

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

Minutes of the Administration and Operations Committee Meeting  
held July 19, 2017

The meeting was called to order at 9:04 a.m.

Committee Members Present:       John Barmore  
  Martin Matson

ERS Staff Present:                    Bernard J. Allen, Executive Director  
  David Silber, Chief Investment Officer  
  Melody Johnson, Chief Financial Officer/  
  Deputy Director  
  Venkat Manchu, Functional Applications Manager  
  Manny Raynal, Senior Systems Administrator  
  Karen McElwee, Management Services Analyst  
  Mary Turk, Business Operations Analyst  
  Jan Wills, Board Stenographer

Others Present: Miriam Horwitz, City Attorney's Office; Thomas Bell, ERS Annuity and Pension Board Trustee; Terry Siddiqui, Partner, DS Consulting Group, LLC.

**Approval of Spectrum 100Meg Internet Circuit for Femrite.** Mr. Barmore advised that the Administration & Operations Committee may vote to convene in closed session on this item 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 Committee may then vote to reconvene in open session following the closed session.

It was moved by Mr. Matson and seconded by Mr. Barmore to convene in closed session to discuss the Approval of Spectrum 100Meg Internet Circuit for Femrite. The Committee convened in closed session at 9:05 a.m. The Committee reconvened in open session at 9:12 a.m. It was moved by Mr. Matson and seconded by Mr. Barmore to approve item I.

**Approval of Revised Medical Council Physician Services Agreement.** Mr. Allen noted that Assistant City Attorney Ms. Fowler recommended revising the Physician Services Agreement for Medical Council as they had not been revised in two years. He noted Ms. Fowler is requesting the indemnification language be changed so the physicians will not ask the ERS to indemnify the physicians for any inappropriate release of medical records. Ms. Horwitz added this is also due to privacy laws so that once the doctors have the medical records, it is their responsibility to keep them confidential and the ERS would not be indemnifying them in the event they fail to keep the medical records confidential. She said it is in the physicians' control rather than the city's control. Mr. Barmore asked about the red-lined changes which were identified in section eight. Mr. Matson requested to know the costs the physicians will incur for indemnification insurance. Mr. Barmore then noted item II. is held for further staff review.

**IT Projects Portfolio.** As a matter of information, Committee members received the ERS IT Portfolio Report dated July 19, 2017. Mr. Manchu and Mr. Raynal updated the Committee on the technology projects, applications stats and a snapshot of the IT portfolio as of July 19, 2017. Mr. Raynal said the ERS-IT Reorganization Plan is currently in progress. Mr. Manchu noted the following projects are in progress: MERITS Optimization – Health Care Processing and Optional Service Credit, Struts 2 Upgrade, and CMERS Website Upgrade. He stated the following projects are completed: MERITS Optimizations – BAA & PAP Benefit Amount Adjustment, and Payroll Processing, 2016 Firewall and Active Directory Reviews and Cleanups, Member Education Videos, and VMware Host Upgrades. Mr. Raynal noted reviews and clean-ups are done yearly so that when the auditors come in, the IT staff already knows what they may look for and have fixed it in advance due to systems changing over time. Mr. Raynal said the SAN Upgrade is in the analysis phase. He said the IT Disaster Recovery test is completed and the Asset Management Software is being upgraded. Mr. Raynal said the latest contract implementation is almost complete for the printers. Discussion ensued. Mr. Manchu gave an update on the Application Statistics. Mr. Raynal said testing will be done with the asset management system to deploy patches for operational efficiencies. He said the Network Gear Firmware Upgrades are in progress and the Business Continuity Test is being scheduled. Mr. Raynal also mentioned the Altiris Upgrade, review of SAN quotes and options and DER is working on an IT study to insource contractors.

**Organizational/Personnel Update.** As a matter of information, Committee members received a copy of the Organizational/Personnel Update dated July 19, 2017. Mr. Allen said five of eight job vacancies have been filled at the ERS. Mr. Allen noted Melody Johnson's promotion to Deputy Director. He said her current position of Chief Financial Officer is vacant and approval to fill the vacancy will be done at the Finance & Personnel Committee. He noted the Pension Accounting Manager position was recently reclassified and that recruitment for that position is pending. Mr. Allen said the ERS is currently interviewing for the Records Technician II position.

There being no further business, Mr. Barmore adjourned the meeting at 9:45 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.)