MEMO

Date: February 9, 2011

To: CCCERA Retirement Board

From: Marilyn Leedom, Retirement CEO
         by: Rick Koehler, Retirement Accounting Manager

Subject: Request to hire Temporary Accounting staff for completion of
         outstanding CPAS (Pension Administration System) items.

Recommendation

We recommend the Board approve the funding and hiring of one or two temporary
accounting staff positions for a period of up to one year as needed for the completion of
outstanding CPAS (Pension Administration System) functionality. We anticipate that the
increased budget amount will not exceed $125,000 for the balance of 2011.

Rationale

CCCERA has been working diligently over the past couple of years to get the final
modules and functionality completed for the CPAS (Pension Administration System). We
are getting closer; however management has determined that we are in need of additional
temporary staff to complete some final accounting related reconciliation and tracing of
data. We have attempted to complete this process with the current staff, but workloads
have increased because of additional projects that have arisen during the past year(s),
including but not limited to public information requests by various sources and the
depooling project. These have caused management to refocus valuable resources away
from certain CPAS related projects. In addition, the accounting staff is currently in the
process of a year-end close for 2010 as well as preparing data and documents for
CCCERA's 2010 Audit. The Benefit and Accounting division managers will be retiring
in 2012 and both desire to ensure that CPAS is fully functional and operational prior to
their departures.

We are currently working on finalizing the Refund, Funding and Employer Contribution
components of the CPAS system, in addition to reconciling the original transfer of some
data into the CPAS system. The design work and programming of these phases have been
completed and both test and live data have been entered into the appropriate processes. In
order to complete what is known as parallel testing of this data to CCERA's current
system, we respectfully request the Board approve the funding and hiring of up to two
temporary staff to assist in completing the reconciliation and tracing of data for the CPAS
system, under the guidance of CCCERA staff.