

**CITY OF SOUTHFIELD**  
**SOUTHFIELD EMPLOYEE RETIREMENT SYSTEM**  
**REGULAR MEETING - TUESDAY- DECEMBER 11, 2018**  
**Council Study – Main Municipal Building - 5:45 p.m.**

**TENTATIVE AGENDA**

- A. Approval of Agenda
- B. Approval of Minutes
  - 1. *Review and approve Nov 13, 2018 Minutes of the Southfield Employee Retirement System Regular Meeting*
  - 2. *Signature requirement for approved minutes*
- C. Investment Consultant
  - 1. *Review/approval of all investment manager invoices*
  - 2. *Communication of invoice review process to fund managers*
  - 3. *Portfolio Review*
  - 4. *Contract Expiration/Fees Memo to Board w/attachment*
- D. Investment Policy
  - 1. *Discussion and adoption of Policy*
  - 2. *Administration of Policy*
  - 3. *Fiduciary Liability Insurance Policy*
- E. Applications for Retirement
  - 1. *Review and approve Application for Retirement from Kost Kapchonick effective January 29, 2019*
- F. Authorization of Benefits
  - 1. *None*
- G. Actuarial Matters
  - 1. *Response to outstanding actuarial valuation questions*
  - 2. *Revised actuarial valuation*
  - 3. *Revised GASB report*
- H. Legal Matters
  - 1. *Review of Ordinance changes*
  - 2. *Adoption of Signatory Resolution*
- I. Financial Matters
  - 1. *Review and approve payment of invoice to GRS for Strainovici EDRO calculation in the amount of \$1,300.00*
  - 2. *Review and approve payment of invoice to M. Battersby for November administrative services in the amount of \$2,500.00*
  - 3. *Review and approve payment of invoice to VanOverbeke Michaud & Timmony, P.C. for legal services rendered during the period January 1, 2018 through March 31, 2018 in the amount of \$2,916.00*
  - 4. *Review and approve payment of invoice to VanOverbeke Michaud & Timmony, P.C. for legal services rendered during the period April 1, 2018 through June 30, 2018 in the amount of \$2,502.00*
  - 5. *Review and approve payment of invoice to MAPERS for 2019 membership renewal in the amount of \$200.00*
- J. Financial Report
  - 1. *Review Financial Report as of June 30, 2018*



Individuals with special needs who plan to attend these meetings should contact the Human Resources Department at 248-796-4700 (voice) or by email at [hrsupport@cityofsouthfield.com](mailto:hrsupport@cityofsouthfield.com), if auxiliary aids or services are needed. Reasonable advance notice is required.

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K. Other Matters

1. *Necessities for Board Members:Lead/Hersh, Timeframe/TBD*
2. *Retirement Handbook: Lead/TBD, Timeframe/TBD*
3. *Seperation of Personnel and Pension files: Lead/TBD, Timeframe/TBD*
4. *Review of all Policies and Procedures: Lead/VanOverbeke, Timeframe/TBD*
5. *Record Retention Policy Compliance: Lead/TBD, Timeframe/TBD*
6. *Administrator transition/limiting of former Administrator access: Lead/Mannisto, Timeframe/Jan 2019*
7. *Pension Calculator: Lead/Maisano, Timeframe/TBD*
8. *Maintenance of City SERS website:Lead/Battersby, Timeframe/TBD*
9. *Provision of final pension calculations to retirees: Lead/Battersby, Timeframe/Immediately*
10. *Review Pension Eligibility and calculation: Lead/Battersby, Timeframe/Q3 2019*

L. Public Comment



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