

MINUTES
OF THE
BOARD OF FIRE AND POLICE PENSION COMMISSIONERS
SPECIAL MEETING OF DECEMBER 18, 2008

The Governance Committee and members of the Board of Fire and Police Pension Commissioners of the City of Los Angeles met in Room 800, 360 East Second Street, on Thursday, December 18, 2008.

COMMITTEE

MEMBERS PRESENT: Sam Diannitto, Chair
Steve Juarez
Robert von Voigt

OTHER COMMISSIONERS

PRESENT: George Aliano
Sean Harrigan, President

**DEPARTMENT OF FIRE AND
POLICE PENSIONS:**

Michael A. Perez, General Manager
D. Edward Griffiths, Assistant General Manager
Laura Guglielmo, Assistant General Manager
Tom Lopez, Chief Investment Officer
Barbara Nobregas, Commission Executive Assistant

CITY ATTORNEY'S OFFICE: Alan Manning, Assistant City Attorney

The Governance Committee will be noted as a Special Board meeting since more than four Commissioners were present. Chair Diannitto called the meeting to order at 8:00 a.m. All of the above Commissioners were present at the start of the meeting.

1. CONSIDERATION OF MODIFICATIONS TO THE GOVERNANCE MANUAL AND POSSIBLE COMMITTEE ACTION

Ms. Laura Guglielmo, Assistant General Manager, Administrative Operations Division, came before the Committee to give an overview of the modifications to the Governance Manual.

MOTION

Commissioner Juarez moved that the Governance Committee recommend to the Board that the Governance Manual be amended as follows:

1. Relocate the summary of the Brown Act provisions from Appendix 1 of Section 14 – Board Operations Policy, to Appendix 1 of Section 1.0 – Defined Terms; and
2. Amend Section 2.0 – Governance Principals to include the mission statement as an additional principal.

which motion was seconded by Commissioner von Voigt and approved by the following vote: ayes, Commissioners Juarez, von Voigt and Chair Diannitto - 3; nays, none.

2. PROPOSED CHANGES TO SECTION 12.0 – GENERAL MANAGER PERFORMANCE EVALUATION POLICY AND POSSIBLE COMMITTEE ACTION

Ms. Laura Guglielmo, Assistant General Manager, Administrative Operations Division, came before the Committee to summarize the changes in policy. President Harrigan stated that since the Board approves the General Manager increase in pay, the Board, rather than staff, will immediately notify the Controller and the City Administrative Officer.

MOTION

Commissioner Juarez moved that the Governance Committee recommend that the Board modify Section 12.15 and 12.16 of the Governance Manual – General Manager Performance Evaluation Policy to memorialize the correct process to implement the Board’s actions and that the Board, upon approval of the General Manager’s increase, immediately notify the Controller and the City Administrative Officer,

which motion was seconded by Commissioner von Voigt and approved by the following vote: ayes, Commissioners Juarez, and von Voigt and Chair Diannitto - 3; nays, none.

3. REVIEW OF THE GUIDELINES FOR TRAVEL AND PERSONAL EXPENSES AND POSSIBLE COMMITTEE RECOMMENDATIONS FOR BOARD ACTION

Ms. Laura Guglielmo, Assistant General Manager, Administrative Operations Division, came before the Committee to present the travel policy changes. The Committee discussed the positive and negative challenges of utilizing the per diem versus actual receipts for travel expense reimbursement.

MOTION

Commissioner Juarez moved that the Governance Committee recommend to the Board the following changes to the Travel and Education Policy and move to a per diem travel expense calculation:

1. Add a provision to Appendix 1, Section B-Air Travel, to cover current airline fee policy for checked baggage;
2. Consider amending Appendix 1, Section D-Ground Transportation, to define ground transportation cost. Transportation cost for acquiring meals is not covered under this definition but will be reimbursable as part of the meal and incidental expense allowance;
3. Consider amending Appendix 1, Section E-Meals, to reimburse meals and incidental expense at a daily allowance rate to be determined by the Board; to eliminate the requirement of meal receipts which will facilitate the preparation and processing of the travel expense statement; and, to include a provision relating to the basis of the meal and incidental expense allowance for international travel;
4. Consider deleting Appendix 1, Section I-Gratuities because gratuities are incidental expenses already included in the daily meal and incidental expense allowance rate;
5. Amend Appendix 1, Item 2 of Section N-Personal Expense Statement, to clarify IRS regulations applicable to City and non-City employees regarding travel advances that are unaccounted for and delinquent over 120 days;
6. Add paragraph(s) to Appendix 1, Item 1 of Section O-Travel Advance Request, to provide for the required justification letter and certification that the traveler has no outstanding cash advance; and to stipulate that international travel cash advance will be provided according to the current Federal per diem rate; and
7. Consider inserting Item 4 to Appendix 1, Section A-General Guidelines, to have a provision relating to reimbursable international travel costs according to the Federal per diem rate guidelines.

which motion was seconded by Commissioner Diannitto and approved by the following vote: ayes, President Harrigan, Commissioners Juarez, and von Voigt and Chair Diannitto - 4; nays, none.

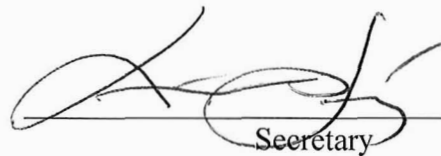
4. PUBLIC COMMENTS

There were no public comments.

The Governance Committee was adjourned at 8:35 a.m.



Chair



Secretary