

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

Minutes of the Administration and Operations Committee Meeting
held June 16, 2021 via teleconference during COVID-19

The meeting was called to order at 9:03 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
Gust Petropoulos, Deputy Director Disability
Mary Turk, Business Operations Analyst
Jan Wills, Board Stenographer

Others Present: Eric Pearson, Budget Office; Terry Siddiqui, DS Consulting Partners, Inc.

Request for Approval to Issue RFP for Network Infrastructure Security Consulting Services.

Mr. Allen introduced Mr. Shober who requested retention of an outside consulting firm to do an in-depth security audit to guard against security breaches that many organizations are now experiencing. Mr. Shober said a deeper dive is needed in a collaborative way with a third-party expert. He noted security incidents are skyrocketing since the pandemic started. Mr. Shober said the company hired would evaluate collaboratively with staff regarding best practices across the entire spectrum of our security posture to avoid any type of incident. Discussion ensued. On motion by Ms. King, seconded by Mr. Klusman, it was unanimously carried, to approve the Request for Approval to Issue RFP for Network Infrastructure Security Consulting Services.

Approval of A&O Committee Audit Charter and Internal Audit Charter.

Mr. Allen addressed an earlier question by Ms. Sawa regarding the ERS internal control policy, policies on ethics, and code of conduct and fraud referenced in the Administration & Operations (A&O) Committee Audit Charter. He commented that the internal control policy in the form of a letter to the external financial auditors was reviewed in March 2021 and will be brought back again at the Committee's July meeting before the audit sign-off. Mr. Allen said that Ms. Sawa inquired about the policy. He noted each internal audit report issued to the Committee evaluates internal controls over the ERS activities subject to the audit. He further commented there are written policies for ethics, code of conduct, and fraud, which are reviewed annually by management with staff. Discussion ensued. It was approved by Mr. Klusman, seconded by Ms. King, 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 and Ticket Statistics and the Portfolio as of June 1, 2021. Mr. Shober discussed the Major Projects/Initiatives, Application Statistics, and IT Projects Portfolio.

Organizational/Personnel Update. Mr. Allen noted the Finance & Personnel Committee (F&P) approved the vacancies for the two positions of Network Administrator and Records Technician II. Ms. Johnson stated the only position currently posted is for the Records Technician II position. She said the ERS also received approval from the F&P for the Pension Accounting Specialist position and the person currently in that position will retire in July. Mr. Shober said the reclassification process for the Network Administrator position was completed with the Department of Employee Relations (DER) and the F&P Committee at the end of May. He said they are in the process of getting the Network Administrator job posted.

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

There being no further business, Ms. Sawa adjourned the meeting at 9:34 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.)