

CITY OF SOUTHFIELD
SOUTHFIELD EMPLOYEE RETIREMENT SYSTEM
REGULAR MEETING - TUESDAY– JANUARY 15, 2019
Council Study – Main Municipal Building - 5:45 p.m.

TENTATIVE AGENDA

- A. Approval of Agenda
 - 1. *Review and approval January 15, 2019 Regular Meeting Agenda*
- B. Approval of Minutes
 - 1. *Review and approve December 11, 2018 Regular Meeting Minutes*
- C. Informational Items
 - 1. *FOIA response dated December 7, 2018*
- D. Financial Report
 - 1. *None*
- E. Applications for Retirement
 - 1. *None*
- F. Authorization of Benefits
 - 1. *Review and approve commencement of benefits to G. Yunker effective 11/14/18*
 - 2. *Review and approve commencement of benefits to E. Shannon effective 11/24/18*
 - 3. *Review and approve commencement of benefits to K. Hicks effective 12/01/18*
 - 4. *Review and approve commencement of benefits to L. Siskind effective 12/01/18*
 - 5. *Review and approve commencement of benefits to P. Strainovici effective 12/06/18*
 - 6. *Review and approve commencement of benefits to C. Salas effective 12/15/18*
 - 7. *Review and approve commencement of benefits to D. DuChene effective 12/22/18*
 - 8. *Review and approve death benefit lump sum payment to Andre Williams, beneficiary of L. Fate-Dase*
 - 9. *Review and approve death benefit lump sum payment to Anitka Williams, beneficiary of L. Fate-Dase*
- G. Refund of Contributions
 - 1. *Review and approve refund of contributions to S. Tyus*
 - 2. *Review and approve refund of contributions to A. Bettis*
- H. Investment Matters
 - 1. *Portfolio Review*
 - 2. *Review SouthernSun portfolio potential replacements*
 - 3. *Review AndCo Memo Re: Contract Expiration / Fees*
- I. Legal Matters
 - 1. *Investment Policy Administration*
 - 2. *Signatory Resolution*
- J. Financial Matters
 - 1. *Review and approve payment of invoice to VanOverbeke Michaud & Timmony, P.C. for legal services rendered during the period July 1, 2018 through September 30, 2018 in the amount of \$5,852.00*
 - 2. *Review and approve payment of invoice to M. Battersby for December 2018 administrative services in the amount of \$2,500.00*



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, if auxiliary aids or services are needed. Reasonable advance notice is required.

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3. *Review and approve payment of invoice to AndCo for investment consulting services for the period October 1, 2018 – December 31, 2018 in the amount of \$13,750.00*
4. *Review and approve payment of invoice to City of Southfield for laserjet printer for Retirement Administrator in the amount of \$210.00*
5. *Review and approve invoice from Walthausen & Co. for asset management services for the period October 1, 2018 – December 31, 2018 in the amount of \$12,109.68*
6. *Review and approve invoice from LSV Asset Management for asset management services for the period October 1 to December 31, 2018 in the amount of \$16,713.00*
7. *Review and approve invoice from GRS for calculation of retirement benefits for Lauri Siskind in the amount of \$550.00*
8. *Review and approval of invoice from Comerica Bank Business card for credit card purchases for the period 12/06/18 – 01/04/19 in the amount of \$0.00*

K. Other Matters

1. *Administrator transition/limiting of former Administrator access: Lead/Mannisto, Timeframe/Jan 2019*
2. *Review of final pension calculations: Lead/Zorn, Timeframe/ASAP*
3. *Reconciliation of City services to SERS: Lead/Zorn, Timeframe/ASAP*
4. *Credit card authorized purchases by Administrator: Lead/Mannisto, Timeframe/ASAP*
5. *Necessities for Board Members (product, process and intent):Lead/Hersh, Timeframe/TBD*
6. *Retirement Handbook: Lead/TBD, Timeframe/TBD*
7. *Separation of Personnel and Pension files: Lead/TBD, Timeframe/TBD*
8. *Review of all Policies and Procedures: Lead/VanOverbeke, Timeframe/TBD*
9. *Record Retention Policy Compliance: Lead/TBD, Timeframe/TBD*
10. *Pension Calculator: Lead/Maisano, Timeframe/TBD*
11. *Pension eligibility and calculation demonstration: Lead/Battersby, Timeframe/TBD*

L. Public Comment



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