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Retirement Administrator



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

Date: May 6, 2015
To: Board of Retirement
From: Katy Richardson, Senior Retirement Specialist
Subject: April 2015 Retirement Report

MEMBERSHIP AS OF MARCH 31, 2015:

MEMBERSHIP CATEGORY	NUMBER OF MEMBERS
ACTIVE MEMBERS	1,069
ACTIVE DECEASED	0
RETIRED MEMBERS	1,379
RETIRED DECEASED	0
NEW MEMBERS	12
TERMINATIONS	3
WITHDRAWN NOT VESTED	3
WITHDRAWN VESTED	1
INACTIVE VESTED	274

RETIREMENTS PROCESSED IN MARCH:

RETIREE NAME	DATE OF RETIREMENT	DEPARTMENT
JOHN ALMIDA	03/28/15	DOT
RANDI ANDRADE	03/28/15	CoCo
TROY FURMAN	03/28/15	SHERIFF
IGNACIO GONZALEZ	02/28/15	P&B
LLOYD HERNANDEZ	03/31/15	SHERIFF
DEBORAH JOHNSON	03/28/15	COURTS
RICHARD MADSEN	03/28/15	DOT
TIMOTHY MARSH	03/28/15	SHERIFF
MARY MORETTA	03/28/15	DSS
CARIN SHARP	03/27/15	JAIL
LINDA STAPLES	03/28/15	DSS
LINDA STRANGIO	03/31/15	DSS
TAMMI WESELSKY	03/29/15	HR
JENNIFER WYATT	02/27/15	EXEC



MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM
Project: PENSION ADMINISTRATION SYSTEM



Report Type:	Monthly Status Report
Status Date:	4/30/2015
Project Managers:	Rob Ellison – Linea, Jack Blonski – LRS Pension Gold
MCERA Team Members:	Katy Richardson, Judy Zeller, Stan Conwell
Report Period:	April 2015

1. Current Period Activities

Activity	Comments
Design	<ol style="list-style-type: none"> Deliverable #3 includes Member Self Service, General Ledger, and Actuarial Extract functionality. It is taking a little longer than expected to finalize the details of General ledger and the Actuarial Extracts. Expectations are that these tasks will be completed in May, 2015. Two minor change requests (mentioned in the change request section below) are included in the final design. <ul style="list-style-type: none"> Change to include additional member self-service functionality. Change to include a positive pay file from the bank to be used in reconciliation.
Data Conversion	<ol style="list-style-type: none"> Three (3) total issues are outstanding (3 last month), 137 closed issues (137 last month). No conversion issues were opened or closed last month, however, the three open items are being actively worked on. Data Conversion is now preparing for the next iteration of UAT (UAT for deliverable #3) that is scheduled for May, 2015.
Development	<ol style="list-style-type: none"> Development for deliverable #3 has started and will be completed once the design (mentioned above) is completed.
User Acceptance Testing	<ol style="list-style-type: none"> RISK: MCERA lost a resource in March, 2015 and the project support team has changed from three to two resources. This poses a significant risk to the project schedule as the MCERA resources will now share a larger share of the project tasks such as testing activities, and will share an increased work load for day to day operational responsibilities. UAT #2 which was scheduled to be completed in April is now scheduled to be completed in May as the remaining test cases and retests are in progress. Currently, this delay is affecting the overall project schedule. The combined effect of fewer resources, the extra time needed in testing, and the new design elements (see #9 below) is moving the overall schedule out about 6-8 weeks at this time.
New Trouble Tickets	<ol style="list-style-type: none"> For the month of April, four (4) new Problem Incident Reports (PIR's) were created from testing activities, seven (7) are in review or being addressed by LRS, 14 are in re-test status and four (4) were resolved.
Open Change Requests	<ol style="list-style-type: none"> No new or pending change requests. Three (3) change requests have been approved on the project: <ul style="list-style-type: none"> 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. The Positive Pay change request has been approved. This includes the bank interface file that is used to reconcile payment transactions with the bank. The Additional Self-Service Member Portal Functionality change request has been approved. This provides additional functionality for the member portal that is available in PensionGold and will provide greater service and capabilities to the members.
New Change Requests	<ol style="list-style-type: none"> No new change Requests.

2. Scheduled Activities

Please note that the due dates on current project tasks and activities below has been extended by about six weeks as explained in item #7 above.

Activity	Comments	Start Date	Due Date	Status	Percent Complete
Requirements	11. Delivery by MCERA to LRS of items identified in requirements sessions	12/10/2013	1/10/2014 1/24/2014	Complete	100%



MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM
Project: PENSION ADMINISTRATION SYSTEM



Activity	Comments	Start Date	Due Date	Status	Percent Complete
Analysis of In-House Printing	12. 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%
Data Conversion	13. Data Conversion complete through UAT #2. Existing issues are being addressed and planning for deliverable #3 are in progress.	12/2/2013	9/8/2015	In Progress	73%
Deliverable 1	14. Design, development, system release testing, UAT training, and UAT complete.	12/19/2013	9/30/2014	Complete	100%
Deliverable 2	15. Benefit Calculations and Payments, design development complete. UAT is 90% complete. The positive pay file needs developed and tested.	6/23/2014	5/18/2015	In Progress	95%
Deliverable 3	16. System and MemberDirect (member self-service) design is in progress. Early development has also started.	4/15/2015	8/24/2015	In Progress	10%
Production Go-Live	17. Milestone date for system go-live and beginning of parallel processing	N/A	11/2/2015	N/A	N/A
Parallel Processing	18. Pension Gold run in parallel with existing systems and processes	8/31/2015	11/2/2015		0%
Project Completion	19. All documentation delivered 20. Training completed 21. Old system discontinued 22. Warranty period completed 23. System acceptance sign off	N/A	11/2/2015		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	*\$30,758.92
Linea	\$490,500.00	\$ **\$261,495.01
Total for all Phases	\$1,887,810.00	\$292,253.93
Projected Total for all Phases		\$1,887,810.00

*through 3/31/2015

**through 4/30/2015

PAYMENT AGREEMENT

This agreement is entered into between Mary Melvin and the Mendocino County Employees' Retirement Association ("MCERA")

Factual Recitals

Whereas, Ms. Melvin has received an overpayment of retirement benefits paid to her by MCERA.

Whereas, MCERA has a fiduciary obligation to conserve and protect the assets of the retirement fund.

Whereas, MCERA has an obligation to make every reasonable effort to recover amounts that have been overpaid through mistake or inadvertence.

Whereas, to avoid the uncertainties of litigation, the parties have agreed that the amount of the overpayment to be repaid is \$1,768.38.

Agreement

Ms. Melvin agrees to execute a Promissory Note (Exhibit A) providing for a one-time payment of \$1,768.38. The payment will take the form of a check made out to MCERA drawn on an account of Ms. Melvin.

Ms. Melvin enters into this Agreement voluntarily and had been advised that she had the opportunity to review it with counsel of her choosing.

Dated: May __, 2015

Mary Melvin

Dated: May __, 2015

Shari Schapmire
Chair, Board of Retirement

DRAFT

Exhibit A

PROMISSORY NOTE

\$1,768.38

Ukiah, California

I, Mary Melvin, promise to pay the Mendocino County Employees' Retirement Association, 625B Kings Court, Ukiah, California 95482, the sum of \$1,768.38 in May 2015.

Further, if I should pass away before making the payment, I understand and agree that the remaining balance due would be a debt of my estate.

Dated: May __, 2015

Mary Melvin

PAYMENT AGREEMENT

This agreement is entered into between Wanda Gambino and the Mendocino County Employees' Retirement Association ("MCERA")

Factual Recitals

Whereas, Ms. Gambino has received an overpayment of retirement benefits paid to her by MCERA.

Whereas, MCERA has a fiduciary obligation to conserve and protect the assets of the retirement fund.

Whereas, MCERA has an obligation to make every reasonable effort to recover amounts that have been overpaid through mistake or inadvertence.

Whereas, to avoid the uncertainties of litigation, the parties have agreed that the amount of the overpayment to be repaid is \$10,733.86.

Agreement

Ms. Gambino agrees to execute a Promissory Note (Exhibit A) providing for regular monthly payments beginning May 1, 2015, of \$89.45 for 119 months, and one final payment of \$89.31. The periodic payment will take the form of deductions from the monthly benefit payments to Ms. Gambino. By this Agreement, MCERA is expressly authorized to make the agreed-upon deductions.

Ms. Gambino enters into this Agreement voluntarily and had been advised that she had the opportunity to review it with counsel of her choosing.

Dated: May __, 2015

Wanda Gambino

Dated: May __, 2015

Shari Schapmire
Chair, Board of Retirement

DRAFT

Exhibit A

PROMISSORY NOTE

\$10,733.86

Ukiah, California

I, Wanda Gambino, promise to pay the Mendocino County Employees' Retirement Association, 625B Kings Court, Ukiah, California 95482, the sum of \$10,733.86 in installments of \$89.45 per month, beginning May 1, 2015 for a total of 119 months, and one final payment of \$89.31. MCERA is authorized to deduct each installment payment from the monthly benefit amount payable to me.

Further, if I should pass away before making the final payment, I understand and agree that the remaining balance due would be a debt of my estate.

Dated: May __, 2015

Wanda Gambino