

Chairperson: Steve Cady, 278-4347
Clerk: Jodi Mapp, 278-4073

**SPECIAL MEETING
SELECT COMMITTEE ON DEFERRED COMPENSATION**

Monday, March 17, 2008 – 1:30 p.m.

Milwaukee County Courthouse - Room 203-P

MINUTES

PRESENT: Mark Grady, Susan Walker, Rick Ceschin, Jackie Russell, and Steve Cady (Chair)

SCHEDULED ITEMS:

1. 08DC07 From Reinhart Boerner Van Deuren, recommending administrative procedures related to the processing of Plan Approved Domestic Relations Orders (PADRO).

00:36 The Chairman stated last summer the Committee amended the Plan's governance document to reflect the acceptance of domestic relations orders. There have been none since that time but in anticipation of these orders, it is necessary to provide clear guidance as to how the process will work. Mr. Choice from Reinhart Boerner drafted administrative procedures that addresses this issue. He also included a model domestic relations order (copies attached to original minutes) for the Committee's review. Mr. Chairman briefly highlighted the process reminding the Committee that once an order is received, it is forwarded to legal counsel for review and then to Great-West for processing.

Questions and comments ensued.

ACTION BY: (Ceschin) Accept the Administrative Procedures for Processing Plan Approved Domestic Relations Orders as laid out in correspondence received from Reinhart Boerner Van Deuren. 5-0

AYES: Grady, Walker, Ceschin, Russell, and Cady (Chair) – 5

NOES: 0

**** CLOSED SESSION ****

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(e), for the purpose of discussing the following matter(s). The Committee may reconvene into open session to take whatever action(s) it may deem necessary on the said matter(s).

2. 08DC08 From Ennis Knupp and Associates, Third Party Administrator Request for Proposals (RFP) analysis and discussion of responses.

SCHEDULED ITEMS (CONTINUED):

APPEARANCES (via conference call):

Laurel Nicholson, Ennis Knupp and Associates

Jamie McAllister, Ennis Knupp and Associates

00:21 ***ACTION BY: (Ceschin) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(e), for the purpose of discussing Item #2. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid items. 5-0***

AYES: Grady, Walker, Ceschin, Russell and Cady (Chair) – 5

NOES: 0

The Committee convened into closed session at approximately 1:45 p.m. and reconvened in open session at approximately 2:05 p.m. The roll call was taken, and all Committee Members were present.

01:19 Ms. McAllister explained in early 2007, the Select Committee on Deferred Compensation decided to issue a Request for Proposals (RFP) for record keeping and administrative services. In early December of 2007, an RFP was released through the Milwaukee County website and sent directly to parties that had expressed an interest. It was also advertised in several publications including the Daily Reporter. On December 11, 2007, a bidder's conference was held, which gave providers an opportunity to obtain additional clarification/information regarding the RFP and the process. All interested providers notified Ennis Knupp and Milwaukee County. RFP responses were due January 4, 2008.

Ms. McAllister continued by stating that after analyzing the different record keepers, Ennis Knupp met with the Select Committee in mid February to present the analysis that had been done on the different providers. During the meeting, five different providers were reviewed for record keeping services, as well as one provider who responded for only management of the stable value fund. Guidelines used to analyze the perspective providers included evaluation of their fund organizational team, education and communication capabilities, participant services, record keeping and administrative capabilities, stable fund management capabilities and flexibility, and finally, their proposed fees. This evaluation narrowed down the providers to four finalists. At that point, the four finalists were asked to present their best and final offers. The best final offers were analyzed and discussed in closed session during this meeting in which the Committee selected a finalist provider based on recommendations from Ennis Knupp.

The representatives of Ennis Knupp indicated that the selected vendor scored the highest based on the evaluation matrix included in the RFP.

Questions and comments ensued.

SCHEDULED ITEMS (CONTINUED):

ACTION BY: (Grady) Select and award a five-year contract to Great-West Retirement Services subject to review by legal counsel of the contract and negotiation with Great-West including the exploration of additional opportunities to enhance Disadvantaged Business Enterprise (DBE) participation. 5-0

AYES: Grady, Walker, Ceschin, Russell and Cady (Chair) – 5

NOES: 0

3. 08DC09 Future regularly scheduled meetings of the Select Committee on Deferred Compensation:

- May 19, 2008
- July 28, 2008
- November 17, 2008

(INFORMATIONAL ONLY, UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)

00:01 The Chairman indicated that the Committee is back on its regular meeting schedule. He announced the next regularly scheduled meeting date of May 19, 2008. He stated that if there are any hardship withdrawal requests that would require the Committee to meet before then, everyone will be notified.

This meeting was recorded. The foregoing items were not necessarily considered in agenda order. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes, along with the audio recording of this meeting, is available in the County Board Committee Services Division.

Length of meeting: 1:30 p.m. to 2:48 p.m.

Adjourned,

Jodi Kapp

Committee Clerk

Select Committee on Deferred Compensation