(Item ) From the Interim Director of Retirement Plan Services, outlining the process for requesting, drafting and review of pension plan administration changes; requests adoption of the following:

# A RESOLUTION

WHEREAS Retirement Plan Services (RPS) has reported various errors in the Employee Retirement System (ERS) and proposed correction methodology for errors dating back to 1985 related to a Voluntary Correction Plan submission (“VCP”) (File 17-243); and

WHEREAS RPS has reported various errors in ERS and is developing correction methodology for errors dating back to 1955 related to Phase I of an Agreed Upon Procedures Audit by Baker Tilly (“AUP Audit”) (File 17-532); and

WHEREAS Corporation Counsel has reported on various plan administration changes that should be considered (File 17-567); and

WHEREAS RPS, DAS and Corporation Counsel continue to identify plan administration changes that need to be resolved; and

WHEREAS each plan administration change can have a significant impact on the County as plan sponsor, related to legal liability, fiscal impact, and ability to administer going forward; and

WHEREAS a consistent process (“Review Process”) is necessary to understand the impact of plan administration changes on the County and on ERS;

BE IT RESOLVED, that the process for reviewing plan administration changes to the ERS and Omnibus Budget Reconciliation Act (OBRA) shall be as follows:

1. The County Board, County Executive, Pension Board or RPS may request a plan administration change by submitting a letter to the Principal Assistant Corporation Counsel assigned by Corporation Counsel (“Project Manager”).
2. The Project Manager will develop a list of all requested plan administration changes and prioritize changes that represent the most significant legal risk to the plan or the plan sponsor.
3. The Project Manager will prepare a quarterly report for the County Board, County Executive, Pension Board and RPS on the progress of each requested plan administration change.
4. The Project Manager will coordinate the drafting of each plan administration change. In developing each plan administration change, the Project Manager will consult the professionals deemed necessary to develop an effective plan administration change, including outside counsel when necessary.
5. Upon the completion of drafting of each plan administration change the change shall be reviewed by the following professionals:
	1. Comptroller review for fiscal impact
	2. RPS Director review for administrative feasibility from the plan perspective
	3. DAS Director review for administrative feasibility from the plan sponsor perspective
	4. Corporation Counsel review for legal perspective, including when necessary review by outside counsel for ERS and OBRA, review by outside counsel related to any outstanding Voluntary Correction Plan (VCP), and review by Baker Tilly if related to a change that impacts the issues identified through the Agreed Upon Procedures Audit
6. The Comptroller will prepare a fiscal note for each proposed plan administration change.
7. Corporation Counsel, in consultation with the Comptroller, RPS Director, and DAS Director, will determine whether the plan administration change will be proposed as an Ordinance Change (e.g. Chapter 201-203 of Milwaukee County Ordinances) or a Rule Change (i.e. Appendix B of Milwaukee County Ordinances)
8. Rule Changes will be submitted to the Pension Board consistent with Pension Board guidelines, and if approved, will be submitted as an informational report to the County Board.
9. Ordinance Changes will be submitted to the County Board consistent with County Board guidelines, including referral to the Pension Study Commission, and if approved, will be submitted as an informational report to the Pension Board.