



**Milwaukee County Employees' Retirement System (ERS)  
February 2, 2022 Actuarial, Audit, and Risk Committee Meeting  
MINUTES**

**Call to Order**

Actuarial, Audit, and Risk Committee Chair called the Actuarial, Audit, and Risk Committee meeting to order at 10:02 a.m. on Wednesday, February 2, 2022. The meeting was held virtually due to Milwaukee County's and the City of Milwaukee's Stay Safe MKE initiative limiting gatherings in light of the COVID-19 pandemic.

**Committee Members Present:**

Nicole Best  
Elena LaMendola  
David Robles  
Rob Worzalla

**Others Present:**

Erika Bronikowski, Retirement Plan Services  
Jacob Augustine, Retirement Plan Services  
Cynthia Pahl, Milwaukee County Comptroller's Office  
Jessica Culotti, Reinhart Boerner Van Deuren  
Judd Taback, Office of Corporation Counsel  
Stefanie Scasser, Office of Corporation Counsel  
Darlene Middleman, Baker Tilly US, LLP  
Paul Frantz, Baker Tilly US, LLP

**Other Pension Board Members Present:**

**1. Topic: Chairperson's Report**

Committee Chairperson Robles noted that the Committee's priorities in early 2022 include the annual audit and discussion of a Request for Proposal for Actuarial Services.

**2. Topic: Election of Actuarial, Audit, and Risk Committee Chairperson**

Ms. Bronikowski explained that the Committee elects a new Chair at the first meeting of even years. In accordance with the Pension Board and Committee Charter, the Committee appointments will be reassigned in 2022 and a new Chair will be elected at the first meeting of 2022.

Trustee Robles nominated Trustee Best to be Committee Chair. Trustee Worzalla seconded the motion. The motion passed unanimously.

Trustee Robles continued to Chair the balance of the meeting.

Trustee Best noted that she is the Chief Financial Officer of a company that uses Baker Tilly for auditing services but that audit is completely unrelated to the annual audit of the Employees' Retirement System of Milwaukee County and the teams conducting the audits are separate.

**3. Topic: Meeting Minutes – December 1, 2021**

A motion by Trustee Robles, seconded by Trustee Best, was made to approve the December 1, 2021 Actuarial, Audit, and Risk Committee Meeting minutes. The motion passed unanimously.

*The Committee entered closed session under Section 19.85(1)(e), Wis. Stats., with regard to items 4 and 5 or the purpose of receiving oral or written advice from legal counsel concerning strategy to be adopted with respect to pending or possible litigation and under Section 19.85(1)(g), Wis. Stats., with regard to item 6 for discussing the negotiation related to the expenditure of public moneys or involving public resources.*

**4. Topic: Baker Tilly – 2021 Financial Statement Audit Preliminary Communications**

The Committee discussed Item 4 in closed session. Retirement Plan Services staff exited the meeting for the duration of this item. Upon returning to open session, no action was taken.

**5. Topic: Overpayment Collections**

The Committee discussed Item 5 in closed session. Upon returning to open session, a motion was made by Trustee Robles to hold a working meeting with the Comptroller's office, County Executive, Pension Board, and Retirement Plan Services to discuss this item. The motion was seconded by Trustee Best and it passed unanimously.

**6. Topic: Actuarial Services RFP**

The Committee discussed Item 6 in closed session. Upon returning to open session, a motion was made by Trustee Best to direct Retirement Plan Services to commence the process of developing and issuing a Request for Proposal for actuarial services. The motion was seconded by Trustee Robles and it passed unanimously.

**7. Topic: Litigation Monitoring Services Update**

Ms. Bronikowski explained that in December 2021, the Pension Board selected a firm to conduct litigation monitoring. The firm, Levi & Korsinsky has submitted the draft contract which is under review with Counsel and should be completed shortly.

**8. Topic: Pension Administration System Upgrade**

Ms. Bronikowski explained that in February 2021, pension administration system upgrade contract was signed. The upgrade project is scheduled from March 2021 through October 2022. The RPS systems team has been working closely with the co-development team at Joxel and the Vitech team to progress through the project plan. An August 2022 go-live date is planned and the project is 45% complete.

The team is finalizing the system build and testing will begin shortly.

**9. Topic: Adjournment**

The meeting adjourned at 11:45 a.m.