



Bernard J. Allen
Executive Director

David M. Silber, CFA, CAIA
Chief Investment Officer

Melody Johnson
Deputy Director

September 17, 2020

Mr. Jim Owczarski
City Clerk
Room 205, City Hall

Dear Mr. Owczarski:

Please be advised that an Administration & Operations (A&O) Committee Meeting of the Annuity and Pension Board of the Employees' Retirement System has been scheduled for **Wednesday, September 23 at 9:00 a.m.** *Special Notice: Due to the COVID-19 pandemic, the meeting will be held remotely via video conference. Instructions on how to observe the meeting will be available on ERS's website (www.cmers.com) prior to the meeting.*

Please note and observe the following remote attendance etiquette to ensure a smooth and productive meeting:

- In order to cut down on background noise, participants in the meeting should put their phones on mute when they are not participating.
- At the start of the meeting, the Chairman will announce the names of the members of the Board present on the call, as well as anyone else who will be participating.
- Please request to be recognized by the Chairman if you would like to speak.
- Those participating on the call should identify themselves whenever they speak, and should ensure that the other participants on the call can hear them clearly.

The agenda is as follows:

Please be advised that the Administration and Operations Committee may vote to convene in closed session on the following item (I.), 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.

- I. Interview of Internal Audit Firms and Selection of Finalist Firm.
- II. IT Projects Portfolio.
- III. Organizational/Personnel Update.

Sincerely,

Bernard J. Allen
Executive Director

BJA:jmw

IT Projects and Ticket Statistics

- Major Projects/Initiatives:

- Backup Exec Upgrade (In Progress)
- WUG Upgrade (In Progress)
- VMware Upgrade (In Progress)
- Symantec Endpoint Protection Upgrade (In Progress)
- Alfiris/Symantec IT Management Suite Upgrade (Completed)
- Vulnerability Audit (Completed)
- IP Address Review and Cleanup (Completed)
- DNS Review and Cleanup (Completed)
- Firewall Review and Cleanup (Completed)
- AD Review and Cleanup (Completed)
- SSRS (SQL Server Reporting Services) Reports Migration (In Progress)
- FileNet –SQL Server Patching (In progress)
- MERITS –SQL Server Patching (Completed)
- MERITS- WebSphere Application Server Patching (Completed)

- Application Statistics

| Category | High Priority | Low Priority | Total |
|--|---------------|--------------|-------|
| Current Inventory | 9 | 1 | 10 |
| PIR's | 1 | 0 | 1 |
| CCR's | 8 | 1 | 9 |
| Pending/Hold | 0 | 0 | 0 |
| Deployed(Awaiting Next stage) /Ready for Production | 0 | 0 | 0 |
| Net Current Inventory | 9 | 0 | 10 |

Portfolio as of September 1, 2020

| Project Health | % Complete | Priority | Complexity (S / M / L) | Project Name | Project Mgr | Description | Strategic Goal | Status | External Vendor Required: Y/N | Actual Start Date | Target Completion Date | Estimates (Hours) | Actuals (Hours) | Hours Variance = Estimates - Actuals | Hardware/Software & External Labor Budget (\$) | Actual Spent-to-Date on Hardware / Software & External Labor (\$) | Estimate to Completion (ETC) (of Hardware/ Software & External Labor Costs) |
|----------------|------------|----------|------------------------|--|-------------|--|----------------|--------|-------------------------------|-------------------|------------------------|-------------------|-----------------|--------------------------------------|--|---|---|
| G | 10% | 1 | M | VMware Upgrade @ | Powell | Upgrade of our virtualization environment software used at 789, 809/BRIE and Femrite | G1 | IP | N | 6/30/20 | 9/30/20 | 100 | 10 | 90 | \$0 | \$0 | \$0 |
| G | 1% | 2 | M | Backup Exec Upgrade @ | Powell | Upgrade of our tape backup software used for Disaster Recovery | G1 | IP | N | 8/31/20 | 11/30/20 | 100 | 1 | 99 | \$0 | \$0 | \$0 |
| G | 1% | 3 | M | WUG Upgrade @ | Zampino | Upgrade of our system monitoring software used for 789, 809/BRIE, RO and Femrite | G1 | IP | N | 8/31/20 | 11/15/20 | 100 | 1 | 99 | \$0 | \$0 | \$0 |
| G | 40% | 4 | M | MERITS Websphere Application Server Patching @ | Manchu | Needed patches and fixes. | G1 | IP | N | 8/11/20 | 9/30/20 | 100 | 42 | 58 | \$0 | \$0 | \$0 |
| G | 40% | 5 | M | SQL Audit Finding Fixes @ | John | FileNet Database patching & SQL Audit Finding Fixes | G1 | IP | N | 8/17/20 | 10/5/20 | 120 | 75 | 45 | \$0 | \$0 | \$0 |
| G | 67% | 6 | M | SSRS Report Migration | Manchu | Replacing our discontinued reporting software with SSRS | G1 | IP | y | 3/6/19 | 4/26/21 | 11,884 | 6,383 | 5,502 | \$483,417 | \$320,604 | \$162,813 |

Green = On Target - No Significant Issues
 Yellow = On Watch List – Issues Being Addressed
 Red = Project cannot move forward as planned without management attention or approval.

NS = Not Started OH = On Hold @ = Activity (no charter)
 IP = In Process C = Completed

Special Note: SSRS Report Migration costs are part of the HP maintenance contract.

| Completed Projects & Tasks in Last 12 Months | Finished | Hours / \$ Spent |
|--|------------|--------------------------|
| Titan Upgrade for CMERS.com (Zaffiro) | 8/30/2019 | 18 hours / \$6,070 |
| Upgrade Backup Exec and Agents @ (Zampino) | 9/25/2019 | 3.5 hours / \$350 |
| Server Upgrade to Windows 2016 (Zampino) | 10/2/2019 | 343 hours / \$77,875 |
| Upgrading Change Auditor to 7.0.3 (Zampino) | 10/31/2019 | 8.5 hours / \$850 |
| Installing IBM DataCap/Upgrading FileNet (Manchu) | 11/7/2019 | 1318.5 hours / \$209,806 |
| Business Continuity Test @ (Siddiqui) | 11/27/2019 | 20.25 hours / \$2,025 |
| Storage Area Network Upgrade @ (Raynal) | 2/12/2020 | 24.5 hours / \$2,450 |
| Network Infrastructure Firmware Upgrade @ (Powell) | 3/27/2020 | 140 hours / \$14,000 |
| MSS Multi Factor Authentication @ (Manchu) | 4/16/2020 | 291 hours / \$28,950 |
| MERITS Certificate Renewals @ (John) | 4/27/2020 | 64.25 hours / \$6,425 |

| | Finished | Hours / \$ Spent |
|---|-----------|------------------------|
| Routine audit of Phishing Preparedness @ (Siddiqui) | 4/22/2020 | 5 hours / \$18,500 |
| Routine audit of IT General Controls @ (Siddiqui) | 4/22/2020 | 12.5 hours / \$25,250 |
| Routine audit of Business Continuity @ (Siddiqui) | 4/22/2020 | 6 hours / \$24,600 |
| Vulnerability Audit @ (Raynal) | 6/22/2020 | 140.5 hours / \$62,050 |
| Veeam Upgrade @ (Powell) | 7/31/2020 | 6 hours / \$600 |
| IP Address Review and Cleanup @ Zampino | 8/31/2020 | 96 hours / \$9,600 |
| DNS Review and Cleanup @ Zampino | 8/31/2020 | 28 hours / \$2,750 |
| Firewall Review and Cleanup @ Zampino | 8/31/2020 | 28 hours / \$2,800 |
| AD Review and Cleanup @ Zampino | 8/31/2020 | 15 hours / \$1,500 |
| MERITS DB patching & SQL Audit Finding Fixes @ John | 8/15/2020 | 75 hours / \$7,500 |

Organizational/Personnel Update

Administration and Operations Committee

Wednesday, September 23, 2020

ERS is working with DER to fill the following position:

- Network Administrator