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MENDOCINO COUNTY
EMPLOYEES' RETIREMENT ASSOCIATION
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Date: April 15, 2015
To: Board of Retirement
From: James Wilbanks, Retirement Administrator
Subject: Administrator Report

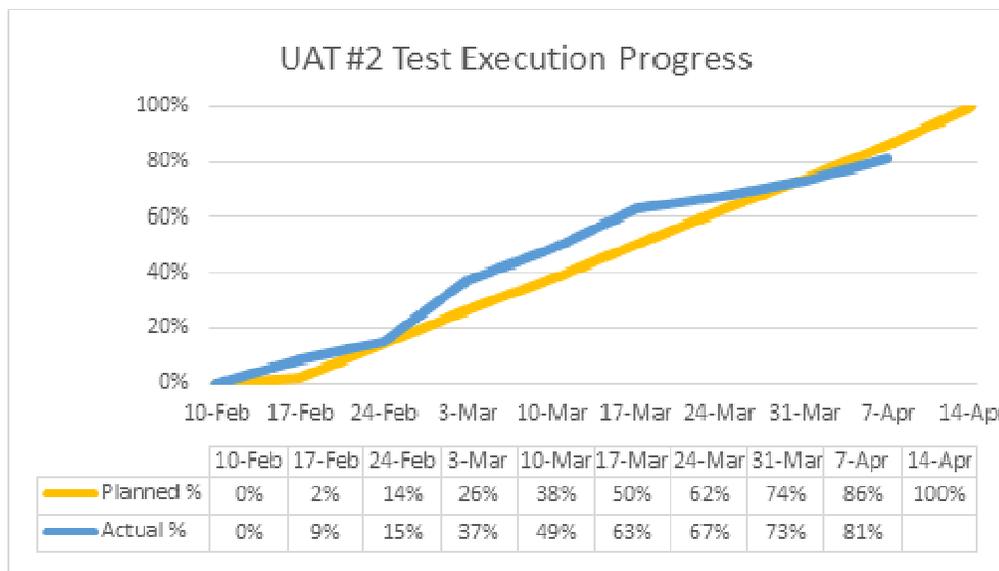
Administrative and Operations Update

We experienced an abrupt and unexpected staff departure in March. I am taking a strategic approach to filling the opening. I will be working with the County Human Resources staff to find the right person for the continued future success of MCERA.

Pension Administration System Monthly Report:

Please see the enclosed report from Rob Ellison with Linea Solutions regarding the Pension Administration System.

Staff is approaching the end of the second round of user acceptance testing (UAT #2). As the graphic indicates, progress has slowed and we now project we will finish this round of testing about 10 days behind schedule. The cause for the delay is the loss of one staff member referenced above.





MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM
Project: PENSION ADMINISTRATION SYSTEM



Report Type:	Monthly Status Report
Status Date:	3/12/2015
Project Managers:	Rob Ellison – Linea, Jack Blonski – LRS Pension Gold
MCERA Team Members:	Katy Richardson, Judy Zeller, Christie O’Ferrall
Report Period:	February 2015

1. Current Period Activities

Activity	Comments
Design	<ul style="list-style-type: none"> Deliverable #3 (Member Self Service) design discussions began in March 2015 (one month earlier than planned) and will continue through April 2015. It is anticipated that the early start may provide for an on time delivery of #3 allowing sufficient time for testing at the end of the project.
Data Conversion	<ul style="list-style-type: none"> 6 total issues are outstanding (6 last month), 133 closed issues (132 last month). The project team has been able to stay current by resolving data conversion issues in a timely manner. Data Conversion for UAT #2 was completed in January allowing the test environment to be available for UAT #2 that started on 2/9/2015. As conversion issues are resolved, the project team may elect to refresh the data in the testing environments as needed.
Development	<ul style="list-style-type: none"> Development for deliverable #3 will follow the design for deliverable #3.
User Acceptance Testing	<ul style="list-style-type: none"> Follow up test cases to test full transmittal payroll files from the Court and the County are currently being tested as part of UAT #2. A full Court file has been imported and reconciled in PensionGold. Issues from this test are being addressed. The full County transmittal file will be tested in the March/April time frame. RISK: The task of setting up a secure location within County I.T. as a target and source of the County and Court transmittal files was reported as a lagging task and a risk to the project schedule in last month’s report. This issue has been partially resolved. The core issue of setting up a secure location within I.T. has been resolved as the secure location setup is complete and the location is now being used. However, some follow up details as to the timing and automation of the transmittal files is being addressed. As the core issue has been resolved, this item has been removed as a risk to the project. UAT #2 is currently in progress and the expectation to complete UAT on 4/14/2015 is currently high. The testing team is trending about one week ahead of schedule, however, it is anticipated that the time will be needed at the end of UAT.
New Trouble Tickets	<ul style="list-style-type: none"> With the start of UAT #2 in February, Problem Incident Reports (PIR’s) and related activity has started up again on the project. For February, 15 new PIR’s were created, 14 of those are in review or being addressed by LRS, and 1 has been resolved.
Open Change Requests	<ul style="list-style-type: none"> No pending change requests The “Check Print” change request has been designed and developed. Initial testing proves the ability of PensionGold to print checks. The associated business processes and set up items are being addressed by the MCERA team.
New Change Requests	<ul style="list-style-type: none"> None

2. Scheduled Activities

Activity	Comments	Start Date	Due Date	Status	Percent Complete
Requirements	<ul style="list-style-type: none"> Delivery by MCERA to LRS of items identified in requirements sessions 	12/10/2013	1/10/2014 1/24/2014	Complete	100%
Analysis of In-House Printing	<ul style="list-style-type: none"> Executive summary outlining the options, costs, and pros/cons of each option for printing checks, advices and 1099’s was provided to MCERA. 	12/12/2013	3/28/2014	Complete	100%



MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM
Project: PENSION ADMINISTRATION SYSTEM



Activity	Comments	Start Date	Due Date	Status	Percent Complete
Data Conversion	<ul style="list-style-type: none"> Data Conversion complete through UAT #2. Existing issues are being addressed and planning for deliverable #3 are in progress. 	12/2/2013	7/22/2015	In Progress	55%
Deliverable 1	<ul style="list-style-type: none"> Design, development, system release testing, UAT training, and UAT complete. 	12/19/2013	9/30/2014	Complete	100%
Deliverable 2	<ul style="list-style-type: none"> Benefit Calculations and Payments, design development complete. UAT scheduled from 2/9/2015 to 4/14/2015. 	6/23/2014	4/14/2015	In Progress	70%
Deliverable 3	<ul style="list-style-type: none"> System and MemberDirect (member self-service) design has started one month early. 	4/15/2015	7/22/2015	In Progress	1%
Production Go-Live	<ul style="list-style-type: none"> Milestone date for system go-live and beginning of parallel processing 	N/A	9/22/2015	N/A	N/A
Parallel Processing	<ul style="list-style-type: none"> Pension Gold run in parallel with existing systems and processes 	7/22/2015	9/22/2015		0%
Project Completion	<ul style="list-style-type: none"> All documentation delivered Training completed Old system discontinued Warranty period completed System acceptance sign off 	N/A	9/22/2015		N/A

3. Budget Overview

Description	Approved Budget	Paid To Date
Pension Admin System Implementation		
LRS (Hosting, software, vendor implementation services, includes change orders)	\$1,397,310.00	\$0.00
LRS additional support	\$0.00	\$0.00
County IT	N/A	*\$29,761.74
Linea	\$490,500.00	**\$241,560.01
Total for all Phases	\$1,887,810.00	\$271,321.75
Projected Total for all Phases		\$1,887,810.00

*through 1/31/2015

**through 2/28/2015