

FEDERATED CITY EMPLOYEES' RETIREMENT SYSTEM

Disability Determination Process Ad Hoc Committee Meeting

Minutes

THURSDAY

SAN JOSÉ, CALIFORNIA

April 28, 2011

CALL TO ORDER

The Disability Determination Process Ad Hoc Committee of the Federated City Employees' Retirement System met on Thursday, April 28, 2011 at 1:30 p.m. in Retirement Services Boardroom, 1737 No. First St. Suite 600, San Jose CA. 95112

COMMITTEE MEMBERS

Matt Loesch, Chair Present
Ed Overton, Vice-Chair Present
Arn Andrews, Trustee Present

DEPUTY DIRECTOR RETIREMENT SERVICES

Donna Busse

Michael Armstrong, Trustee (Alternate) Present – Non Participating

Also Present:

Board Medical Director, Rajiv Das
Roger Pickler, Staff
Toni Johnson, Staff
Mary Dariano, Staff

1.1. Approval of minutes for March 16, 2011, Ad Hoc Disability Determination Process Committee Meeting. **Approved. (M.S.C. Overton/Andrews, 3-0-0)**

1.2. Review of sample Disability Packet

a. Review of Disability Guidelines

The committee requested consistent formatting throughout the packet and suggested the City preferred format be used.

The committee requested disability determination guidelines be explained including the differences between disability and workers' compensation guidelines.

b. Review sample of revised Disability Committee Memo

The committee requested that work restrictions be presented so that it is clear who recommended them for the patient: his doctor or Board Medical Director Das and that the two be reconciled. Staff will coordinate with Dr. Das and decide whether reconciliation between the two should be part of his report instead.

c. Review sample of revised Medical Director's Report

The committee requested that the report be in reverse chronological order. Mr. Overton asked if the individual medical reports could be condensed into one report. The Medical Director explained that each report was for an individual body part in order to easily discern the status of recovery and work restrictions.

The committee requested that the medical records have page numbers noted for easy reference. Staff may be able to add page numbers similar to a footnote, after the packet is assembled.

1.3. Review of Summary of Disability Medical Information

The Board Medical Director submitted a report for review by the committee. The committee requested the removal of definitions that are duplicated in another document in the packet. Additionally, they requested a matrix report, including multiple body parts and work restrictions on one form, as the first page of section three.

1.4. Review sample of revised Applicant's Check List

Toni Johnson, Retirement Services Staff, reported that the checklist included definitions of prophylactic and preclusionary and objective medical evidence. She further advised that the check list specifies what the process is for service connected disabilities and for all other applicants. The committee requested that the check list state that the outcome of the Federated Board Disability Process may be different than the outcome of the Worker's Compensation process.

The City Attorney's Office (CAO) will review the Applicant's Check List in order to keep it consistent with the Municipal Code.

The Medical Director's address will be changing in the near future and, in the interim, the Retirement Services (RS) address will be used. The committee requested language changes, updated information on the list, formatting changes, and that the check list be done on RS letterhead, including the RS telephone and fax number on the first page.

1.5. Review sample of Board Chair Disability Hearing Procedure Check List

Senior Deputy City Attorney Mollie Dent provided a document for review. The committee discussed some language and order changes to the document and decided to wait until Ms. Dent was available to discuss the check list.

1.6. Discussion and direction to staff regarding next steps.

The committee directed to staff to write a memo outlining the changes to the disability retirement process and package as discussed. This is to be presented to the full Board in June to formalize the process.

Training options for new Trustees should be implemented on the web and/or through overview classes.

Disability Meetings should be held quarterly.

1.7. Adjournment: 2:45 p.m.



**MATTHEW LOESCH, P.E., CHAIR
BOARD OF ADMINISTRATION**

ATTEST:



**RUSSELL U. CROSBY, DIRECTOR
BOARD OF ADMINISTRATION**