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**MENDOCINO COUNTY**  
EMPLOYEES' RETIREMENT ASSOCIATION  
625-B KINGS COURT  
UKIAH, CALIFORNIA 95482-5027

Date: July 20, 2016  
To: Board of Retirement  
From: James Wilbanks, Retirement Administrator  
Subject: Administrator Report

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**Pension Administration System Monthly Report:**

See the attached report from Rob Ellison with Linea regarding the overall project. The Electronic Document Management System (EDMS) project is well underway. We expect to complete the project by the end of August. The implementation of Member Direct (web portal) is progressing. We are currently testing with members. We expect the system will be live in September.

**625 Kings Court Maintenance Update:**

Since the last update, the fence on the East side of the property has been replaced and we are proceeding with other relatively small projects. The carpet replacement and painting projects are out for bid.

**Telework Policy**

I have had discussions with numerous interested parties regarding this issue since the last Board meeting. I am not bringing a telework policy to the Board of Retirement at this time. The County Human Resources office is currently developing a telework policy for the County and should have it ready in the next several weeks. I believe a County-wide Telework Policy is a better solution to the issue of telework than MCERA adopting its own policy.

**Board of Retirement Trustee Elections:**

The terms for the Second and Seventh seats on the Board of Retirement expire in November 2016. These seats are currently filled by Randy Goodman (2<sup>nd</sup>) and Craig Walker (7<sup>th</sup>).

We are currently working toward candidate filing and a potential election. The process officially begins in September when we will send out notices of election to General and Safety members and will conclude with the certification of the election results to the Board of Supervisors on November 1, 2016 and the Board of Retirement on November 2, 2016.

**Board of Retirement Trustee Appointments:**

The terms for the Fourth and Sixth seats on the Board of Retirement expire in January 2017. These seats are currently filled by John Sakowicz (4<sup>th</sup>) and Ted Stephens (6<sup>th</sup>). I am advised by the Clerk of the Board of Supervisors that future appointments will expire in November to align the appointments with statutes.

General information regarding the Board of Supervisors appointments to a Board or Commission is available here: <http://www.co.mendocino.ca.us/bos/commissions.htm>. The Board of Supervisors has established an application to serve as appointee of the Supervisors on a Board or Commission. The application may be found here: [http://www.co.mendocino.ca.us/bos/pdf/Appointment\\_of\\_Interest\\_Application.pdf](http://www.co.mendocino.ca.us/bos/pdf/Appointment_of_Interest_Application.pdf). Additionally, the Board of Supervisors has a Supplemental Questionnaire for individuals applying to serve as a Trustee on

the Board of Retirement. This questionnaire can be found here:  
[http://www.co.mendocino.ca.us/bos/pdf/Board\\_of\\_Retirement\\_Supplemental\\_Questionnaire.pdf](http://www.co.mendocino.ca.us/bos/pdf/Board_of_Retirement_Supplemental_Questionnaire.pdf).

**Legislative Update (AB1853 and AB 2376):**

**SACRS Sponsored Legislation 7/11/2016**

**AB 1853 (Cooper D) County employees' retirement: districts: retirement system governance.**

**Introduced:** 2/10/2016

**Last Amended:** 6/20/2016

**Fiscal:** N

**Urgency:** N

**Status:** 6/28/2016 - Read second time. Ordered to third reading.

**Location:** 6/28/2016 - S . THIRD READING

**Summary:** Would authorize the retirement board of any retirement system operating under CERL to elect, by resolution, to be a district under the law. The bill would authorize a board to adopt, by resolution, specified administrative provisions that would classify various personnel of the retirement system as employees of the retirement system and not employees of the county. The bill would require the retirement system to notify, and to meet and discuss with, participating employers in the retirement system, the employees of the system, and an employee organization of the retirement system's intent to exercise this authority at least 60 days before considering a resolution to make these provisions applicable.

**AB 2376 (Committee on Public Employees, Retirement, and Social Security) County employees' retirement: Los Angeles County.**

**Introduced:** 2/18/2016

**Last Amended:** 6/20/2016

**Fiscal:** N

**Urgency:** N

**Status:** 6/30/2016 - In Assembly. Concurrence in Senate amendments pending. May be considered on or after July 30 pursuant to Assembly Rule 77.

**Location:** 6/30/2016 - A . CONCURRENCE

**Summary:** CERL defines "Retirement Plan E" to mean the noncontributory retirement plan established by specific provisions, and defines "Retirement Plan D" to mean the contributory retirement plan otherwise available to new members of the retirement system on the transfer date. This bill would revise the definition of Retirement Plan D to, instead, refer to the contributory retirement plan otherwise available to members of the system between June 1, 1979, and December 31, 2012, inclusive.

**SACRS Year 2017 Legislative Timelines:**

Please see the attached document regarding submission of a request for SACRS sponsorship of legislative proposals.

**Administrative and Operations Update:**

Our Retirement Specialist I, Sylvia McGee, has left MCERA. We are currently recruiting to find a replacement.



**MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM**  
**Project: PENSION ADMINISTRATION SYSTEM**



<b>Report Type:</b>	Monthly Status Report
<b>Status Date:</b>	7/1/2016
<b>Project Managers:</b>	Rob Ellison – Linea, Jeff Proffitt, LRS Support Manager for Pension Gold
<b>MCERA Team Members:</b>	Katy Richardson, Judy Zeller, Stan Conwell, Sylvia McGee
<b>Report Period:</b>	June 2016

**1. Current & Planned Activities**

Activity	Comments
PensionGold Implementation Project	<ol style="list-style-type: none"> <li>MCERA successfully completed implementation of the new Pension Administration System, PensionGold on 1/4/2016. The 90 day warranty period ended on 3/31/2016. As of 4/1/2016, the maintenance and support part of the contract began between MCERA and LRS. Remaining tasks held over from the implementation phase of the project are listed as separate activities in this report and include the rollout of the member self-service portal, MemberDirect, and additional training for ad-hoc reporting and template maintenance.</li> <li>Annual system events that happen for the first time in production, such as 1099-R reporting, actuarial extract and reports, and member statements will have a 90 day warranty period following their first run in PensionGold. These are also listed separately below.</li> <li>All other implementation tasks that are complete have been removed from the monthly report.</li> </ol>
Maintenance & Support	<ol style="list-style-type: none"> <li>Jeff Proffitt has been assigned as the lead for the MCERA support team for LRS. Jeff and his team made a visit in late March, and have been engaged with supporting MCERA with system questions and needed assistance.</li> <li>One change order has been requested in this time period, the request to make outgoing reciprocity the same as incoming reciprocity from a benefit calculation perspective. LRS is working on this request at this time.</li> </ol>
PensionGold MemberDirect Rollout	<ol style="list-style-type: none"> <li>MCERA and Linea met to create a plan for the rollout of MemberDirect with the target date of late summer, 8/31/2016. The plan includes three phases of testing, MCERA staff system testing, an Alpha test group (currently in process and scheduled to complete 7/10/2016), and a Beta test group (scheduled to start 7/18/2016). Once all three phases of testing are completed, the plan is to fully rollout MemberDirect on the MCERA website.</li> </ol>
Ad-Hoc Reporting and Forms/Template Training	<ol style="list-style-type: none"> <li>Ad-hoc reporting training was completed on June 16, 2016.</li> <li>Template training was completed on June 30, 2016.</li> </ol>
PensionGold Annual Events	<ol style="list-style-type: none"> <li>This includes 1099-R reporting, actuarial extract and reports, and member statements. As these events are planned, MCERA will test and notify LRS of the warranty period.</li> </ol>
Imaging Project / PCX	<ol style="list-style-type: none"> <li>LRS has begun the Imaging project to scan and index all MCERA member paper files. The electronic images will then be attached to the member's record in PensionGold. To begin the project, MCERA provided details as to the types and the look-n-feel of the documents to LRS so that they can prepare and plan to identify the different types of documents and information in the files. Imaging training was completed on June 21<sup>st</sup> and 22<sup>nd</sup>. Production scanning is scheduled to begin in July, 2016.</li> </ol>

**2. Budget Overview**

Description	Approved Budget	Paid To Date
Pension Admin System Implementation		
LRS (Hosting, software, vendor implementation services, includes change orders)	*\$1,409,460.00	**\$164,708.10
LRS additional support	***\$862.50	\$862.50
County IT	N/A	\$49,790.79
Linea	\$490,500.00	\$ 409,840.66
<b>Total for all Phases</b>	<b>\$1,900,822.50</b>	<b>\$625,202.05</b>
<b>Projected Total for all Phases</b>		<b>****\$1,865,310.00</b>



<b>MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM</b>
<b>Project: PENSION ADMINISTRATION SYSTEM</b>



*\*Represents \$1,374,810 original budget + \$34,650 in change orders = \$1,409,460.00*

*\*\*Represents \$130,058.10 2016 Annual Payment + \$34,650 in change orders = \$164,708.10 as of 5/31/2016*

*\*\*\*Represents Support hours through 6/30/2016 with LRS*

*\*\*\*\*Variable depending upon how much Linea comes in under budget. This number is not expected to be exceeded.*