

**Louisiana School Employees' Retirement System  
Personnel Committee Meeting**

**Monday, October 17, 2005  
Upon adjourn of Search Committee Meeting**

The Personnel Committee of the Louisiana School Employees' Retirement System convened in the Board Room (Room 100) of the Louisiana School Employees' Retirement System's Building located at 8660 United Plaza Blvd., Baton Rouge, Louisiana. Mr. Earl Richard, Chairman of the Personnel Committee, opened the meeting at 12:49 p.m. Roll was called.

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Members Present: Mr. Earl Richard, Jr., – Chairman, Ms. Betty Crain

Members Absent: Ms. Sylvia Myers

Other Members Present: Ms. Betty Jacobs, Ms. Judith McKee, Mr. Jeffrey Faulk, Sr., Mr. Larry Wilmer, Ms. Lori Pierce for Mr. John Kennedy – State Treasurer, Mr. John Sondergaard for Senator D.A. "Butch" Gautreaux,

Members Absent: Ms. Sylvia Myers

Other Members Absent: Representative Pete Schneider, Mr. Al Ater – Secretary of State

Staff Present: Mr. Patrick Cospers – Director, Ms. Debra Dudley – Assistant Director, Ms. Anita Green – Human Resources Director, Ms. Jennifer Champagne – Administrative Assistant and Board Secretary

Other Staff Present: Ms. Linda Smith – IT Director 1, Ms. Kay Cummings – Retirement Benefits Manager.

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Mr. Richard addressed the committee and board members present at the Personnel Committee meeting, then turned the floor over to Mr. Cospers for presentation to the committee.

## **REQUEST FOR NEW PERSONNEL**

### **DEPARTMENTS**

Mr. Cospers informed the committee that staff was requesting consideration for three new positions. The three positions include an Administrative Coordinator for the Retirement Department, an IT Equipment Operator for the MIS Department, and an Accountant for the Accounting Department. Mr. Cospers noted that he would provide a brief overview of the first two positions requested and Ms. Dudley would provide information on the Accountant position.

### **RETIREMENT AND MANAGEMENT INFORMATION SYSTEM DEPARTMENTS**

Mr. Cospers provided a brief overview of the two positions requested by using a diagram on the board. He noted that both positions, if approved, would not be needed after three years.

The first position, the Administrative Coordinator in the file room, is currently filled as a temporary position that cannot be extended past February 2006. That employee supervises two student workers and is responsible for a file room consisting of approximately 30 to 40 thousand files, for smooth coordination of transferring of files within the agency, and daily mail operations.

At the request of the Board, staff started the process of imaging files, which entailed transferring the then vacant position from the file room into the MIS Department to begin scanning and hiring a temporary position to supervise the file room. Mr. Cospers noted that this IT Equipment Operator has been in the MIS Department scanning files continuously for the last 10 months and based on the current rate is estimated to complete scanning of the whole file room by the year 2010.

Based on this estimate staff was asking for two three-year job appointments. One is for the file room to be effective February 2006 and the other is for an additional IT Equipment Operator to be effective July 1, 2006 to assist with the imaging, which would help in completing the imaging project in three years.

Ms. Cummings provided detailed information on the requested Administrative Coordinator position, which included a job description, justification on the need for this position, and the cost to the System in hiring this individual as a job appointment. Ms. Cummings then answered questions from the committee.

Ms. Smith was asked to provide an overview on the imaging process and the need for a second person to help with the imaging currently being done by one IT Equipment Operator. Ms. Smith noted that the IT Equipment Operator must be knowledgeable of the documents in the folder as it relates to other documents, which documents should be grouped together, where documents are to be scanned, i.e. accounting, enrollment, retirement process, medical, etc., and the importance of assuring that all documents scanned are clear and legible. Ms. Smith then answered questions from the committee.

Mr. Cosper reviewed the cost involved in hiring these two positions. An extensive discussion was held and Mr. Cosper, Ms. Cummings, and Ms. Smith were asked questions on the cost to the System, the advantages in hiring these two positions, and the impact if these positions were not approved.

Mr. Richard thanked Ms. Cummings and Ms. Smith for their presentation and informed them that the Personnel Committee would take their requests into consideration and present this to the Full Board.

#### **ACCOUNTING DEPARTMENT**

Ms. Dudley provided an overview of the request for an additional position within the Accounting Department. She noted that the Accounting Department handles all check processing duties involved with the retiree payroll, DROP, IBRP, payroll, refunds, administrative checks, building expense funds, as well as staff payroll and any other expenditures that affect the Accounting Department.

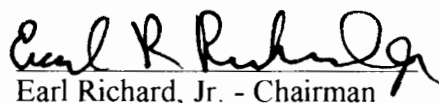
Ms. Dudley noted that in 1991, the Accounting Department had 6 employees and did not receive another position until the year 2000, which was an Accounting Specialist position primarily responsible for processing reports that come from agencies on a monthly basis. From 1991 to 2000 the System grew by 22 employees, which meant that only 1 out of the 22 employees hired was for the Accounting Department. The number of retirees has grown from approximately 5,700 retirees in 1991 to approximately 10,773 in 2004. Also, in 1991 there was no DROP program and in 2004 it had grown to 784 DROP participants.

Ms. Dudley provided detailed information on the requested Accountant position, which included a job description, justification on the need for this position, and the cost to the System in hiring this permanent position. Ms. Dudley then answered questions from the committee.

**ON MOTION BY MS. CRAIN, SECONDED BY MR. RICHARD AND CARRIED**, the Committee agreed to bring the requests for three new positions to the Full Board at the October 18, 2005 Special Board Meeting.

**ON MOTION BY MR. RICHARD, SECONDED BY MS. CRAIN AND CARRIED**, the Search Committee agreed to adjourn at 1:40 p.m.

  
Patrick Cosper – Director

  
Earl Richard, Jr. - Chairman