

RETIREMENT SERVICES OPERATIONS OVERVIEW

Police and Fire Retirement Plan General Meeting
October 6, 2016
Presented by Donna Busse

MISSION STATEMENT

“Our mission is to ensure prompt, professional delivery of services and benefits to our members, and to collect, invest, and expend system assets in a prudent, fair and timely manner.”

OPERATIONS GROUP’S RESPONSIBILITY:

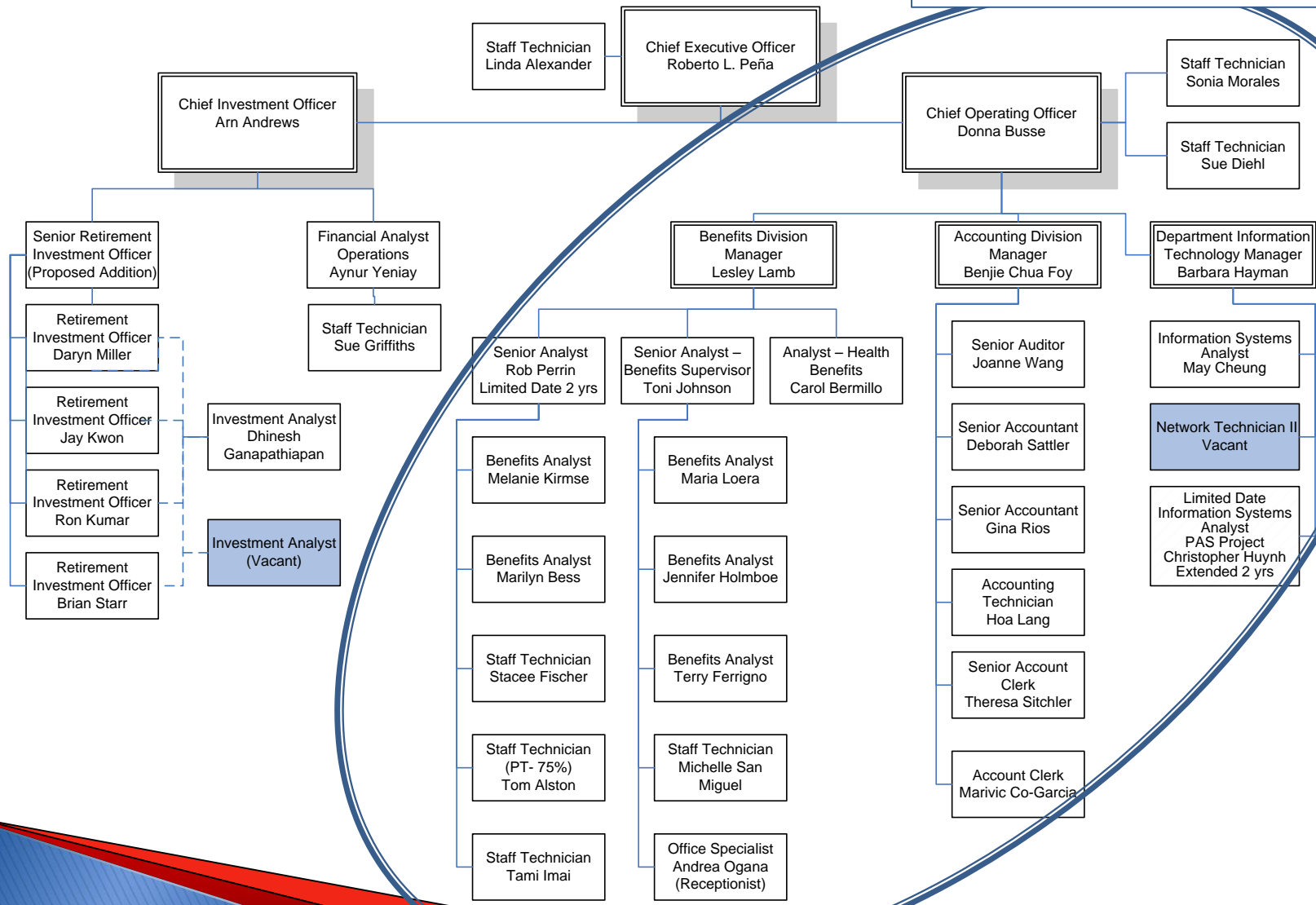
. . . to ensure prompt, professional delivery of services and benefits to our members,. . .





Office of Retirement Services (As of 9/23/16)

OPERATIONS GROUP





Linda
Alexander

Board Meeting Support:

- Schedule Meetings
- Prepare Agendas, Packets & Distribute
- Electronic Postings
- Set-up/Staff the Meetings
- Minutes
- Electronic Postings



Sue Diehl



Sonia Morales

Department Support:

- Admin. Asst. for CEO
- Records Management
- Travel Coordination
- Board Resolutions
- Procurement Card Responsibilities

Administrative Group

Benefits Group Management



Lesley Lamb
Benefits Division
Manager



Rob Perrin
Senior Analyst



Toni Johnson
Senior Analyst

Benefits Analysts

ACTIVE MEMBERS:

- ❖ Retirement Counseling
 - Group Counseling
 - Individual Meetings
 - Pre-Retirement Workshops
- ❖ Service Purchases
- ❖ Reciprocity
- ❖ Domestic Relation Orders
- ❖ Death Counseling
- ❖ Information/Customer Service

RETIREES/BENEFICIARIES:

- ❖ Monthly Payment of Pension Benefits
- ❖ Medical, Dental, and Other Insurances Administration
- ❖ Death Counseling
- ❖ Domestic Relation Orders
- ❖ Post Retirement Marriage
- ❖ Information Customer Service

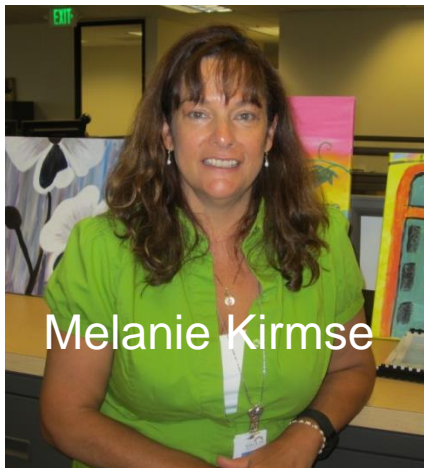


Carol
Bermillo

Maria
Loera

Marilyn
Bess

Jennifer
Holmboe



Melanie Kirmse



Terry Ferrigno

Benefits Support Staff



- ❖ Process Retirement Applications & Document Verification
- ❖ Electronic Filing/Scanning
- ❖ Disability Processing
- ❖ Return of Contributions
- ❖ Medicare Processing
- ❖ Student Survivors/Medical Dependent Verifications
- ❖ Outside Earnings
- ❖ Demographic/Direct Deposit/Deduction Changes

Accounting Group



❖ **Retiree Payroll:**

- Processing
- Balancing
- Insurance Payments & Reconciliation

❖ **Contract Set-Ups**

- ❖ Prepare Financial Statements/CAFR
- ❖ Budget Preparation and Monitoring
- ❖ Reconciliations of all transactions
- ❖ Review & Approve Accounting Transactions
- ❖ Other Board Assignments

- ❖ Contract/Vendor Payment Processing
- ❖ Purchasing
- ❖ Print Checks/Advices
- ❖ Other duties as assigned.

Not Pictured: Joanne Wang, Internal Auditor



**May Cheung,
Info. Systems Analyst**



**Chris Huynh,
Info. Systems Analyst**



**Barbara Hayman,
Dept. IT Manager**

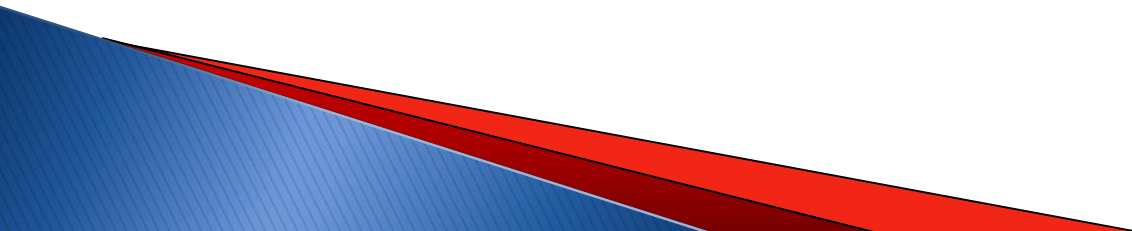
IT Group

Currently in the middle of 4-year New Pension Administration System Implementation (Scheduled Completion Fall 2018)

- ❖ Support for All Business Functions in the Pension Administration System including:
 - Active Payroll Transmittal
 - Retiree Payroll
 - Electronic Imaging
 - Web Member Services
- ❖ Database Administration/Reporting Extracts
- ❖ All Hardware, Software, Connectivity needs for Office and Boards
- ❖ Website Maintenance: www.sjretirement.com

Office of Retirement Services

Fun Family Fact Update

- ▶ Last year our staff had 46 kids among them – 28% Female and 72% Male.
 - ▶ Since last year 11 kids were added to our family – 9 boys and 2 girls (another boy due in Dec.) offset by 2 boys and 1 girl lost by staff departures.
 - ▶ New Total – 54 kids, 26% Female and 74% Male.
Investment Staff kids are 93% Male!
IT Staff kids are 60% Female
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Retirement Services Operations

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