

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

Minutes of the Administration and Operations Committee Meeting
held March 17, 2022 via teleconference during COVID-19

The meeting was called to order at 9:01 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
Mary Turk, Business Operations Analyst
Jan Wills, Board Stenographer

Others Present: Jason Coyle, Darlene Middleman, Baker Tilly; David Anderson, Ray Emry, Bill Judd, Dan Ludwig, CliftonLarsonAllen (CLA); Terry Siddiqui, DS Consulting Partners, Inc., no member of the public called in to the meeting.

Election of Vice Chair. Ms. Sawa asked for a nomination for Vice Chair. Mr. Klusman nominated Ms. King for Vice Chair of the Administration & Operations Committee Meeting. Ms. Sawa asked three more times for any further nominations. Ms. Sawa seconded the nomination. There being no further nominations, nominations were closed and Ms. King was unanimously elected Vice Chair.

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.

Baker Tilly Financial Audit. As a matter of information, Committee members received the Baker Tilly 2021 Audit Planning document dated December 31, 2021 for the ERS. It was moved by Mr. Klusman and seconded by Ms. King, to convene in closed session. The motion prevailed by the following roll call vote: AYES: Mses. King and Sawa; Mr. Klusman. NOES: None.

The Committee convened in closed session at 9:04 a.m.

The Committee reconvened in open session at 9:16 a.m.

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.

CliftonLarsonAllen (CLA) IT Vulnerability Audit Report Presentation – 2021. It was moved by Ms. King and seconded by Mr. Klusman, to convene in closed session. The motion prevailed by the following roll call vote: AYES: Mses. King and Sawa; Mr. Klusman. NOES: None.

The Committee convened in closed session at 9:18 a.m.

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

CliftonLarsonAllen (CLA) Finance and Accounting Audit Report Presentation – 2021. As a matter of information, Committee members received the CLA Accounting and Financial Reporting Process Audit document as well as the Internal Audit Update and 2021 Cybersecurity Assessments documents. Mr. Emry noted the ERS audit plan for 2021 was completed. Mr. Emry said the process review consisted of invoice review and approval, account reconciliation, and financial statement compilation and review. He noted no control deficiencies were found. Discussion ensued.

Approval of Contract Amendment with United Mailing Services, Inc. Ms. Fowler noted there was nothing unique about this contract as the contract was only being extended and included the not to exceed amount for the additional years. She said an RFQ had also been completed for competitive pricing. Discussion ensued.

It was moved by Ms. King, seconded by Mr. Klusman, and unanimously carried, to approve the Approval of Contract Amendment with United Mailing Services, Inc.

Results of RFQ for Disability Claims Processing Services. Ms. Turk noted the RFQ was sent to three firms. She said one firm could not provide one of the services and gave an hourly rate instead of the per claim price requested. She noted that Staff was pleased with working with MMRO. Discussion ensued.

It was moved by Mr. Klusman, seconded by Ms. King, and unanimously carried, to approve the Results of RFQ for Disability Claims Processing Services.

Approval of Close out of 2021 Budget. Mr. Gopalan presented to the Committee the Final 2021 Payment to the City and 2021 Budget to Actual Expenditures. Discussion ensued.

It was moved by Ms. King, seconded by Mr. Klusman, and unanimously carried, to approve the Approval of Close out of 2021 Budget.

IT Projects Portfolio. As a matter of information, Committee members received the IT Projects and Ticket Statistics, as well as the IT Portfolio. Mr. Shober discussed individual items on the reports.

Organizational/Personnel Update. Ms. Johnson said the ERS Network Administrator title was changed to the ERS Network Security Administrator with more emphasis being on security now and also being able to recruit at a higher pay range. She also noted for the Pension Investment Analyst – Sr. position, eight applicants had applied. Ms. Johnson said the Records Technician II position is also open and the ERS is working with DER to fill that position. Staff added the last two open positions were because of resignations.

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 10:27 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.)