

**CITY OF SOUTHFIELD
REGULAR MEETING
SOUTHFIELD EMPLOYEE RETIREMENT SYSTEM BOARD
Tuesday, June 20, 2017
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 (*Telephonically*); Mark Jubas; Julius Maisano

SERS Board Members Absent: Shirley Lightsey; James Pierce

Others Present: Lauri Siskind, Human Resources Director/SERS Plan Liaison
Christopher Kuhn, CFA, CAIA; &Co Consulting
Michael VanOverbeke; VanOverbeke, Michaud & Timmony, PC

The meeting was called to order at 6:05 p.m.

AGENDA

1. *Approval of Agenda.*
MOTION #S-17-086
Motion by Houge supported by Jubas to approve the agenda of the June 20, 2017 SERS Regular meeting.
Motion carried.

MINUTES

1. *Review and approve Minutes of the May 16, 2017 Southfield Employee Retirement System Board Meeting.*
MOTION #S-17-087
Motion by Houge, supported by Jackson to approve the Minutes of the May 16, 2017 Southfield Employee Retirement System Board Meeting.
Motion carried.

APPROVAL OF RETIREMENT

1. *CLOSED SESSION – Application for Non-Duty Disability Retirement.*
A motion was raised to go into Closed Session.

MOTION #S-17-088

Motion by Houge, supported by Jubas that pursuant to Section 8(h) of the Open Meetings Act the Southfield Employee Retirement System Board Meeting of June 20, 2017, adjourn to a Closed Session for the purpose of considering material exempt from discussion or disclosure by state or federal statute.

A roll call vote was taken.

YEA: Houge, Hersh, Jubas, Maisano, Mannisto, Jackson.

NAY: None.

ABSTAIN: None.

ABSENT: Lightsey, Pierce.

Motion carried.

MOTION #S-17-089

Motion by Houge, supported by Jubas that the Closed Session of the Southfield Employee Retirement System Board Meeting of June 20, 2017, does hereby reconvene to Open Session.

Motion carried.

MOTION #S-17-090

Motion by Hersh, supported by Jubas to authorize the SERS Administrator to contact the Medical Director and request examination of the applicant, providing an evaluation on all independent medical issues as well as the totality of the applicant's condition; and further, render an opinion of duty causation under the Southfield Employee Retirement System Ordinance regulations, on the application for retirement disability from Randy Jones.

Motion carried.

AUTHORIZATION OF BENEFITS

1. *Review and approve monthly benefit payment to James Polk.*

MOTION #S-17-091

Motion by Houge, supported by Hersh to approve monthly benefit payment to James Polk.

Motion carried.

2. *Review and approve monthly benefit payment to Pamela Devin.*

MOTION #S-17-092

Motion by Houge, supported by Hersh to approve monthly benefit payment to Pamela Devin.

Motion carried.

3. *Review and approve contribution refund to Kimberly Summers.*

MOTION #S-17-093

Motion by Houge, supported by Hersh to approve contribution refund to Kimberly Summers.

Motion carried.

4. *Review and approve residual benefits to beneficiary of Mattie Hunter.*

MOTION #S-17-094

Motion by Houge, supported by Hersh to approve residual benefits to beneficiary of Mattie Hunter.

Motion carried.

5. *Review and approve residual benefits to beneficiary to Leonard Yourist.*

MOTION #S-17-095

Motion by Houge, supported by Hersh to approve residual benefits to beneficiary of Leonard Yourist.

Motion carried.

INVESTMENT CONSULTANT

1. *Portfolio Summary Review*

Mr. Kuhn distributed updated market values showing a Total Fund of \$112 MM. U.S. and International Equities leading. He discussed the pending transition from Munder to Champlain and QMA.

2. *Consultant's Recommendations*

He recommended a partial rebalancing towards targets, including transferring \$1MM from WAM S&P 500 and \$1MM from Munder to Pacific Income Advisors.

MOTION #S-17-096

Motion by Houge, supported by Jubas to approve a transfer of both \$1MM from the WAM S&P 500 account and \$1MM from the Munder account into the Pacific Income Advisor account to rebalance the portfolio.

Motion carried.

Mr. Kuhn also recommended transferring \$3MM cash for the payment of benefits from the line item account to the cash account to which the board agreed.

MOTION #S-17-097

Motion by Houge, supported by Hersh to approve a transfer of \$3MM from the line item account to the cash account for payment of benefits.

Motion carried.

A motion was raised to receive and file the consultants report.

MOTION #S-17-098

Motion by Houge, supported by Jubas to receive and file the Southfield Employee Retirement System Asset/Manager Summary for June 2017, presented by Christopher Kuhn, AndCo Consulting.

Motion carried.

LEGAL REPORT

Mr. VanOverbeke informed the board he was researching HELPS, which would allow medical expenses up to \$3,000 to be claimed on a pre-tax basis for a civilian public safety employee.

He also let the board know that a Task Force report on pension matters within the legislative would be coming soon. .

FINANCIAL REPORT

The financial report was not available for the meeting.

GRS PROPOSED GASB & ACTUARIAL FEES

Proposed services and actuarial fees for SERS beginning July 1, 2017 were received from Gabriel Roeder Smith. Included were the regular retainer services fee, GASB Statement Nos. 67 & 68 report fee and EDROs; during period 7/1/17 – 6/30/2018. The fee schedule was reviewed and a motion was raised.

MOTION #S-17-099

Motion by Hersh, supported by Jubas to accept the proposed fee schedule for GASB & Actuarial services presented by Gabriel Roeder Smith & Company.

Motion carried.

FINANCIAL MATTERS

1. *Review and approve payment to AndCo for investment consultant services provided during the period 4/1/17 – 6/30/17, in the amount of \$12,500.00.*

MOTION #S-17-100

Motion by Houge, supported by Hersh to approve payment to AndCo for investment consultant services provided during the period 4/1/17 – 6/30/17, in the amount of \$12,500.00.

Motion carried.

2. *Review and approve payment to VanOverbeke, Michaud & Timmony, P.C. for legal services provided during the period 1/1/17 – 3/31/17, in the amount of \$2,664.00.*

MOTION #S-17-101

Motion by Houge, supported by Hersh to approve payment to VanOverbeke, Michaud & Timmony, P.C. for legal services provided during the period 1/1/17 – 3/31/17, in the amount of \$2,664.00

Motion carried.

3. *Review and approve Expense Report of Shirley Lightsey for expenses incurred during MAPERS Spring Conference in Acme, Michigan, 5/20/17 – 5/23/17.*

MOTION #S-17-102

Motion by Houge, supported by Hersh to approve the Expense Report of Shirley Lightsey for expenses incurred during MAPERS Spring Conference in Acme, Michigan, 5/20/17 – 5/23/17.

Motion carried.

4. *Review and approve Expense Report of David Hersh for expenses incurred during MAPERS Spring Conference in Acme, Michigan, 5/20/17 – 5/23/17.*

MOTION #S-17-103

Motion by Houge, supported by Hersh to approve the Expense Report of David Hersh for expenses incurred during MAPERS Spring Conference in Acme, Michigan, 5/20/17 – 5/23/17.

Motion carried.

5. *Review and approve Expense Report of Coretta Houge for expenses incurred during MAPERS Spring Conference in Acme, Michigan, 5/20/17 – 5/23/17.*

MOTION #S-17-104

Motion by Houge, supported by Hersh to approve the Expense Report of Coretta Houge for expenses incurred during MAPERS Spring Conference in Acme, Michigan, 5/20/17 – 5/23/17.

Motion carried.

6. *Review and approve payment to Comerica Bank Cardmember Service for activity during the period 5/5/17 – 6/5/17.*

MOTION #S-17-105

Motion by Houge, supported by Hersh to approve payment to Comerica Bank Cardmember Service for activity during the period 5/5/17 – 6/5/17.

Motion carried.

PUBLIC COMMENTS

No member of the public wished to make a comment.

OTHER MATTERS

1. *Update on On-Line Pension Calculator.*

Ms. Siskind notified the board that revisions to the mortality tables will be made by the next meeting.

2. *MAPERS Registration*

Mr. Hersh and Mr. Maisano and Ms. Mannisto expressed their desire to attend the MAPERS 2017 Fall Conference, 9/16/17 – 9/19/17, at Shanty Creek in Bellaire, Michigan. Ms. Jackson, Ms. Houge and Mr. Jubas would inform the Administrator as soon as possible.

To Do List

- *Service Provider Review – Custodial Bank – Check fees by end of June (LS)*
- *Website Pension Calculator – Update mortality tables by next meeting (LS)*
- *Board Policies – Review for any needed/missed/updated*

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

MOTION #S-17-106

Motion by Jubas, supported by Hersh to adjourn the Southfield Employee Retirement System Board's June 20, 2017 Regular Meeting at 6:50 p.m.

Motion carried.

*Approved this 18th day of July 2017
L. Susan Mannisto, Chair
Southfield Employee Retirement System Board*