

**SOUTHFIELD EMPLOYEE RETIREMENT SYSTEM
REGULAR MEETING – TUESDAY – MAY 14, 2019
P&R Room 112 – 5:45 p.m.**

AGENDA

- I. Approval of Agenda
- II. Approval of Minutes
 - 1. April 16, 2019 Regular Meeting Minutes
- III. Consent Agenda
 - A. Informational Items
 - 1. FOIA response dated April 18, 2019
 - 2. Comerica Invoices for the Billing Period 01/01/2019 – 03/31/2019
 - 3. Summary Annual Report as of June 30, 2018
 - B. Financial Accounting Reports
 - 1. None
 - C. Applications for Retirement
 - 1. None
 - D. Authorization of Benefits
 - 1. D. Jones, 03/09/2019
 - 2. C. Bishop, 02/01/2019
 - E. Refund of Contributions
 - 1. None
 - F. Approval of Bills and Expenses
 - 1. Invoice from M. Battersby for Retirement Administration for the period April 2019 in the amount of \$2,500.00
 - 2. Invoice from Comerica Bank Business card for credit card purchases for the period 04/07/19 – 05/08/19 in the amount of \$119.98
 - 3. Invoice from Pacific Income Advisers for Investment Management Services for the period January 1, 2019 through March 31, 2019 in the amount of \$6,841.00
 - 4. Invoice from WCM Investment Management for asset management fees for the period 01/01/2019 to 03/31/2019 in the amount of \$17,744.82
- IV. Public Comment
- V. Investment Consultant Report
 - 1. Market Update
 - 2. Asset/Manager Summary – May 2019
 - 3. Investment Performance Review, Period Ending March 31, 2019
- VI. Legal Report
 - 1. Revised Draft Governance Policies and Procedures (Bylaws)
 - 2. PCCP Equity VII, LP Memorandum



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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- VII. Retirement Administrator Report
 - 1. Comerica online access

- VIII. Unfinished Business
 - 1. None

- IX. New Business
 - 1. Designation of MAPERS Spring Conference Delegates

- X. Trustee Comment/Open Forum

- XI. Adjournment

Pending Matters/Projects

- 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/Maisano, 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/Q3 2019
- 8. Pension Eligibility and Calculation Demonstration: Lead/Battersby, Timeframe/Q3 2019
- 9. Trust Statement Reconciliation Responsibility and Procedure: Lead/TBD, Timeframe/TBD



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