

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

Minutes of the Administration and Operations Committee Meeting
held June 22, 2020 via teleconference during COVID-19

The meeting was called to order at 8:01 a.m.

Committee Members Present: Matthew Bell, Chair
 Carmelo Patti

Committee Members Not Present: Aycha Sawa (arrived at 8:03 a.m.)

ERS Staff Present: Bernard Allen, Executive Director
 Melody Johnson, Deputy Director
 Jeff Shober, Chief Technology Officer
 Daniel Gopalan, Chief Financial Officer
 David Silber, Chief Investment Officer
 Erich Sauer, Deputy Chief Investment Officer
 Robin Earleywine, Pension Accounting Manager
 Manny Raynal, Senior Systems Administrator
 Venkat Manchu, Functional Applications Manager
 Mary Turk, Business Operations Analyst
 Jan Wills, Board Stenographer

Others Present: Kyle Johnson, Daniel Ludwig, Connie McDonald, Experis; Tearman Spencer, Patrick McClain, City Attorney's Office; Terry Siddiqui, DS Consulting Partners, Inc.; one member of the public called in to the meeting.

IT Vulnerability Internal Audit Report. Mr. Bell advised that the Administration & Operations Committee may vote to convene in closed session on the following item (I.), 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 Board may then vote to reconvene in open session following the closed session.

It was moved by Mr. Patti and seconded by Mr. Bell that the Committee convene in closed session. The motion prevailed by the following roll call vote: AYES: Messrs. Bell, and Patti. NOES: None.

The Committee convened in closed session at 8:02 a.m.

Ms. Sawa arrived at 8:03 a.m.

It was moved by Mr. Patti, and seconded by Ms. Sawa to reconvene in open session.

The Committee reconvened in open session at 8:29 a.m.

Approval of A&O Committee Audit Charter and Internal Audit Charter. It was moved by Ms. Sawa, seconded by Mr. Patti, and unanimously carried, to approve the A&O Committee Audit

Charter and Internal Audit Charter. Mr. Patti asked what kind of training the Staff uses or recommends for the Committee members to get a better understanding of the Internal Audit Charter. Staff said they would look into webinars for audit charters for the Committee members.

Ms. Sawa referred the Committee to the Internal Audit Charter and asked if peer reviews are done every three years for the auditors. Mr. Allen said he would inquire with Experis in regard to this question.

It was approved by Ms. Sawa, seconded by Mr. Patti, and unanimously carried, to approve the A&O Committee Audit Charter and Internal Audit Charter.

IT Projects Portfolio. As a matter of information, Committee members received the IT Projects Portfolio dated June 22, 2020, which was presented by Mr. Shober, Mr. Raynal, and Mr. Manchu.

Organizational/Personnel Update. Mr. Allen and Ms. Johnson updated the Committee on staff requisitions and said the Administrative Services Specialist position was filled by an internal promotion, the Office Assistant III position was filled as the person is now receiving training and the Records Technician II position has not been filled yet.

It was moved by Mr. Patti and seconded by Mr. Bell to adjourn the meeting.

There being no further business, Mr. Bell adjourned the meeting at 8:45 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.)