

**MINUTES OF THE REGULAR MEETING OF
SOUTHFIELD FIRE & POLICE RETIREMENT SYSTEM BOARD**

March 12, 2019

The Board convened in Council Study at 11:30 a.m. with President Fisher presiding. The Meeting was started at 11:39 a.m.

PRESENT: John Fisher, Duane Garth, Audrey Harvey, Irv Lowenberg, Brent Wilson

ABSENT:

ALSO

PRESENT: Michael VanOverbeke, Legal Counsel/VMT; Brian Green, Investment Consultant/AndCo; Megan Battersby, Retirement Program Director/SFPRS; Austen Michaels and Hanan Azzou/Southfield Fiscal Services Department; Eric Strzempek and Bill Goldsmith/Nantucket; Joe Marren, Sr. and Joe Marren, Jr./KStone

R.B. 19-033 **MOTION** by Harvey, supported by Wilson, to approve the February 12, 2019 meeting minutes. **MOTION CARRIED UNANIMOUSLY**

R.B. 19-034 **MOTION** by Lowenberg, supported by Harvey, to acknowledge receipt of the Cash & Asset Statement as of January 31, 2019 in the amount of \$191,582,173.61. **MOTION CARRIED UNANIMOUSLY**

It was noted that an invoice on the Consent Agenda for Villages of Avignon reimbursable expenses should be removed because it is being accounted for in the closing documents.

R.B. 19-035 **MOTION** by Harvey, supported by Wilson, to approve payment of invoices as follows: Invoice from Chase for credit card purchases for the period 02/03/19 – 03/02/19 in the amount of \$695.89; Expense report from J. Fisher for MAPERS One Day Seminar; Expense report from M. Battersby for MAPERS One Day Seminar. **MOTION CARRIED UNANIMOUSLY**

R.B. 19-036 **MOTION** by Wilson, supported by Fisher, to acknowledge receipt of Informational Items as follows: YTD 2018/2019 Budget; Correspondence received during the period February 12, 2019 – March 11, 2019. **MOTION CARRIED UNANIMOUSLY**

R.B. 19-037 **MOTION** by Wilson, supported by Fisher, to approve DROP Application from M. Stubner (01/07/2019). **MOTION CARRIED UNANIMOUSLY**

R.B. 19-038 **MOTION** by Fisher, supported by Wilson, to approve Retirement Application from R. Taylor (05/01/2019). **MOTION CARRIED UNANIMOUSLY**

R.B. 19-039 **MOTION** by Fisher, supported by Wilson, to approve DROP Distribution Elections from R. Taylor and K. Toupin. **MOTION CARRIED UNANIMOUSLY**

R.B. 19-040 MOTION by Fisher, supported by Wilson, to approve Annuity Withdrawal Distribution Election from R. Taylor. MOTION CARRIED UNANIMOUSLY

Legal Counsel spoke about the pending Avignon closing. He is waiting for final closing documents from Florida legal counsel. He reminded the Board that the Retirement System does not own the property directly and that officers of SPFRS Avignon are authorized to sign closing documents.

R.B. 19-041 MOTION by Harvey, supported by Lowenberg, to accept the legal update as presented. MOTION CARRIED UNANIMOUSLY

Austen Michaels and Hanan Azzou were present to discuss the processes regarding review and annual reconciliation of contributions to the Retirement System. They explained how contribution rates are being applied. It was determined that rates may not have been updated July 1, 2018 and it was discussed how the total annual contribution is being reconciled with actuarial valuation contribution requirements. Mr. Michaels stated that only the required contribution percentage is being applied and not the minimum dollar amount that is stated in the annual actuarial valuation and which has been adopted by the Board. Legal Counsel stated that the annual contribution should be reconciled prior to June 30, compared to the required minimum dollar contribution amount, and a catch-up contribution be made prior to fiscal year end if required. Mr. Michaels will report back to the Board prior to the April 9 meeting.

The Board reviewed the 2019 Summary Annual Report as of June 30, 2018.

R.B. 19-042 MOTION by Garth, supported by Wilson, to approve the 2019 Summary Annual Report as of June 30, 2018 as presented. MOTION CARRIED UNANIMOUSLY

Legal Counsel indicated that he had received the closing documents for execution.

The Market Update as of February 28, 2019 was presented. February exhibited positive gains, although not as strong as January. Audrey Harvey asked the consultant several investment related questions that were inspired by her recent attendance at the Opal Public Funds Summit.

R.B. 19-043 MOTION by Harvey, supported by Wilson, to accept the Market Update as of February 28, 2019 as presented. MOTION CARRIED UNANIMOUSLY

Investment managers Nantucket and KStone were present for an active discussion of their market segment.

Meeting adjourned at 2:26 p.m.

Prepared by Megan Battersby, Retirement Program Director

Approved by Board Motion on April 9, 2019