

**CITY OF SOUTHFIELD
REGULAR MEETING
SOUTHFIELD EMPLOYEE RETIREMENT SYSTEM BOARD
Tuesday, June 19, 2018
Council Conference Room – Main Municipal Building
26000 Evergreen Road, Southfield, MI**

MINUTES

SERS Board Members Present: L. Susan Mannisto, Chair; Edward Gardella; David Hersh; Mark Jubas; Shirley Lightsey; Julius Maisano; Ronald Miller; Donna Sanders (*Alternate*)

Others Present: Lauri Siskind, Human Resources Director/SERS Plan Liaison
Penelope Scharmberg, Administrative Assistant HR/LR/SERS Secretary
Michael VanOverbeke, VanOverbeke, Michaud & Timmony P.C.
Christopher Kuhn, CFA, CAIA; &Co Consulting
Christine Catalanotte, Human Resources Manager of Operations
Frederick E. Zorn, Jr.; City Administrator
Irv Lowenberg; City Treasurer

The meeting was called to order at 6:50 p.m.

AGENDA

Approval of Agenda.

MOTION #S-18-061

Motion by Jubas, supported by Gardella to approve the agenda of the June 19, 2018 SERS Regular meeting.
Motion carried.

MINUTES

Review and approve Minutes of the May 15, 2018 Southfield Employee Retirement System Board Meeting.
Mr. Hersh noted a discrepancy in the financial matters area which would be corrected.

MOTION #S-18-062

Motion by Jubas, supported by Gardella to approve the Minutes of the May 15, 2018 Southfield Employee Retirement System Board Meeting, with corrections.
Motion carried.

APPLICATION FOR RETIREMENT

Review and approve Application for Normal Retirement from Robert White – Animal Control Officer, Police Civilian, effective July 14, 2018.

MOTION #S-18-063

Motion by Maisano, supported by Gardella to approve the Application for Normal Retirement from Robert White – Animal Control Officer, Police Civilian, effective July 14, 2018.
Motion carried.

AUTHORIZATION OF BENEFITS

1. *Review and approve refund of contributions to Allen Coats.*

MOTION #S-18-064

Motion by Jubas, supported by Hersh to approve refund of contributions to Allen Coats.
Motion carried.

2. *Review and approve refund of contributions to Glenn Vary.*

MOTION #S-18-065

Motion by Jubas, supported by Hersh to approve refund of contributions to Glenn Vary.
Motion carried.

INVESTMENT CONSULTANT*Investment Performance Report*

Chris Kuhn presented updated market values (\$116MM) and noted that all allocations are near target. There were no current recommendations for the board. However, he suggested after recent contact on performance and positioning within the portfolio, Michael Cross of SouthernSun attend a future meeting. He indicated that a lack of tech exposure has contributed to the manager's under performance in recent years. He also asked about September for a manager roundtable meeting.

MOTION #S-18-066

Motion by Lightsey, supported by Jubas to receive and file the investment report presented by Christopher Kuhn, AndCo Consulting.

Motion carried.

Mr. Gardella left the meeting at this point.

IPS Discussion

Mr. Kuhn reintroduced the draft Investment Policy Statement (IPS) that was tabled during the last meeting. Based on guidance from city representatives, the Board elected to table the IPS and chose to have additional conversations with the City Council.

LEGAL REPORT*Fee Adjustment.*

Mr. VanOverbeke presented the board with a retainer agreement explaining that after 10 years, his firm had decided to raise their hourly rate by \$10 with a built in CPI/maximum per year of 3%. This fee structure will be maintained for five years commencing July 1, 2018.

MOTION #S-18-067

Motion by Lightsey, supported by Jubas to acknowledge receipt of the Legal Representation Agreement from VanOverbeke, Michaud & Timmony, P.C. and approve to the terms therein, effective July 1, 2018.

Motion carried.

Ms. Siskind will execute the agreement.

GRS PROPOSED FEES

The board received the annual engagement letter from Gabriel, Roeder, Smith & Company describing the scope and fees for the period beginning July 1, 2018: Regular Retainer Services; GASB Statement Nos. 67 & 68 Reporting; and EDROs for the period 7/1/18 – 6/30/19. The fee schedule was reviewed and a motion was raised.

MOTION #S-18-068

Motion by Jubas, supported by Maisano to approve the fee schedule presented by Gabriel, Roeder, Smith & Company Regular Retainer Services; GASB Statement Nos. 67 & 68 Reporting; and EDROs during the period 7/1/18 – 6/30/19.

Motion carried.

Mr. Lowenberg suggested SERS join with the Fire & Police Retirement Board and Retiree Health Care Benefits Plan & Trust Board to do an RFI or RFP for actuarial services this year. The board agreed to start the provider review rotation. Mr. Hersh agreed to assist in the process.

FINANCIAL MATTERS

1. *Review and approve payment to VanOverbeke, Michaud & Timmony, P.C. for legal services rendered during the period 7/1/17 – 12/31/17, in the amount of \$3,042.*

MOTION #S-18-069

Motion by Hersh, supported by Lightsey to approve payment to VanOverbeke, Michaud & Timmony, P.C. for legal services rendered during the period 7/1/17 – 12/31/17, in the amount of \$3,042.

Motion carried.

2. *Review and approve reimbursement to Edward Gardella for expenses incurred during attendance at MAPERS Spring Conference, 5/19/18 – 5/22/18.*
MOTION #S-18-070
Motion by Hersh, supported by Lightsey to approve reimbursement to Edward Gardella for expenses incurred during attendance at MAPERS Spring Conference, 5/19/18 – 5/22/18.
Motion carried.
3. *Review and approve reimbursement to David Hersh for expenses incurred during attendance at MAPERS Spring Conference, 5/19/18 – 5/22/18.*
MOTION #S-18-071
Motion by Hersh, supported by Lightsey to approve reimbursement to David Hersh for expenses incurred during attendance at MAPERS Spring Conference, 5/19/18 – 5/22/18.
Motion carried.
4. *Review and approve reimbursement to Shirley Lightsey for expenses incurred during attendance at MAPERS Spring Conference, 5/19/18 – 5/22/18.*
MOTION #S-18-072
Motion by Hersh, supported by Lightsey to approve reimbursement to Shirley Lightsey for expenses incurred during attendance at MAPERS Spring Conference, 5/19/18 – 5/22/18.
Motion carried.
5. *Review and approve reimbursement to L. Susan Mannisto for expenses incurred during attendance at MAPERS Spring Conference, 5/19/18 – 5/22/18.*
MOTION #S-18-073
Motion by Hersh, supported by Lightsey to approve reimbursement to L. Susan Mannisto for expenses incurred during attendance at MAPERS Spring Conference, 5/19/18 – 5/22/18.
Motion carried.
6. *Review and approve reimbursement to Donna Sanders for expenses incurred during attendance at MAPERS Spring Conference, 5/19/18 – 5/22/18.*
MOTION #S-18-074
Motion by Hersh, supported by Lightsey to approve reimbursement to Donna Sanders for expenses incurred during attendance at MAPERS Spring Conference, 5/19/18 – 5/22/18.
Motion carried.
7. *Review and approve activity on Comerica Cardmember Service during period 5/5/18 – 6/5/18.*
MOTION #S-18-075
Motion by Hersh, supported by Lightsey to approve activity on Comerica Cardmember Service during period 5/5/18 – 6/5/18.
Motion carried.

COUNCIL PRESENTATION DISCUSSION

Mr. Zorn informed the board that the Total Living Commission had presented an update to the City Council which lasted approximately 8.5 minutes. He would attain the goals requested by City Council for the SERS board so their presentation can be completed.

To Do List

- *Website Pension Calculator – Posting necessary.*

PUBLIC COMMENTS

There were no members of the public in attendance.

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

MOTION #S-18-076

Motion by Jubas, supported by Hersh to adjourn the Southfield Employee Retirement System Board Regular Meeting of June 19, 2018 at 8:08 p.m.
Motion carried.

*Approved this 17th day of July 2018
L. Susan Mannisto, Chair
Southfield Employee Retirement System Board*