

MINUTES

METROPOLITAN EMPLOYEE BENEFIT BOARD

BOARD AND OFFICE ADMINISTRATION COMMITTEE

June 8, 2011

The Metropolitan Employee Benefit Board's Board and Office Administration Committee met on June 8, 2011 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 1:34 p.m.

Committee Members present: Chair: Rita Roberts-Turner; Vice-Chair: B.R. Hall, Sr.; Members: Richard Riebeling and Clyde D. Smith.

Benefit Board Members present: Edna J. Jones.

Other Members present: Shannon Hall, Metro Human Resources and Nicki Eke, Attorney, Metro Legal Department.

The meeting was called to order and Shannon Hall stated the first order of business is to elect a Chair and Vice-Chair for the Board and Office Administration Committee.

Richard Riebeling nominated Rita Roberts-Turner for Committee Chair. B.R. Hall seconded.

Richard Riebeling nominated B.R. Hall for Committee Vice-Chair. Rita Roberts-Turner seconded.

A vote was taken on the nominations for Committee Chair and Vice-Chair and was approved by the Committee without objection.

BENEFIT BOARD ITEMS

The Human Resources staff submitted the following for the Committee's consideration and appropriate action:

1. Project 98.

Committee Chair Rita Roberts-Turner stated that this item is being discussed at the request of B.R. Hall.

Kim McDoniel, Finance Department, was present and addressed the Committee. She reviewed the history of the project and the original re-calculation project (Project 87). She indicated that after refining the definition of based earnings to include overtime towards pension credit, the computer program was never updated to reflect that. She stated that during the course of that project other calculation errors were discovered and another re-calculation project was done to review those calculations. She also noted that the accounting firm Wilson and Lawrence was brought in to review those calculations. She stated that the project was somewhat put on hold because of transitions with staff and focus on the Pension Earnings Repository Calculation (PERC) project. She stated that review of those calculations was completed early last year and there were approximately 70 files with issues. She stated that HR staff reviewed those calculations.

There was discussion of the basis for the majority of the errors being the application of an incorrect cost of living increase, the systems and procedures in place to minimize a reoccurrence.

The Committee discussed the Board's action and discussion to have a dedicated system for pension and benefits.

Ginger Hall, Human Resources staff, addressed the issues with the current system and the pros of having a dedicated pension/benefits oriented system.

After discussion of the progress with PERC, the increase in the number of pensions being processed, obtaining information regarding such a system and implementation of a dedicated pension/benefits system, B.R. Hall moved to recommend to the Board to move forward on obtaining a pension/benefit calculation system and have Purchasing do a request for information for this system. Clyde Smith seconded and the Committee approved without objection.

With nothing further presented, the meeting adjourned at 1:56 p.m.

ATTEST:

APPROVED:

***Mrs. Rita Roberts-Turner, Director
Human Resources***

***Mrs. Rita Roberts-Turner, Chair
Board and Office Administration Committee***