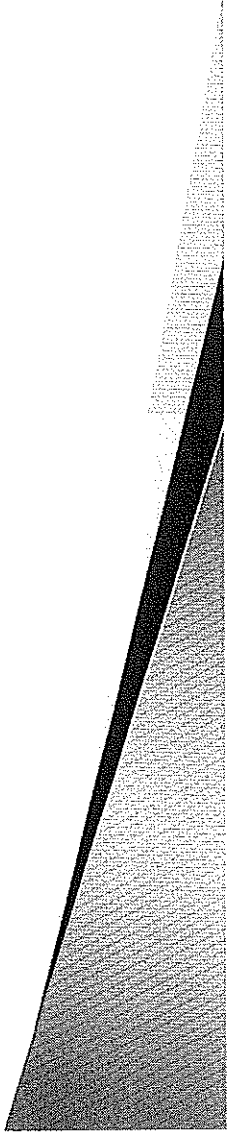


RETIREMENT SERVICES DELIVERY OF SERVICES & BENEFITS

Federated City Employees' Retirement System General Meeting
October 20, 2016
Presented by Donna Busse

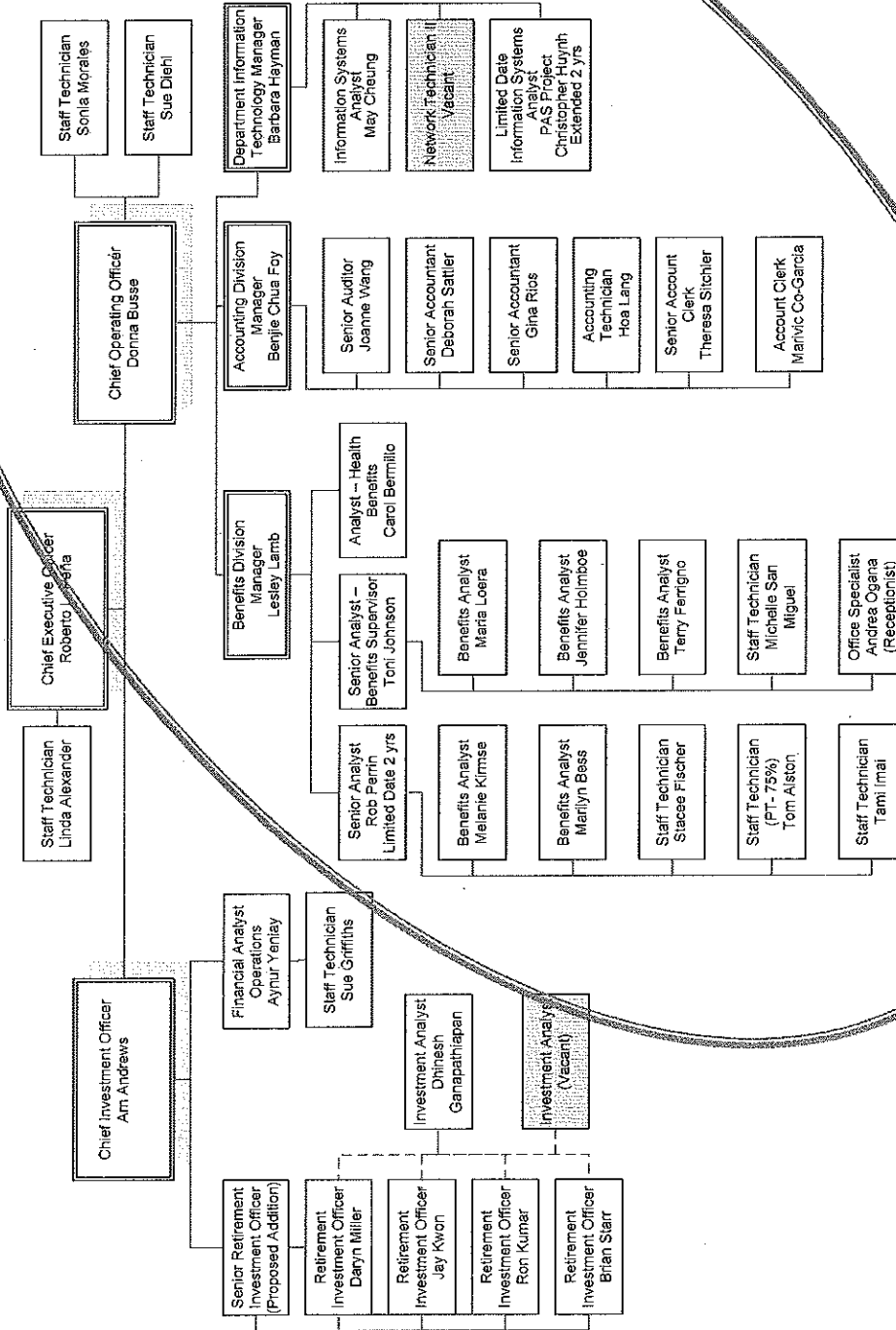
OPERATIONS GROUP

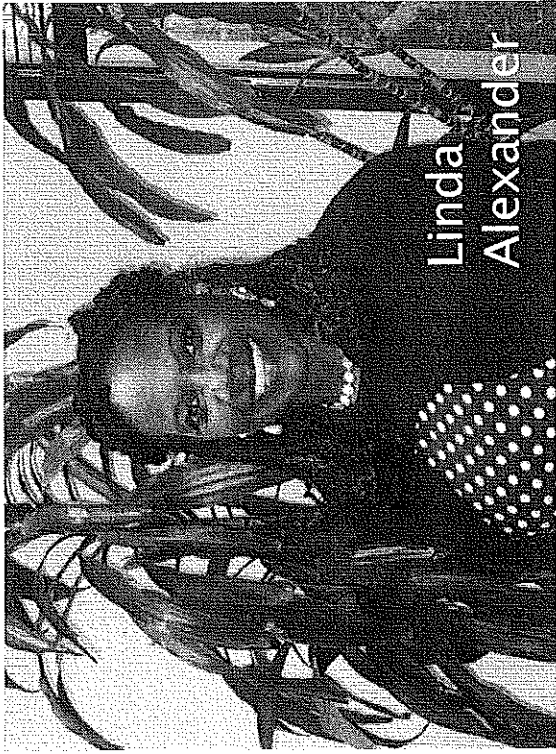
- Administrative Group
- Benefits Group
- Accounting Group
- Information Technology Group



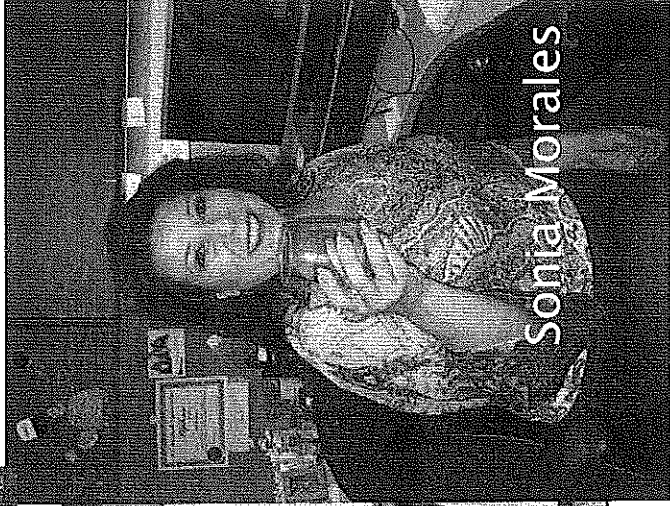
Office of Retirement Services (As of 9/23/16)

OPERATIONS GROUP

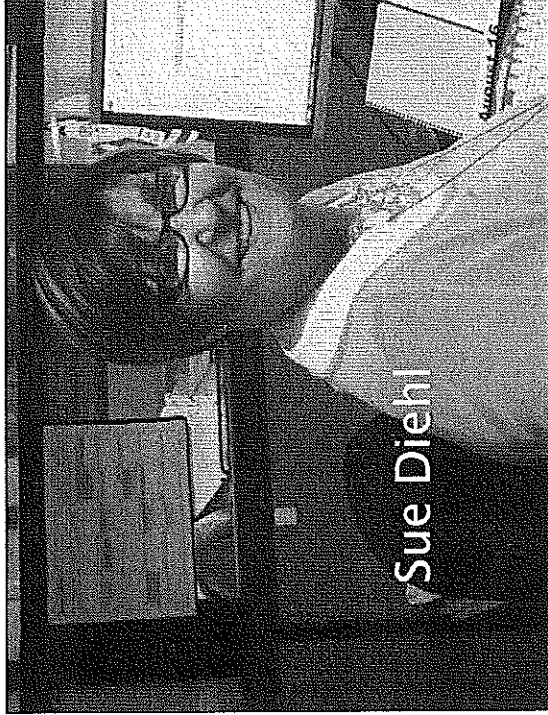




Linda Alexander



Sonia Morales



Sue Diehl

Board Meeting Support:

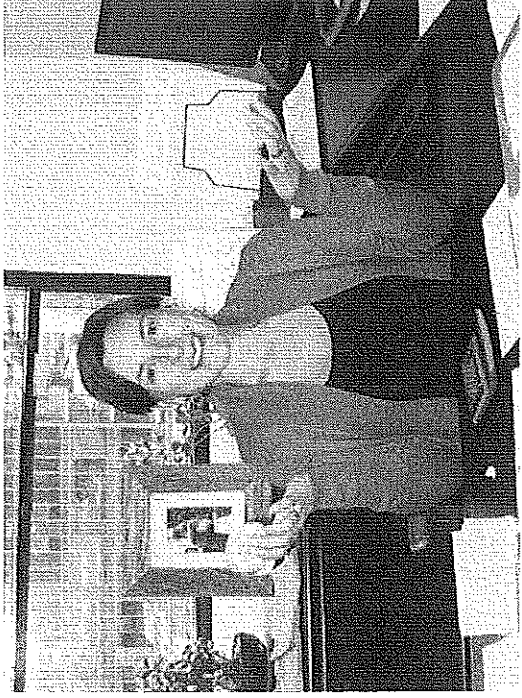
- Schedule Meetings
- Prepare Agendas, Packets & Distribute
- Electronic Postings
- Set-up/Staff the Meetings
- Minutes
- Electronic Postings

Department Support:

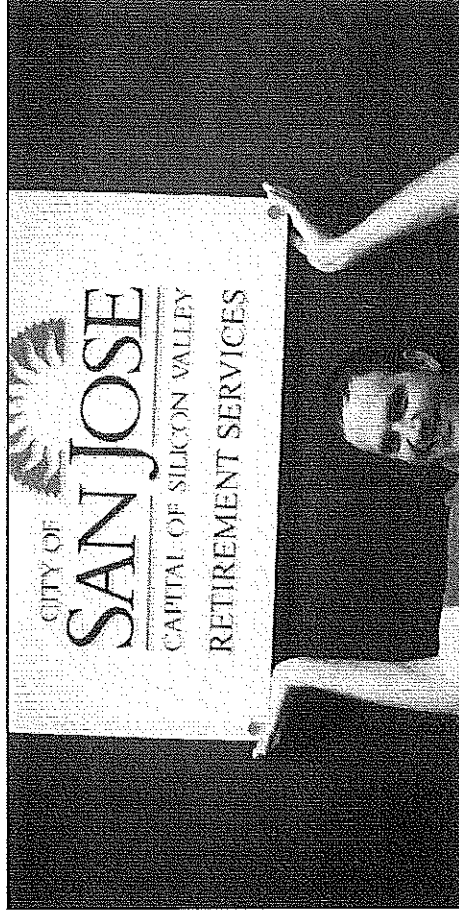
- Admin. Asst. for CEO
- Records Management
- Travel Coordination
- Board Resolutions
- Procurement Card Responsibilities

Administrative Group

Benefits Group Management



Lesley Lamb
Benefits
Division
Manager



Rob Perrin
Senior Analyst



Toni Johnson
Senior Analyst

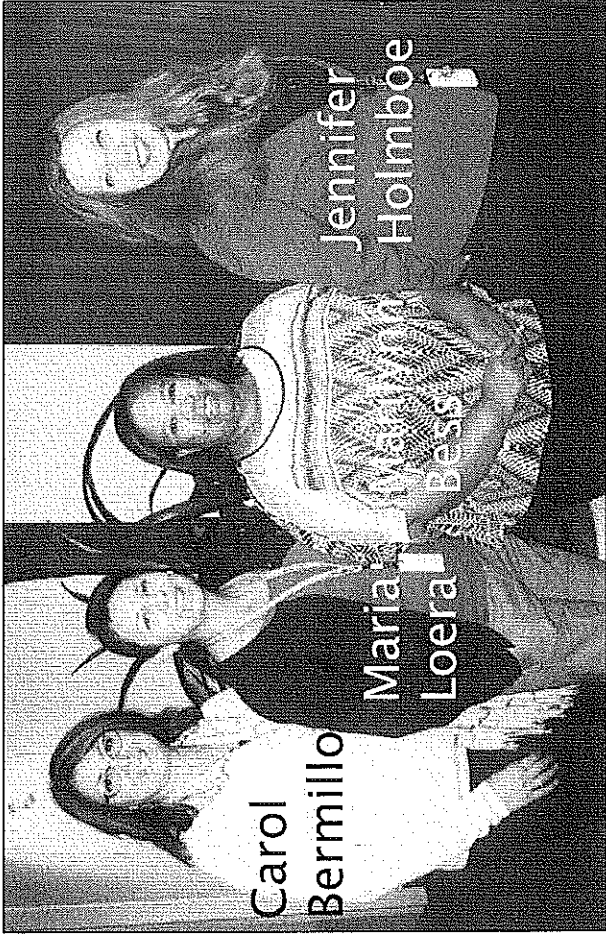
Benefits Analysts

ACTIVE MEMBERS:

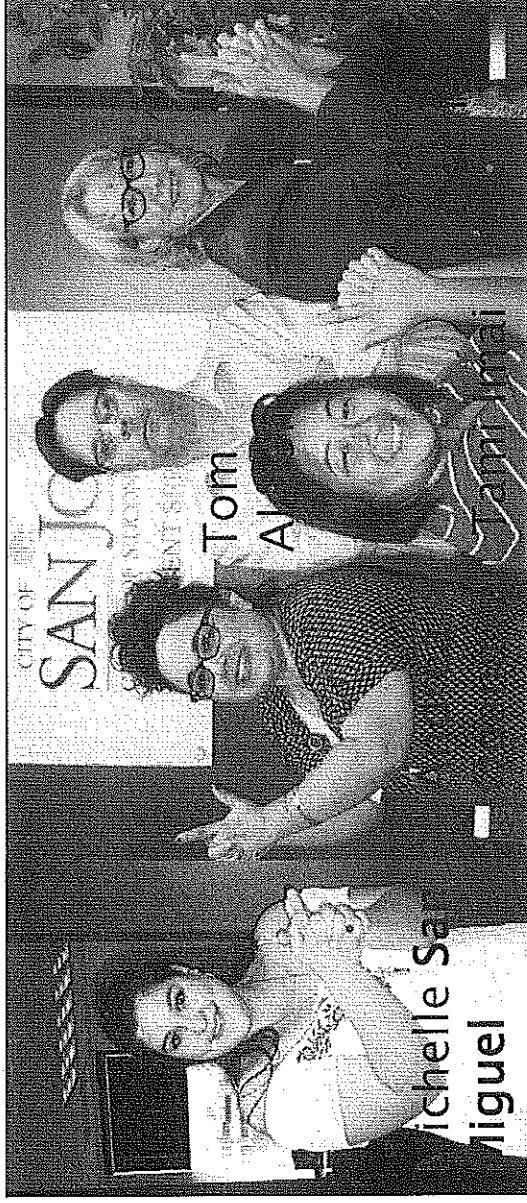
- ❖ Retirement Counseling
 - Group Counseling
 - Individual Meetings
 - Pre-Retirement Workshops
- ❖ Service Purchases
- ❖ Reciprocity
- ❖ Domestic Relation Orders
- ❖ Death Counseling
- ❖ Information/ Customer Service

RETIREES/BENEFICIARIES:

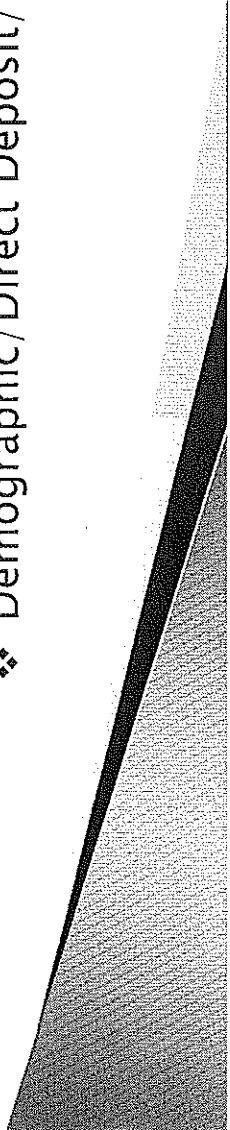
- ❖ Monthly Payment of Pension Benefits
- ❖ Medical, Dental, and Other Insurances Administration
- ❖ Death Counseling
- ❖ Domestic Relation Orders
- ❖ Worker's Compensation Offsets
- ❖ Information Customer Service



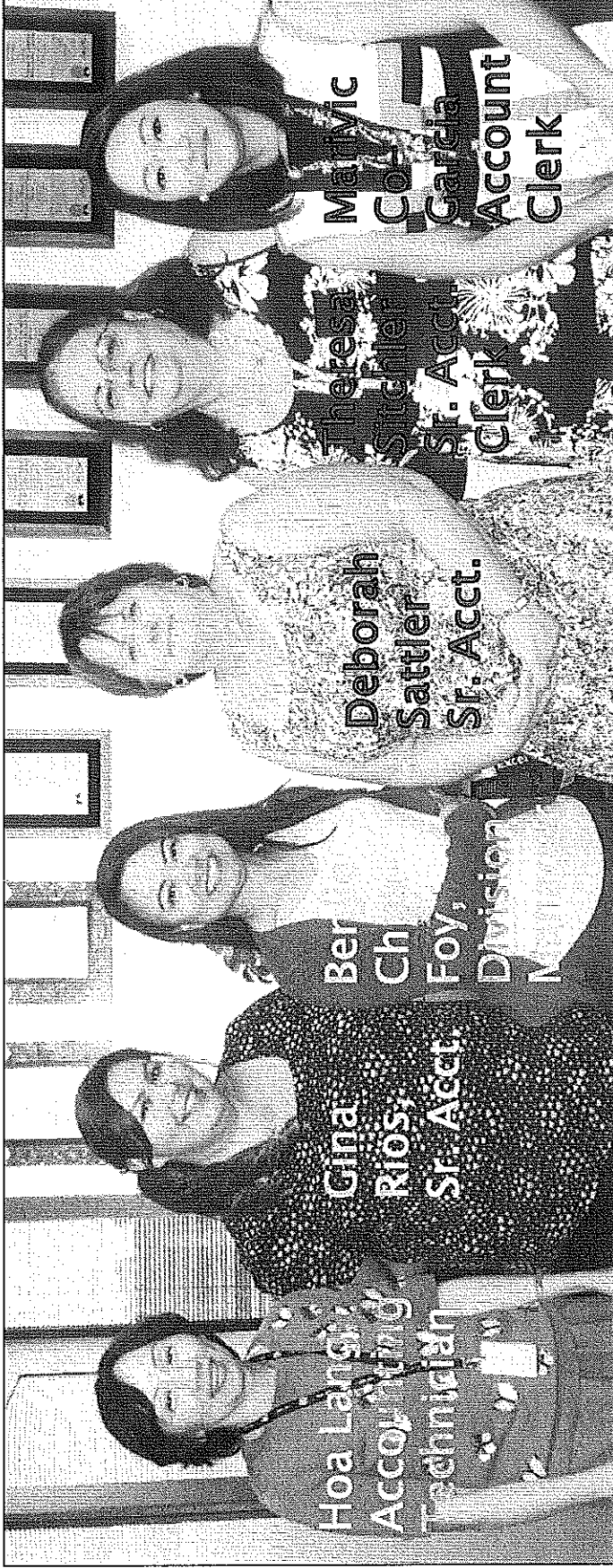
Benefits Support Staff



- ❖ 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

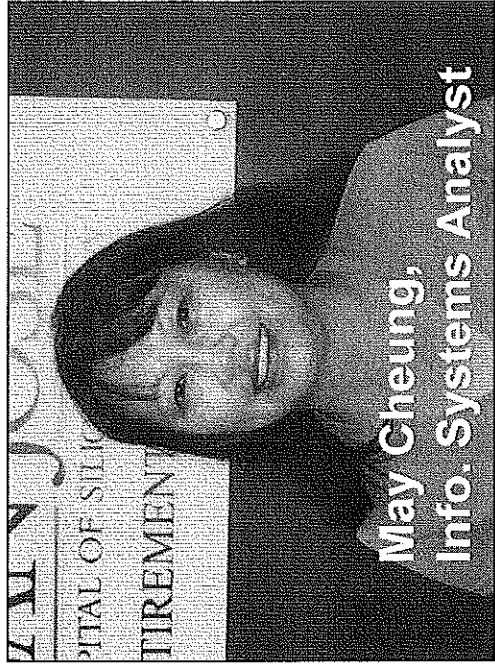
❖ **Prepare Financial Statements/CAFR**

- ❖ Budget Preparation and Monitoring
- ❖ Reconciliations of all transactions
- ❖ Review & Approve Accounting Transactions
- ❖ Other Board Assignments

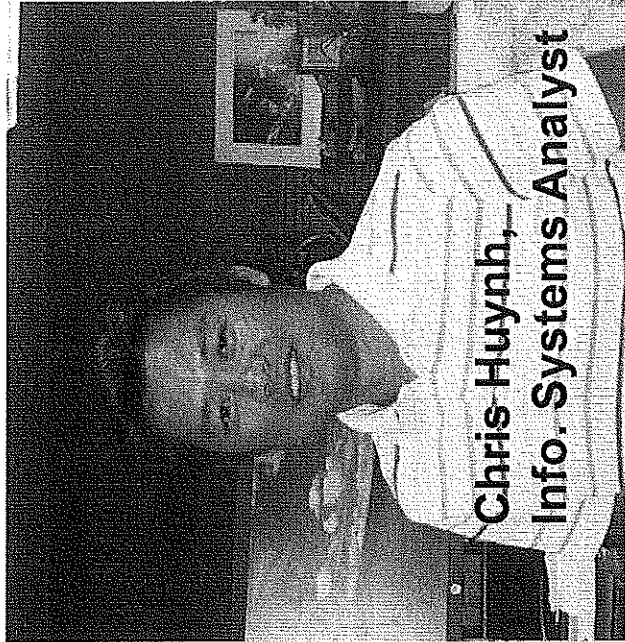
❖ **Contract/Vendor**

- ❖ 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**

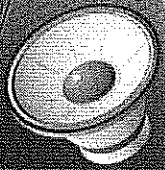


**Barbara Hayward
Dept. IT Manager**

IT Group

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

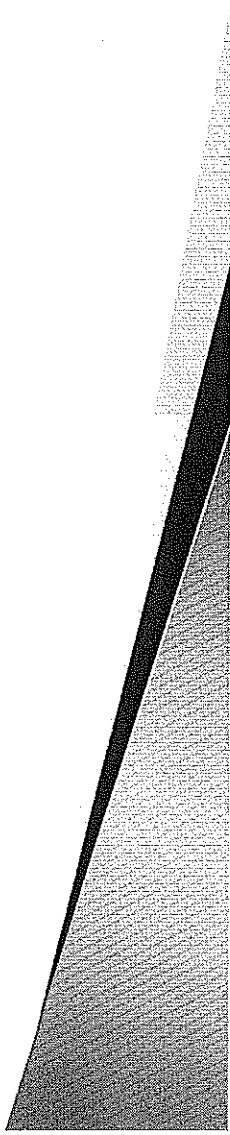
- ❖ Support for All Business Functions in the Pension Administration System including:
 - Active Payroll Transmittal
 - Retiree Payroll
 - Electronic Imaging
 - Web Member Services
- ❖ Database Administration/Reporting Extracts
- ❖ All Hardware, Software, Connectivity needs for Office and Boards
- ❖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



Retirement Services Operations

Delivering Services and Benefits to our Members & Beneficiaries

