

**CITY OF LANSING
JOINT EMPLOYEES' RETIREMENT SYSTEM
And POLICE AND
FIRE RETIREMENT SYSTEM
MEETING MINUTES**

Joint Meeting
10th Floor Conference Room

January 18, 2022
Tuesday, 9:00 a.m.

The meeting was called to order at 9:00 a.m.

A quorum of the Police and Fire Retirement System Board was present.

Trustees present: (ERS) Bahr, Carrigan, Ebright, Kirkland, Kraus, Parker, Sanchez-Gazella, Schor, Wood – 10.

(Police & Fire), Kirkland, Moore, Taylor, R. Wilcox, Wohlfert, Wood –6.

Excused: Schor, Chris Wilcox .

Others present: Karen Williams, Human Resources Department; Aaron L. Castle, VanOverbeke, Michaud & Timmony, P.C.; Tammy Paquette, (in person), Peter Marsack, Tegrit (via Zoom).

Ms. Tammy Paquette presented a proposal for updating the Bargaining unit agreements provision in the Arrivos software. Ms. Paquette also outlined the proposed annual cost for hosting and support/maintenance of \$58,200 for 180 hours. The new contract would allow the City to purchase additional hours at \$140 hours. This contract would cover 2022 and 2023.

Mr. Peter Marsack indicated that approximately 60 hours for data maintenance each year, then 120 hours are left for help desk and upgrades, annually.

Trustee Wood inquired how many help desk hours that were used for the last year.

Trustee Ryan Wilcox requested an explanation of the additional hours.

Ms. Paquette explained that due to the extensive updates needed for the current bargaining unit agreements the additional manpower hours may be needed. The updates may use all the 120 hours, leaving nothing left until the next year. The City of Lansing could choose a greater number of initial hours for just 2022 to accommodate the open request, instead of a fixed fee.

Trustee Wohlfert inquired why the contract had a fee increase for the same 120 hours of help desk time.

Mr. Marsack explained the previous contract had remained unchanged from implementation with no cost increases. Tegrity had incurred material cost increases but had not raised the City of Lansing, rates.

Trustee Garza inquired if the Board would receive a quarterly breakdown of how many hours have been used. Trustee Garza also inquired if the Board would be notified before the 120 hours are expended

Trustee Wood inquired if the Board would have to purchase the additional time of the new contract extension.

Ms. Paquette expressed concern that the bargaining unit changes could be expend the 120 hours with no remaining time for support for the year. Ms. Paquette recommended that the City purchase additional 160 hours to the annual amount of 180 at the \$140 rate for 2022. The next year, the City would go back to its 180 hours. The rate would change to \$160 per hour for 100-hour blocks.

Karen Williams explained that all the Final Average Compensation was two -years for all bargaining groups. The current bargaining agreements changed the definition/time frame for Final Average Compensation.

Trustee Wood expressed concern that Tegrity did not know how many support/help desk hours are used each year by the City of Lansing. Trustee Wood recommended a three-year contract extension than two years. Trustee Wood expressed concern regarding the fee increase.

Attorney Castle recommended that the Board received an itemized list of hours that are utilized.

Trustee Parker inquired how long will the update and implementation take to make the software current.

Attorney Castle explained the concept of purchasing additional hours was new to the City of Lansing.

Trustee Dedic requested that if the rates are to be increased, the Master contract should be reviewed. Trustee Dedic expressed concern that Tegrity did not keep up with the current contracts with the fixed rates and did not honor the agreement. He also expressed concern that if the agreement is severed, the data would be unusable.

Attorney Castle will review the existing contract for the next meeting. Attorney Castle also indicated that he would request quarterly reports regarding the hours used for support/help desk.

Trustee Wohlfert requested a general time frame and the estimated hours that the updates would take.

Trustee Parker inquired about bringing a firm into the meeting to discuss Fraud Monitoring. Karen Williams indicated that Robbins Gellar had contacted the Retirement Office.

The Meeting adjourned at 9:50 a.m.

Minutes approved on 2/15/2022

Desiree Kirkland, Secretary

Dennis R. Parker, Chairperson
Employees' Retirement System

Eric P. Wohlfert, Chairperson
Police and Fire Retirement System