

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

AGENDA

- A. Approval of Agenda
March 19, 2019 Regular Meeting Agenda

- B. Approval of Minutes
 - 1. *January 15, 2019 Regular Meeting Minutes*
 - 2. *February 19, 2019 Regular Meeting Minutes*

- C. Informational Items
 - 1. *Payment of invoice previously approved but not paid to VMT for Q4, 2015 in the amount of \$2,988*
 - 2. *Payment of invoice previously approved but not paid to VMT for Q3/4, 2017 in the amount of \$3,042*

- D. Financial Report
 - 1. *For the period ending July 31, 2018*
 - 2. *For the period ending August 31, 2018*
 - 3. *For the period ending September 30, 2018*
 - 4. *For the period ending October 31, 2018*
 - 5. *For the period ending November 30, 2018*
 - 6. *For the period ending December 31, 2018*
 - 7. *For the period ending January 31, 2019*

- E. Applications for Retirement
 - 1. *Review and approve Application for Retirement from J. Rahn effective May 2, 2019*
 - 2. *Review and approve Application for Retirement from J. Bald effective May 4, 2019*
 - 3. *Review and approve Application for Retirement from D. Rice effective May 4, 2019*

- F. Authorization of Benefits
Review and approve commencement of benefits to D. Bostick effective February 22, 2019

- G. Refund of Contributions
 - 1. *Review and approve refund of contributions to N. Laquiere*
 - 2. *Review and approve refund of contributions to C. Lyons*

- H. Investment Matters
 - 1. *Portfolio Review*
 - 2. *Investment Performance Report, Quarter Ending December 31, 2018*
 - 3. *Real Estate Search Book*

- I. Legal Matters
 - 1. *Final Signatory Resolution*
 - 2. *Bylaws and Rules of Procedure*
 - 3. *Election of Active Member*
 - 4. *Election of Retiree Member*



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J. Financial Matters

1. *Review and approve payment of invoice from M. Battersby for Retirement Administration for the period February 2019 in the amount of \$2,500.00*
2. *Review and approve payment of invoice from Comerica Bank Business card for credit card purchases for the period 02/06/19 – 03/06/19 in the amount of \$3,555.20*
3. *Review and approve payment of petty cash request from Lauri Siskind for miscellaneous expenses dated 06/12/2017 in the amount of \$31.45*
4. *Expense report from E. Gardella for MAPERS One Day Seminar on March 1, 2019*
5. *Expense report from J. Maisano for MAPERS One Day Seminar on March 1, 2019*
6. *Expense report from S. Lightsey for MAPERS One Day Seminar on March 1, 2019*

K. Other Matters

1. *Reconciliation of City Services to SERS: Lead/Zorn, Timeframe/ASAP*
2. *Necessities for Board Members (product, process and intent):Lead/Hersh, Timeframe/TBD*
3. *Retirement Handbook: Lead/TBD, Timeframe/TBD*
4. *Separation of Personnel and Pension Files: Lead/TBD, Timeframe/TBD*
5. *Review of all Policies and Procedures: Lead/VanOverbeke, Timeframe/TBD*
6. *Record Retention Policy Compliance: Lead/TBD, Timeframe/TBD*
7. *Pension Calculator: Lead/Maisano, Timeframe/TBD*
8. *Pension Eligibility and Calculation Demonstration: Lead/Battersby, Timeframe/Q3 2019*
9. *Trust Statement Reconciliation Responsibility and Procedure: Lead/TBD, Timeframe/TBD*

L. Public Comment



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.