

Minutes of the Administrative Committee

September 26, 2014

The Administrative Committee of the Board of Trustees of the Tennessee Consolidated Retirement System met on Friday, September 26, 2014 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: Ms. Jill Bachus, Director of TCRS, Mr. Kevin Fielden, Ms. Angie Judish, Mr. Gill Kendrick, 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 launched the final phase of Concord on July 28, 2014. Staff continues to identify, review, and prioritize the Problem Incident Reports (PIRs) for monthly builds. Once a build is delivered, staff has one week to test the PIR resolutions. After testing, a decision is made to accept or reject the build. Accepted builds are deployed to production on a Sunday night.

Mr. Marshall discussed system performance issues being encountered by staff. Mr. Marshall indicated that system performance includes the time it takes to search for members, perform transactions and run batches. Staff continues to monitor and work with Deloitte to adjust system performance.

Mr. Marshall next discussed the Concord work needed to produce member annual statements, launching member self-service and the programming for calculations for the Hybrid Pension Plan. Mr. Marshall indicated that the statements would be made available to members online and TCRS would notify employers when the statements were ready for review. Member self-service will be released in phases with the initial phase allowing members to review their TCRS record and annual statement. At a later date, members will be able to apply for retirement, service purchase and refunds online. Finally, Mr. Marshall informed the committee that work would begin soon on programming Concord to determine eligibility and calculate benefits under the Hybrid Pension Plan.

Employer Reporting

Ms. Bachus introduced Mr. Jamie Wayman, Assistant Director TCRS, to provide an update regarding employer reporting. Mr. Wayman discussed that TCRS launched Concord July 28, 2014 which also began the July reporting period for employers. Mr. Wayman indicated that since the employer reporting process changed with the launch of Concord, TCRS has waived the employer penalties for July and August. Mr. Wayman informed the committee that 6 employers out of approximately 780 reporting employers have not remitted for July. TCRS staff is in contact with these employers and providing assistance to remit the file and funds. For August, there are 45 employers that have not reported and staff is working with these employers. Next, Mr. Wayman indicated that the templates for September will be generated over the weekend.

Operations Update

Mr. Wayman next provided an update on TCRS operations since the launch of Concord. With the launch of any new system, there is a decline in production as staff learns the new system. Due to the learning curve, Mr. Wayman indicated that there are approximately 1,600 retirement applications to be worked. TCRS has added two new quality assurance staff and one part-time employee to help review the applications after specialists have calculated the retirement benefits. In addition, TCRS is prioritizing the retirement applications based on the date of retirement and the date of receipt.

Political Subdivision Participation

Ms. Bachus introduced Ms. Melissa Davis, Supervisor of Employer Services, to provide an update about employer participation in TCRS. Ms. Davis presented information regarding the McMinn County Economic Development Authority and the Upper Cumberland Gas Utility District. Ms. Davis indicated that both entities are petitioning for membership in the Legacy Defined Benefit plan. The administrative committee gave a unanimous recommendation to the Board that the McMinn County Economic Development Authority and the Upper Cumberland Gas Utility District be approved for participation in TCRS.


Other Business

Ms. Bachus introduced Mr. Charles Archer as a new TCRS board member nominee. Mr. Archer has been nominated to replace Ms. Priscilla Bright as one of the state employee representatives. Ms. Bright retired earlier in the year. In addition, Ms. Bachus indicated that the Board would be voting today on the funding policy for TCRS that was discussed at the last Administrative Committee meeting as well as voting on Executive Committee members.

Adjournment

With no other business, the Administrative Committee of the Board of Trustees adjourned at 9:45 a.m. on September 26, 2014.

Respectfully Submitted,



James E. Wayman

Assistant Director, TCRS

Approved:



Jill Bachus

Administrative Committee Chair