

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

Minutes of the Administration and Operations Committee Meeting  
held April 23, 2009

The meeting was called to order at 10:00 a.m.

Committee Members Present:        John Barmore, Chair  
   William C. Carey

Committee Members Not Present:    Thomas Fischer (excused)

Retirement System Staff Present:    Bernard J. Allen, Executive Director  
   Martin Matson, Deputy Director  
   Tom Rick, Chief Investment Officer  
   Michael Haley, Financial Officer  
   Suzanne Fortier, Board Stenographer

Others Present: Beth Cleary, City Attorney's Office; Jacob Miller, Budget Office; Jay Patel, S & S Consulting; and Terry Siddiqui, DS Consulting.

**ERS Special Projects Report.** As a matter of information, Committee members received a copy of the ERS Special Projects Report, dated April 23, 2009. Mr. Granger updated the Committee on the organizational study activities and policies. Discussion ensued. Mr. Granger reported that all member services, payroll services and employer reporting were satisfactory last month. PIRs and CCRs issues are still being found in both problems and enhancements, and team has been able to fix these issues in a timely manner. He reported that all major annual job processes have been completed. Mr. Granger stated that based on the instructions from the City Attorney's Office, ERS has transmitted the 2007 informational filing to the IRS. The 2008 filing has also been completed. He noted that approximately 1,245 members have signed up for Member Self Service.

Mr. Granger talked about the Program Incident and Change Request Activity; defect and deficiency trends and inventory; and year-to-year high priority PIR/CCR comparisons. Mr. Patel noted that both the on-line application and batch were both up 100 percent. He talked about the software portfolio and MERITS product lifecycle management. Mr. Patel talked about the disaster prevention and management - vulnerability assessment. Mr. Granger talked about the development environment replacement – new production at 789 data center, and the 809 data center evaluation/assessment. Discussion ensued. Mr. Granger updated the Committee on the disaster recovery action items; budget analysis and financial reports.

**Approval of ERS 2010 Budget.** As a matter of information, Committee members received a copy of a letter and a draft 2010 budget summary, dated April 17, 2009. Mr.

Haley walked the Committee members through the budget summary. After lengthy discussion, it was moved by Mr. Carey, seconded by Mr. Barmore, and unanimously carried, to approve the draft 2010 budget for ERS.

**Approval of ERS Ethics Policy.** As a matter of information, Committee members received a copy of the ERS Ethics Policy. Mr. Matson indicated that this is before you subject to the City Attorney's review. This particular policy was a result of the Jefferson Wells internal audit. He stated that ERS employees are subject to Chapter 303, which is the City's Code of Ethics. However, there are some piece parts in the Code of Ethics that do not apply to ERS employees, but only to public officials. Mr. Matson explained how ERS came up with the particular Ethics Policy. After discussion, it was moved by Mr. Carey, seconded by Mr. Barmore, and unanimously carried, to hold this over for one month.

There being no further business, Mr. Barmore adjourned the meeting at 11:35 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.)

4/23/2009