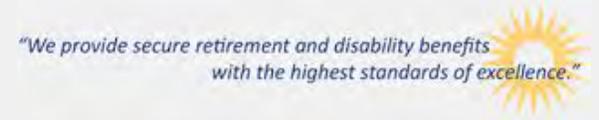
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Arthur Hidalgo

Date Range: 1/1/2022 - 12/31/2023



BOARD

| | | | | | | |
|------------------------------------|--|--|--|--|---------------------|--------------|
| Arthur Hidalgo (18 Records) | | | | | Total Hours: | 40.75 |
|------------------------------------|--|--|--|--|---------------------|--------------|

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|---------------------------------|----------------------|---------------------------------|-----------|------------|-----------------|-------|
| The Canterbury Investment Forum | Continuing Education | The Canterbury Investment Forum | Completed | 01/20/2022 | 01/20/2022 | 3.00 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-----------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| Actuarial Topics With Segal | Continuing Education | OCERS | Completed | 02/22/2022 | 02/22/2022 | 0.50 |

Description: OCERS February Regular Board Meeting

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|---------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| Ten Surprises of 2022 Eduxation | Continuing Education | OCERS | Completed | 02/23/2022 | 02/23/2022 | 1.00 |

Description: OCERS IC February Meeting

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|----------------------------|----------------------|-----------------------------|-----------|------------|-----------------|-------|
| Annual Fiduciary Education | Continuing Education | OCERS Regular Board Meeting | Completed | 04/18/2022 | 04/18/2022 | 1.00 |

Description: Annual Fiduciary Education during OCERS Regular Board Meeting in April 2022 presented by Mr. Harvey Leiderman.

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--------------------|----------------------|-----------------------------|-----------|------------|-----------------|-------|
| Brown Act Training | Continuing Education | OCERS Regular Board Meeting | Completed | 05/16/2022 | 05/16/2022 | 1.00 |

Description: Brown Act Training presenting by GC Ratto and Mr. Serpa during May Regular Board Meeting

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-------------------------------|----------------------|------------------|-----------|------------|-----------------|-------|
| Townsend: A View of the World | Continuing Education | OCERS IC Meeting | Completed | 05/25/2022 | 05/25/2022 | 1.00 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-------------------------------|--------------------|--|-----------|------------|-----------------|-------|
| AB 1234 Local Ethics Training | Mandatory Training | Fair Political Practices Commission and the California Attorney General's Office | Completed | 06/06/2022 | 06/06/2022 | 2.00 |

Executed: 1/8/2024 11:17:11 AM
 Executed By: OCERS\cni

Doc. No. 0060-1480-R0001
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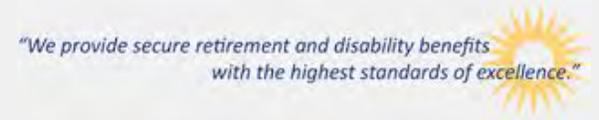


Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board
Date Range: 1/1/2022 - 12/31/2023

Employee: Arthur Hidalgo



| Description: Ethics Course | | | | | | |
|--|----------------------|---------------------------------------|-----------|------------|-----------------|-------|
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| The Mechanics of QE/QT in Modern Capital Markets | Continuing Education | IC Meeting | Completed | 08/24/2022 | 08/24/2022 | 1.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Strategic Planning Workshop 2022 | Continuing Education | OCERS SPW | Completed | 09/15/2022 | 09/15/2022 | 5.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| SACRS Fall Conference 2022 | Continuing Education | SACRS | Completed | 11/08/2022 | 11/11/2022 | 5.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Behavioral Finance | Continuing Education | OCERS IC Meeting | Completed | 11/16/2022 | 11/16/2022 | 1.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| 2023 VIP Americas | Continuing Education | Institutional Real Estate Inc. (IREI) | Completed | 01/18/2023 | 01/18/2023 | 7.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Annual Fiduciary Education | Continuing Education | OCERS BOR Meeting | Completed | 05/17/2023 | 05/17/2023 | 0.75 |
| Description: Presented by ReedSmith | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| THE TOWNSEND GROUP REAL ESTATE MARKET VIEWS | Continuing Education | OCERS IC Meeting | Completed | 05/24/2023 | 05/24/2023 | 1.00 |
| Description: | | | | | | |

Executed: 1/8/2024 11:17:11 AM
Executed By: OCERS\cni

Doc. No. 0060-1480-R0001
Page 2 of 3



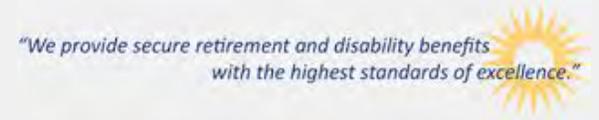
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Arthur Hidalgo

Date Range: 1/1/2022 - 12/31/2023



| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|---|----------------------|------------------------------|-----------|------------|-----------------|-------|
| Harassment Prevention Training | Continuing Education | Liebert Cassidy Whitmore LLP | Completed | 05/30/2023 | 05/30/2023 | 2.00 |
| Description: Online course "Preventing Workplace Harassment, Discrimination and Retaliation" | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| IC - What AI Could Mean for Investors | Continuing Education | | Completed | 08/30/2023 | 08/30/2023 | 1.00 |
| Description: Presentation by Mark L. Casey, Capital Group | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Strategic Planning Workshop 2023 | Continuing Education | OCERS SPW | Completed | 09/13/2023 | 09/14/2023 | 6.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| New Rules on Disability Retirement Presumptions effective 1/1/2024 | Continuing Education | OCERS BOR Meeting | Completed | 12/11/2023 | 12/11/2023 | 0.50 |
| Description: | | | | | | |



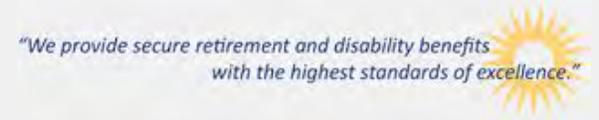
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Hilton, Roger

Date Range: 1/1/2023 - 1/9/2024



BOARD

Hilton, Roger (16 Records) **Total Hours: 88.75**

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-----------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| NCPERS Pension Comms Summit | Continuing Education | NCPERS | Completed | 01/23/2023 | 01/24/2023 | 6.75 |
| Description: | | | | | | |

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| NCPERS Legislative Conference | Continuing Education | NCPERS | Completed | 01/22/2023 | 01/24/2023 | 8.00 |
| Description: | | | | | | |

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|------------------------------|----------------------|------------------|-----------|------------|-----------------|-------|
| Global Macroeconomic Outlook | Continuing Education | OCERS IC Meeting | Completed | 02/22/2023 | 02/22/2023 | 1.00 |
| Description: | | | | | | |

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|----------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| 2023 NIRS Conference | Continuing Education | NIRS | Completed | 02/27/2023 | 02/27/2023 | 6.75 |
| Description: | | | | | | |

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| 2023 NASRA Winter Conference | Continuing Education | NASRA | Completed | 02/25/2023 | 02/27/2023 | 5.00 |
| Description: | | | | | | |

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--------------------------------|----------------------|-------------------|-----------|------------|-----------------|-------|
| Harassment Prevention Training | Continuing Education | OCERS BOR Meeting | Completed | 04/17/2023 | 04/17/2023 | 2.00 |
| Description: | | | | | | |

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| SACRS Spring Conference | Continuing Education | SACRS | Completed | 05/09/2023 | 05/12/2023 | 11.50 |
| Description: | | | | | | |

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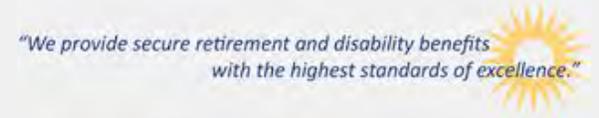
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Hilton, Roger

Date Range: 1/1/2023 - 1/9/2024



| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--|----------------------|-------------------|-----------|------------|-----------------|-------|
| Annual Fiduciary Education | Continuing Education | OCERS BOR Meeting | Completed | 05/17/2023 | 05/17/2023 | 0.75 |
| Description: Presented by ReedSmith | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| THE TOWNSEND GROUP REAL ESTATE MARKET VIEWS | Continuing Education | OCERS IC Meeting | Completed | 05/24/2023 | 05/24/2023 | 1.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Opal Group Public Funds Summit East | Continuing Education | Opal Group | Completed | 07/10/2023 | 07/12/2023 | 11.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| IC - What AI Could Mean for Investors | Continuing Education | | Completed | 08/30/2023 | 08/30/2023 | 1.00 |
| Description: Presentation by Mark L. Casey, Capital Group | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Strategic Planning Workshop 2023 | Continuing Education | OCERS SPW | Completed | 09/13/2023 | 09/14/2023 | 6.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| NCPERS FALL Conference | Continuing Education | NCPERS | Completed | 10/22/2023 | 10/25/2023 | 13.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Ethics Training | Continuing Education | SACRS | Completed | 11/07/2023 | 11/07/2023 | 2.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |

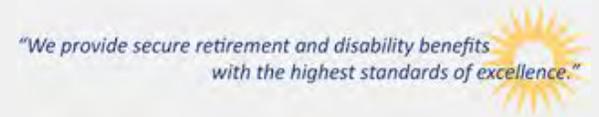


Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board
Date Range: 1/1/2023 - 1/9/2024

Employee: Hilton, Roger



| | | | | | | |
|-----------------------|----------------------|-------|-----------|------------|------------|-------|
| SACRS Fall Conference | Continuing Education | SACRS | Completed | 11/07/2023 | 11/10/2023 | 11.50 |
|-----------------------|----------------------|-------|-----------|------------|------------|-------|

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--|----------------------|-------------------|-----------|------------|-----------------|-------|
| New Rules on Disability Retirement Presumptions effective 1/1/2024 | Continuing Education | OCERS BOR Meeting | Completed | 12/11/2023 | 12/11/2023 | 0.50 |

Description:



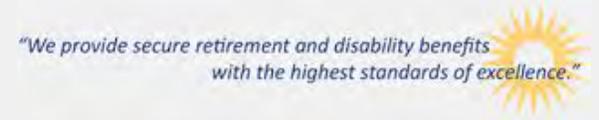
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Wayne Lindholm

Date Range: 1/1/2022 - 12/31/2023



BOARD

| | | | | | | |
|------------------------------------|--|--|--|--|---------------------|--------------|
| Wayne Lindholm (14 Records) | | | | | Total Hours: | 33.50 |
|------------------------------------|--|--|--|--|---------------------|--------------|

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-----------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| Actuarial Topics With Segal | Continuing Education | OCERS | Completed | 02/22/2022 | 02/22/2022 | 0.50 |

Description: OCERS February Regular Board Meeting

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|---------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| Ten Surprises of 2022 Eduxation | Continuing Education | OCERS | Completed | 02/23/2022 | 02/23/2022 | 1.00 |

Description: OCERS IC February Meeting

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|----------------------------|----------------------|-----------------------------|-----------|------------|-----------------|-------|
| Annual Fiduciary Education | Continuing Education | OCERS Regular Board Meeting | Completed | 04/18/2022 | 04/18/2022 | 1.00 |

Description: Annual Fiduciary Education during OCERS Regular Board Meeting in April 2022 presented by Mr. Harvey Leiderman.

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-------------------------------|----------------------|--|-----------|------------|-----------------|-------|
| AB 1234 Local Ethics Training | Continuing Education | Fair Political Practices Commission and the California Attorney General's Office | Completed | 04/19/2022 | 04/19/2022 | 2.00 |

Description: AB 1234 Local Ethics Training administered through the Fair Political Practices Commission and the California Attorney General's Office. Ethics requirement completed till March 2024.

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--------------------|----------------------|-----------------------------|-----------|------------|-----------------|-------|
| Brown Act Training | Continuing Education | OCERS Regular Board Meeting | Completed | 05/16/2022 | 05/16/2022 | 1.00 |

Description: Brown Act Training presenting by GC Ratto and Mr. Serpa during May Regular Board Meeting

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--|----------------------|-------------|-----------|------------|-----------------|-------|
| The Mechanics of QE/QT in Modern Capital Markets | Continuing Education | IC Meeting | Completed | 08/24/2022 | 08/24/2022 | 1.00 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|----------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| Strategic Planning Workshop 2022 | Continuing Education | OCERS SPW | Completed | 09/15/2022 | 09/15/2022 | 5.00 |

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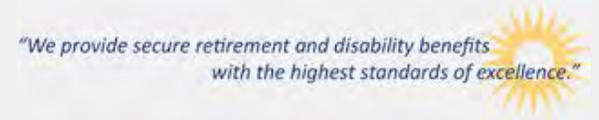


Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board
Date Range: 1/1/2022 - 12/31/2023

Employee: Wayne Lindholm



| Description: | | | | | | |
|--|----------------------|-------------------|-----------|------------|-----------------|-------|
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Behavioral Finance | Continuing Education | OCERS IC Meeting | Completed | 11/16/2022 | 11/16/2022 | 1.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Global Macroeconomic Outlook | Continuing Education | OCERS IC Meeting | Completed | 02/22/2023 | 02/22/2023 | 0.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Harassment Prevention Training | Continuing Education | OCERS BOR Meeting | Completed | 04/17/2023 | 04/17/2023 | 2.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| IC - What AI Could Mean for Investors | Continuing Education | | Completed | 08/30/2023 | 08/30/2023 | 1.00 |
| Description: Presentation by Mark L. Casey, Capital Group | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Strategic Planning Workshop 2023 | Continuing Education | OCERS SPW | Completed | 09/13/2023 | 09/14/2023 | 6.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| OPAL Group Alternative Investing Summit | Continuing Education | Opal Group | Completed | 12/03/2023 | 12/05/2023 | 10.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| New Rules on Disability Retirement Presumptions effective 1/1/2024 | Continuing Education | OCERS BOR Meeting | Completed | 12/11/2023 | 12/11/2023 | 0.50 |
| Description: | | | | | | |

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Executed By: OCERS\cni

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Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Wayne Lindholm

Date Range: 1/1/2022 - 12/31/2023

*"We provide secure retirement and disability benefits
with the highest standards of excellence."*





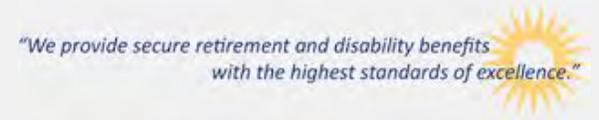
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Richard Oates

Date Range: 7/1/2023 - 1/8/2024



BOARD

Richard Oates (4 Records)

Total Hours:

11.00

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|----------------------------------|----------------------|------------------|-----------|------------|-----------------|-------|
| What AI Could Mean for Investors | Continuing Education | OCERS IC Meeting | Completed | 08/30/2023 | 08/30/2023 | 1.00 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|----------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| Strategic Planning Workshop 2023 | Continuing Education | OCERS SPW | Completed | 09/13/2023 | 09/14/2023 | 6.50 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|---|----------------------|-------------|-----------|------------|-----------------|-------|
| OPAL Group Alternative Investing Summit | Continuing Education | Opal Group | Completed | 12/03/2023 | 12/03/2023 | 3.00 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--|----------------------|-------------------|-----------|------------|-----------------|-------|
| New Rules on Disability Retirement Presumptions effective 1/1/2024 | Continuing Education | OCERS BOR Meeting | Completed | 12/11/2023 | 12/11/2023 | 0.50 |

Description:



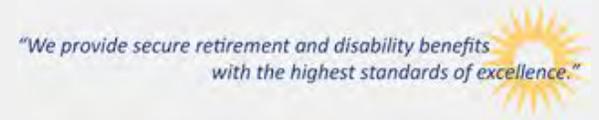
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Charles Packard

Date Range: 1/1/2022 - 12/31/2023



BOARD

| | | | | | | |
|-------------------------------------|--|--|--|--|---------------------|--------------|
| Charles Packard (17 Records) | | | | | Total Hours: | 48.50 |
|-------------------------------------|--|--|--|--|---------------------|--------------|

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-----------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| Actuarial Topics With Segal | Continuing Education | OCERS | Completed | 02/22/2022 | 02/22/2022 | 0.50 |

Description: OCERS February Regular Board Meeting

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|---------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| Ten Surprises of 2022 Eduxation | Continuing Education | OCERS | Completed | 02/23/2022 | 02/23/2022 | 1.00 |

Description: OCERS IC February Meeting

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|----------------------------|----------------------|-----------------------------|-----------|------------|-----------------|-------|
| Annual Fiduciary Education | Continuing Education | OCERS Regular Board Meeting | Completed | 04/18/2022 | 04/18/2022 | 1.00 |

Description: Annual Fiduciary Education during OCERS Regular Board Meeting in April 2022 presented by Mr. Harvey Leiderman.

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--------------------|----------------------|-----------------------------|-----------|------------|-----------------|-------|
| Brown Act Training | Continuing Education | OCERS Regular Board Meeting | Completed | 05/16/2022 | 05/16/2022 | 1.00 |

Description: Brown Act Training presenting by GC Ratto and Mr. Serpa during May Regular Board Meeting

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-------------------------------|----------------------|------------------|-----------|------------|-----------------|-------|
| Townsend: A View of the World | Continuing Education | OCERS IC Meeting | Completed | 05/25/2022 | 05/25/2022 | 1.00 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--|----------------------|-------------|-----------|------------|-----------------|-------|
| The Mechanics of QE/QT in Modern Capital Markets | Continuing Education | IC Meeting | Completed | 08/24/2022 | 08/24/2022 | 1.00 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|----------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| Strategic Planning Workshop 2022 | Continuing Education | OCERS SPW | Completed | 09/15/2022 | 09/15/2022 | 5.00 |

Executed: 1/8/2024 11:27:06 AM
 Executed By: OCERS\cni

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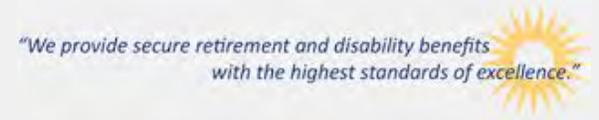


Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board
Date Range: 1/1/2022 - 12/31/2023

Employee: Charles Packard



| Description: | | | | | | |
|--|----------------------|-------------------|-----------|------------|-----------------|-------|
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Behavioral Finance | Continuing Education | OCERS IC Meeting | Completed | 11/16/2022 | 11/16/2022 | 1.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Global Macroeconomic Outlook | Continuing Education | OCERS IC Meeting | Completed | 02/22/2023 | 02/22/2023 | 1.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| CALAPRS General Assembly | Continuing Education | CALAPRS | Completed | 03/04/2023 | 03/07/2023 | 9.75 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Harassment Prevention Training | Continuing Education | OCERS BOR Meeting | Completed | 04/17/2023 | 04/17/2023 | 2.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Annual Fiduciary Education | Continuing Education | OCERS BOR Meeting | Completed | 05/17/2023 | 05/17/2023 | 0.75 |
| Description: Presented by ReedSmith | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| THE TOWNSEND GROUP REAL ESTATE MARKET VIEWS | Continuing Education | OCERS IC Meeting | Completed | 05/24/2023 | 05/24/2023 | 1.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| IC - What AI Could Mean for Investors | Continuing Education | | Completed | 08/30/2023 | 08/30/2023 | 1.00 |
| Description: Presentation by Mark L. Casey, Capital Group | | | | | | |



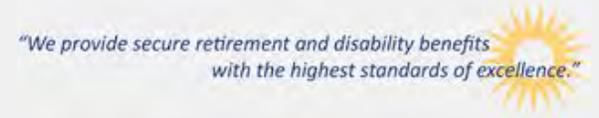
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Charles Packard

Date Range: 1/1/2022 - 12/31/2023



| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-----------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| ValueEdge Public Funds Forum 2023 | Continuing Education | ValueEdge | Completed | 09/05/2023 | 09/07/2023 | 14.50 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|----------------------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| Strategic Planning Workshop 2023 | Continuing Education | OCERS SPW | Completed | 09/13/2023 | 09/14/2023 | 6.50 |

Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--|----------------------|-------------------|-----------|------------|-----------------|-------|
| New Rules on Disability Retirement Presumptions effective 1/1/2024 | Continuing Education | OCERS BOR Meeting | Completed | 12/11/2023 | 12/11/2023 | 0.50 |

Description:



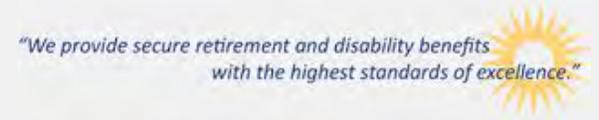
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Chris Prevatt

Date Range: 1/1/2022 - 12/31/2023



BOARD

Chris Prevatt (26 Records)

Total Hours:

155.00

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--|----------------------|-----------------------------|-----------|------------|-----------------|-------|
| Actuarial Topics With Segal | Continuing Education | OCERS | Completed | 02/22/2022 | 02/22/2022 | 0.50 |
| Description: OCERS February Regular Board Meeting | | | | | | |
| Ten Surprises of 2022 Eduxation | Continuing Education | OCERS | Completed | 02/23/2022 | 02/23/2022 | 1.00 |
| Description: OCERS IC February Meeting | | | | | | |
| NASRA / NIRS Conference | Continuing Education | NASRA / NIRS | Completed | 03/02/2022 | 03/02/2022 | 9.50 |
| Description: | | | | | | |
| Annual Fiduciary Education | Continuing Education | OCERS Regular Board Meeting | Completed | 04/18/2022 | 04/18/2022 | 1.00 |
| Description: Annual Fiduciary Education during OCERS Regular Board Meeting in April 2022 presented by Mr. Harvey Leiderman. | | | | | | |
| SACRS Spring Conference | Continuing Education | SACRS | Completed | 05/13/2022 | 05/13/2022 | 11.25 |
| Description: SACRS Spring Conference 5/10-13 in Rancho Mirage, CA | | | | | | |
| Brown Act Training | Continuing Education | OCERS Regular Board Meeting | Completed | 05/16/2022 | 05/16/2022 | 1.00 |
| Description: Brown Act Training presenting by GC Ratto and Mr. Serpa during May Regular Board Meeting | | | | | | |
| Townsend: A View of the World | Continuing Education | OCERS IC Meeting | Completed | 05/25/2022 | 05/25/2022 | 1.00 |
| Description: | | | | | | |

Executed: 1/8/2024 11:27:50 AM
 Executed By: OCERS\cni

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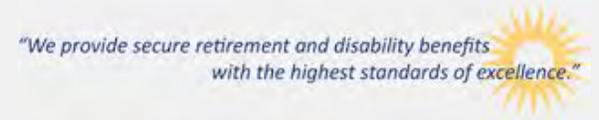
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Chris Prevatt

Date Range: 1/1/2022 - 12/31/2023



| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--|----------------------|------------------|-----------|------------|-----------------|-------|
| NASRA 2022 | Continuing Education | NASRA | Completed | 08/10/2022 | 08/10/2022 | 12.50 |
| Description: | | | | | | |
| The Mechanics of QE/QT in Modern Capital Markets | Continuing Education | IC Meeting | Completed | 08/24/2022 | 08/24/2022 | 1.00 |
| Description: | | | | | | |
| Strategic Planning Workshop 2022 | Continuing Education | OCERS SPW | Completed | 09/15/2022 | 09/15/2022 | 5.00 |
| Description: | | | | | | |
| SACRS Fall Conference 2022 | Continuing Education | SACRS | Completed | 11/08/2022 | 11/11/2022 | 11.50 |
| Description: | | | | | | |
| Behavioral Finance | Continuing Education | OCERS IC Meeting | Completed | 11/16/2022 | 11/16/2022 | 1.00 |
| Description: | | | | | | |
| Global Macroeconomic Outlook | Continuing Education | OCERS IC Meeting | Completed | 02/22/2023 | 02/22/2023 | 1.00 |
| Description: | | | | | | |
| 2023 NIRS Conference | Continuing Education | NIRS | Completed | 02/27/2023 | 02/27/2023 | 6.75 |
| Description: | | | | | | |
| | | | | | | |



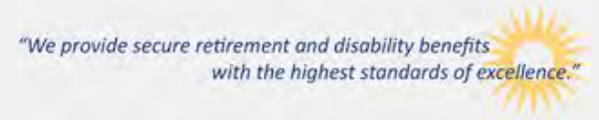
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Chris Prevatt

Date Range: 1/1/2022 - 12/31/2023



| 2023 NASRA Winter Conference | Continuing Education | NASRA | Completed | 02/25/2023 | 02/27/2023 | 5.00 |
|--|----------------------|------------------|-----------|------------|-----------------|-------|
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| CALAPRS General Assembly | Continuing Education | CALAPRS | Completed | 03/04/2023 | 03/07/2023 | 9.75 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| SACRS Spring Conference | Continuing Education | SACRS | Completed | 05/09/2023 | 05/12/2023 | 11.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| THE TOWNSEND GROUP REAL ESTATE MARKET VIEWS | Continuing Education | OCERS IC Meeting | Completed | 05/24/2023 | 05/24/2023 | 1.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Opal Group Public Funds Summit East | Continuing Education | Opal Group | Completed | 07/10/2023 | 07/12/2023 | 11.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| NASRA Annual Conference | Continuing Education | NASRA | Completed | 08/05/2023 | 08/08/2023 | 10.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| IC - What AI Could Mean for Investors | Continuing Education | | Completed | 08/30/2023 | 08/30/2023 | 1.00 |
| Description: Presentation by Mark L. Casey, Capital Group | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Strategic Planning Workshop 2023 | Continuing Education | OCERS SPW | Completed | 09/13/2023 | 09/14/2023 | 6.50 |



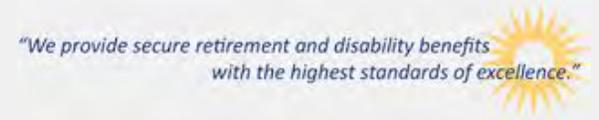
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Chris Prevatt

Date Range: 1/1/2022 - 12/31/2023



| Description: | | | | | | |
|--|----------------------|-----------------------|-----------|------------|-----------------|-------|
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| P&I 2023 Public Funds | Continuing Education | Pension & Investments | Completed | 09/19/2023 | 09/20/2023 | 9.75 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| NCPERS FALL Conference | Continuing Education | NCPERS | Completed | 10/22/2023 | 10/25/2023 | 13.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| SACRS Fall Conference | Continuing Education | SACRS | Completed | 11/07/2023 | 11/10/2023 | 11.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| New Rules on Disability Retirement Presumptions effective 1/1/2024 | Continuing Education | OCERS BOR Meeting | Completed | 12/11/2023 | 12/11/2023 | 0.50 |
| Description: | | | | | | |



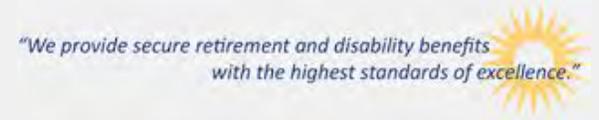
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Adele Tagaloa

Date Range: 1/1/2022 - 12/31/2023



BOARD

Adele Tagaloa (36 Records)

Total Hours: 214.25

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--|----------------------|-----------------------------|-----------|------------|-----------------|-------|
| Actuarial Topics With Segal | Continuing Education | OCERS | Completed | 02/22/2022 | 02/22/2022 | 0.50 |
| Description: OCERS February Regular Board Meeting | | | | | | |
| Ten Surprises of 2022 Eduxation | Continuing Education | OCERS | Completed | 02/23/2022 | 02/23/2022 | 1.00 |
| Description: OCERS IC February Meeting | | | | | | |
| NASRA | Continuing Education | NASRA | Completed | 02/26/2022 | 02/28/2022 | 6.00 |
| Description: | | | | | | |
| NIRS | Continuing Education | NIRS | Completed | 03/01/2022 | 03/02/2022 | 5.00 |
| Description: | | | | | | |
| Ethics Training | Continuing Education | CALAPRS | Completed | 03/05/2022 | 03/08/2022 | 2.00 |
| Description: Ethics Training through CALAPRS | | | | | | |
| CALAPRS General Assembly | Continuing Education | CALAPRS | Completed | 03/05/2022 | 03/08/2022 | 9.50 |
| Description: | | | | | | |
| Annual Fiduciary Education | Continuing Education | OCERS Regular Board Meeting | Completed | 04/18/2022 | 04/18/2022 | 1.00 |
| Description: Annual Fiduciary Education during OCERS Regular Board Meeting in April 2022 presented by Mr. Harvey Leiderman. | | | | | | |

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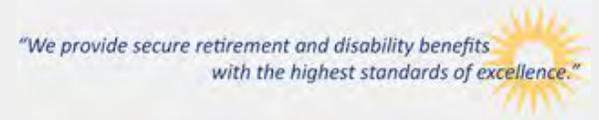
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Adele Tagaloa

Date Range: 1/1/2022 - 12/31/2023



| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--|----------------------|-----------------------------|-----------|------------|-----------------|-------|
| SACRS Spring Conference | Continuing Education | SACRS | Completed | 05/13/2022 | 05/13/2022 | 11.25 |
| Description: SACRS Spring Conference 5/10-13 in Rancho Mirage, CA | | | | | | |
| Brown Act Training | Continuing Education | OCERS Regular Board Meeting | Completed | 05/16/2022 | 05/16/2022 | 1.00 |
| Description: Brown Act Training presenting by GC Ratto and Mr. Serpa during May Regular Board Meeting | | | | | | |
| Townsend: A View of the World | Continuing Education | OCERS IC Meeting | Completed | 05/25/2022 | 05/25/2022 | 1.00 |
| Description: | | | | | | |
| NASRA 2022 | Continuing Education | NASRA | Completed | 08/10/2022 | 08/10/2022 | 12.50 |
| Description: | | | | | | |
| NCPERS Public Pension Funding Forum | Continuing Education | NCPERS | Completed | 08/23/2022 | 08/23/2022 | 2.00 |
| Description: | | | | | | |
| The Mechanics of QE/QT in Modern Capital Markets | Continuing Education | IC Meeting | Completed | 08/24/2022 | 08/24/2022 | 1.00 |
| Description: | | | | | | |
| Strategic Planning Workshop 2022 | Continuing Education | OCERS SPW | Completed | 09/15/2022 | 09/15/2022 | 5.00 |
| Description: | | | | | | |
| | | | | | | |



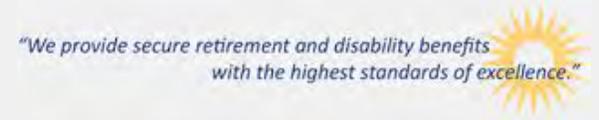
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Adele Tagaloa

Date Range: 1/1/2022 - 12/31/2023



| SACRS Fall Conference 2022 | Continuing Education | SACRS | Completed | 11/08/2022 | 11/11/2022 | 11.50 |
|-------------------------------|----------------------|------------------|-----------|------------|-----------------|-------|
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Behavioral Finance | Continuing Education | OCERS IC Meeting | Completed | 11/16/2022 | 11/16/2022 | 1.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| NCPERS Pension Comms Summit | Continuing Education | NCPERS | Completed | 01/23/2023 | 01/24/2023 | 6.75 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| NCPERS Legislative Conference | Continuing Education | NCPERS | Completed | 01/22/2023 | 01/24/2023 | 8.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Global Macroeconomic Outlook | Continuing Education | OCERS IC Meeting | Completed | 02/22/2023 | 02/22/2023 | 1.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| 2023 NIRS Conference | Continuing Education | NIRS | Completed | 02/27/2023 | 02/27/2023 | 6.75 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| 2023 NASRA Winter Conference | Continuing Education | NASRA | Completed | 02/25/2023 | 02/27/2023 | 5.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| CALAPRS General Assembly | Continuing Education | CALAPRS | Completed | 03/04/2023 | 03/07/2023 | 9.75 |
| Description: | | | | | | |

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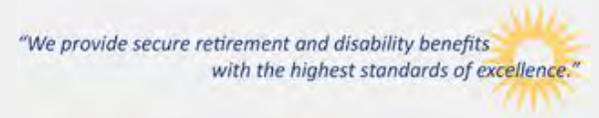


Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board
Date Range: 1/1/2022 - 12/31/2023

Employee: Adele Tagaloa



| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|---|----------------------|-------------------|-----------|------------|-----------------|-------|
| Harassment Prevention Training | Continuing Education | OCERS BOR Meeting | Completed | 04/17/2023 | 04/17/2023 | 2.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| SACRS Spring Conference | Continuing Education | SACRS | Completed | 05/09/2023 | 05/12/2023 | 11.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Annual Fiduciary Education | Continuing Education | OCERS BOR Meeting | Completed | 05/17/2023 | 05/17/2023 | 0.75 |
| Description: Presented by ReedSmith | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| NCPERS NAF Module 3/4 | Continuing Education | NCPERS | Completed | 05/20/2023 | 05/21/2023 | 12.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| NCPERS Annual Conference and Exhibition (ACE) | Continuing Education | NCPERS | Completed | 05/22/2023 | 05/24/2023 | 14.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| THE TOWNSEND GROUP REAL ESTATE MARKET VIEWS | Continuing Education | OCERS IC Meeting | Completed | 05/24/2023 | 05/24/2023 | 1.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Opal Group Public Funds Summit East | Continuing Education | Opal Group | Completed | 07/10/2023 | 07/12/2023 | 11.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |

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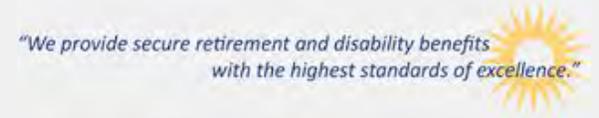
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Adele Tagaloa

Date Range: 1/1/2022 - 12/31/2023



| IC - What AI Could Mean for Investors | Continuing Education | | Completed | 08/30/2023 | 08/30/2023 | 1.00 |
|--|----------------------|-------------------|-----------|------------|-----------------|-------|
| Description: Presentation by Mark L. Casey, Capital Group | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| Strategic Planning Workshop 2023 | Continuing Education | OCERS SPW | Completed | 09/13/2023 | 09/14/2023 | 6.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| NCPERS NAF Module 1/2 | Continuing Education | NCPERS | Completed | 10/21/2023 | 10/22/2023 | 12.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| NCPERS FALL Conference | Continuing Education | NCPERS | Completed | 10/22/2023 | 10/25/2023 | 13.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| SACRS Fall Conference | Continuing Education | SACRS | Completed | 11/07/2023 | 11/10/2023 | 11.50 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| OPAL Group Alternative Investing Summit | Continuing Education | Opal Group | Completed | 12/03/2023 | 12/03/2023 | 8.00 |
| Description: | | | | | | |
| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
| New Rules on Disability Retirement Presumptions effective 1/1/2024 | Continuing Education | OCERS BOR Meeting | Completed | 12/11/2023 | 12/11/2023 | 0.50 |
| Description: | | | | | | |



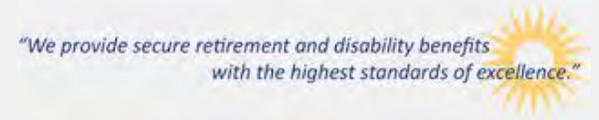
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Jeremy Vallone

Date Range: 7/1/2022 - 1/8/2024



BOARD

Jeremy Vallone (8 Records)

Total Hours: 29.00

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|--|----------------------|-------------------|-----------|------------|-----------------|-------|
| The Mechanics of QE/QT in Modern Capital Markets | Continuing Education | IC Meeting | Completed | 08/24/2022 | 08/24/2022 | 1.00 |
| Description: | | | | | | |
| Strategic Planning Workshop 2022 | Continuing Education | OCERS SPW | Completed | 09/15/2022 | 09/15/2022 | 5.00 |
| Description: | | | | | | |
| Behavioral Finance | Continuing Education | OCERS IC Meeting | Completed | 11/16/2022 | 11/16/2022 | 1.00 |
| Description: | | | | | | |
| Global Macroeconomic Outlook | Continuing Education | OCERS IC Meeting | Completed | 02/22/2023 | 02/22/2023 | 1.00 |
| Description: | | | | | | |
| Harassment Prevention Training | Continuing Education | OCERS BOR Meeting | Completed | 04/17/2023 | 04/17/2023 | 2.00 |
| Description: | | | | | | |
| THE TOWNSEND GROUP REAL ESTATE MARKET VIEWS | Continuing Education | OCERS IC Meeting | Completed | 05/24/2023 | 05/24/2023 | 1.00 |
| Description: | | | | | | |
| Strategic Planning Workshop 2023 | Continuing Education | OCERS SPW | Completed | 09/13/2023 | 09/14/2023 | 6.50 |

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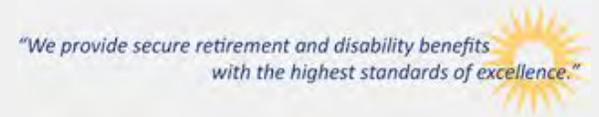
Career Development Report

This report details an individual's Training records in regards to their Career Development.

Department: Board

Employee: Jeremy Vallone

Date Range: 7/1/2022 - 1/8/2024



Description:

| Title | Type | Institution | Status | Due Date | Completion Date | Hours |
|-----------------------|----------------------|-------------|-----------|------------|-----------------|-------|
| SACRS Fall Conference | Continuing Education | SACRS | Completed | 11/07/2023 | 11/10/2023 | 11.50 |

Description:



Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Nicole McIntosh, Director of Disability
SUBJECT: **DISABILITY RETIREMENT STATISTICS 2023 REPORT**

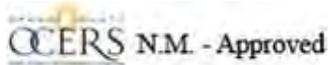
Written Report

At the start of each year we compile statistical information capturing the various categories of disability retirement applications that were processed the prior calendar year. The information associated to the 2023 calendar year is presented here for the Board's review.

At the close of 2023, we had accepted 103 new applications and adjudicated 106 cases through the CEO, the Disability Committee and the Board of Retirement.

Also included are the statistical reports applicable to the calendar years 2018, 2019, 2020, 2021 and 2022 for comparison purposes.

Submitted by:



Nicole McIntosh
Director of Disability

| Total Filed 2023: | | |
|--|------------|-------------|
| By Type: | # | % |
| SCD | 52 | 50% |
| NSCD | 1 | 1% |
| BOTH | 50 | 49% |
| | 103 | 100% |
| By Employer: | | % |
| Community Resources | 0 | 0% |
| Child Support Services | 0 | 0% |
| Fire Authority | 33 | 32% |
| Health Care Agency | 6 | 6% |
| Probation | 2 | 2% |
| Sanitation | 1 | 1% |
| District Attorney | 1 | 1% |
| City of San Juan Capistrano | 1 | 1% |
| Sheriff | 39 | 38% |
| Social Service Agency | 10 | 10% |
| John Wayne Airport | 2 | 2% |
| Transportation Authority | 8 | 8% |
| Transportation Corridor | 0 | 0% |
| | 103 | 100% |
| By Member Type: | | % |
| General | 31 | 30% |
| Safety | 72 | 70% |
| | 103 | 100% |
| Disabilities In Process Overview | | |
| Total filings pending Board presentation : | 115 | |
| Pending Filed within the past 12 months: | 103 | |
| Pending Filed over 12 months: | 12 | |

| Total Granted 2023: | | |
|-------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD (Initial Board Decision) | 72 | 90% |
| NSCD (Initial Board Decision) | 5 | 6% |
| SCD (Hearings) | 2 | 3% |
| NSCD (Hearings) | 1 | 1% |
| SCD (Writ) | 0 | 0% |
| | 80 | 100% |
| By Employer: | | % |
| Assessor | 0 | 0% |
| Health Care Agency | 3 | 4% |
| District Attorney | 2 | 3% |
| Fire Authority | 31 | 39% |
| Child Support Services | 2 | 3% |
| Probation | 2 | 3% |
| Public Works | 1 | 1% |
| San Juan Capistrano | 1 | 1% |
| Sheriff | 32 | 40% |
| Social Services Agency | 1 | 1% |
| Superior Court | 0 | 1% |
| Transportation Authority | 5 | 6% |
| | 80 | 100% |
| | 0 | |
| By Member Type: | | % |
| General | 17 | 21% |
| Safety | 63 | 79% |
| | 80 | 100% |

| Total Denied 2023: | | |
|-----------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD/NSCD (Initial Board Decision) | 15 | 58% |
| SCD (Initial Board Decision) | 9 | 35% |
| NSCD (Initial Board Decision) | 2 | 8% |
| SCD /NSCD(2nd Board Decision) | 0 | 0% |
| NSCD (2nd Board Decision) | 0 | 0% |
| | 26 | 100% |
| By Employer: | | % |
| Health Care Agency | 4 | 5% |
| Child Support Services | 4 | 15% |
| FireAuthority | 2 | 8% |
| Superior Court | 1 | 4% |
| Probation | 2 | 8% |
| Sanitation | 0 | 0% |
| Sheriff | 5 | 19% |
| Social Services Agency | 6 | 23% |
| Transportation Authority | 2 | 8% |
| | 26 | 100% |
| By Member Type: | | % |
| General | 19 | 73% |
| Safety | 7 | 27% |
| | 26 | 100% |

DISABILITY RETIREMENT STATISTICS 2022 REPORT

| Total Filed 2022: | | |
|-----------------------------|------------|-------------|
| By Type: | # | % |
| SCD | 45 | 40% |
| NSCD | 2 | 2% |
| BOTH | 66 | 58% |
| | 113 | 100% |
| By Employer: | | % |
| Assessor | 0 | 0% |
| Community Resources | 0 | 0% |
| Child Support Services | 3 | 3% |
| City of San Juan Capistrano | 2 | 2% |
| District Attorney | 0 | 0% |
| Fire Authority | 39 | 35% |
| Health Care Agency | 5 | 4% |
| Probation | 4 | 4% |
| Sheriff | 47 | 42% |
| Social Service Agency | 7 | 6% |
| Superior Court | 0 | 0% |
| Transportation Authority | 5 | 4% |
| Transportation Corridor | 1 | 1% |
| | 113 | 100% |
| By Member Type: | | % |
| General | 37 | 33% |
| Safety | 76 | 67% |
| | 113 | 100% |

| Disabilities In Process Overview | |
|---|----|
| Total filings pending Board presentation: | 97 |
| Pending Filed within the past 12 months: | 89 |
| Pending Filed over 12 months: | 8 |

| Total Granted 2022: | | |
|-------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD (Initial Board Decision) | 74 | 93% |
| NSCD (Initial Board Decision) | 6 | 8% |
| SCD (Hearings) | 0 | 0% |
| NSCD (Hearings) | 0 | 0% |
| SCD (Writ) | 0 | 0% |
| | 80 | 100% |
| By Employer: | | % |
| Assessor | 1 | 1% |
| Community Resources | 2 | 3% |
| District Attorney | 1 | 1% |
| Fire Authority | 24 | 30% |
| IHSS Public Authority | 1 | 1% |
| Probation | 5 | 6% |
| Public Works | 1 | 1% |
| Sanitation | 0 | 0% |
| Sheriff | 33 | 41% |
| Social Services Agency | 4 | 5% |
| Superior Court | 1 | 1% |
| Transportation Authority | 7 | 9% |
| | 80 | 100% |
| By Member Type: | | % |
| General | 25 | 31% |
| Safety | 55 | 69% |
| | 80 | 100% |

| Total Denied 2022: | | |
|-----------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD/NSCD (Initial Board Decision) | 16 | 67% |
| SCD (Initial Board Decision) | 6 | 25% |
| NSCD (Initial Board Decision) | 0 | 0% |
| SCD (2nd Board Decision) | 1 | 4% |
| SCD/NSCD (Hearing) | 1 | 4% |
| NSCD (2nd Board Decision) | 0 | 0% |
| | 24 | 100% |
| By Employer: | | % |
| City of SJC | 1 | 4% |
| Child Support Services | 1 | 4% |
| Fire Authority | 3 | 13% |
| Superior Court | 2 | 8% |
| Public Works | 1 | 4% |
| Sanitation | 1 | 4% |
| Sheriff | 2 | 8% |
| Social Services Agency | 4 | 17% |
| Probation | 1 | 4% |
| OC Transportation Authority | 8 | 33% |
| | 24 | 100% |
| By Member Type: | | % |
| General | 18 | 75% |
| Safety | 6 | 25% |
| | 24 | 100% |

DISABILITY RETIREMENT STATISTICS 2021 REPORT

| Total Filed 2021: | | |
|--------------------------|-----------|-------------|
| By Type: | # | % |
| SCD | 22 | 33% |
| NSCD | 1 | 2% |
| BOTH | 43 | 65% |
| | 66 | 100% |
| By Employer: | | % |
| Community Resources | 1 | 2% |
| JWA | 1 | 2% |
| Fire Authority | 19 | 29% |
| Health Care Agency | 1 | 2% |
| Probation | 4 | 6% |
| Assessor | 1 | 2% |
| Public Works | 1 | 2% |
| Sanitation | 1 | 2% |
| Sheriff | 19 | 29% |
| Social Service Agency | 7 | 11% |
| Superior Court | 1 | 2% |
| Transportation Authority | 10 | 15% |
| Waste and Recycling | 0 | 0% |
| | 66 | 100% |
| By Member Type: | | % |
| General | 28 | 42% |
| Safety | 38 | 58% |
| | 66 | 100% |

| Total Granted 2021: | | |
|-------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD (Initial Board Decision) | 80 | 88% |
| NSCD (Initial Board Decision) | 10 | 11% |
| SCD (Hearings) | 1 | 1% |
| NSCD (Hearings) | 0 | 0% |
| SCD (Writ) | 0 | 0% |
| | 91 | 100% |
| By Employer: | | % |
| Child Support Services | 1 | 1% |
| Community Resources | 2 | 2% |
| District Attorney | 1 | 1% |
| Fire Authority | 26 | 29% |
| Health Care Agency | 2 | 2% |
| Probation | 5 | 5% |
| Public Defender | 1 | 1% |
| Sanitation | 1 | 1% |
| Sheriff | 34 | 37% |
| Social Services Agency | 8 | 9% |
| Superior Court | 1 | 1% |
| Transportation Authority | 9 | 10% |
| | 91 | 100% |
| By Member Type: | | % |
| General | 37 | 41% |
| Safety | 54 | 59% |
| | 91 | 100% |

| Total Denied 2021: | | |
|-----------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD/NSCD (Initial Board Decision) | 10 | 50% |
| SCD (Initial Board Decision) | 7 | 35% |
| NSCD (Initial Board Decision) | | 0% |
| SCD/NSCD (Hearings) | 3 | 15% |
| NSCD (Hearings) | 0 | 0% |
| | 20 | 100% |
| By Employer: | | % |
| Health Care Agency | 1 | 5% |
| Community Resources | 1 | 5% |
| Fire Authority | 2 | 10% |
| Treasurer/ Tax Collector | 1 | 5% |
| Probation | 0 | 0% |
| Sanitation | 3 | 15% |
| Sheriff | 5 | 25% |
| Social Services Agency | 6 | 30% |
| Transportation Authority | 1 | 5% |
| | 20 | 100% |
| By Member Type: | | % |
| General | 15 | 75% |
| Safety | 5 | 25% |
| | 20 | 100% |

| <u>Disabilities In Process Overview</u> | |
|---|----|
| Total filings pending Board presentation: | 93 |
| Pending Filed within the past 12 months: | 63 |
| Pending Filed over 12 months: | 25 |

DISABILITY RETIREMENT STATISTICS 2020 REPORT

| Total Filed 2020: | | |
|--------------------------|-----------|-------------|
| By Type: | # | % |
| SCD | 37 | 44% |
| NSCD | 0 | 0% |
| BOTH | 47 | 56% |
| | 84 | 100% |
| By Employer: | | % |
| OC Parks | 1 | 1% |
| District Attorney | 3 | 4% |
| Health Care Agency | 2 | 2% |
| Fire Authority | 17 | 20% |
| Transportation Authority | 7 | 8% |
| Child Support Services | 1 | 1% |
| Sanitation | 1 | 1% |
| Sheriff | 37 | 44% |
| Public Defender | 1 | |
| Social Services Agency | 5 | 6% |
| Probation | 5 | 6% |
| Superior Court | 1 | 1% |
| Child Support Services | 1 | 1% |
| County Counsel | 1 | 1% |
| Public Works | 2 | 2% |
| | 84 | 100% |
| By Member Type: | | % |
| General | 35 | 42% |
| Safety | 49 | 58% |
| | 84 | 100% |

| <u>Disabilities In Process Overview</u> | |
|--|-----|
| Total filings pending Board presentation : | 130 |
| Pending Filed within the past 12 months: | 84 |
| Pending Filed over 12 months: | 46 |

| Total Granted 2020: | | |
|-------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD (Initial Board Decision) | 52 | 93% |
| NSCD (Initial Board Decision) | 3 | 5% |
| SCD (Hearings) | 1 | 2% |
| NSCD (Hearings) | 0 | 0% |
| SCD (Writ) | 0 | 0% |
| | 56 | 100% |
| By Employer: | | % |
| District Attorney | 1 | 2% |
| Sanitation | 0 | 0% |
| Fire Authority | 24 | 43% |
| Health Care Agency | 1 | 2% |
| Sheriff | 10 | 18% |
| Public Works | 2 | 4% |
| OC Information Technology | 0 | 0% |
| Superior Court | 1 | 2% |
| Probation | 4 | 7% |
| Waste and Recycling | 0 | 0% |
| Community Resources | 0 | 0% |
| Social Services Agency | 4 | 7% |
| Transportation Authority | 9 | 16% |
| | 56 | 100% |
| By Member Type: | | % |
| General | 21 | 38% |
| Safety | 35 | 63% |
| | 56 | 100% |

| Total Denied 2020: | | |
|-----------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD/NSCD (Initial Board Decision) | 14 | 70% |
| SCD (Initial Board Decision) | 1 | 5% |
| NSCD (Initial Board Decision) | 0 | 0% |
| SCD /NSCD(2nd Board Decision) | 5 | 25% |
| NSCD (2nd Board Decision) | 0 | 0% |
| | 20 | 100% |
| By Employer: | | % |
| Fire Authority | 4 | 20% |
| Treasurer Tax Collector | 1 | 5% |
| Probation | 1 | 5% |
| OCCR | 0 | 0% |
| Sheriff | 4 | 20% |
| Social Services Agency | 7 | 35% |
| Community Resources | 1 | 5% |
| Superior Court | 0 | 0% |
| Transportation Authority | 1 | 5% |
| Registrar of Voters | 1 | 5% |
| | 20 | 100% |
| By Member Type: | | % |
| General | 14 | 70% |
| Safety | 6 | 30% |
| | 20 | 100% |

DISABILITY RETIREMENT STATISTICS 2019 REPORT

| Total Filed 2019: | | |
|--------------------------|-----------|-------------|
| By Type: | # | % |
| SCD | 17 | 19% |
| NSCD | 2 | 2% |
| BOTH | 71 | 79% |
| | 90 | 100% |
| By Employer: | | % |
| Assessor | 1 | 1% |
| Auditor Controller | 1 | 1% |
| Child Support Services | 1 | 1% |
| District Attorney | 1 | 1% |
| Fire Authority | 23 | 26% |
| Health Care Agency | 1 | 1% |
| Probation | 8 | 9% |
| Public Works | 2 | 2% |
| Sheriff | 21 | 23% |
| Social Services Agency | 16 | 18% |
| Superior Court | 1 | 1% |
| Transportation Authority | 14 | 16% |
| | 90 | 100% |
| By Member Type: | | % |
| General | 49 | 54% |
| Safety | 41 | 46% |
| | 90 | 100% |

Disabilities in Process Overview
 Pending Board presentation: 95
 Pending filed within the past 12 months: 81
 Pending filed over 12 months: 14

| Total Granted 2019: | | |
|-------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD (Initial Board Decision) | 58 | 83% |
| NSCD (Initial Board Decision) | 11 | 16% |
| SCD (Hearings) | 1 | 1% |
| NSCD (Hearings) | 0 | 0% |
| SCD (Writ) | 0 | 0% |
| | 70 | 100% |
| By Employer: | | % |
| Community Resources | 2 | 3% |
| Fire Authority | 17 | 24% |
| Health Care Agency | 1 | 1% |
| Information Technology | 1 | 1% |
| Probation | 5 | 7% |
| Public Defender | 2 | 3% |
| Public Works | 1 | 1% |
| Sanitation | 1 | 1% |
| Sheriff | 14 | 20% |
| Social Services Agency | 8 | 11% |
| Superior Court | 2 | 3% |
| Transportation Authority | 15 | 21% |
| Waste and Recycling | 1 | 1% |
| | 70 | 100% |
| By Member Type: | | % |
| General | 40 | 57% |
| Safety | 30 | 43% |
| | 70 | 100% |

| Total Denied 2019: | | |
|-----------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD/NSCD (Initial Board Decision) | 9 | 28% |
| SCD (Initial Board Decision) | 16 | 50% |
| NSCD (Initial Board Decision) | 0 | 0% |
| SCD/NSCD(2nd Board Decision) | 7 | 22% |
| NSCD (2nd Board Decision) | 0 | 0% |
| | 32 | 100% |
| By Employer: | | % |
| Auditor/Controller | 1 | 3% |
| Community Resources | 1 | 3% |
| Health Care Agency | 3 | 9% |
| Information Technology | 1 | 3% |
| Probation | 2 | 6% |
| Sanitation | 2 | 6% |
| Sheriff | 8 | 25% |
| Social Services Agency | 8 | 25% |
| Superior Court | 2 | 6% |
| Transportation Authority | 4 | 14% |
| | 32 | 100% |
| By Member Type: | | % |
| General | 26 | 81% |
| Safety | 6 | 19% |
| | 32 | 100% |

DISABILITY RETIREMENT STATISTICS 2018 REPORT

| Total Filed 2018: | | |
|--------------------------|-----------|-------------|
| By Type: | # | % |
| SCD | 29 | 35% |
| NSCD | 2 | 2% |
| BOTH | 51 | 62% |
| | 82 | 100% |
| By Employer: | | % |
| Community Resources | 2 | 2% |
| District Attorney | 2 | 2% |
| Fire Authority | 19 | 23% |
| Health Care Agency | 3 | 4% |
| Probation | 4 | 5% |
| Public Defender | 1 | 1% |
| Public Works | 1 | 1% |
| Sanitation | 1 | 1% |
| Sheriff | 16 | 20% |
| Social Services Agency | 17 | 21% |
| Superior Court | 1 | 1% |
| Transportation Authority | 13 | 16% |
| Waste & Recycling | 2 | 2% |
| | 82 | 100% |
| By Member Type: | | % |
| General | 49 | 60% |
| Safety | 33 | 40% |
| | 82 | 100% |

| Total Granted 2018: | | |
|-------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD (Initial Board Decision) | 73 | 90% |
| NSCD (Initial Board Decision) | 7 | 9% |
| SCD (Hearings) | 1 | 1% |
| NSCD (Hearings) | 0 | 0% |
| SCD (Writ) | 0 | 0% |
| | 81 | 100% |
| By Employer: | | % |
| Auditor Controller | 1 | 1% |
| District Attorney | 2 | 2% |
| Fire Authority | 22 | 27% |
| Health Care Agency | 3 | 4% |
| Probation | 4 | 5% |
| Public Works | 2 | 2% |
| Sanitation | 2 | 2% |
| Sheriff | 29 | 36% |
| Social Services Agency | 7 | 9% |
| Transportation Authority | 9 | 11% |
| | 81 | 100% |
| By Member Type: | | % |
| General | 32 | 40% |
| Safety | 49 | 60% |
| | 81 | 100% |

| Total Denied 2018: | | |
|-----------------------------------|-----------|-------------|
| By Type / Stage: | # | % |
| SCD/NSCD (Initial Board Decision) | 10 | 50% |
| SCD (Initial Board Decision) | 5 | 25% |
| NSCD (Initial Board Decision) | 2 | 10% |
| SCD/NSCD(2nd Board Decision) | 3 | 15% |
| NSCD (2nd Board Decision) | 0 | 0% |
| | 20 | 100% |
| By Employer: | | % |
| Community Resources | 2 | 10% |
| Fire Authority | 2 | 10% |
| Health Care Agency | 3 | 10% |
| Probation | 1 | 5% |
| Sanitation | 1 | 5% |
| Sheriff | 4 | 5% |
| Social Services Agency | 5 | 20% |
| Transportation Authority | 2 | 25% |
| | 20 | 100% |
| By Member Type: | | % |
| General | 15 | 75% |
| Safety | 5 | 25% |
| | 20 | 100% |

| | |
|---|-----|
| Disabilities In Process Overview | |
| Pending Board presentation: | 117 |
| Pending Filed in past 12 mos: | 82 |
| Pending Filed over 12 mos: | 35 |

Summary of Disability Applications and Results, 2018-2023

| | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | Total |
|--|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Disability Applications Filed (Total) | 82 | 90 | 84 | 66 | 113 | 103 | 538 |
| Service Connected Disability | 29 | 17 | 37 | 22 | 45 | 52 | 202 |
| Non Service Connected Disability | 2 | 2 | 0 | 1 | 2 | 1 | 8 |
| Both | 51 | 71 | 47 | 43 | 66 | 50 | 328 |
| New Applications by Safety Members | 33 | 35 | 49 | 38 | 76 | 72 | 303 |
| by General Members | 49 | 55 | 35 | 28 | 37 | 31 | 235 |
| Disabilities Granted | 81 | 70 | 56 | 91 | 80 | 80 | 458 |
| Disabilities Denied | 20 | 32 | 20 | 20 | 24 | 26 | 142 |
| New Applications, by Employer* | 82 | 90 | 84 | 66 | 113 | 103 | 538 |
| Assessor | | 1 | | 1 | | | 2 |
| Auditor Controller | | 1 | | | | | 1 |
| Child Support Services | | 1 | 1 | | 3 | | 5 |
| City of San Juan Capistrano | | | | | 2 | 1 | 3 |
| District Attorney | 2 | 1 | 3 | | | 1 | 7 |
| Health Care Agency | 3 | 1 | 2 | 1 | 5 | 6 | 18 |
| Human Resource Services | | | | | | | 0 |
| John Wayne Airport | 0 | | | 1 | | 2 | 3 |
| OC Community Resources | 2 | | | 1 | | | 3 |
| OC Fire Authority | 19 | 23 | 17 | 19 | 39 | 33 | 150 |
| OC Public Guardian/Administrator | | | | | | | 0 |
| OC Public Works | 1 | 2 | 2 | 1 | | | 6 |
| OC Transportation Authority | 13 | 14 | 7 | 10 | 5 | 8 | 57 |
| OC Waste and Recycling | 2 | | | | | | 2 |
| Probation | 4 | 8 | 5 | 4 | 4 | 2 | 27 |
| Public Defender | 1 | | 1 | | | | 2 |
| Sanitation | 1 | | 1 | 1 | | 1 | 4 |
| Sheriff's Dept | 16 | 21 | 37 | 19 | 47 | 39 | 179 |
| Social Services Agency | 17 | 16 | 5 | 7 | 7 | 10 | 62 |
| Superior Court | 1 | 1 | 1 | 1 | | | 4 |
| Transportation Corridor | | | | | 1 | | 1 |

*If employer is not listed, no applications received from 2018-2023



Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Steve Delaney, Chief Executive Officer
SUBJECT: **2023 OCERS YEAR IN REVIEW: COMMUNICATION PLAN**

Written Report

Background/Discussion

Since 2009 OCERS has crafted a strong outreach communication plan at the start of each year. In that year of 2009 the Great Recession was at its worst, and our goal was to assure our primary stakeholders that the OCERS Board of Retirement was actively involved in tackling the challenges facing the system.

For more than a decade we have begun this annual process by meeting with each of the County Supervisors on an individual basis, followed by meetings with each participating employer, major labor group, as well as the Retired Employees Association of Orange County (REAOC). In the ongoing debate over public pension benefits, ensuring a well-educated audience is one of the best methods for quelling rumors and replacing them with facts in order to better guide policy makers.

I propose the same process in 2024:

1. Individual meetings of the OCERS Chair, Vice-Chair and CEO with each of the County Supervisors and their support staff.
2. Individual meetings of a team of OCERS Executive Staff (Ms. Jenike, Ms. Shott and me) with the executive staff of each OCERS participating employer, as well as with the executive staff of each of our primary labor groups.
3. A single, annual presentation for our active members.
4. A presentation at a quarterly REAOC luncheon.

Throughout the year there also arise occasion to meet with various members of the Orange County legislative delegation both in Sacramento as well as Washington DC. These "Year in Review" materials are often used in those settings to provide legislators with an understanding of the challenge and opportunities facing their local public pension system.

Listed below are the topics I plan to discuss. If there are any other topics you the Trustees feel it is important to share in these meetings, please let me know and I can work with the Chair of the Board to determine how and when to include additional information.

This is a fairly large undertaking, but one I believe well worth the effort. Scheduling conflicts will undoubtedly arise, but I anticipate the bulk of the outreach to be accomplished in the April through July time frame.

2023 OCERS Year in Review Topics

1. 2023 Fund Earnings
2. 2023 RVK Report
3. Investment Department Report
4. 20 Year Rate Projection
5. Cybersecurity- A Focus
6. OCERS HQ Building
7. Vision 2030
 - a. Simplification
 - b. Data Access
 - c. Automation
8. 2024 Budget and Personnel
9. National Pension Issues (any applicable current news)
10. OCERS Board Membership

Submitted by:



SD - Approved

Steve Delaney
Chief Executive Officer



Memorandum

DATE: January 4, 2024
TO: Members of the Board of Retirement
FROM: Tracy Bowman, Director of Finance
SUBJECT: **FOURTH QUARTER 2023 TRAVEL AND TRAINING EXPENSE REPORT**

Written Report

Background/Discussion

In accordance with OCERS' Travel Policy, the Chief Executive Officer is required to submit a quarterly report to the Board of Retirement on conference attendance and related expenditures incurred by OCERS' Board Members and staff. Attached is the Fourth Quarter 2023 Travel and Training Expense Report that includes all expenses submitted through December 31, 2023.

Submitted by:

A rectangular stamp with the OCERS logo on the left and the text "OCERS T.B. - Approved" on the right.

OCERS T.B. - Approved

Tracy Bowman
Director of Finance

01-17-2024 REGULAR BOARD MEETING - R-11 QUARTERLY TRAVEL AND TRAINING EXPENSE REPORT

TRAVEL AND TRAINING EXPENSE REPORT
FOURTH QUARTER 2023
Submitted Through December 31, 2023

| Name | Trip OR Class Dates | Trip Name | Destination | Trip Type | Mileage | Reg. Fee | Meals | Airfare | Hotel | Trans. | Misc. | 2023 YTD Total Expenses | 2022 Total* |
|-------------|---------------------|--|-------------------------|------------|----------|-----------|----------|-----------|-----------|----------|-------|-------------------------|-------------|
| FREIDENRICH | 2/25-2/27/23 | NASRA 2023 Winter Round Table & Joint Legislative Conference | Washington DC | Conference | 55.02 | 800.00 | 42.53 | 367.20 | 1,236.88 | 91.67 | - | 2,593.30 | |
| Sub Total | | | | | 55.02 | 800.00 | 42.53 | 367.20 | 1,236.88 | 91.67 | - | 2,593.30 | 1,034.57 |
| HIDALGO | 1/19/23 | IREI VIP Conference | Rancho Palos Verdes, CA | Conference | 58.95 | - | - | - | - | 25.00 | - | 83.95 | |
| | 5/30/23 | JWPlayer Supervisory Harassment Prevention Training | Online | Training | - | 27.00 | - | - | - | - | - | 27.00 | |
| Sub Total | | | | | 58.95 | 27.00 | - | - | - | 25.00 | - | 110.95 | 120.00 |
| HILTON | 1/22-1/24/23 | NCPERS 2023 Legislative Conference & Communications Summit | Washington DC | Conference | 31.44 | 615.00 | - | 356.96 | 1,031.10 | 132.32 | - | 2,166.82 | |
| | 2/25-2/27/23 | NASRA 2023 Winter Round Table & Joint Legislative Conference | Washington DC | Conference | 32.10 | 800.00 | 42.53 | 307.97 | 1,236.88 | 228.86 | - | 2,648.34 | |
| | 5/9-5/12/23 | SACRS Spring 2023 Conference | San Diego, CA | Conference | 119.21 | 120.00 | - | - | 835.86 | 30.00 | - | 1,105.07 | |
| | 7/10-7/12/23 | OPAL Public Funds Summit East 2023 | Newport, RI | Conference | 85.16 | - | 102.25 | 760.95 | 2,277.74 | 385.02 | - | 3,611.12 | |
| | 10/22-10/25/23 | NCPERS 2023 Financial, Actuarial, Legislative & Legal Conference | Las Vegas, NV | Conference | 69.44 | 750.00 | - | 208.96 | 223.36 | 139.04 | - | 1,390.80 | |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 119.87 | 120.00 | - | - | 760.68 | - | - | 1,000.55 | |
| Sub Total | | | | | 457.22 | 2,405.00 | 144.78 | 1,634.84 | 6,365.62 | 915.24 | - | 11,922.70 | - |
| OATES | 1/22-1/24/23 | NCPERS 2023 Legislative Conference & Communications Summit | Washington DC | Conference | - | 615.00 | 35.73 | 630.40 | 1,031.10 | 222.39 | - | 2,534.62 | |
| | 1/29-1/31/23 | NAPO 34th Annual Pension and Benefits Seminar | Las Vegas, NV | Conference | 339.95 | 635.00 | 35.00 | - | 259.64 | - | - | 1,269.59 | |
| | 3/4-3/7/23 | CALAPRS General Assembly 2023 | Monterey, CA | Training | - | 250.00 | 122.63 | 514.30 | 823.62 | 175.20 | - | 1,885.75 | |
| | 5/9-5/12/23 | SACRS Spring 2023 Conference | San Diego, CA | Conference | 96.29 | 120.00 | - | - | 835.86 | 44.98 | - | 1,097.13 | |
| | 5/21-5/24/23 | NCPERS 2023 Trustee Educational Seminar (TEDS) | New Orleans, LA | Conference | - | 485.00 | 36.46 | 745.96 | 911.88 | 244.31 | - | 2,423.61 | |
| | 9/20-9/23/23 | IFEBP Health Care Cost Management & Health Benefits Plan | Las Vegas, NV | Conference | - | 2,660.00 | - | 228.95 | 134.92 | - | - | 3,023.87 | |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | - | 120.00 | - | - | - | - | - | 120.00 | |
| Sub Total | | | | | 436.24 | 4,885.00 | 229.82 | 2,119.61 | 3,997.02 | 686.88 | - | 12,354.57 | 10,448.74 |
| PACKARD | 3/4-3/7/23 | CALAPRS General Assembly 2023 | Monterey, CA | Training | - | 250.00 | - | - | 549.08 | 80.00 | - | 879.08 | |
| | 9/5-9/7/23 | Public Funds Forum | Bluffton, SC | Conference | - | 885.00 | 111.42 | 792.10 | 1,011.06 | 75.00 | - | 2,874.58 | |
| Sub Total | | | | | - | 1,135.00 | 111.42 | 792.10 | 1,560.14 | 155.00 | - | 3,753.66 | - |
| PREVATT | 2/25-2/27/23 | NASRA 2023 Winter Round Table & Joint Legislative Conference | Washington DC | Conference | - | 800.00 | 122.45 | 857.45 | 1,256.88 | 186.11 | - | 3,222.89 | |
| | 3/4-3/7/23 | CALAPRS General Assembly 2023 | Monterey, CA | Training | - | 250.00 | 85.52 | 286.90 | 838.62 | 260.42 | - | 1,721.46 | |
| | 5/9-5/12/23 | SACRS Spring 2023 Conference | San Diego, CA | Conference | 139.52 | 120.00 | - | - | 850.86 | 30.00 | - | 1,140.38 | |
| | 7/10-7/12/23 | OPAL Public Funds Summit East 2023 | Newport, RI | Conference | - | - | 68.31 | 686.07 | 1,596.30 | 286.02 | 32.10 | 2,668.80 | |
| | 8/5-8/9/23 | NASRA 2023 Annual Conference | Broomfield, CO | Conference | - | 1,595.00 | 21.28 | 456.80 | 917.48 | 284.52 | - | 3,275.08 | |
| | 9/19-9/20/23 | P&I Conference - Public Funds Navigating a New World | Scottsdale, AZ | Conference | 512.87 | - | 89.16 | - | 714.93 | 65.96 | - | 1,382.92 | |
| | 10/22-10/25/23 | NCPERS 2023 Financial, Actuarial, Legislative & Legal Conference | Las Vegas, NV | Conference | - | 750.00 | 68.98 | 297.80 | 753.98 | 133.06 | - | 2,003.82 | |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 161.79 | 120.00 | 62.98 | - | 760.68 | - | - | 1,105.45 | |
| Sub Total | | | | | 814.18 | 3,635.00 | 518.68 | 2,585.02 | 7,689.73 | 1,246.09 | 32.10 | 16,520.80 | 7,179.72 |
| TAGALOA | 1/22-1/24/23 | NCPERS 2023 Legislative Conference & Communications Summit | Washington DC | Conference | - | - | 20.43 | 317.19 | 1,031.10 | 109.99 | - | 1,478.71 | |
| | 2/25-2/27/23 | NASRA 2023 Winter Round Table & Joint Legislative Conference | Washington DC | Conference | 43.24 | 800.00 | 42.52 | 517.81 | 1,236.88 | 152.98 | - | 2,793.43 | |
| | 3/4-3/7/23 | CALAPRS General Assembly 2023 | Monterey, CA | Training | 43.24 | 250.00 | 22.30 | 247.10 | 823.62 | 21.99 | - | 1,408.25 | |
| | 3/21/23 | SACRS BOD Meeting | Sacramento, CA | Meeting | - | - | - | 70.00 | - | 87.75 | - | 157.75 | |
| | 5/5/23 | CALAPRS Trustees' Round Table Ticket | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | |
| | 5/9-5/12/23 | SACRS Spring 2023 Conference | San Diego, CA | Conference | 26.86 | 120.00 | 73.31 | - | 835.86 | 240.90 | - | 1,296.93 | |
| | 5/21-5/24/23 | NCPERS 2023 Trustee Educational Seminar (ACE) | New Orleans, LA | Conference | 21.62 | 1,755.00 | 126.01 | 540.95 | 1,215.83 | 159.62 | - | 3,819.03 | |
| | 6/20/23 | SACRS Executive Meeting SMF | Sacramento, CA | Meeting | - | - | - | 247.96 | - | 125.80 | - | 373.76 | |
| | 7/10-7/12/23 | OPAL Public Funds Summit East 2023 | Newport, RI | Conference | - | - | 115.08 | 427.00 | 2,128.40 | 240.49 | - | 2,910.97 | |
| | 8/7-8/8/23 | SACRS Program Committee & Board of Directors Meeting | San Mateo, CA | Meeting | - | - | - | 279.78 | 273.56 | - | - | 553.34 | |
| | 10/22-10/25/23 | NCPERS 2023 Financial, Actuarial, Legislative & Legal Conference | Las Vegas, NV | Conference | 23.58 | 1,605.00 | 181.27 | 387.94 | 1,623.60 | 39.71 | - | 3,861.10 | |
| | 10/27/23 | CALAPRS Trustees' Round Table Ticket | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 142.14 | 120.00 | - | - | 760.68 | - | - | 1,022.82 | |
| Sub Total | | | | | 300.68 | 4,750.00 | 580.92 | 3,035.73 | 9,929.53 | 1,179.23 | - | 19,776.09 | 11,917.65 |
| VALLONE | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 129.69 | 120.00 | - | - | 760.68 | - | - | 1,010.37 | |
| Sub Total | | | | | 129.69 | 120.00 | - | - | 760.68 | - | - | 1,010.37 | - |
| BOARD Total | | | | | 2,251.98 | 17,757.00 | 1,628.15 | 10,534.50 | 31,539.60 | 4,299.11 | 32.10 | 68,042.44 | 30,700.68 |

01-17-2024 REGULAR BOARD MEETING - R-11 QUARTERLY TRAVEL AND TRAINING EXPENSE REPORT

TRAVEL AND TRAINING EXPENSE REPORT
FOURTH QUARTER 2023
Submitted Through December 31, 2023

| Name | Trip OR Class Dates | Trip Name | Destination | Trip Type | Mileage | Reg. Fee | Meals | Airfare | Hotel | Trans. | Misc. | 2023 YTD Total Expenses | 2022 Total* |
|------------------------|----------------------------|---|-------------------------|------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|--------------|-------------------------|------------------|
| DELANEY | 1/19/23 | IREI VIP Conference | Rancho Palos Verdes, CA | Conference | 28.82 | - | - | - | - | - | - | 28.82 | - |
| | 2/9/23 | CALAPRS Administrators Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 3/4-3/7/23 | CALAPRS General Assembly 2023 | Monterey, CA | Training | 525.31 | 250.00 | 396.58 | - | 794.63 | 5.00 | - | 1,971.52 | - |
| | 4/10-4/12/23 | Roboyo Conference | Atlanta, GA | Conference | - | - | 43.47 | 1,210.00 | 357.18 | 67.19 | - | 1,677.84 | - |
| | 4/21/23 | CALAPRS Trustees' Round Table Ticket | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 4/25/23 | CRCEA Spring 2023 Conference | Ontario, CA | Conference | 98.25 | 75.00 | 74.00 | - | - | - | - | 247.25 | - |
| | 5/1-5/4/23 | Indiana Public Retirement System Visit | Indiana, IN | Meeting | 26.20 | - | 74.88 | 801.40 | 399.16 | 191.24 | - | 1,492.88 | - |
| | 5/8-5/13/23 | CEM Conference | Vancouver, Canada | Conference | - | - | 204.57 | 760.78 | 1,121.96 | 75.63 | - | 2,162.94 | - |
| | 5/21-5/24/23 | NCPERS 2023 Trustee Educational Seminar (ACE) | New Orleans, LA | Conference | - | 1,755.00 | 293.54 | 642.39 | 937.60 | 305.39 | - | 3,933.92 | - |
| | 6/23/23 | CALAPRS Administration Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 6/27-6/28/23 | CalPERS Catalyst: California's Diverse Investment Manager Forum | San Francisco, CA | Training | - | - | 34.67 | 79.00 | - | 20.00 | 40.93 | 174.60 | - |
| | 7/10-7/12/23 | OPAL Public Funds Summit East 2023 | Newport, RI | Conference | 55.02 | - | 94.50 | 875.90 | 1,106.28 | 408.34 | - | 2,540.04 | - |
| | 8/20-8/22/23 | NCPERS 2023 Public Pension Funding Forum | Chicago, IL | Conference | - | 720.00 | 137.55 | - | 420.92 | 156.84 | - | 1,435.31 | - |
| | 10/18-10/20/23 | PREA'S 33rd Annual Institutional Investor Conference | Boston, MA | Conference | 9.18 | 150.00 | 143.57 | 849.39 | 1,382.78 | 180.13 | 20.00 | 2,735.05 | - |
| 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | - | 120.00 | - | - | - | - | - | 120.00 | - | |
| Sub Total | | | | | 742.78 | 3,220.00 | 1,497.33 | 5,218.86 | 6,520.51 | 1,409.76 | 60.93 | 18,670.17 | 17,282.18 |
| JENKE | 3/4-3/7/23 | CALAPRS General Assembly 2023 | Monterey, CA | Training | - | - | - | 275.91 | 629.08 | 435.68 | - | 1,340.67 | - |
| | 5/9-5/12/23 | SACRS Spring 2023 Conference | San Diego, CA | Conference | 119.87 | 120.00 | 171.54 | - | 557.24 | 20.00 | - | 988.65 | - |
| | 7/24-7/25/23 | Fraud Prevention Institute for Employee Benefit Plans | Lake Tahoe, NV | Conference | 43.23 | 1,775.00 | 110.17 | 689.96 | 175.88 | 573.41 | - | 3,367.65 | - |
| | 8/7-8/8/23 | NASRA 2023 Annual Conference | Broomfield, CO | Conference | 43.23 | 1,500.00 | 39.48 | 471.96 | 770.42 | 206.52 | - | 3,031.61 | - |
| | 8/29/23 | CALAPRS Trustee Disability Training | Malibu, CA | Training | 85.15 | - | - | - | - | - | - | 85.15 | - |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 47.82 | 120.00 | 35.09 | - | 507.12 | - | - | 710.03 | - |
| Sub Total | | | | | 339.30 | 3,515.00 | 356.28 | 1,437.83 | 2,639.74 | 1,235.61 | - | 9,523.76 | 6,072.48 |
| NIH | 6/20/23 | CALAPRS Administrative Assistants Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 9/19/23 | CALAPRS Administrative Assistants Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| Sub Total | | | | | - | 100.00 | - | - | - | - | - | 100.00 | 2,345.00 |
| SHOTT | 2/21-2/28/23 | Gartner CIO Leadership Forum | Phoenix, AZ | Conference | - | - | - | 318.95 | 362.47 | 40.00 | - | 721.42 | - |
| | 3/16-3/17/23 | LCW 2023 Annual Conference | San Diego, CA | Conference | 73.36 | 620.00 | - | - | 921.53 | 89.74 | - | 1,704.63 | - |
| | 5/9-5/12/23 | SACRS Spring 2023 Conference | San Diego, CA | Conference | 72.05 | 120.00 | 144.08 | - | 865.86 | - | - | 1,201.99 | - |
| | 10/16-10/19/23 | Gartner IT Symposium Xpo 2023 | Orlando, FL | Conference | - | - | 216.56 | 695.20 | 772.52 | 39.18 | - | 1,723.46 | - |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | - | 120.00 | - | - | - | - | - | 120.00 | - |
| Sub Total | | | | | 145.41 | 860.00 | 360.64 | 1,014.15 | 2,922.38 | 168.92 | - | 5,471.50 | 15,869.92 |
| EXECUTIVE Total | | | | | 1,227.49 | 7,695.00 | 2,214.25 | 7,670.84 | 12,082.63 | 2,814.29 | 60.93 | 33,765.43 | 41,569.58 |

01-17-2024 REGULAR BOARD MEETING - R-11 QUARTERLY TRAVEL AND TRAINING EXPENSE REPORT

TRAVEL AND TRAINING EXPENSE REPORT
FOURTH QUARTER 2023
Submitted Through December 31, 2023

| Name | Trip OR Class Dates | Trip Name | Destination | Trip Type | Mileage | Req. Fee | Meals | Airfare | Hotel | Trans. | Misc. | 2023 YTD Total Expenses | 2022 Total* |
|--------------------------|-------------------------------|--|-----------------------|--------------------------|-----------------|---------------|---------------|-----------------|------------------|-----------------|------------------|-------------------------|-------------|
| BEESON | 2/28-3/1/23 | Mayfield Annual Meeting | San Jose, CA | Due Diligence/Meeting | - | - | 68.79 | 137.96 | 774.42 | 250.91 | - | 1,222.28 | |
| | 3/27-3/29/23 | AlisLA 2023 Conference | Los Angeles, CA | Due Diligence/Conference | 44.54 | - | - | - | 326.99 | - | - | 371.53 | |
| | 5/1-5/2/23 | Milken Institute 2023 Global Conference | Los Angeles, CA | Due Diligence/Conference | 61.57 | - | - | - | 1,226.72 | 135.00 | - | 1,423.29 | |
| | 5/9-5/12/23 | SACRS Spring 2023 Conference | San Diego, CA | Conference | - | 120.00 | - | - | - | - | - | 120.00 | |
| | 11/14-11/16/23 | GP Meetings | New York, NY | Due Diligence/Meeting | - | - | 68.23 | 765.78 | 1,287.66 | 314.10 | - | 2,435.77 | |
| Sub Total | | | | | 106.11 | 120.00 | 137.02 | 903.74 | 3,615.99 | 700.01 | 5,582.87 | 2,600.00 | |
| CHARY | 2/8-2/9/23 | Aksia Palooza 2023 | New York, NY | Due Diligence | - | - | 34.23 | 877.80 | 930.82 | 173.30 | - | 2,016.15 | |
| | 7/18/23 | GGV Capital | Menlo Park, CA | Due Diligence | - | - | - | 419.96 | - | - | - | 419.96 | |
| | 10/23-10/25/23 | 20th Annual Global ARC | Boston, MA | Due Diligence/Conference | - | - | 9.27 | 1,053.80 | 1,019.82 | 76.43 | - | 2,159.32 | |
| Sub Total | | | | | | | 43.50 | 2,351.56 | 1,950.64 | 249.73 | 4,595.43 | | |
| CHEN | 1/30-1/31/23 | Warwick Investment Annual Meeting and LPAC | Austin, TX | Due Diligence/Meeting | - | - | 65.09 | 285.80 | 330.60 | 236.70 | - | 918.19 | |
| | 3/7-3/9/23 | Women's Private Equity Summit | Coronado, CA | Due Diligence/Conference | - | - | 102.79 | 740.80 | 1,539.54 | 388.14 | - | 2,771.27 | |
| | 5/10-5/11/23 | Quantum 2023 Annual Meeting | Houston, TX | Due Diligence/Meeting | - | - | - | 728.40 | 1,097.74 | 411.37 | - | 2,237.51 | |
| Sub Total | | | | | | | 167.88 | 1,755.00 | 2,967.88 | 1,036.21 | 5,926.97 | 1,841.02 | |
| DURR | 4/25-4/26/23 | Institutional Investor Conference - 2023 Public Funds Roundtable | Beverly Hills, CA | Due Diligence/Conference | - | - | - | - | 577.84 | 110.00 | - | 687.84 | |
| | 4/28/23 | CALAPRS Overview Course | Online | Training | - | 100.00 | - | - | - | - | - | 100.00 | |
| | 5/16/23 | Manager Annual General Meeting | Beverly Hills, CA | Due Diligence/Meeting | 33.41 | - | - | - | - | - | - | 33.41 | |
| Sub Total | | | | | 33.41 | 100.00 | | | 577.84 | 110.00 | 821.25 | 174.00 | |
| HE | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 120.52 | 120.00 | 21.81 | - | 507.12 | - | - | 769.45 | |
| Sub Total | | | | | 120.52 | 120.00 | 21.81 | | 507.12 | | | 769.45 | |
| JI | 2/28-3/1/23 | Mayfield Annual Meeting | San Jose, CA | Due Diligence/Meeting | - | - | 50.23 | 132.96 | 625.35 | 84.94 | - | 893.48 | |
| | 3/27-3/29/23 | AlisLA 2023 Conference | Los Angeles, CA | Due Diligence/Conference | 35.37 | - | - | - | 328.99 | - | - | 364.36 | |
| Sub Total | | | | | 35.37 | | 50.23 | 132.96 | 954.34 | 84.94 | 1,257.84 | | |
| MURPHY | 3/7-3/9/23 | Women's Private Equity Summit | Coronado, CA | Due Diligence/Conference | 102.18 | - | 26.63 | - | 405.83 | 18.00 | - | 552.64 | |
| | 3/27-3/29/23 | AlisLA 2023 Conference | Los Angeles, CA | Due Diligence/Conference | 51.75 | - | - | - | 1,182.62 | 53.90 | - | 1,289.27 | |
| | 4/25-4/26/23 | Institutional Investor Conference - 2023 Public Funds Roundtable | Beverly Hills, CA | Due Diligence/Conference | 54.37 | - | - | - | 577.84 | 195.00 | - | 827.21 | |
| | 5/1-5/2/23 | Milken Institute 2023 Global Conference | Los Angeles, CA | Due Diligence/Conference | 54.37 | - | - | - | 1,513.89 | 195.75 | - | 1,764.01 | |
| | 11/1/23 | 3Q TCG Crossover Fund I & II LPAC Meeting | San Francisco, CA | Due Diligence/Meeting | - | - | 55.24 | 327.80 | 327.79 | 170.24 | - | 881.07 | |
| 11/4-11/8/23 | Investments Managers Meetings | Queens, NY | Due Diligence/Meeting | - | - | 69.76 | 615.40 | 2,168.68 | 198.42 | - | 3,052.26 | | |
| Sub Total | | | | | 262.67 | | 151.63 | 943.20 | 6,176.65 | 831.31 | 8,365.46 | 14,640.14 | |
| NGUYEN, D | 6/27-6/28/23 | Catalyst: California's Diverse Investment Manager Forum | San Francisco, CA | Due Diligence/Conference | - | - | 83.90 | 532.84 | 218.81 | 365.54 | - | 1,201.09 | |
| | 10/23-10/25/23 | 20th Annual Global ARC | Boston, MA | Due Diligence/Conference | 25.55 | - | 77.72 | 835.80 | 1,019.82 | 528.35 | - | 2,487.24 | |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 72.05 | 120.00 | - | - | 507.12 | - | - | 699.17 | |
| Sub Total | | | | | 97.60 | 120.00 | 161.62 | 1,368.64 | 1,745.75 | 893.89 | 4,387.50 | | |
| PETERSON | 2/8-2/9/23 | Aksia Palooza 2023 | New York, NY | Due Diligence/Conference | - | - | 16.28 | 497.80 | 957.21 | 247.80 | - | 1,719.09 | |
| | 4/28/23 | CALAPRS Overview Course | Online | Training | - | 100.00 | - | - | - | - | - | 100.00 | |
| | 10/12/23 | LBA AGM Investment Managers Meeting | Huntington Beach, CA | Due Diligence/Meeting | - | - | - | - | - | 20.00 | - | 20.00 | |
| Sub Total | | | | | | 100.00 | 16.28 | 497.80 | 957.21 | 267.80 | 1,839.09 | 226.38 | |
| TURIAGI | 4/25-4/26/23 | Institutional Investor Conference - 2023 Public Funds Roundtable | Beverly Hills, CA | Due Diligence/Conference | 62.88 | - | 71.23 | - | 866.76 | 165.00 | - | 1,165.87 | |
| | 5/17/23 | Clearlake AGM 2023 Limited Partners Annual Meeting | Beverly Hills, CA | Due Diligence/Meeting | 66.82 | - | - | - | - | - | - | 66.82 | |
| Sub Total | | | | | 129.70 | | 71.23 | | 866.76 | 165.00 | 1,232.69 | 77.33 | |
| WALANDER-SARKIN | 3/8-3/9/23 | Women's Private Equity Summit | Coronado, CA | Due Diligence/Conference | 115.28 | - | - | - | 369.71 | - | - | 484.99 | |
| | 5/1-5/2/23 | Milken Institute 2023 Global Conference | Los Angeles, CA | Due Diligence/Conference | 62.88 | - | - | - | 971.55 | 141.51 | - | 1,175.94 | |
| | 10/12/23 | LBA AGM Investment Managers Meeting | Huntington Beach, CA | Due Diligence/Meeting | 13.76 | - | - | - | - | 20.00 | - | 33.76 | |
| | 11/6-11/7/23 | HealthQuest Capital Annual Meeting | Half Moon Bay, CA | Due Diligence/Meeting | 282.60 | - | 28.17 | 387.81 | 212.29 | - | - | 910.87 | |
| Sub Total | | | | | 474.52 | | 28.17 | 387.81 | 1,553.55 | 161.51 | 2,605.56 | 73.08 | |
| INVESTMENTS Total | | | | | 1,259.90 | 560.00 | 849.37 | 8,340.71 | 21,873.73 | 4,500.40 | 37,384.11 | 19,631.95 | |

01-17-2024 REGULAR BOARD MEETING - R-11 QUARTERLY TRAVEL AND TRAINING EXPENSE REPORT

TRAVEL AND TRAINING EXPENSE REPORT
FOURTH QUARTER 2023
Submitted Through December 31, 2023

| Name | Trip OR Class Dates | Trip Name | Destination | Trip Type | Mileage | Reg. Fee | Meals | Airfare | Hotel | Trans. | Misc. | 2023 YTD Total Expenses | 2022 Total* |
|-----------------------|---------------------|--|-------------------|------------|---------|----------|--------|----------|----------|--------|--------|-------------------------|-------------|
| ADDO | 10/17/23 | CALAPRS Compliance Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 11/13-11/16/23 | SCCE Denver Basic Compliance & Ethics Academy | Denver, CO | Training | - | 3,250.00 | 32.40 | 437.90 | 3,201.66 | 135.60 | - | 7,057.56 | - |
| Sub Total | | | | | - | 3,300.00 | 32.40 | 437.90 | 3,201.66 | 135.60 | - | 7,107.56 | - |
| BAEK | 5/26/23 | CALAPRS Attorneys Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 9/8/23 | CALAPRS Attorneys Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 134.93 | 120.00 | 36.00 | - | 866.19 | - | - | 1,157.12 | - |
| Sub Total | | | | | 134.93 | 220.00 | 36.00 | - | 866.19 | - | - | 1,257.12 | - |
| CAO | 6/27-6/30/23 | NAPPA Legal Education Conference | San Antonio, TX | Conference | - | 1,090.00 | 133.81 | 859.00 | 1,091.52 | 79.13 | - | 3,253.46 | - |
| | 9/8/23 | CALAPRS Attorneys Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 9/26-9/27/23 | ILPA 2023 Private Equity Legal Conference | Online | Conference | - | 699.00 | - | - | - | - | - | 699.00 | - |
| | 10/30/23 | Nossaman's 2023 Pensions, Benefits & Investment Fiduciaries | Los Angeles, CA | Training | - | 95.00 | - | - | - | - | - | 95.00 | - |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 134.93 | 120.00 | 39.37 | - | 760.68 | - | - | 1,054.98 | - |
| Sub Total | | | | | 134.93 | 2,054.00 | 173.18 | 859.00 | 1,852.20 | 79.13 | - | 5,152.44 | - |
| GONZALEZ-VERDUGO | 9/19/23 | CALAPRS Administrative Assistants Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 10/13/23 | CALAPRS Legal Support Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 11/9/23 | California National Notary Association Training | Online | Training | - | 199.00 | - | - | - | - | 646.18 | 845.18 | - |
| Sub Total | | | | | - | 299.00 | - | - | - | - | 646.18 | 945.18 | - |
| KIM, J | 9/8/23 | CALAPRS Attorneys Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 134.94 | 120.00 | - | - | 760.68 | - | - | 1,015.62 | - |
| Sub Total | | | | | 134.94 | 170.00 | - | - | 760.68 | - | - | 1,065.62 | - |
| RATTO | 2/10/23 | CALAPRS Attorneys Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 2/22-2/24/23 | NAPPA 2023 Winter Seminar | Tucson, AZ | Conference | - | 740.00 | 62.00 | 366.96 | 833.40 | 56.39 | - | 2,058.75 | - |
| | 6/27-6/30/23 | NAPPA 2023 Legal Education | San Antonio, TX | Conference | - | 990.00 | - | 1,283.11 | 289.06 | 196.10 | - | 2,758.27 | - |
| Sub Total | | | | | - | 1,780.00 | 62.00 | 1,650.07 | 1,122.46 | 252.49 | - | 4,867.02 | 5,586.08 |
| SERPA | 2/10/23 | CALAPRS Attorneys Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 3/21/23 | CALAPRS Compliance Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 3/28/23 | AWI Workplace Investigations Seminar Series | Online | Training | - | 425.00 | - | - | - | - | - | 425.00 | - |
| | 5/26/23 | CALAPRS Attorneys Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 9/8/23 | CALAPRS Attorneys Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 10/17/23 | CALAPRS Compliance Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 10/22-10/25/23 | NCPEPS 2023 Financial, Actuarial, Legislative & Legal Conference | Las Vegas, NV | Conference | - | 750.00 | 111.84 | 532.95 | 824.28 | 69.82 | - | 2,288.89 | - |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 149.34 | 120.00 | - | - | 512.07 | - | - | 781.41 | - |
| Sub Total | | | | | 149.34 | 1,545.00 | 111.84 | 532.95 | 1,336.35 | 69.82 | - | 3,745.30 | 1,176.39 |
| SINGLETON | 9/8/23 | CALAPRS Attorneys Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 9/9/23 | 37th Annual Educational Conference | Costa Mesa, CA | Conference | 4.59 | 165.00 | - | - | - | - | - | 169.59 | - |
| | 10/13/23 | CALAPRS Legal Support Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| Sub Total | | | | | 4.59 | 265.00 | - | - | - | - | - | 269.59 | 648.01 |
| LEGAL Total | | | | | 558.73 | 9,633.00 | 415.42 | 3,479.92 | 9,139.54 | 537.04 | 646.18 | 24,409.83 | 7,410.48 |
| ARDELEANU | | | | | - | - | - | - | - | - | - | - | 50.00 |
| Sub Total | | | | | - | - | - | - | - | - | - | - | 50.00 |
| CORTEZ | 12/1/23 | CALAPRS Benefits Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| Sub Total | | | | | - | 50.00 | - | - | - | - | - | 50.00 | 1,499.00 |
| FIELDS | | | | | - | - | - | - | - | - | - | - | 2,224.45 |
| Sub Total | | | | | - | - | - | - | - | - | - | - | 50.00 |
| GUEVARA | | | | | - | - | - | - | - | - | - | - | 50.00 |
| Sub Total | | | | | - | - | - | - | - | - | - | - | 50.00 |
| HORST | 9/19/23 | CALAPRS Administrative Assistants Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| Sub Total | | | | | - | 50.00 | - | - | - | - | - | 50.00 | 150.00 |
| LAMBERSON | | | | | - | - | - | - | - | - | - | - | 1,423.19 |
| Sub Total | | | | | - | - | - | - | - | - | - | - | 50.00 |
| LOPEZ | 2/16/23 | CALAPRS Benefits Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| Sub Total | | | | | - | 50.00 | - | - | - | - | - | 50.00 | 3,000.00 |
| MALDONADO | 2/16/23 | CALAPRS Benefits Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| Sub Total | | | | | - | 50.00 | - | - | - | - | - | 50.00 | - |
| PANAMENO | | | | | - | - | - | - | - | - | - | - | 50.00 |
| Sub Total | | | | | - | - | - | - | - | - | - | - | 50.00 |
| PERSI | | | | | - | - | - | - | - | - | - | - | 50.00 |
| Sub Total | | | | | - | - | - | - | - | - | - | - | 50.00 |
| SHARMA-RAMKISHUN | 2/16/23 | CALAPRS Benefits Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| Sub Total | | | | | - | 50.00 | - | - | - | - | - | 50.00 | - |
| VARGAS | 6/22/23 | CALAPRS Benefits Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 11/1-11/3/23 | CALAPRS Intermediate Course in Retirement Plan Admin. | Burbank, CA | Training | 62.23 | 500.00 | 50.00 | - | 442.56 | 26.93 | - | 1,081.72 | - |
| | 12/6-12/8/23 | CALAPRS Advance Course in Retirement Plan Admin. | Burbank, CA | Training | 51.09 | 500.00 | 50.00 | - | - | - | - | 601.09 | - |
| | Various | Synthesis - AI Video Platform | Online | Training | - | 60.00 | - | - | - | - | - | 60.00 | - |
| Sub Total | | | | | 113.32 | 1,110.00 | 100.00 | - | 442.56 | 26.93 | - | 1,792.81 | - |
| MEMBER SERVICES Total | | | | | 113.32 | 1,360.00 | 100.00 | - | 442.56 | 26.93 | - | 2,042.81 | 8,496.64 |

01-17-2024 REGULAR BOARD MEETING - R-11 QUARTERLY TRAVEL AND TRAINING EXPENSE REPORT

TRAVEL AND TRAINING EXPENSE REPORT
FOURTH QUARTER 2023
Submitted Through December 31, 2023

| Name | Trip OR Class Dates | Trip Name | Destination | Trip Type | Mileage | Reg. Fee | Meals | Airfare | Hotel | Trans. | Misc. | 2023 YTD Total Expenses | 2022 Total* |
|-----------------------|---------------------|--|-------------------|-------------|---------|-----------|--------|---------|----------|--------|-------|-------------------------|-------------|
| BARKER | 11/2/23 | GFOA Annual Governmental GAAP Update Encore | Online | Training | - | 135.00 | - | - | - | - | - | 135.00 | - |
| Sub Total | | | | | | 135.00 | - | - | - | - | - | 135.00 | 394.65 |
| BOWMAN | 2/23/23 | GFOA Contracting for Cloud Software | Online | Training | - | 85.00 | - | - | - | - | - | 85.00 | - |
| | 3/15/23 | GFOA Subscription-Based Information Technology Arrangements | Online | Training | - | 35.00 | - | - | - | - | - | 35.00 | - |
| | 5/4/23 | GFOA Integration of Finance and Procurement | Online | Training | - | 85.00 | - | - | - | - | - | 85.00 | - |
| | 10/8-10/11/23 | P2F2 Conference 2023 | Denver, CO | Conference | 27.51 | 925.00 | 105.35 | 342.96 | 1,060.28 | 119.30 | 56.80 | 2,637.20 | - |
| | 12/14/23 | GFOA Annual Governmental GAAP Update Encore | Online | Training | - | 135.00 | - | - | - | - | - | 135.00 | - |
| | Various | CalCPA Accountancy Laws, Ethics, Taxes & Financial Reporting | Online | Training | - | 69.00 | - | - | - | - | - | 69.00 | - |
| | Various | CalCPA Excel Power User Module 3: Six Critical Excel Functions | Online | Training | - | 69.00 | - | - | - | - | - | 69.00 | - |
| Sub Total | | | | | 27.51 | 1,403.00 | 105.35 | 342.96 | 1,060.28 | 119.30 | 56.80 | 3,115.20 | 2,628.34 |
| DURIGON | 9/15/23 | CALAPRS Accountants Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| Sub Total | | | | | | 50.00 | - | - | - | - | - | 50.00 | 50.00 |
| KANG | 9/15/23 | CALAPRS Accountants Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 12/14/23 | GFOA Annual Governmental GAAP Update Encore | Online | Training | - | 135.00 | - | - | - | - | - | 135.00 | - |
| Sub Total | | | | | | 185.00 | - | - | - | - | - | 185.00 | 1,560.00 |
| LAM | 4/28/23 | CALAPRS Overview Course | Online | Training | - | 100.00 | - | - | - | - | - | 100.00 | - |
| Sub Total | | | | | | 100.00 | - | - | - | - | - | 100.00 | - |
| REYES | 4/7/23 | CALAPRS Accountants Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 10/8-10/11/23 | P2F2 Conference 2023 | Denver, CO | Training | - | 800.00 | 96.37 | 542.96 | 810.21 | 138.93 | - | 2,388.47 | - |
| | 12/14/23 | GFOA Annual Governmental GAAP Update Encore | Online | Training | - | 135.00 | - | - | - | - | - | 135.00 | - |
| Sub Total | | | | | | 985.00 | 96.37 | 542.96 | 810.21 | 138.93 | - | 2,573.47 | 344.00 |
| FINANCE Total | | | | | 27.51 | 2,858.00 | 201.72 | 885.92 | 1,870.49 | 258.23 | 56.80 | 6,158.67 | 4,976.99 |
| BRAYBOY | 5/9-5/12/23 | SACRS Spring 2023 Conference | San Diego, CA | Conference | 112.01 | 120.00 | - | - | 278.62 | 10.00 | - | 520.63 | - |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 91.70 | 120.00 | - | - | 507.12 | - | - | 718.82 | - |
| Sub Total | | | | | 203.71 | 240.00 | - | - | 785.74 | 10.00 | - | 1,239.45 | - |
| MCINTOSH | 5/9-5/12/23 | SACRS Spring 2023 Conference | San Diego, CA | Conference | 56.33 | 120.00 | 206.13 | - | 835.86 | 30.00 | - | 1,248.32 | - |
| | 10/5/23 | Nossaman Disability Forum | San Francisco, CA | Conference | - | - | - | 376.96 | 522.85 | - | - | 899.81 | - |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | - | 120.00 | - | - | 760.68 | - | - | 880.68 | - |
| Sub Total | | | | | 56.33 | 240.00 | 206.13 | 376.96 | 2,119.39 | 30.00 | - | 3,028.81 | 1,135.67 |
| RODRIGUEZ | 5/9-5/12/23 | SACRS Spring 2023 Conference | San Diego, CA | Conference | - | 120.00 | - | - | - | - | - | 120.00 | - |
| Sub Total | | | | | | 120.00 | - | - | - | - | - | 120.00 | - |
| DISABILITY Total | | | | | 260.04 | 600.00 | 206.13 | 376.96 | 2,905.13 | 40.00 | - | 4,388.26 | 1,135.67 |
| ABRAHAMSON | 10/17-10/19/23 | Ignite NEOGOV User Conference 2023 | Las Vegas, NV | Conference | - | 775.00 | 141.46 | 257.97 | 661.50 | 123.34 | - | 1,959.27 | - |
| | 10/26/23 | PIHRA California Employment Law Update 2023 | Anaheim, CA | Training | - | 449.00 | - | - | - | - | - | 449.00 | - |
| | 11/7-11/10/23 | SACRS Fall 2023 Conference | Rancho Mirage, CA | Conference | 133.62 | 120.00 | 37.51 | - | 707.12 | - | - | 998.25 | - |
| Sub Total | | | | | 133.62 | 1,344.00 | 178.97 | 257.97 | 1,368.62 | 123.34 | - | 3,406.52 | - |
| DURRAH | | | | Training | - | - | - | - | - | - | - | - | - |
| Sub Total | | | | | | - | - | - | - | - | - | - | 1,015.22 |
| GUNSOLLEY | 11/29-12/1/23 | HRO 2023 Learning & Talent Development Summit | San Diego, CA | Training | - | 1,245.00 | - | - | 1,166.72 | - | - | 2,411.72 | - |
| Sub Total | | | | | | 1,245.00 | - | - | 1,166.72 | - | - | 2,411.72 | 475.00 |
| HOCKLESS | 6/11-6/14/23 | SHRM Annual Conference & Expo 2023 | Las Vegas, NV | Conference | 302.61 | 2,195.00 | 33.39 | - | 663.12 | 74.00 | - | 3,268.12 | - |
| Sub Total | | | | | 302.61 | 2,195.00 | 33.39 | - | 663.12 | 74.00 | - | 3,268.12 | 4,246.49 |
| NGUYEN | Various | aPHR HR Certification Institute | Online | Training | - | 749.00 | - | - | - | - | - | 749.00 | - |
| Sub Total | | | | | | 749.00 | - | - | - | - | - | 749.00 | 100.00 |
| WOZNIUK | 10/26/23 | PIHRA California Employment Law Update 2023 | Anaheim, CA | Training | 20.00 | 449.00 | - | - | - | - | - | 469.00 | - |
| Sub Total | | | | | 20.00 | 449.00 | - | - | - | - | - | 469.00 | 1,054.22 |
| HUMAN RESOURCES Total | | | | | 456.23 | 5,982.00 | 212.36 | 257.97 | 3,198.46 | 197.34 | - | 10,304.36 | 6,890.93 |
| ADVIENTO | 3/13/23 | IIA 2023 General Audit Management Conference | Online | Conference | - | 1,495.00 | - | - | - | - | - | 1,495.00 | - |
| | 4/28/23 | CALAPRS Overview Course | Online | Training | - | 100.00 | - | - | - | - | - | 100.00 | - |
| | 7/31/23 | IIA Tools for New Auditors | Online | Training | - | 1,399.00 | - | - | - | - | - | 1,399.00 | - |
| | 8/21-8/23/23 | ISACA GRC Conference 2023 | Online | Conference | - | 1,595.00 | - | - | - | - | - | 1,595.00 | - |
| | 10/24-10/26/23 | IIA 2023 Ignite Conference | Online | Conference | - | 1,535.00 | - | - | - | - | - | 1,535.00 | - |
| | 12/7/23 | IIA 2023 Small Audit Shop Masters Conference | Online | Conference | - | 539.00 | - | - | - | - | - | 539.00 | - |
| Sub Total | | | | | | 6,663.00 | - | - | - | - | - | 6,663.00 | 1,773.95 |
| DAVEY | 3/27/23 | IIA Tools for New Auditors | Online | Training | - | 1,399.00 | - | - | - | - | - | 1,399.00 | - |
| | 10/24-10/26/23 | IIA 2023 Ignite Conference | Online | Conference | - | 1,255.00 | - | - | - | - | - | 1,255.00 | - |
| Sub Total | | | | | | 2,654.00 | - | - | - | - | - | 2,654.00 | 1,228.00 |
| HONG | 4/28/23 | CALAPRS Overview Course | Online | Training | - | 100.00 | - | - | - | - | - | 100.00 | - |
| | 10/24-10/26/23 | IIA 2023 Ignite Conference | Online | Conference | - | 1,354.00 | - | - | - | - | - | 1,354.00 | - |
| Sub Total | | | | | | 1,454.00 | - | - | - | - | - | 1,454.00 | - |
| KIM | 3/13/23 | IIA 2023 General Audit Management Conference | Online | Conference | - | 2,094.00 | - | - | - | - | - | 2,094.00 | - |
| | 4/28/23 | CALAPRS Overview Course | Online | Training | - | 100.00 | - | - | - | - | - | 100.00 | - |
| | 6/29/23 | IIA Public Sector Conference | Online | Training | - | 199.00 | - | - | - | - | - | 199.00 | - |
| | 10/12/23 | IIA Data Privacy Assurance Forum | Online | Training | - | 539.00 | - | - | - | - | - | 539.00 | - |
| | 10/24-10/26/23 | IIA 2023 Ignite Conference | Online | Conference | - | 1,255.00 | - | - | - | - | - | 1,255.00 | - |
| | 11/5-11/7/23 | APPFA Professional Development Conference | Conference | Phoenix, AZ | - | 425.00 | 64.85 | 427.80 | 651.78 | 160.58 | - | 1,730.01 | - |
| | 11/17/23 | OC IIA 2023 Fall Seminar-Innovate, Change, Empower | Irvine, CA | Training | - | 125.00 | - | - | - | - | - | 125.00 | - |
| Sub Total | | | | | | 4,737.00 | 64.85 | 427.80 | 651.78 | 160.58 | - | 6,042.01 | 3,504.10 |
| INTERNAL AUDIT Total | | | | | | 15,508.00 | 64.85 | 427.80 | 651.78 | 160.58 | - | 16,813.01 | 6,506.05 |

01-17-2024 REGULAR BOARD MEETING - R-11 QUARTERLY TRAVEL AND TRAINING EXPENSE REPORT

TRAVEL AND TRAINING EXPENSE REPORT
FOURTH QUARTER 2023
Submitted Through December 31, 2023

| Name | Trip OR Class Dates | Trip Name | Destination | Trip Type | Mileage | Reg. Fee | Meals | Airfare | Hotel | Trans. | Misc. | 2023 YTD Total Expenses | 2022 Total* |
|-------------------------------------|---------------------|---|---------------------|------------|-----------------|------------------|-----------------|------------------|------------------|------------------|---------------|-------------------------|-------------------|
| EAKIN | 6/5-6/7/23 | Gartner Security & Risk Management Summit | National Harbor, MD | Conference | - | - | 195.22 | 1,383.90 | 913.32 | 130.65 | - | 2,623.09 | - |
| | 11/1-11/3/23 | CALAPRS Intermediate Course in Retirement Plan Admin. | Burbank, CA | Training | - | - | 63.69 | - | 221.28 | - | - | 344.12 | - |
| Sub Total | | | | | 58.95 | - | 259.11 | 1,383.90 | 1,134.60 | 130.65 | - | 2,967.21 | 830.51 |
| GOSSARD | 6/5-6/7/23 | Gartner Security & Risk Management Summit | National Harbor, MD | Conference | - | 3,650.00 | 111.89 | 891.00 | 913.32 | - | - | 5,566.21 | - |
| Sub Total | | | | | - | 3,650.00 | 111.89 | 891.00 | 913.32 | - | - | 5,566.21 | 8,602.83 |
| INFORMATION SECURITY Total | | | | | 58.95 | 3,650.00 | 371.00 | 2,274.90 | 2,047.92 | 130.65 | - | 8,533.42 | 9,433.34 |
| BARRIERE | 4/3/23 | ISACA LA Spring Conference 2023 | Universal City, CA | Conference | 35.20 | 600.00 | - | - | - | - | - | 635.20 | - |
| | 4/14/23 | CALAPRS IT Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 10/6/23 | CALAPRS IT Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 12/5-12/7/23 | Gartner IT Infrastructure Operations & Cloud Strategies Conf. | Las Vegas, NV | Conference | - | - | 19.24 | 242.96 | 1,020.42 | 121.59 | - | 1,404.21 | - |
| Sub Total | | | | | 35.20 | 700.00 | 19.24 | 242.96 | 1,020.42 | 121.59 | - | 2,139.41 | 934.11 |
| FELIX | 10/6/23 | CALAPRS Information Technology Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 12/5-12/7/23 | Gartner IT Infrastructure Operations & Cloud Strategies Conf. | Las Vegas, NV | Conference | 10.00 | - | 236.95 | 282.95 | 1,020.42 | 62.42 | - | 1,612.74 | - |
| Sub Total | | | | | 10.00 | 50.00 | 236.95 | 282.95 | 1,020.42 | 62.42 | - | 1,662.74 | - |
| LARA | 5/7-5/10/23 | PRISM 2023 Conference | Tampa, FL | Conference | - | 995.00 | 57.80 | 583.18 | 911.91 | 74.06 | - | 2,621.95 | - |
| | 12/5-12/7/23 | Gartner IT Infrastructure Operations & Cloud Strategies Conf. | Las Vegas, NV | Conference | - | 3,650.00 | 186.35 | 282.95 | 1,020.42 | 162.44 | - | 5,302.16 | - |
| Sub Total | | | | | - | 4,645.00 | 244.15 | 866.13 | 1,932.33 | 236.50 | - | 7,924.11 | 904.59 |
| NANDI | 8/21-8/25/23 | MS 365 Educon Conference | Seattle, WA | Training | - | 1,799.90 | 175.54 | 457.20 | 1,576.15 | 209.08 | - | 4,217.87 | - |
| Sub Total | | | | | - | 1,799.90 | 175.54 | 457.20 | 1,576.15 | 209.08 | - | 4,217.87 | - |
| SADOSKI | Various | Pluralsight | Online | Training | - | 179.00 | - | - | - | - | - | 179.00 | - |
| Sub Total | | | | | - | 179.00 | - | - | - | - | - | 179.00 | - |
| ZAJZON | 4/14/23 | CALAPRS IT Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| | 5/7-5/10/23 | PRISM 2023 Conference | Tampa, FL | Conference | - | 995.00 | - | 417.18 | 911.91 | 116.87 | - | 2,440.96 | - |
| | 10/6/23 | CALAPRS Information Technology Round Table | Online | Training | - | 50.00 | - | - | - | - | - | 50.00 | - |
| Sub Total | | | | | - | 1,095.00 | - | 417.18 | 911.91 | 116.87 | - | 2,540.96 | 3,988.60 |
| INFORMATION TECHNOLOGY Total | | | | | 45.20 | 8,468.90 | 675.88 | 2,266.42 | 6,461.23 | 746.46 | - | 18,664.09 | 5,827.30 |
| Total | | | | | 6,259.35 | 74,071.90 | 6,939.13 | 36,515.94 | 92,213.07 | 13,711.03 | 796.01 | 230,506.43 | 142,579.61 |

Footnotes:
 * Prior year totals only presented for 2023 active staff & Board members. Totals include online training.
 ** Excludes non-training expenses such as misc. meals, mileage, strategic planning and tuition reimbursement.



Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Jim Doezie, Contracts, Risk and Performance Administrator
SUBJECT: **CONTRACT STATUS FOR NAMED SERVICE PROVIDERS**

Written Report

Background/Discussion

1. Performance Reviews

The following policy provisions stipulate the terms by which vendor performance reviews will be conducted:

- ∑ The Procurement & Contracting Policy (Section II.E.) specifies that selected vendors will be reviewed every three years. *“The performance of Named Service Providers and Contractors with Contract Values that exceed \$100,000 will be reviewed at least every three years. In addition, at least six months before the expiration of the initial term of a contract with a Named Service Provider and Contract Value over \$100,000, the continued appropriateness and cost-effectiveness of the Contractor will be assessed.”*
- ∑ The Board of Retirement Charter (Item #21) states that an Actuarial Review is needed every five (5) years. (With coordination by the Internal Audit department.)

2. Pursuant to OCERS policy and charter provisions, the schedule below references the Named Service Provider contracts that are up for renewal, expiration, review, or RFP:

| Named Service Provider | Vendor | Contracted | Contract Expiration | Last Review Date | Next Review Date | Notes |
|---|------------|------------|---------------------|------------------|------------------|--|
| Fiduciary counsel | ReedSmith | 7/1/2021 | 6/30/2024 | 6/1/2021 | Jan-24 | Last review was part of RFP evaluation in 2021 |
| Financial auditor | Moss Adams | 3/15/2022 | 3/15/2025 | 3/1/2022 | Oct-24 | Last review was part of RFP evaluation |
| General investment consultant | Meketa | 4/1/2022 | 3/31/2027 | 4/1/2022 | Apr-25 | Last review was part of RFP evaluation |
| Private equity & real assets consultant | Aksia | 4/1/2022 | 3/31/2027 | 4/1/2022 | Apr-25 | Last review was part of RFP evaluation |



Memorandum

| | | | | | | |
|----------------------------|--------------|-----------|------------|-----------|--------|---|
| Real Estate consultant | Townsend | 4/1/2022 | 3/31/2027 | 4/1/2022 | Apr-25 | Last review was part of RFP evaluation |
| Consulting actuary | Segal | 1/1/2023 | 12/31/2025 | 1/1/2023 | Jun-25 | Last review was part of RFP evaluation |
| Custodial bank | State Street | 12/1/2023 | 12/1/2028 | 12/1/2023 | Jan-26 | Last review was part of RFP evaluation |
| Securities lending manager | State Street | 12/1/2023 | 12/1/2028 | 12/1/2023 | Jan-26 | Last review was part of RFP evaluation |
| Actuarial auditor | Cheiron | 7/1/2023 | 12/31/2023 | 7/1/2023 | N/A | Due each 5 years by Audit Department. Audit in process for 2023 |

Submitted by:



JD - Approved

 Jim Doezie
 Contracts, Risk and Performance Administrator



Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Cynthia Hockless, Director of Human Resources
SUBJECT: UPDATE BOARD ELECTIONS: SAFETY MEMBER, ALTERNATE SAFETY MEMBER, AND GENERAL MEMBER

Recommendation

Informational only.

Background

On December 21, 2023, OCERS reached out to the Registrar of Voters to conduct elections for the Safety Member, Alternate Safety Member, and General Member positions for the Board of Retirement. The Safety Member and Alternate Safety Member’s terms of office will expire on June 30, 2024. The General Member’s term of office will expire on December 31, 2024. The request is to have two separate elections with a single election calendar with both elections being held on the same date.

We are awaiting an official response from the Registrar of Voters with a timeline of the process. We anticipate that both elections will take place on June 18, 2024.

Attachment

Election Request Letter to the Registrar of Voters

Submitted by:



CH – Approved

Cynthia Hockless
Human Resources Director



Active Participating Employers:

- CITY OF SAN JUAN
CAPISTRANO
- COUNTY OF ORANGE
- ORANGE COUNTY
CEMETERY DISTRICT
- ORANGE COUNTY CHILDREN
& FAMILIES COMMISSION
- ORANGE COUNTY
EMPLOYEES RETIREMENT
SYSTEM
- ORANGE COUNTY FIRE
AUTHORITY
- ORANGE COUNTY IN-HOME
SUPPORTIVE SERVICES
PUBLIC AUTHORITY
- ORANGE COUNTY LOCAL
AGENCY FORMATION
COMMISSION
- ORANGE COUNTY PUBLIC
LAW LIBRARY
- ORANGE COUNTY
SANITATION DISTRICT
- ORANGE COUNTY
TRANSPORTATION
AUTHORITY
- SUPERIOR COURT OF
CALIFORNIA, COUNTY
OF ORANGE
- TRANSPORTATION
CORRIDOR AGENCIES

December 21, 2023

VIA EMAIL & PONY MAIL

Registrar of Voters
Marcia Nielsen, Candidate and Voter Services Manager
1300 N. Grand Avenue, Bldg. #C
Santa Ana, CA 92705

Re: Election of Safety Member and Alternate Safety Member to the Board of Retirement for the term of office from July 1, 2024, through June 30, 2027, and election of General Member to the Board of Retirement for the term of office from January 1, 2025, through December 31, 2027.

Dear Ms. Nielsen,

The Orange County Employees Retirement System would like to request that the Registrar of Voters conduct an election for the positions of Safety Member, Alternate Safety Member and General Member for the Board of Retirement. The Safety Member and Alternate Safety Member's terms of office will expire on June 30, 2024. The General Member's term of office will expire on December 31, 2024.

Our request is to have two separate elections with a single Election Calendar with both elections held on June 18, 2024.

The envelopes to be used by the Registrar will be designed by OCERS and an example envelope will be posted on the OCERS' website.

The election for the General Member should be conducted from active General Members and the election for the Safety Member and Alternate Safety Member should be conducted from Safety Members of the Retirement Plan. Active safety personnel consist of the following County of Orange departments and agencies:

- Orange County Sheriff
- District Attorney (Investigation)
- Orange County Fire Authority
- Probation Department - *Safety personnel from the Probation Department may serve as the alternate member provided there is no other qualified candidate from the Fire Authority, *Government Code 31520.1

These agencies also employ General Membership employees; therefore, ballots for the Safety election should be clearly identified to exclude General Members from voting.

P.O. Box 1229, Santa Ana, CA 92702 • Telephone (714) 558-6200 • www.ocers.org

"We provide secure retirement and disability benefits with the highest standards of excellence."



Active Participating Employers:

CITY OF SAN JUAN
CAPSTRAND

COUNTY OF ORANGE

ORANGE COUNTY
CEMETERY DISTRICT

ORANGE COUNTY CHILDREN
& FAMILIES COMMISSION

ORANGE COUNTY
EMPLOYEES RETIREMENT
SYSTEM

ORANGE COUNTY FIRE
AUTHORITY

ORANGE COUNTY IN-HOME
SUPPORTIVE SERVICES
PUBLIC AUTHORITY

ORANGE COUNTY LOCAL
AGENCY FORMATION
COMMISSION

ORANGE COUNTY PUBLIC
LAW LIBRARY

ORANGE COUNTY
SANITATION DISTRICT

ORANGE COUNTY
TRANSPORTATION
AUTHORITY

SUPERIOR COURT OF
CALIFORNIA, COUNTY
OF ORANGE

TRANSPORTATION
CORRIDOR AGENCIES

The candidate for Safety Member with the highest number of votes will be certified by the Registrar of Voters as the elected Safety Member of the Board of Retirement. The candidate from the other group (i.e., the group other than the one in which the person elected as Safety Member is employed), which has the highest number of votes of any candidate within said group, shall be certified as the Alternate Safety Member of the Board of Retirement. The terms of office of the Safety Member and Alternate Safety Member shall begin and end at the same time.

The elected Board members are scheduled to assume office upon certification of election results by the Board of Supervisors.

Under separate cover, we will be sending a list of eligible voting members by membership type.

We are looking forward to working with your office on the various steps of this election process. At your earliest convenience, please send the Election Calendars. Should you have any questions regarding this request you may contact me directly at (714) 558-6228.

Sincerely,

Cynthia Hockless
Cynthia Hockless
Director of Human Resources



Memorandum

DATE: January 17, 2024
TO: Members of the Board of Retirement
FROM: Steve Delaney, Chief Executive Officer
SUBJECT: Report of Attendance at Conference-Kwame Addo- SCCE

Background/Discussion

Mr. Addo attended the Society of Corporate Compliance and Ethics- Basic Compliance and Ethics Academy on November 12-16, 2023, in Denver, CO. Attached are his notes from his attendance.

Submitted by:



SD - Approved

Steve Delaney
Chief Executive Officer



**OCERS Board Policy
Travel Policy**

Report of Attendance at Conference or Seminar

Name of Member Attending: Kwame Addo

Name of Conference/Seminar: SCCE Denver Basic Compliance & Ethics Academy

Location of Conference/Seminar: Denver, CO

Conference/Seminar Sponsor: Society of Corporate Compliance and Ethics (SCCE)

Dates of Attendance: 11/12/2023-11/16/2023

Total Cost of Attendance: \$7,057.56

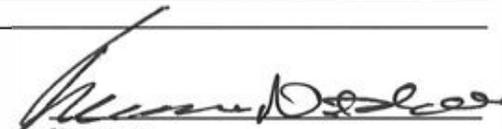
Brief Summary of Information and Knowledge Gained:
Please see attached.

Evaluation of the Conference or Seminar:

The cross-industry conference was well organized and offered a deeper dive opportunity into risk mitigation and reinforced the components of an effective compliance program.

Recommendation Concerning Future Attendance:

Highly recommended for future compliance office staff, select senior executives, and Board members.


Signature

Return to: Executive Assistant

Copies to: Board Members
Chief Executive Officer
Assistant Chief Executive Officers

Travel Policy
Adopted Date December 16, 2002
Last Revised November 14, 2022

Brief Summary of Information and Knowledge Gained:

The SCCE conference was attended by participants with different levels of compliance experience and knowledge. With the main objective being for me to obtain the CCEP certification, without incurring the additional costs for SCCE recommended exam preparation packages, it offered an opportunity to gain insight into industry practices around compliance management and reiterate the key elements of a compliance program. Also beneficial was the opportunity to interact with individuals from other industries, some of whom have programs in the early stages of maturity and hearing about their focus areas.

The information gathered from the conference, speaking with presenters about compliance at OCERS, and from networking with participants confirms the preliminarily shared OCERS compliance program framework and staging plans are appropriate and conform with guidance provided by the Department of Justice for compliance program set-ups.

The primarily compliance focused topics occasionally referenced the related but distinct role audit plays in partnerships to ensure effective frameworks exist. These frameworks and associated controls are designed to facilitate the detection, prevention, and mitigation of instances of violations that have the potential to adversely impact reputational and other risks. The conference touched on audit being a key component of the three-prong risk governance model. This is in line with the industry best practice risk governance component planned for OCERS' compliance program.

Compliance, with its proactive 'catch it before it happens' detect and prevent focus, sits in between business units and audit and ensures processes, practices, and controls align to CERL requirements, rules, and policies. Audit in its independent and objective role performs retrospective examinations of existing framework and controls for effectiveness, identifies, and recommends improvement opportunities.