

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

Minutes of the Administration and Operations Committee Meeting
held March 17, 2021 via teleconference during COVID-19

The meeting was called to order at 9:02 a.m.

Committee Members Present: Molly King
Tom Klusman
Aycha Sawa, Chair

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
Mary Turk, Business Operations Analyst
Jan Wills, Board Stenographer

Others Present: Jason Coyle, Darlene Middleman, Baker Tilly; Scott Brown, Deputy Attorney; Terry Siddiqui, DS Consulting Partners, Inc.

Election of Vice Chair. Ms. Sawa asked for a motion for nominations for Vice-Chair. It was moved by Mr. Klusman and seconded by Ms. Sawa to nominate Ms. King for Vice-Chair. Ms. Sawa asked three more times for any further nominations. There being no further nominations, nominations were closed and a unanimous vote was cast for Ms. King as Vice-Chair of the Administration and Operations Committee. Ms. King thanked Mr. Klusman and Ms. Sawa for the opportunity and said she would serve as best as she can.

Baker Tilly Financial Audit. Ms. Sawa advised that the Administration & Operations Committee may vote to convene in closed session of the following item (II.), as provided in Section 19.85 (1)(c), for considering employment, promotion, compensation or performance evaluation data of any public employe over which the governmental body has jurisdiction or exercises responsibility and in Section 19.85 (1)(f), when considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. The Administration & Operations Committee may then vote to reconvene in open session following the closed session.

It was moved by Ms. King and seconded by Mr. Klusman that the Committee convene in closed session. The motion prevailed by the following roll call vote: AYES: Mr. Klusman, Ms. King and Ms. Sawa. NOES: None.

The Committee convened in closed session at 9:05 a.m.

It was moved by Ms. King and seconded by Mr. Klusman that the Committee convene in open session. The motion prevailed by the following roll call vote: AYES: Ms. King, Mr. Klusman, and Ms. Sawa. NOES: None.

The Committee reconvened in open session at 9:21 a.m.

Jefferson Wells IT Vulnerability Audit Report – 2020. Ms. Sawa advised that the Administration & Operations (A&O) Committee may vote to convene in closed session on the following item (III.), 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 vote to reconvene in open session following the closed session.

It was moved by Mr. Klusman and seconded by Ms. King that the Committee convene in closed session. The motion prevailed by the following roll call vote: AYES: Ms. King, Mr. Klusman, and Ms. Sawa. NOES: None.

The Committee convened in closed session at 9:22 a.m.

It was moved by Ms. King and seconded by Mr. Klusman that the Committee convene in open session. The motion prevailed by the following roll call vote: AYES: Ms. King, Mr. Klusman, and Ms. Sawa. NOES: None.

The Committee reconvened in open session at 9:35 a.m.

IT Projects Portfolio. As a matter of information, Committee members received the IT Projects and Ticket Statistics as well as the Portfolio as of March 1, 2021. Mr. Shober discussed the Major Projects/Initiatives and Application Statistics. He also discussed the 2020 – IT Team Effort by Area of Focus and by Category. Mr. Shober discussed the Payroll Runtimes for 2019/2020, Application Tickets Activity in 2020, Batch Jobs, and the Portfolio showing the active projects.

Organizational/Personnel Update. Ms. Johnson updated the Committee on the open positions at the ERS. She stated the interview process is completed for the ERS Operations Director and the Accounting Assistant II positions and they will be filled by the end of March. Ms. Johnson mentioned they are working with DER on the Network Administrator and Records Tech II positions. Discussion ensued.

It was moved by Mr. Klusman and seconded by Ms. King to adjourn the meeting.

There being no further business, Ms. Sawa adjourned the meeting at 9:51 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.)