



City of Milwaukee  
Employees' Retirement System

**Bernard J. Allen**  
Executive Director

**Thomas A. Rick, CFA**  
Chief Investment Officer

**Beth Conradson Cleary**  
Deputy Director

April 12, 2013

Mr. Jim Owczarski  
City Clerk  
Room 205, City Hall

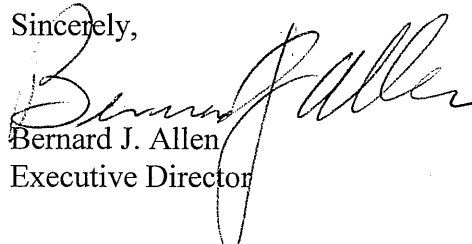
Dear Mr. Owczarski:

Please be advised that an Administration & Operations (A & O) Committee Meeting of the Annuity and Pension Board has been scheduled for **Tuesday, April 16, 2013 at 9:00 a.m. in the Employees' Retirement System Conference Room at 789 N. Water Street, Suite 300.** If a quorum of the Board is present, this meeting will convene as a Special Board Meeting. The agenda is as follows:

Please be advised that the Administration and Operations Committee may vote to convene in closed session on the following items (I. and II.), as provided in Section 19.85 (1) (i), Wisconsin State Statutes, for considering all matters related to acts by businesses under s. 560.15 which, if discussed in public, could adversely affect the business, its employees or former employees. The Committee may then reconvene in open session following the closed session.

- I. Experis Internal Audit Report(s).
  - a. Approval of Statement of Work.
- II. Approval of SSR Contract for Systems Engineer.
- III. IT Projects Portfolio.
- IV. Organizational/Personnel Update.
- V. Update on HELPS Retiree Health Insurance Premium Deduction Initiative.
- VI. ERS 2014 Draft City Budget Request.

Sincerely,

  
Bernard J. Allen  
Executive Director

BJA:smf

NOTICE TO PUBLIC - Meetings of the City of Milwaukee Annuity and Pension Board are open to the public. Those in attendance wishing to address the Board on a specific agenda item may do so by registering in advance of the meeting with the Board Secretary.

PLEASE NOTE - Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, please call 286-3557.



**Administration and Operations Committee**

**ERS IT Portfolio Report**

**April 16th, 2013**

- Information Technology Projects Summary
- Applications Stats
- What's next
- IT Budget Trend
- IT Portfolio

# Information Technology Projects Summary

- Filenet was successfully cutover on April 8<sup>th</sup> 2013
  - No major issues
  - ERS is now on supported platform on Windows 2008 Server
- RFQ for Vcenter Upgrade submitted, awaiting results
- Experis Audits...
  - Web Vulnerability Audit
  - Vendor Management Audit Prep

# Application Stats

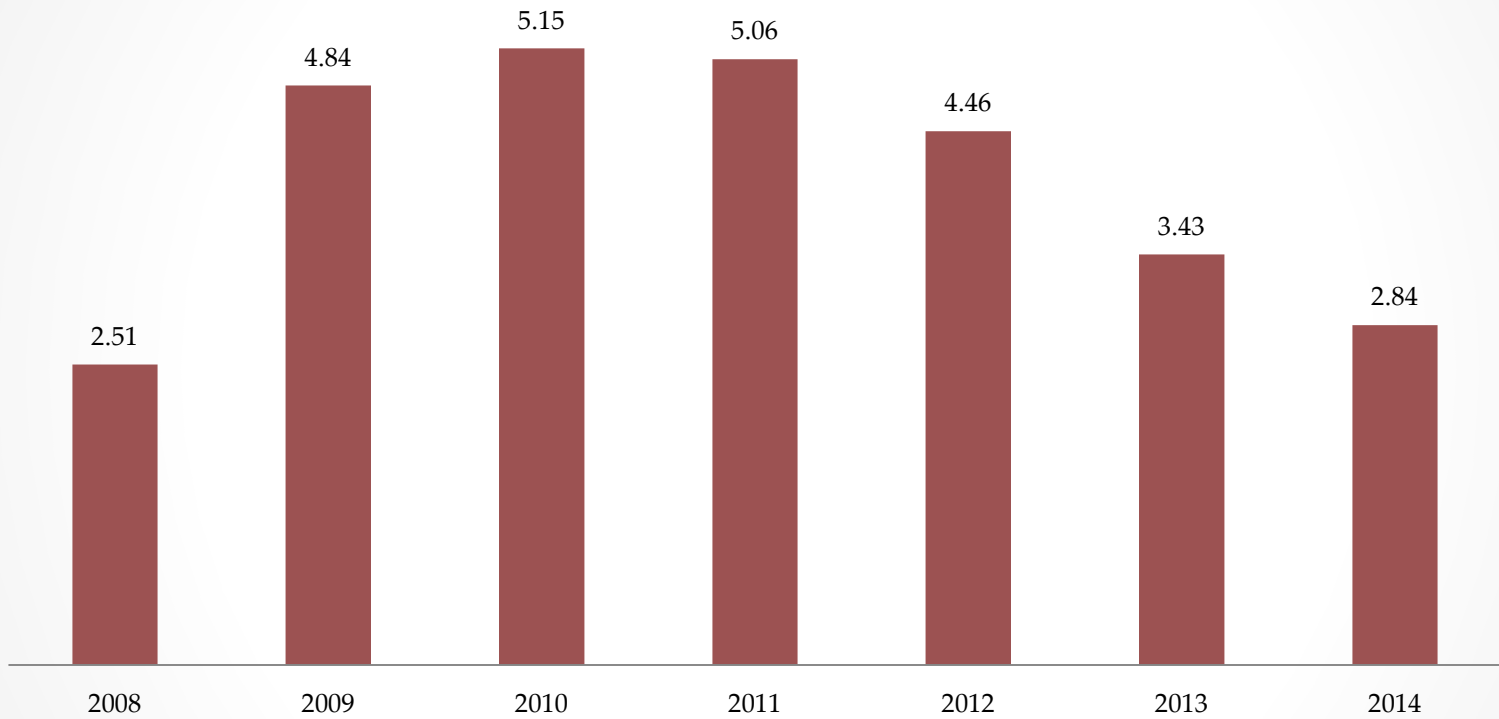
Category	High Priority	Low Priority	Total
Current Inventory	18	10	28
PIR	7	2	09
CCR	11	8	19
Pending/Hold	0	2	2
Deployed(Awaiting Next stage) /Ready for Production	0	0	0
Net Current Inventory	18	10	28

# What's Next...

- Complete Windows 2008 upgrade project for non-MERITS servers
- Start Filenet P8/SQL 2008 upgrade (Phase II) Project charter
- Complete 2013 physical network/desktop inventory
- 2013 Desktop Replacements
- Complete Disaster Recovery Test with Business

# IT Budget

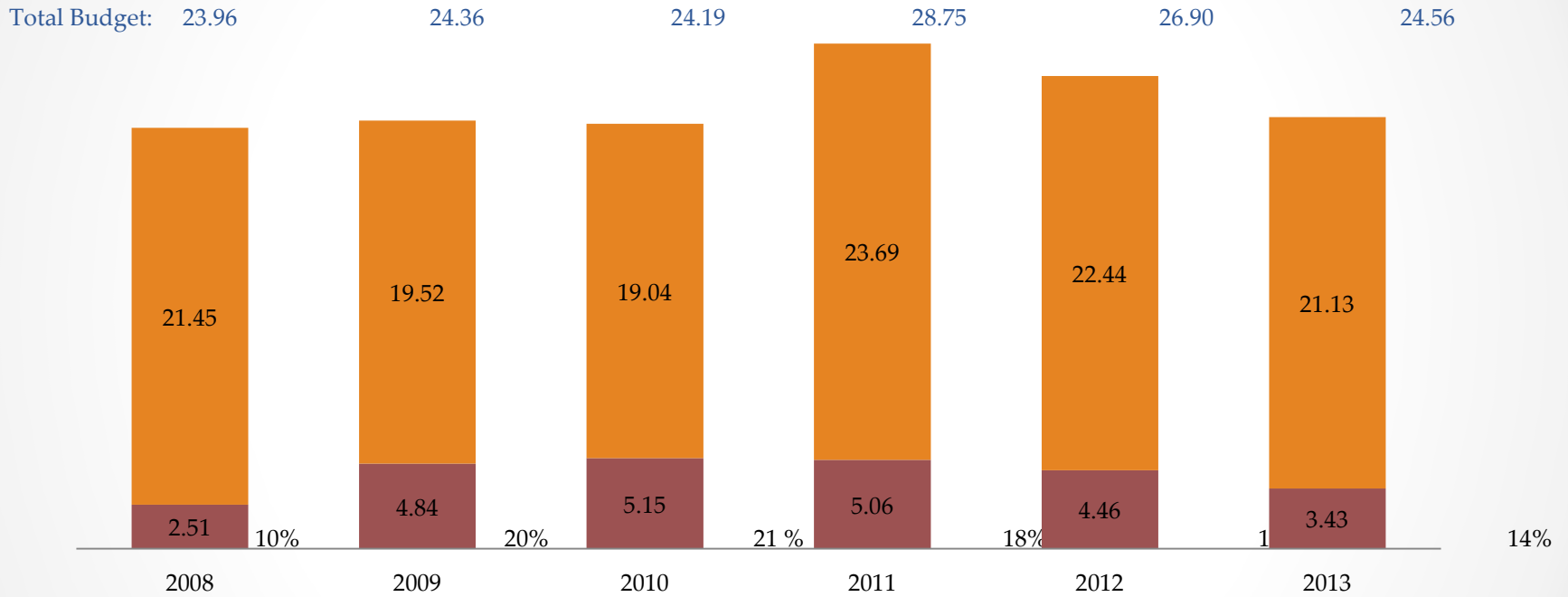
■ Budget (millions)





# Non-IT Budget vs IT Budget

■ IT Budget (millions) ■ Non-IT Budget (millions)



Portfolio as of 4/12/2013

Project Health:	% Complete	Project Priority	Complexity (S / M / L)	Project Name	Project Mgr	Description	Strategic Goal: G1 - G7	Status:	External Vendor Required: Y/N	Actual Start Date	Target Completion Date	Actual Completion Date	Estimates (Hours)	Actuals (Hours)	Hours Variance = Estimates - Actuals	Total Hardware/Software & Labor Budget (\$)	Actual Spent-to-Date on Hardware/Software & External Labor (\$)	Estimate to Completion (ETC) (of Hardware/Software & External Labor Costs)	\$ Variance = Total Budget - (Actual + ETC)
G	99%	1	L	MPLM - Upgrade FileNet Software	Reid	Upgrade Workflow, Imaging, Scanning and Indexing Systems	G7	IP	Y	7/17/12	<del>9/30/13</del> 3/31/13		3746	1915	1831	\$271,000	\$97,287		\$173,713
G	85%	2	L	Unclaimed Property	Dugan			IP	N		5/31/13		N/A	1,124	N/A	N/A	N/A		N/A
Y	70%	3	L	External Insurance	Siddiqui	External Vendors for Insurance		IP	N	8/1/12	<del>3/28/2013</del> 5/31/2013		575	421	155	N/A	N/A		N/A
G		4		DR Test June	John			NS											
G		5		VCenter Upgrade	Raynal			NS			7/31/13								
G	65%	6	L	Win 2008 Upgrade	Raynal	Upgrade Virtual Servers to Windows 2008	G7	IP	N	12/20/12	5/8/13		532	290	242	N/A	N/A		N/A
G	60%	7	M	Application Optimization (Member Account Maintenance)	Manchu	Evaluate, assess and implement MERITS Software Optimization and Clean-up	G7	IP	N	6/19/12	<del>10/15/13</del> 9/30/2013		2,026	1,231	795	N/A	N/A		N/A
G	6%	8	M	Application Optimization (Generate Benefit Estimate)	Manchu	Evaluate, assess and implement MERITS Software Optimization and Clean-up	G7	IP	N	2/14/13	3/31/14		1,706	100	1,606	N/A	N/A		N/A
		9		FileNet P8 Upgrade				NS											
		10		809 Consolidation		Move ERS Network assets to 789		NS			12/31/13								

Green = On Target  
 Yellow = On Watch List  
 Red = Needs Management Attention

NS = Not Started  
 IP = In Process  
 OH = On Hold  
 C = Complete

# Organizational/Personnel Update

Administration and Operations Committee

Tuesday, April 16, 2013

- ERS Reclasses and Reorgs still in progress
- Permission to fill the vacancy of Network Administrator position was granted at the 4/4/13 Finance and Personnel Committee



# Update: External Vendors for Insurance

- Background: Per the direction of the Board, ERS is investigating and implementing changes authorized by the HELPS Act that allows for certain Protective Service retirees to have health, vision, and/or dental deductions taken directly from their pension payments and routed to the vendor. Currently, this is only done for City-sponsored plans, but this functionality is being extended to outside vendors.
- Status:
  - Approved Project charter is in place
  - Continued communications taking place with legal counsel and one of the initial vendors (Source1)
  - Legal review of procedures, forms and agreements in progress
  - Initial requirements have been developed
  - System changes (MERITS) are in progress
- Next Steps:
  - Continue with programming changes
  - Develop Board rules
  - Target date for program implementation: May or June