

**CITY OF SOUTHFIELD  
REGULAR MEETING  
SOUTHFIELD EMPLOYEE RETIREMENT SYSTEM BOARD  
Tuesday, December 13, 2016  
Council Conference Room – Main Municipal Building  
26000 Evergreen Road, Southfield, MI**

**MINUTES**

**SERS Board Members Present:** L. Susan Mannisto, Chair; David Hersh; Coretta Houge; Mark Jubas; Shirley Lightsey; Julius Maisano

**SERS Board Members Absent:** Jeannie Jackson; James Pierce

**Others Present:** Lauri Siskind, Human Resources Director/SERS Plan Liaison  
Christopher Kuhn, CFA, CAIA; The Bogdahn Group  
Michael VanOverbeke; VanOverbeke, Michaud & Timmony, PC  
Penelope Scharmberg, Administrative Assistant HR/LR; SERS Secretary

**The meeting was called to order at 5:52 p.m.**

**AGENDA**

1. *Approval of Agenda.*  
**MOTION #S-16-201**  
Motion by Hersh, supported by Houge to approve the agenda of the December 13, 2016 SERS Regular meeting.  
Motion carried.

**MINUTES**

1. *Review and approve Minutes of the Southfield Employee Retirement System Board Regular Meeting of November 15, 2016.*  
**MOTION #S-16-202**  
Motion by Hersh, supported by Maisano to approve the Minutes of the Southfield Employee Retirement System Board Regular Meeting of November 15, 2016.  
Motion carried.

**APPLICATIONS FOR RETIREMENT**

1. *Review and approve Application for Normal Retirement from Daniel Smith, DPW/Motor Pool, effective November 24, 2016.*  
**MOTION # S-16-203**  
Motion by Hough, supported by Hersh to approve the Application for Normal Retirement from Daniel Smith, DPW/Motor Pool, effective November 24, 2016.  
Motion carried.
2. *Review and approve Application for Early Retirement from Gregory Beauvais, Physical Plant Maintenance, effective November 24, 2016.*  
**MOTION # S-16-204**  
Motion by Hough, supported by Hersh to approve the Application for Early Retirement from Gregory Beauvais, Physical Plant Maintenance, effective November 24, 2016.  
Motion carried.

**AUTHORIZATION OF BENEFITS**

1. *Review and approve refund of contributions to Sherry Merola, 46<sup>th</sup> District Court.*

**MOTION #S-16-205**

Motion by Hough, supported by Jubas to approve refund of contributions to Sherry Merola, 46<sup>th</sup> District Court.

Motion carried.

**ACTUARIAL VALUATION**

1. *Review and adopt the Southfield Employee Retirement System Annual Actuarial Valuation as of 6/30/16.*

**MOTION #S-16-206**

Motion by Hersh, supported by Jubas to adopt the Southfield Employee Retirement System Annual Actuarial Valuation as of 6/30/16; and forward a copy of same to the City of Southfield.

Motion carried.

2. *Review and adopt the Southfield Employee Retirement System GASB Statement Nos. 67 & 68 Accounting and Financial Reporting for Pensions as of 6/30/16.*

**MOTION #S-16-207**

Motion by Hersh, supported by Houge to adopt the Southfield Employee Retirement System GASB Statement Nos. 67 & 68 Accounting and Financial Reporting for Pensions as of 6/30/16.

Motion carried.

**INVESTMENT CONSULTANT**

1. *Portfolio Summary Review*

Mr. Kuhn distributed updated market values and discussed the capital market's performance. He informed the Board that Bloomfield Capital had issued a capital call for 75% of the Fund's commitment (\$3MM of the \$4MM allocation). He also indicated that he would be addressing the mid cap search at the January meeting.

**MOTION #S-16-208**

Motion by Houge, supported by Maisano to receive and file the investment performance update as of 12/13/16, presented by Christopher Kuhn of The Bogdahn Group.

Motion carried.

**LEGAL REPORT**

Mr. VanOverbeke provided a memorandum regarding the lump sum payment recently received by several union and non-union employees and its relationship to final average compensation. He advised that, since the City Council had clearly indicated its intention for these funds to be non-pensionable, that answered any ambiguity and precluded the lump sum payment's status as compensation under the ordinance, and the city could proceed on that basis.

**MOTION #S-16-209**

Motion by Hough, supported by Hersh to accept receipt and note concurrence with the Memorandum regarding Compensation for Retirement Purposes dated 12/8/16, prepared by Michael VanOverbeke, VanOverbeke, Michaud & Timmony, P.C..

Motion carried.

**FINANCIAL REPORT**

The board reviewed Financial Report for the period ending October 31, 2016, showing a net value of assets as of the October date of \$103,780,006.

**MOTION #S-16-210**

Motion by Hough, supported by Jubas to receive and file the Financial Report for the period ending October 31, 2016.

Motion carried.

**FINANCIAL MATTERS**

1. *Review and approve payment to Gabriel Roeder Smith & Company for regular actuarial services performed during the period 7/1/16 – 6/30/17, including the 6/30/16 annual Actuarial Valuation, in the amount of \$19,600.00.*

**MOTION #S-16-211**

Motion by Hersh, supported by Jubas to approve payment to Gabriel Roeder Smith & Company for regular actuarial services performed during the period 7/1/16 – 6/30/17, including the 6/30/16 annual Actuarial Valuation, in the amount of \$19,600.00.  
Motion carried.

2. *Review and approve payment to Gabriel Roeder Smith & Company for preparation of GASB Statement No 67 Plan Reporting and Accounting Schedules as of 6/30/16, in the amount of \$10,000.00; the additional cost of preparation of GASB Statement No. 68 Accounting Schedules as of 6/30/16, in the amount of \$2,500.00 will be paid by the City of Southfield.*

**MOTION #S-16-212**

Motion by Hersh, supported by Jubas to approve payment to Gabriel Roeder Smith & Company for preparation of GASB Statement No 67 Plan Reporting and Accounting Schedules as of 6/30/16, in the amount of \$10,000.00; the additional cost of preparation of GASB Statement No. 68 Accounting Schedules as of 6/30/16, in the amount of \$2,500.00 will be paid by the City of Southfield.  
Motion carried.

3. *Review and approve payment to Southfield Fire & Police Retirement Plan, in the amount of \$165.83, for reimbursement for the pro-rated annual membership fees to International Foundation of Employee Benefit Plans, for the period 1/1/17 – 12/31/17.*

**MOTION #S-16-213**

Motion by Hersh, supported by Jubas to approve payment to the Southfield Fire & Police Retirement Plan, in the amount of \$165.83, for reimbursement for the pro-rated annual membership fees to International Foundation of Employee Benefit Plans, for the period 1/1/17 – 12/31/17.  
Motion carried.

4. *Review and approve payment to Comerica Bank Cardmember Service for purchases during the period 11/4/16 – 12/5/16.*

**MOTION #S-16-214**

Motion by Hersh, supported by Jubas to approve payment to Comerica Bank Cardmember Service for purchases during the period 11/4/16 – 12/5/16.  
Motion carried.

**PUBLIC COMMENTS**

No member of the public was in attendance at the meeting.

**To Do List**

- Service Provider Review – Actuarial RFI (JBP & LS)
- Service Provider Review – Attorney
- Pending Board Policies: (may be part of other policies)
  - Record Retention
  - Proxy Voting/Corporate Governance
  - Ordinance Overlooked Matters

With no further business to come before the board, a motion to adjourn was raised.

**MOTION #S-16-215**

Motion by Hersh, supported by Lightsey to adjourn the Southfield Employee Retirement System Board's December 13, 2016 Regular Meeting at 6:21 p.m.

Motion carried.

*Approved this 17<sup>th</sup> day of January 2017  
Julius Maisano, Vice - Chair  
Southfield Employee Retirement System Board*