

**CITY OF LOS ANGELES
BOARD OF DEFERRED COMPENSATION ADMINISTRATION (BOARD)**

PROPOSED MINUTES
SPECIAL MEETING OF MAY 7, 2021
CONDUCTED VIA TELECONFERENCE

BOARD MEMBERS

Present:

Raymond Ciranna, Vice-Chairperson
Robert Schoonover, First Provisional Chair
Neil Guglielmo, Second Provisional Chair
Joshua Geller, Third Provisional Chair
Baldemar J. Sandoval

Not Present:

Thomas Moutes, Chairperson
Linda P. Le
Wendy G. Macy

PERSONNEL DEPARTMENT STAFF

Steven Montagna, Chief Personnel Analyst
Jenny M. Yau, Senior Management Analyst II
Eric Lan, Management Assistant

OFFICE OF THE CITY ATTORNEY

Charles Hong, Deputy City Attorney

1. CALL TO ORDER

Mr. Ciranna called the meeting to order at 12:02 p.m.

2. PUBLIC COMMENTS

There were no public comments.

**3. BOARD REPORT 21-25: 2021 BOARD OF DEFERRED COMPENSATION ADMINISTRATION
ELECTION FOR RETIREE REPRESENTATIVE BOARD SEAT – EXTENSION OF ELECTION
DATE**

Presentation Highlights:

Mr. Yau presented this report and provided the following highlights:

- The election for the Retiree Representative Board seat is currently underway with an Election Date of Thursday, May 13, 2021.
- Ballots were mailed to all eligible participants on April 22nd. Staff was informed the following week by a participant that he had not received his ballot and upon further research into the matter staff discovered that an incorrect data filter was applied resulting

in 73 participants being incorrectly omitted from the ballot mailing list. Ballots were mailed to these participants on April 29th.

- Staff conducted a full review of the ballot mailing list and found an additional 512 participants were not mailed a ballot.
- In addition, 94 participants received ballots in error. Staff mailed a letter to this group informing them that they received a ballot in error and to discard the ballot. They will not be included in the final eligibility list provided to the City Clerk to validate votes cast.
- The cause of the errors was due to staff applying an incorrect data filter on employee status which misidentified employee status type and left out a group of participants from the ballot mailing list.
- Staff has fully documented the process and implemented checks and procedures to prevent the errors from happening in the future.
- To provide all eligible participants with a ballot and sufficient time to vote in the election, staff is recommending that the Election Date be extended by two weeks from May 13th to May 27th. In order to do so, the Board's Election Policies and Procedures is required to be amended to allow for changes to the current election schedule.
- Staff consulted with the City Clerk and General Services Department and they can begin mailing the ballots to the additional participants, including a postcard to all eligible participants notifying them that the Election Date has been extended to May 27th.
- Voya will also be able to send an email to all eligible participants who have an email address on file to notify them of the Election Date extension.
- The updated timeline for the election is provided on page 3 of the report. All dates will move out two weeks with the ballot tally occurring on June 1st and the certification of results by the City Clerk on June 10th.

Board Member Comments/Questions & Responses:

Mr. Guglielmo stated that he had no questions regarding the proposed language changes to the Election Policies and Procedures and adjusted election dates, but asked if staff has implemented procedures to ensure that the errors will not occur again. Ms. Yau confirmed that staff has identified the data issues that resulted in the errors and has fully documented the step-by-step procedures required to run the ballot mailing list without errors in the future. Mr. Schoonover noted that the Separation Incentive Program likely impacted the data output as many retirees would be newly retired and eligible to vote.

Mr. Ciranna asked if staff faced any challenges regarding the data source and pulling data. Ms. Yau replied that pulling data from two sources, the City's payroll system, PaySR and Voya to ensure all eligible voters are captured for the ballot mailing is challenging, and that the next election will occur after the new payroll system has been implemented so staff will have to learn a new system for pulling this data. Mr. Ciranna stated he has no questions with the timeline and emphasized his support to allow all eligible participants to vote.

Mr. Ciranna asked if additional language should be added to the policy to document any emergency action that is taken by the Board to ensure transparency to the public. Mr. Hong replied that adding the additional language is feasible. Mr. Ciranna requested staff to work with

the City Attorney and return to the Board with proposed additional language to add to Section P of the Election Policies and Procedures regarding documenting emergency actions for transparency.

Board Action:

A motion was made by Mr. Guglielmo, and seconded by Mr. Schoonover, that the Board: (a) approve the proposed changes to the Board Election Policies and Procedures which provide the Board the ability to amend the election schedule due to administrative issues that may impact the conduct of an election (Attachment A); (b) approve extending the Election Date of the 2021 Board election for the Retiree Representative Board Seat from May 13th to May 27th due to certain administrative issues that impacted the number of ballots mailed; and (c) request staff to return to the Board to add additional language to the Board Election Policies and Procedures regarding documenting emergency actions taken by the Board to ensure transparency to the public; the motion was unanimously adopted.

4. REQUESTS FOR FUTURE AGENDA ITEMS

There were no requests for future agenda items.

5. NEXT MEETING DATE

A meeting was noted for May 18, 2021 at 9:00 a.m.

6. ADJOURNMENT

The meeting was adjourned at 12:18 p.m.

Minutes prepared by staff member Eric Lan.