

James R. Wilbanks, Ph.D.
Retirement Administrator



Telephone: (707) 463-4328
(707) 467-6473
Fax: (707) 467-6472

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

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

Request of Member David Pelser for Board Review Regarding the Application of Reciprocity:

We have scheduled the review of Mr. Pelser's benefit determination for the regular May Board of Retirement meeting.

Pension Administration System Monthly Report:

We are nearing the finalization of the contract for the Electronic Document Management System (EDMS) and expect to begin the project in the very near future.

Benefit Check Mailing:

Beginning July 1, 2016 we will change the timing of mailing retirement benefit paper checks. Current practice is to mail the checks in advance of the last day of the month, so that beneficiaries receive their check on the last day of the month. This practice creates issues as we are generating the checks days prior to the date printed on the check. Additionally, in some months beneficiaries may receive the checks prior to the date on the check which creates further problems. Finally, mailing the checks on the last day of the month will allow for a cleaner reconciliation process in PensionGold. The July 1, 2016 effective date allows us to provide ample notice to those clients still receiving a paper check of the change in practice.

30 Year Employee Contributions:

At the end of General Board Member Discussion on this topic during the March Board of Retirement meeting, I made a comment that I believe bears repeating. Our actuary is aware of the plan provision that employee contributions cease when the employee reaches 30 years of service. Since the actuary is aware of this plan provision, and factors it into their projections, the provision does not result in any increase in the unfunded actuarial accrued liability (UAAL) as a result of an employee reaching the 30 years of service mark and the contributions from the employee ceasing.

625 Kings Court Maintenance Update:

We continue to work with County building maintenance staff on the minor items identified in the inspection report from last year. General Services still is preparing cost estimates for the larger work components for us to consider and prioritize.

Administrative and Operations Update:

I have no updates to report as of this writing.



MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM
Project: PENSION ADMINISTRATION SYSTEM



Report Type:	Monthly Status Report
Status Date:	4/1/2016
Project Managers:	Rob Ellison – Linea, Jack Blonski – LRS Pension Gold
MCERA Team Members:	Katy Richardson, Judy Zeller, Stan Conwell, Sylvia McGee
Report Period:	March 2016

1. Current Period Activities

Activity	Comments
Design	1. Design for all phases of the project and change orders is complete. The ten correspondence documents and five reports as requested by MCERA have completed design and are currently in testing.
Data Conversion	2. The final data conversion and updates was completed on 1/4/2016 to coincide with the go-live event. Any additional data conversion issues discovered at this point forward will be resolved either through data scripts or through the online interface of the application.
Development	3. Development for all phase of the project is complete including the ten correspondence documents and the five reports as mentioned in #1 above.
User Acceptance Testing	4. User Acceptance Testing was completed on 10/29/2015.
Production Parallel Processing	5. Production Parallel began Monday 11/4/2015 and was completed on 12/31/2015.
Go-Live Full Production Mode	6. Go-Live, or the conclusion of the parallel processing time period, when PensionGold becomes the system of record, was completed on 1/4/2016. PensionGold is live and is the system of record for membership information at MCERA. All membership and pension activities occurred in PensionGold including the following: 7. MCERA is now processing all employer contribution reports, member benefit payrolls and all other pension system functionality in PensionGold. 8. MCERA will process the 1099R's for 2015 in MUNIS as MUNIS was the system of record for 2015. Beginning in January 2017, 1099R's for 2016 will run out of PensionGold.
Warranty & Maintenance	9. The 90 day warranty period ends April 4, 2016. 10. Following the warranty period, MCERA will enter into the Maintenance and Support arrangement with LRS. LRS conducted a transition meeting with MCERA staff on 3/24/2016.
New Trouble Tickets	11. All trouble tickets that were critical for go-live were resolved prior to the go-live time period. Moving forward, all trouble tickets will be handled via the same process as part of the warranty period and production support.
Open Change Requests	12. Four change requests were approved and completed as part of the implementation of the project and as noted on previous status reports.
New Change Requests	13. A new change request for \$900 was created and approved for PensionGold to modify the benefit calculation of the unmodified 60% benefit with a qualified beneficiary at death. Members who retire on or after 9/17/2014 electing this option will be paid with the COLA at 60%, those prior to this date, 100%.

2. Scheduled Activities

Activity	Comments	Start Date	Due Date	Status	Percent Complete
Requirements	14. Delivery by MCERA to LRS of items identified in requirements sessions	12/10/2013	1/10/2014 1/24/2014	Complete	100%
Data Conversion	15. Data Conversion is complete as of 1/4/2016.	12/2/2013	1/4/2016	Complete	100%
Deliverable 1	16. Design, development, system release testing, UAT training, and UAT complete.	12/19/2013	9/30/2014	Complete	100%



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Activity	Comments	Start Date	Due Date	Status	Percent Complete
Deliverable 2	17. Design, development, system release testing, UAT training, and UAT complete.	6/23/2014	6/30/2015	Complete	100%
Deliverable 3	18. Design, development, system release testing, UAT training, and UAT complete (except as noted in #1 above).	4/15/2015	4/30/2016	In process as noted in #1 above	95%
Parallel Processing	19. Pension Gold run in parallel with existing systems and processes	11/2/2015	12/31/2015	Complete	100%
Production Go-Live	20. Milestone date for system go-live and beginning of parallel processing.	N/A	1/4/2016	Complete	100%
Project Completion	21. All documentation delivered 22. Training completed 23. Old system discontinued 24. Warranty period completed 25. System acceptance sign off	N/A	4/30/2016	In process	N/A

3. Budget Overview

Description	Approved Budget	Paid To Date
Pension Admin System Implementation		
LRS (Hosting, software, vendor implementation services, includes change orders)	\$1,403,310.00	\$0.00
LRS additional support	\$0.00	\$0.00
County IT	N/A	\$45,428.25
Linea	\$490,500.00	\$400,290.64
Total for all Phases	\$1,893,810.00	\$445,718.89
Projected Total for all Phases		\$1,893,810.00