

## **Governance Committee Agenda**

### **REGULAR MEETING**

**TUESDAY, JANUARY 28, 2025**

**TIME: 9:30 A.M.**

### **MEETING LOCATION:**

LACERS Boardroom  
977 N. Broadway  
Los Angeles, California 90012

**Important Message to the Public**

An opportunity for the public to address the Committee in person from the Boardroom and provide comment on items of interest that are within the subject matter jurisdiction of the Committee or on any agenda item will be provided at the beginning of the meeting and before consideration of items on the agenda.

Members of the public who do not wish to attend the meeting in person may listen to the live meeting via one-way audio on Council Phone by calling (213) 621-CITY (Metro), (818) 904-9450 (Valley), (310) 471-CITY (Westside) or (310) 547-CITY (San Pedro Area).

**Disclaimer to Participants**

Please be advised that all LACERS Committee meetings are recorded.

**LACERS Website Address/link:**

[www.LACERS.org](http://www.LACERS.org)

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of the meeting may be viewed by clicking on LACERS website at [www.LACERS.org](http://www.LACERS.org), at LACERS' offices, or at the scheduled meeting. In addition, if you would like a copy of a public record related to an item on the agenda, please call (213) 855-9348 or email at [lacers.board@lacers.org](mailto:lacers.board@lacers.org).

Chair: Michael R. Wilkinson

Committee Members: Janna Sidley  
Sung Won Sohn

Manager-Secretary: Todd Bouey

Executive Assistant: Ani Ghokassian

Legal Counselor: City Attorney's Office  
Public Pensions General  
Counsel Division

**Notice to Paid Representatives**

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 *et seq.* More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

**Request for Services**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

Sign Language Interpreters, Communications Access Real-Time Transcription, Assisted Listening Devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, please make your request at least 72 hours prior to the meeting you wish to attend. Due to difficulties in securing Sign Language Interpreters, five or more business days notice is strongly recommended. For additional information, please contact (800) 779-8328 or RTT (888) 349-3996.

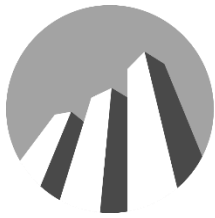
Si requiere servicios de traducción, llámenos tres días (72 horas) antes de la reunión o evento al (800) 779-8328.

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[\*\*CLICK HERE TO ACCESS BOARD REPORTS\*\*](#)

- I. PUBLIC COMMENTS AND GENERAL PUBLIC COMMENTS ON MATTERS WITHIN THE COMMITTEE'S JURISDICTION AND COMMENTS ON ANY SPECIFIC MATTERS ON THE AGENDA

- II. [APPROVAL OF MINUTES FOR THE MEETING OF OCTOBER 22, 2024, AND POSSIBLE COMMITTEE ACTION](#)
- III. [TRIENNIAL BOARD POLICY REVIEW: PRESIDING OFFICERS AMENDMENTS TO ARTICLE I, SECTION 3.4 AND POSSIBLE COMMITTEE ACTION](#)
- IV. [TRIENNIAL BOARD POLICY REVIEW: ARTICLE II, SECTION 4.2 MEMBER SOLICITATION AND DISTRIBUTION POLICY AND POSSIBLE COMMITTEE ACTION](#)
- V. OTHER BUSINESS
- VI. NEXT MEETING: The next Governance Committee meeting is not scheduled at this time and will be announced upon scheduling. Please continue to view the LACERS website for updated information on public access to Board/Committee meetings.
- VII. ADJOURNMENT



## **Board of Administration Agenda**

### **SPECIAL MEETING**

**TUESDAY, JANUARY 28, 2025**

**TIME: 9:30 A.M.**

### **MEETING LOCATION:**

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977 N. Broadway  
Los Angeles, California 90012

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President: Annie Chao  
Vice President: Janna Sidley

Commissioners: Thuy Huynh  
Elizabeth Lee  
Gaylord "Rusty" Roten  
Sung Won Sohn  
Michael R. Wilkinson

Manager-Secretary: Todd Bouey

Executive Assistant: Ani Ghoukassian

Legal Counsel: City Attorney's Office  
Public Pensions General  
Counsel Division

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- IV. TRIENNIAL BOARD POLICY REVIEW: ARTICLE II, SECTION 4.2 MEMBER SOLICITATION AND DISTRIBUTION POLICY AND POSSIBLE COMMITTEE ACTION
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MINUTES OF THE REGULAR MEETING  
**GOVERNANCE COMMITTEE**  
LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM

October 22, 2024

9:33 a.m.

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PRESENT:	Chair:	Michael R. Wilkinson
	Committee Member:	Janna Sidley
	Manager-Secretary:	Neil M. Guglielmo
	Legal Counselor:	Joshua Geller
	Executive Assistant:	Ani Ghoukassian
ABSENT:	Committee Member:	Sung Won Sohn

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*The Items in the Minutes are numbered to correspond with the Agenda.*

I

PUBLIC COMMENTS AND GENERAL PUBLIC COMMENTS ON MATTERS WITHIN THE COMMITTEE'S JURISDICTION AND COMMENTS ON ANY SPECIFIC MATTERS ON THE AGENDA – Chair Wilkinson asked if any persons wished to speak on matters within the Committee's jurisdiction, and there were no public comment cards submitted.

II

APPROVAL OF MINUTES FOR THE MEETING OF MAY 28, 2024, AND POSSIBLE COMMITTEE ACTION – Committee Member Sidley moved approval, and adopted by the following vote: Ayes, Committee Members Sidley, and Chair Wilkinson -2; Nays, None.

III

TRIENNIAL BOARD POLICY REVIEW: ARTICLE 1, SECTION 1.4 MISSION, VISION, GUIDING PRINCIPLES, STRATEGIC GOALS, AND ARTICLE II, SECTION 5.2 STRATEGIC PLANNING POLICY, AND POSSIBLE COMMITTEE ACTION – Chhintana Kurimoto, Management Analyst, presented and discussed this item with the Committee for 2 minutes. Committee Member Sidley moved approval, and adopted by the following vote: Ayes, Committee Members Sidley, and Chair Wilkinson - 2; Nays, None.

IV

TRIENNIAL BOARD POLICY REVIEW: PRESIDING OFFICERS AMENDMENTS TO ARTICLE I, SECTION 4.1 BOARD PROCEDURES AND POSSIBLE COMMITTEE ACTION – Horacio Arroyo, Senior Management Analyst II, presented and discussed this item with the Committee for 5 minutes.

After discussion, Committee Member Sidley moved approval of Option 2, and adopted by the following vote: Ayes, Committee Members Sidley, and Chair Wilkinson -2; Nays, None.

V

TRIENNIAL BOARD POLICY REVIEW: ARTICLE II, SECTION 2.1 ETHICAL CONTRACT COMPLIANCE AND POSSIBLE COMMITTEE ACTION – Horacio Arroyo, Senior Management Analyst II, presented and discussed this item with the Committee for 2 minutes. Committee Member Sidley moved approval, and adopted by the following vote: Ayes, Committee Members Sidley, and Chair Wilkinson -2; Nays, None.

VI

OTHER BUSINESS – There was no other business.

VII

NEXT MEETING: The next Governance Committee meeting is not scheduled at this time and will be announced upon scheduling. Please continue to view the LACERS website for updated information on public access to Board/Committee meetings.

VIII

ADJOURNMENT – There being no further business before the Committee, Chair Wilkinson adjourned the Meeting at 9:41 a.m.

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Michael R. Wilkinson  
Chair

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Neil M. Guglielmo  
Manager-Secretary



**REPORT TO GOVERNANCE COMMITTEE**  
**From: Todd Bouey, Acting General Manager**

**MEETING: JANUARY 28, 2025**  
**ITEM: III**

*T. Bouey*

**SUBJECT: TRIENNIAL BOARD POLICY REVIEW: PRESIDING OFFICERS AMENDMENTS TO ARTICLE I, SECTION 3.4 AND POSSIBLE COMMITTEE ACTION**

ACTION:  CLOSED:  CONSENT:  RECEIVE & FILE:

**Recommendation**

That the Governance Committee (Committee):

1. Approve the proposed amendments to the Board Governance Statement, Article I, Section 3.4- Committee Control for the selection of a temporary committee presiding officer; and,
2. Upon Committee approval, send the entire revised policy section to the Board for final review and adoption.

**Executive Summary**

Over the past few months, the Board has discussed various options for selecting a presiding officer for the Board of Administration and Committee meetings. At the November 12, 2024 Board Meeting, the Board adopted language to select a temporary presiding officer for Board meetings should the Board President and Vice-President be absent. The temporary presiding officer would be the first available Committee Chair present of the Audit, Benefits Administration, Governance, or Investment Committee, in this alphabetical order.

Additionally, several options were discussed for determining a temporary presiding officer for committees. These options included a determination based on tenure, the designation of committee Vice Chairs, and designating a presiding officer based on committee chair hierarchy. Ultimately, the Board instructed the Committee to review proposed language for the first option which would determine a temporary committee presiding officer primarily based on tenure, with last name as a tiebreaker.

The proposed amendments are detailed in the discussion section below.

**Discussion**

Staff has prepared the following policy amendments to establish a process for identifying a temporary committee presiding officer based on tenure and last name, as recommended by the Board at the

November 12, 2024 Board meeting. Following are the proposed amendments to Article 1 - Board Governance Statement Policy, Section 3.4 – Committee Control.

- **Sec. 3.4.7:**  
If the Committee Chair is unavailable, the committee member with the longest continuous Board tenure will become the temporary presiding officer, with alphabetical order of last name used as a tiebreaker should more than one member have the same tenure length.
- **Sec. 3.4.8:**  
Committee meetings shall be called by the Committee Chair or by the temporary presiding officer if the Chair is unavailable.
- **Sec. 3.4.9:**  
Committee agenda topics shall be set by the Committee Chair or by the temporary presiding officer if the Chair is unavailable, but the Committee Chair or the temporary presiding officer shall take as an agenda item any matter submitted by two Committee Members.

Upon the Committee’s approval of this report and the amended policy documents (attached), these proposed amendments will be transmitted to the Board for final review and approval.

Prepared By: Horacio Arroyo, Senior Management Analyst II

NMG/TB/EA:ha

Attachments: 1. Article I, Section 3.4 Committee Control - Redline Version



**Section 3.0 DUTIES AND RESPONSIBILITIES****3.4 Committee Protocol**

*Revised: September 10, 2013; Affirmed: July 24, 2018, January 28, 2025*

There are two types of ordinary committees, standing and ad hoc, to which the Board may refer or commit matters under consideration. A standing committee is expected to have a continuing existence, whereas an ad hoc committee is expected to cease to exist upon completion of the submittal of a final report.

1. Standing and ad hoc Committees shall be established by a majority vote of the Board.
2. Committee Chairs and Members shall be appointed by the President or Acting President of the Board.
3. Committees shall each have three Members.
4. Committee Members shall serve from the time they are designated until their successors have been designated, and may be removed or replaced by the President or Acting President by his/her own act.
5. Committees shall operate under Robert's Rules of Order unless otherwise specified by statute or Board action.
6. Committees shall adhere to the same public notification and meeting requirements as the Board.
7. If the Committee Chair is unavailable, the committee member with the longest continuous Board tenure will become the temporary presiding officer, with alphabetical order of last name used as a tiebreaker should more than one member have the same tenure length.
8. Committee meetings shall be called by the Committee Chair or by the temporary presiding officer if the Chair is unavailable.
98. Committee agenda topics shall be set by the Committee Chair or by the temporary presiding officer if the Chair is unavailable, but the Committee Chair or the temporary presiding officer shall take as an agenda item any matter submitted by two Committee Members.
109. Committee meetings shall be open to all Board Members; however, only Committee Members may vote.
110. Ad hoc committees shall not be established for a matter that falls within the purview of a standing committee.
124. Committees shall receive such assignments as fall within their Charter.
132. Committees shall communicate with the Board in the form of report(s) to the Board, offering recommendations and discussion upon referred matters for the Board's consideration.
143. Ad hoc committees shall cease to exist upon submittal of the final report to the Board.



**REPORT TO GOVERNANCE COMMITTEE**  
**From: Todd Bouey, Acting General Manager**

**MEETING: JANUARY 28, 2025**  
**ITEM: IV**

*T. Bouey*

**SUBJECT: TRIENNIAL BOARD POLICY REVIEW: ARTICLE II, SECTION 4.2 MEMBER SOLICITATION AND DISTRIBUTION POLICY AND POSSIBLE COMMITTEE ACTION**

ACTION:  CLOSED:  CONSENT:  RECEIVE & FILE:

**Recommendation**

That the Governance Committee (Committee) recommend to the Board approval of the proposed revisions to Article II, Section 4.2 Member Solicitation and Distribution Policy.

**Executive Summary**

The Committee reviews Governance and Administrative policies on a triennial basis. Staff now presents proposed revisions to Article II, Section 4.2 Member Solicitation and Distribution Policy.

**Discussion**

At its April 23, 2019 meeting, the Board requested that staff develop a policy to address representation of outside organizations at LACERS Member events. Because LACERS limited the organizations that attend Member events due to space constraints, the Board requested a policy that would apply equal access opportunities to retiree/employee organizations and non-profit organizations seeking access to LACERS Members.

Staff worked with the Office of the City Attorney to draft a policy on solicitation and distribution, which addresses organization attendance at Member events, visits to the LACERS workplace, distribution of promotional materials, and use of LACERS resources.

Since the last review of this policy, LACERS has had approximately four requests from outside organizations. In each case, the policy provided sufficient guidance on how to handle these requests. Upon reviewing the policy, it is recommended that the fifth bullet point be removed, as it pertains to solicitation by LACERS employees, which falls outside the scope of the policy. The policy is intended to focus on regulating external organizations seeking access to Members, and employee solicitation for personal gain or for political and other campaigns are already covered under City Ethics rules for employees and therefore can be removed from this document.

With the Committee's approval of this report and the amended policy document (Attachment 2), the changes will be presented to the Board for final review and approval.

Prepared By: Kristal Baldwin, Benefits Analyst, Health, Wellness, and Buyback Division

TB/DWN/KF/JK:kb

Attachments: 1. Article II, Section 4.2 Policy on Member Solicitation and Distribution – Redline Version  
2. Article II, Section 4.2 Policy on Member Solicitation and Distribution – Final Proposed Version

## ARTICLE II. BOARD ADMINISTRATIVE POLICIES

### Section 4.0 BENEFITS ADMINISTRATION

#### 4.2 MEMBER SOLICITATION AND DISTRIBUTION POLICY (MSDP)

*Approved by the Board July 23, 2019, Item VII-B; Revised: January 28, 2025*

##### **Purpose and Application**

LACERS' primary duty of loyalty is to LACERS Members and their beneficiaries. As a department of the City of Los Angeles, and to improve the services provided to LACERS' Members, LACERS also may facilitate the exchange of information with other City departments and with the City's stakeholders, including representatives of labor and nonprofit organizations.

This policy furthers LACERS' fiduciary responsibilities of loyalty and impartiality and its obligation to efficiently and securely administer benefits for LACERS Members and beneficiaries. This policy also supports LACERS' goal of remaining neutral in regards to providing outside agencies with direct access to LACERS Members.

This policy governs solicitation, distribution of written material, and entry into LACERS premises and work areas, for all organizations outside of LACERS. This policy applies to all LACERS events and counseling sessions, and it applies to all vendors and/or outside organizations and individuals who seek access to LACERS Members and beneficiaries at these events.

Exclusions: This policy does not apply to normal business contacts by contractors with whom LACERS has entered into a formal contract; contacts and communications with LACERS contractors and potential bidders are governed by other LACERS policies and procedures. This policy does not apply to permitted activities and contacts authorized by other laws, including but not limited to provisions of the City Charter and Administrative Code, the California Labor Code, and the Meyers-Milias-Brown Act.

##### **Policy**

- Solicitation and sales are prohibited in any LACERS work area, and during any LACERS event, except as authorized under this policy.
- No organization, business or individual may be allowed to set-up, solicit, post, or distribute materials, or use LACERS resources or systems at any time at any LACERS events, counseling sessions, or work areas without the written approval of LACERS Management.
- In considering a request for approval by an organization, LACERS Management shall consider, but shall not be limited to considering: the organization's status as a non-

## ARTICLE II. BOARD ADMINISTRATIVE POLICIES

### Section 4.0 BENEFITS ADMINISTRATION

profit and whether the organization has been approved to receive deductions from monthly payments administered by the City or LACERS.

- LACERS' resources or systems may not be used for the purposes of sales or solicitations without the express written permission of LACERS Management.
- ~~City of Los Angeles employees are prohibited from engaging in solicitation during work time and from distributing or posting any promotional materials in any work area of LACERS at any time, including non-work time, except that postings that comply with other applicable policies on designated employee bulletin boards will be permitted.~~
- LACERS may provide information on behalf of outside organizations at LACERS events, subject to the approval of LACERS Management, within the parameters designated below.
- LACERS is not responsible for maintaining changes to this information. It is up to the organization to contact LACERS to request any updates to previously-provided information.

The following information may be provided, subject to the approval of LACERS Management:

- Name of Organization
- Organization e-mail
- Organization phone number and/or fax
- A brief paragraph describing the organization and benefits of membership, if any, not to exceed four printed lines of text.

#### Definitions

For the purpose of this policy

**Solicitation** refers to canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing any materials (as defined below) on LACERS premises or using LACERS resources (including but not limited to bulletin boards, postings, postcards, chalking, leaflets, computers, mail, e-mail and telecommunications systems, photocopiers, fax, telephone lists and network systems, and databases, supplies or other workplace equipment).

**Sales** means selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other

## ARTICLE II. BOARD ADMINISTRATIVE POLICIES

### Section 4.0 BENEFITS ADMINISTRATION

conduct relating to any outside commercial interest or personal or professional economic benefit.

**Materials** means handbills, flyers, posters, pamphlets, petitions, promotional items, and the like of any kind.

**Work time** means the period of time during working hours when an employee is engaged in or is expected to be engaged in service on behalf of LACERS. Work time does not include the employee's lunch period or work breaks or other periods where the employee is not on duty.

**Work area** means those areas of LACERS' premises in which regular LACERS activity takes place including but not limited to offices, rented facilities, and event venues.

**LACERS Management** means the LACERS Board of Administration, General Manager, or the General Manager or Board's authorized designee.

## ARTICLE II. BOARD ADMINISTRATIVE POLICIES

### Section 4.0 BENEFITS ADMINISTRATION

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