

## **Minutes of the Administrative Committee**

The Administrative Committee of the Board of Trustees of the Tennessee Consolidated Retirement System met on Friday, September 28, 2012 at 9:00 a.m. The meeting was held in the Marshall Room of the Tennessee Tower with Director Jill Bachus presiding.

The following members were present: Jill Bachus, Director of TCRS, Mr. Dennis Carroll, Mr. Bill Kemp, Mr. Alfred Laney, Ms. Patsy Moore, and Mr. Harold Morrison.

Ms. Bachus welcomed Mr. Harold Morrison to the Board of Trustees as the new teacher representing Middle Tennessee.

### **Concord Update**

Ms. Bachus introduced Mr. Fred Marshall, TCRS Assistant Director for Concord, to provide an update on the Concord project. Mr. Marshall informed the committee that construction for the line of business (LOB) application and member self-service for Phase 5 – Retired Payroll has been completed. The work is focused on data conversion, bridging information from CRIS to Concord, and bridging information from Concord back to TRACS. In addition, Mr. Marshall indicated Deloitte has begun system testing, planning user acceptance testing, and training. Mr. Marshall noted that user acceptance testing will last 5 to 6 weeks and will be performed by TCRS staff. The testing will focus on each process and function in Phase 5 and will also focus on making sure the system performs functions properly. Mr. Marshall mentioned Phase 5 is anticipated to go live in March 2013.

Mr. Marshall indicated that the design of Phase 6 – Active Members and Employer Reporting is in the design phase. He emphasized that Phase 6 is more complex than Phase 5 since this phase includes employer reporting, member maintenance, benefit estimates, service purchases, and the retirement application and benefit calculation modules. Mr. Marshall indicated all design documents for Phase 6 processes will go through two state reviews. He noted that several of the processes have been through the first state review and that meetings are held weekly to update the team on the status of each design document. He mentioned the recent design discussions have involved how to administer the new employer plans, storing information regarding local governments participating in the state's defined contribution plan, and integration between the LOB and Work Manager. Mr. Marshall also informed the committee about the approval of the new user interface in Concord. All screens designed for Phase 6 will include the new user interface and Phase 5 functions will be updated. Mr. Marshall stated the benefits of the new user interface include being more user-friendly and more efficient than the previous version.

Mr. Marshall provided an update on the Employer Outreach efforts. He mentioned that Amanda Staggs had recently joined the Concord team to serve as the Employer Outreach lead. Amanda has been focusing on contacting employers regarding interest in joining the employer focus groups.

### **Experience Study**

Ms. Bachus informed the committee that an experience study is currently being performed on TCRS. The purpose of the experience study is to determine whether the assumptions used in the actuarial valuation are reflective of the actual experience of the plan. Ms. Bachus mentioned that the results of the experience study would be used to determine whether any of our assumptions need to be changed for the July 1, 2013 actuarial valuation. She indicated that we expect the results of the experience study to be presented to the Board of Trustees at the March 2013 board meeting.

### **Other Business**

Ms. Bachus presented a schedule of retirements for fiscal year 2008 through fiscal year 2012. She mentioned the number of retirements we are processing continue to increase. The total for fiscal year 2012 may still increase due to continued processing of June retirement applications. Ms. Bachus also made the committee aware that TCRS recently had to relocate away from the Andrew Jackson Building for a couple of days due to electrical issues. TCRS was able to answer member and retiree phone calls from another state office building.

### **Adjournment**

With no other business, the Administrative Committee of the Board of Trustees adjourned at 9:40 a.m. on September 28, 2012.

**Respectfully Submitted,**



**James E. Wayman**  
**Assistant Director, TCRS**

**Approved:**



**Jill Bachus**  
**Administrative Committee Chair**