

**CITY OF SOUTHFIELD  
REGULAR MEETING  
SOUTHFIELD EMPLOYEE RETIREMENT SYSTEM BOARD  
Tuesday, March 17, 2015  
Council Conference Room – Main Municipal Building  
26000 Evergreen Road, Southfield, MI**

**MINUTES**

**SERS Board Members Present:** L. Susan Mannisto, Chair; David Hersh; Coretta Houge; Jeannie Jackson; Shirley Lightsey (*Alternate*); Julius Maisano; James Pierce

**SERS Board Members Absent:** Mark Jubas

**Others Present:** Lauri Siskind, Human Resources Director/SERS Plan Liaison  
Laurence O. Gray; Gray & Company  
Frank Judd; VanOverbeke, Michaud & Timmony, PC  
Penelope Scharmberg, Administrative Assistant HR/LR/SERS Secretary

The meeting was called to order at 5:48 p.m.

**AGENDA**

1. *Approval of Agenda.*

**MOTION #S-15-038**

Motion by Houge, supported by Hersh to approve the agenda of the March 17, 2015 SERS meeting, as presented.  
Motion carried.

**CERTIFICATION OF ELECTION RESULTS**

1. *Certification of Elected Active Member.*

**MOTION #S-15-039**

Motion by Houge, supported by Maisano.

**WHEREAS**, the Southfield Employee Retirement System ordinance specifies the composition and term of office of the Board; and

**WHEREAS**, the Southfield Employee Retirement System ordinance authorizes the Board to establish Election Procedures for those Board Members who are elected by the membership; and

**WHEREAS**, the Southfield Employee Retirement System Board adopted Election Procedures to fill the vacant Active Employee Member seat on the Board; and

**WHEREAS**, only James Pierce, submitted a Candidate Declaration Form to fill the Active Employee Member seat for the period beginning April 1, 2015 to March 31, 2019; and

**WHEREAS**, according to established Election Procedures, when only one eligible Active Member submits a Candidate Declaration Form, such member shall be declared the elected member to the Board, and the remaining election procedures will be waived.

**NOW, BE IT RESOLVED THAT,** James Pierce is hereby declared the elected Active Employee Member on the Board of the Southfield Employee Retirement System, to serve for the period April 1, 2015 through March 31, 2019.

Motion carried.

2. *Certification of Elected Retiree Member.*

**MOTION #S-15-040**

Motion by Houge, supported by Maisano.

**WHEREAS,** the Southfield Employee Retirement System ordinance specifies the composition and term of office of the Board; and

**WHEREAS,** the Southfield Employee Retirement System ordinance authorizes the Board to establish Election Procedures for those Board Members who are elected by the membership; and

**WHEREAS,** the Southfield Employee Retirement System Board adopted Election Procedures to fill the vacant Retiree Member seat on the Board; and

**WHEREAS,** only David Hersh, submitted a Candidate Declaration Form to fill the Retiree Member seat for the period beginning April 1, 2015 to March 31, 2017, which was vacant due to expiration of his former term; and

**WHEREAS,** according to established Election Procedures, when only one eligible Retiree Member submits a Candidate Declaration Form, such member shall be declared the elected member to the Board, and the remaining election procedures will be waived.

**NOW, BE IT RESOLVED THAT,** David Hersh is hereby declared the elected Retiree Member on the Board of the Southfield Employee Retirement System, to serve for the period April 1, 2015 through March 31, 2017.

Motion carried.

**RESOLUTION IN SUPPORT OF THE REAPPOINTMENT OF MARK JUBAS**

Mark Jubas sits as the Mayor's appointment on the board whose term expires March 31, 2015. Acting Mayor Fracassi inquired as to the Board's support for the re-appointment, and in response, a resolution in support of Mr. Jubas' reappointment was raised:

**MOTION #S-15-041**

Motion by Hersh, supported by Houge.

**WHEREAS,** the Southfield Employee Retirement System ordinance specifies the composition and term of office of the Board; and

**WHEREAS,** the Southfield Employee Retirement System ordinance authorizes the standing Mayor of Southfield to appoint one Board Member to represent the membership for a four year period; and

**WHEREAS,** since 2009, Mark Jubas has represented the membership in good standing as the Mayoral appointee on the Southfield Employee Retirement System Board; and

**WHEREAS,** Mark Jubas has expressed his desire to continue to serve as the Mayoral appointee on the Southfield Employee Retirement System Board; and

**WHEREAS**, the seat for Mayoral appointee on the Southfield Employee Retirement System Board will be vacant on April 1, 2015, due to the expiration of the former term of Mark Jubas; and

**WHEREAS**, the Southfield Employee Retirement System Board expresses its full support in the reappointment of Mark Jubas as the Mayoral appointee to the Southfield Employee Retirement System Board.

**NOW, BE IT RESOLVED THAT**, the Southfield Employee Retirement System Board does hereby support the reappointment of Mark Jubas by Acting Mayor Donald F. Fracassi, to serve on the Southfield Employee Retirement System Board, for the period April 1, 2015 through March 31, 2019.

Motion carried.

### **MINUTES**

1. *Review and approve Minutes of the Southfield Employee Retirement System Board Meeting of February 17, 2015.*

#### **MOTION #S-15-042**

Motion by Houge, supported by Hersh to approve the Minutes of the Southfield Employee Retirement System Board Meeting of February 17, 2015.

Motion carried.

### **APPLICATIONS FOR RETIREMENT**

1. *Review and approve Application for Normal Retirement from Bonnie Ruffins, City Attorney's Office, effective April 7, 2015.*

#### **MOTION #S-15-043**

Motion by Houge, supported by Hersh to approve the Application for Normal Retirement from Bonnie Ruffins, City Attorney's Office, effective April 7, 2015.

Motion carried.

### **INVESTMENT CONSULTANT REPORT**

1. *Performance Report.*

Mr. Gray reviewed the investment performance for monthly periods ending February 28, 2015. During this time, oil prices were the lowest in 6 years, Europe was still down, Japan was in a recession, China began exporting steel and the economy was in a slow growth period, with the U.S. having the best outcome.

The portfolio showed all managers outperforming their benchmark for the current month. The market value of the fund as of 3/16/15 was \$114,838,658.97. He indicated the principals of SouthernSun were out of the country so could not attend this meeting however, would join the board at their April meeting.

#### **MOTION #S-15-044**

Motion by Houge, supported by Hersh to receive and file the SERS performance review presented by Laurence O. Gray, Gray & Company investment consultants.

Motion carried.

### **LEGAL**

Mr. Judd mentioned that he had been reviewing the bylaw policy and soon emailing it to the board. Ms. Siskind reminded him to make sure the language was applicable to SERS if using a boilerplate version.

### **SUMMARY ANNUAL REPORT**

Ms. Siskind presented the Summary Annual Report for year ending June 30, 2014 having no changes from the previous year.

#### **MOTION #S-15-045**

Motion by Hersh, supported by Houge to approve the Summary Annual Report for the year ending June 30, 2014.

Motion carried.

**MONTHLY FINANCIAL REPORT**

The board reviewed Financial Reports for the periods ending December 31, 2014 and January 31, 2015. As of the January date, the net value of assets was \$111,110,449.

**MOTION #S-15-046**

Motion by Maisano, supported by Hersh to receive and file the SERS Financial Report for the periods ending December 31, 2014 and January 31, 2015.

Motion carried.

**FINANCIAL MATTERS**

1. *Review and approve payment to VanOverbeke, Michaud & Timmony, P.C. for legal services rendered during the period April 1, 2014 through June 30, 2014, in the amount of \$4,536.00.*

**MOTION #S-047**

Motion by Houge, supported by Hersh to approve payment to VanOverbeke, Michaud & Timmony, P.C. for legal services rendered during the period April 1, 2014 through June 30, 2014, in the amount of \$4,536.00.

Motion carried.

2. *Review and approve payment to VanOverbeke, Michaud & Timmony, P.C. for legal services rendered during the period July 1, 2014 through September 30, 2014, in the amount of \$2,736.00.*

**MOTION #S-15-048**

Motion by Houge, supported by Hersh to approve payment to VanOverbeke, Michaud & Timmony, P.C. for legal services rendered during the period July 1, 2014 through September 30, 2014, in the amount of \$2,736.00.

Motion carried.

3. *Review and approve payment to Comerica Business Card for purchases during the period February 5, 2015 – March 4, 2015.*

**MOTION #S-15-049**

Motion by Houge, supported by Hersh to approve payment to Comerica Business Card for purchases during the period February 5, 2015 – March 4, 2015.

Motion carried.

**PUBLIC COMMENTS**

There were no public comments.

*Mr. Pierce joined the meeting at this point.*

**OTHER MATTERS**

1. *Elections.*

Ms. Mannisto reminded everyone that officer elections will be held at the next meeting.

2. *MAPERS Certificates.*

Ms. Siskind reminded the board members who attended the MAPERS One-Day session to bring in their certificates.

3. *Due Diligence.*

Ms. Mannisto reminded the board that due diligence reviews were due on the actuary and attorney. An RFI was suggested for the actuarial group and Ms. Siskind and Mr. Pierce were to put together. The attorney would be discussed at the next 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
- Pension Benefit Calculator (*LS in April/May*)

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

**MOTION #S-15-050**

Motion by Pierce, supported by Hersh to adjourn the Southfield Employee Retirement System Board's March 17, 2015 meeting at 6:15 p.m.

Motion carried.

Mr. Gray forgot to inform the board of a matter so a motion to reopen the meeting was raised. All board members from the original meeting remained for the reopened meeting.

**MOTION #S-15-051**

Motion by Hersh, supported by Maisano to reconvene the Southfield Employee Retirement System Board meeting of March 17, 2015 at 6:23 p.m.

Motion carried.

Mr. Gray informed the board that his office had filed a lawsuit against the Securities and Exchange Commission (SEC), with respect to the matter involving its investigation of his actions and their standing to do so. He will keep the board informed of the progress of this litigation.

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

**MOTION #S-15-052**

Motion by Houge, supported by Pierce to adjourn the Southfield Employee Retirement System Board's March 17, 2015 meeting at 6:30 p.m.

Motion carried.