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MENDOCINO COUNTY
EMPLOYEES' RETIREMENT ASSOCIATION
625-B KINGS COURT
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Date: February 18, 2015
To: Board of Retirement
From: James Wilbanks, Retirement Administrator
Subject: Administrator Report

March 2015 Board of Retirement Meeting Update:

Due to a scheduling conflict, the Joint meeting of the Board of Supervisors and the Board of Retirement will not occur in March as originally scheduled. The March 2015 Board of Retirement Meeting is scheduled for March 18, 2015 at 8:30 AM in the MCERA Conference Room. I will work with the County Chief Executive Officer to reschedule the joint meeting and will apprise the Board of developments.

Pension Bridge Conference

I plan to attend The Pension Bridge Annual Conference on April 7-8, 2015. You can find information about the conference, including the agenda, at pensionbridge.com.

Pension Administration System Monthly Report:

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

Administrative and Operations Update

I am continuing my review of MCERA policies, procedures, processes, operations and on-going projects. We have already begun making incremental changes in several of these areas. When my review is complete, I will develop a plan to start moving forward on changes to improve various aspects of Association business.



MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM
Project: PENSION ADMINISTRATION SYSTEM



Report Type:	Monthly Status Report
Status Date:	2/9/2015
Project Managers:	Rob Ellison – Linea, Jack Blonski – LRS Pension Gold
MCERA Team Members:	Katy Richardson, Judy Zeller, Christie O’Ferrall
Report Period:	January 2015

1. Current Period Activities

Activity	Comments
Design	<ul style="list-style-type: none"> Deliverable #2 (Benefits and Payments) design sessions, reviews, and sign-offs are complete. Deliverable #3 (Member Self Service) design discussions will begin in April 2015 following the completion of UAT for Deliverable #2.
Data Conversion	<ul style="list-style-type: none"> 6 total issues are outstanding (3 last month), 132 closed issues (131 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 scheduled to begin the week of 2/9/2015.
Development	<ul style="list-style-type: none"> Development for deliverable #2 is complete. Development for deliverable #3 will follow the design for deliverable #3.
User Acceptance Testing	<ul style="list-style-type: none"> Follow up test cases that will test full payroll / contribution files from the Court and the County are planned as part of UAT #2. RISK: The task of setting up a secure location within County IT as a target and source of the County and Court files is behind schedule and will begin to impact the current schedule. The project team needs to test with live contribution files from both the County and the Court. This task was pushed from UAT #1 to UAT #2 because of the delay. This task needs completed so that adequate test time is completed in UAT #2 (UAT #2 is scheduled from 2/10/2015 through 4/14/2015). If the task of creating and setting up the secure location for the contribution files is not completed by 2/20/2015, it will begin to impact the currently go-live date. UAT #2 is scheduled to begin 2/10/2015. LRS will be onsite to conduct UAT training from 2/10/2015 through 2/12/2015.
New Trouble Tickets	<ul style="list-style-type: none"> No new trouble tickets in January. However, this number will go up in February with the testing for deliverable #2.
Open Change Requests	<ul style="list-style-type: none"> No pending change requests The “Check Print” change request has been designed and developed. Testing of the print check process is planned as part of UAT #2.
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%
Data Conversion	<ul style="list-style-type: none"> Multiple iterations will be needed during implementation 	12/2/2013	7/22/2015	In Progress	52%
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%



MENDOCINO COUNTY EMPLOYEES' RETIREMENT SYSTEM
Project: PENSION ADMINISTRATION SYSTEM



Activity	Comments	Start Date	Due Date	Status	Percent Complete
Deliverable 2	<ul style="list-style-type: none"> Benefit Calculations and Payments, design development complete. UAT starts in February. 	6/23/2014	4/14/2015	In Progress	65%
Deliverable 3	<ul style="list-style-type: none"> System and MemberDirect (member self-service) 	4/15/2015	7/22/2015	Not Started	0%
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	**\$224,358.76
Total for all Phases	\$1,887,810.00	\$254,120.50
Projected Total for all Phases		\$1,887,810.00

*through 1/31/2015

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