

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

Minutes of the Administration and Operations Committee Meeting
held December 17, 2020 via teleconference during COVID-19

The meeting was called to order at 8:30 a.m.

Committee Members Present: Matthew Bell, Chair
 Carmelo Patti
 Aycha Sawa

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
 Manny Raynal, Senior Systems Administrator
 Venkat Manchu, Functional Applications Manager
 Mary Turk, Business Operations Analyst
 Jan Wills, Board Stenographer

Others Present: Kyle Johnson, Connie McDonald, Dan Slowik, Jefferson Wells; Thomas Klusman, Annuity and Pension Board Trustee; Jim Carroll, City Attorney's Office; Terry Siddiqui, DS Consulting Partners, Inc.

Approval of CLA Contract. Approval of DS Consulting Contract Extension. Mr. Bell advised that the Administration & Operations Committee may vote to convene in closed session on these items 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 Ms. Sawa and seconded by Mr. Patti that the Committee convene in closed session. The motion prevailed by the following roll call vote: AYES: Ms. Sawa; Messrs. Bell and Patti. NOES: None.

The Committee convened in closed session at 8:31 a.m.

The Committee reconvened in open session at 9:12 a.m.

Jefferson Wells Internal Audit Reports. Mr. Slowik stated the five audit reports they have to report on are Benefit Administration, Benefit Payroll, Membership and Enrollment, HR Payroll, and IT General Controls. He noted none of the reports had any findings or recommendations requiring management's response. He said no control deficiencies were found that the pandemic

would have caused when work was done remotely. Mr. Johnson spoke about the IT General Controls and said there were no findings requiring management's response. He said they looked at the core directories but spent more time looking at the policies and procedures with employees working remotely due to the pandemic. Mr. Johnson said they also looked at the technical components with employees connecting remotely with VPN access. He said they also looked at password policies. Discussion ensued. Mr. Johnson said the Network Vulnerability Audit would be completed by December 31, 2020 and a report would be presented at the March 17, 2021 Administration & Operations meeting.

IT Projects Portfolio. As a matter of information, Committee members received the IT Projects Portfolio that was presented by Mr. Shober. He noted the Project Portfolio was updated as of December 10, 2020.

Organizational/Personnel Update. Ms. Johnson stated the ERS is working with DER to fill the positions of Network Administrator and Accounting Assistant II. She noted that last week the Finance & Personnel Committee approved the classification of the Operations Director position so now the ERS has three position they are working with DER on. Discussion ensued. Mr. Bell thanked Mr. Patti for his service on the A&O Committee as well as the Board. Ms. Sawa echoed the sentiment.

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

There being no further business, Mr. Bell adjourned the meeting at 9:29 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.)