

Minutes of the Administrative Committee

March 22, 2013

The Administrative Committee of the Board of Trustees of the Tennessee Consolidated Retirement System met on Friday, March 22, 2013 at 9:00 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, and Mr. Harold Morrison.

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 TCRS is scheduled to go live with Phase 5 – Retired Payroll on Monday, April 8, 2013. Prior to that date, staff will work on completing testing, confirming that data is ready for conversion, and focusing on any issues that need to be resolved before go-live.

Mr. Marshall informed the committee that TCRS was sending letters to members explaining changes that will occur on their retirement account as a result of implementing the Retired Payroll module. The letters will address payments issued by debit card, an increase in the member's net benefit due to tax calculation changes, or multiple deposits that will be made if the member has more than one benefit. After go-live, TCRS and Concord staff will review and make changes to records that were not converted or were not converted properly and will continue to test functions such as cost of living adjustments, actuarial reports, and tax reporting that were not tested prior to implementing the Retired Payroll module.

Mr. Marshall indicated that the design of Phase 6 – Active Members and Employer Reporting is nearing completion. The focus for Phase 6 has shifted from design to data conversion. Mr. Marshall indicated that the Concord staff continues to have discussions with employers regarding the employer reporting process. Mr. Marshall also reported that testing of the employer files will begin in the summer of 2013.

Field Services

Ms. Bachus introduced Melissa Davis, Supervisor of Field Services, to provide an update about employer participation in TCRS. Ms. Davis presented information regarding two entities: Second South Cheatham Utility District and Madison Suburban Utility District. Ms. Davis indicated that the Comptroller's office had reviewed each of these entities' budgets and the budgets appear sufficient to fund the retirement costs. The administrative committee gave a unanimous recommendation to the Board that the entities be approved for participation in TCRS.

Experience Study

Ms. Bachus indicated that the actuary continues to work on the TCRS Experience Study. The Experience Study is performed every four years to determine if actual experience of the plan matches the assumptions adopted and if any changes need to be made to the assumptions used in the Actuarial Valuation.

Adjournment

With no other business, the Administrative Committee of the Board of Trustees adjourned at 9:45 a.m. on March 22, 2013.

Respectfully Submitted,

Handwritten signature of James E. Wayman in blue ink. The signature is written in a cursive style and includes a small "BD" in the upper right corner.

James E. Wayman
Assistant Director, TCRS

Approved:

Handwritten signature of Jill Bachus in blue ink. The signature is written in a cursive style.

Jill Bachus
Administrative Committee Chair