

**SOUTHFIELD EMPLOYEE RETIREMENT SYSTEM
REGULAR MEETING - TUESDAY– FEBRUARY 19, 2019
P&R Room 112 – Main Municipal Building - 5:45 p.m.**

AGENDA

- A. Approval of Agenda
February 19, 2019 Regular Meeting Agenda
- B. Approval of Minutes
January 15, 2019 Regular Meeting Minutes
- C. Informational Items
 - 1. *Meeting Venue*
 - 2. *Comerica invoices for the period 10/01/2018 – 12/31/2018 (Administration/\$2,336.15; Champlain/\$1,059.91; Line Item/\$2,718.69; Pacific/\$1,387.90; Southern Sun/\$1,349.51; Wallhausen/\$752.84; WCM/\$1,179.04)*
- D. Financial Report
- E. Applications for Retirement
 - 1. *Review and approve Application for Retirement from D. Bostick as of February 22, 2019*
 - 2. *Review and approve Application for Retirement from D. Jones as of March 9, 2019*
 - 3. *review and approve Application for Retirement from K. Rudolph as of March 16, 2019*
- F. Authorization of Benefits
 - 1. *Review and approve commencement of benefits to C. Smith effective December 6, 2018*
 - 2. *Review and approve commencement of benefits to W. Frost effective December 29, 2018*
 - 3. *Review and approve commencement of benefits to K. Kapchonick effective January 29, 2019*
- G. Refund of Contributions
Review and approve refund of contributions to D. Vandenbosch
- H. Investment Matters
 - 1. *Portfolio Review*
 - 2. *Small/Mid Cap Interview – Great Lakes Advisors, OFI Global*
 - 3. *SouthernSun: NFX/ECA*
 - 4. *Investment Performance Report, Quarter Ending December 31, 2018*
 - 5. *Real Estate Search Book*
- I. Legal Matters
 - 1. *Signatory Resolution*
 - 2. *Comerica Authorization List*
 - 3. *Bylaws and Rules of Procedure*
 - 4. *Amendments to Investment Management Agreements*
- J. Financial Matters
 - 1. *Review and approve payment of invoice from M. Battersby for Retirement Administration for the period January 1, 2019 – January 31, 2019 in the amount of \$2,500.00*
 - 2. *Review and approve payment of invoice from Pacific Income Advisers for asset management fees for the period October 1, 2018 through December 31, 2018 in the amount of \$6,776.00*



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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A G E N D A

3. *Review and approve payment of invoice from Comerica Bank Business card for credit card purchases for the period 01/05/19 – 02/05/19 in the amount of \$274.15*
4. *Review and approve payment of invoice from SouthernSun Asset Management for asset management fees For The Period Fourth Quarter 2018 in the amount of \$27,038.00*

K. Other Matters

1. *Administrator transition/limiting of former Administrator access: Lead/Mannisto, Timeframe/Jan 2019*
2. *Reconciliation of City services to SERS: Lead/Zorn, Timeframe/ASAP*
3. *Necessities for Board Members (product, process and intent):Lead/Hersh, Timeframe/TBD*
4. *Retirement Handbook: Lead/TBD, Timeframe/TBD*
5. *Separation of Personnel and Pension files: Lead/TBD, Timeframe/TBD*
6. *Review of all Policies and Procedures: Lead/VanOverbeke, Timeframe/TBD*
7. *Record Retention Policy Compliance: Lead/TBD, Timeframe/TBD*
8. *Pension Calculator: Lead/Maisano, Timeframe/TBD*
9. *Pension eligibility and calculation demonstration: Lead/Battersby, Timeframe/Q3 2019*
10. *Review of final pension calculations: Lead/Zorn, Timeframe/TBD*

L. Public Comment



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