

Minutes of the Administrative Committee

December 7, 2012

The Administrative Committee of the Board of Trustees of the Tennessee Consolidated Retirement System met on Friday, December 7, 2012 at 8:30 a.m. The meeting was held in Room 29 of the Legislative Plaza with Director Jill Bachus presiding.

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

Ms. Bachus informed the committee that Mr. Tommie Pendergrass is no longer eligible to serve on the Board of Trustees since he is employed by the Department of Finance and Administration. The Commissioner of the Department of Finance and Administration is an ex-officio member of the Board. Per Tennessee Code Annotated Section 8-34-302(10), the employee representation on the Board cannot come from a department whose head is an ex-officio member of the Board of Trustees.

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 production issues continue to be found for Phase 4 – Imaging. The issues include system performance and system functions. TCRS, Deloitte, and OIR are meeting to resolve these issues.

Mr. Marshall informed the committee that user acceptance testing (UAT) for Phase 5 – Retired Payroll will begin the week of December 10, 2012. The Concord team members have been testing the payroll system over the past few weeks. As issues have been discovered, they have been documented and sent to Deloitte to be addressed. UAT will occur throughout December and into January. The purpose of UAT is to ensure the system is working as intended and to identify any issues that need to be corrected. The UAT testers will be working from test scripts designed to test the functions to be performed by the Retired Payroll system. The testers will record a problem incident report (PIR) for any issues discovered while performing test scripts. The Deloitte and Concord staffs will review the PIRs and determine how the PIRs should be addressed. User guides are also being developed to help explain to the user how to perform functions in the system.

Mr. Marshall indicated that the design of Phase 6 – Active Members and Employer Reporting is ongoing. The majority of the work has focused on the review of the design documents. In addition, Mr. Marshall indicated that the Concord staff has begun discussing the employer reporting process with employers. He also noted that several TCRS employers have volunteered for Focus Group conference calls related to the reporting process. The purpose of the focus group is to help identify and address any concerns with reporting from an employer point of view.

Field Services

Ms. Bachus introduced Melissa Davis, Supervisor of Field Services, to provide an update about employer participation in TCRS. Ms. Davis indicated that two employers have expressed interest in one of the new plans offered by TCRS. Ms. Davis also noted that four employers are seeking participation in the current TCRS plan. In addition, there are two employers, Crossville and Savannah, which have indicated their intent to withdraw from TCRS effective July 1, 2013. Only one local government has completed the process to move to one of the new local government plans.

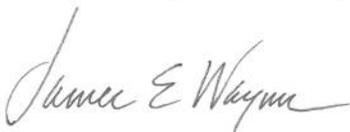
Other Business

Ms. Bachus informed the committee that the current state employee representatives' terms on the Board of Trustees expire on June 30, 2013. TCRS will begin the process of conducting an election to fill the state employee representative positions.

Adjournment

With no other business, the Administrative Committee of the Board of Trustees adjourned at 9:00 a.m. on December 7, 2012.

Respectfully Submitted,



James E. Wayman
Assistant Director, TCRS

Approved:



Jill Bachus
Administrative Committee Chair