

**EMPLOYES' RETIREMENT SYSTEM OF THE CITY OF MILWAUKEE
ANNUITY AND PENSION BOARD**

Minutes of the Administration and Operations Committee Meeting
held February 18, 2016

The meeting was called to order at 9:02 a.m.

Committee Members Present: Martin Matson
 Carmelo Patti, Chair

Committee Members Not Present: Gerald Pace (arrived at 9:20 am)

ERS Staff Present: Bernard J. Allen, Executive Director
 Elizabeth Conradson Cleary, Deputy Director
 David Silber, Chief Investment Officer
 Melody Johnson, Chief Financial Officer
 Kelly Reid, Chief Technology Officer
 Mary Turk, ERS Business Operations Analyst
 Jan Wills, Board Stenographer

Others Present: None.

IT Projects Portfolio. As a matter of information, Committee members received the ERS IT Portfolio Report dated February 18, 2016. Ms. Reid updated the Committee on the current technology projects, application stats, upcoming projects and a snapshot of the IT portfolio as of February 18, 2016.

Organizational/Personnel Update. As a matter of information, Committee members received a copy of the Organizational/Personnel Update. The ERS Reclasses and Reorganizations are still in progress. Ms. Cleary stated the Finance & Personnel Committee on February 3, 2016 approved the requests to fill the Records Technician II and Pension Specialist Senior positions. She indicated transition with staff is ongoing as a temporary Receptionist has been hired so the current Receptionist can assist in her previously-held Records Tech II position until that vacancy is filled. Mr. Allen stated the Office Supervisor II is retiring in May 2016.

Close out of 2015 Budget. Ms. Johnson presented the "Final 2015 Payment to the City and 2015 Budget to Actual Expenditures," per her memo dated February 11, 2016. Ms. Johnson reported that she completed the analysis of ERS' expenses for 2015 and the Trust owes the City a final payment of \$365,338.58. It was moved by Mr. Matson and seconded by Mr. Patti to approve the final close out.

Claims Processing Contract Update. Mr. Patti advised that the Annuity and Pension Board may vote to convene in closed session on the following item (IV.), as provided in Section 19.85(1)(e), Wisconsin State Statutes, to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or

bargaining reasons require a closed session. The Board may then vote to reconvene in open session following the closed session. It was moved by Mr. Matson and seconded by Mr. Patti to convene in closed session to discuss the status of the Disability Claims Processing Contract. The Committee convened in closed session at 9:14 a.m.

There being no further business, Mr. Patti adjourned the meeting from closed session at 9:48 a.m.

Bernard J. Allen
Secretary and Executive Director

(NOTE: All proceedings of the Annuity and Pension Board Meetings and related Committee Meetings are recorded. All recordings and material mentioned herein are on file in the office of the Employees' Retirement System, 789 N. Water Street, Suite 300.)