

**SOUTHFIELD EMPLOYEE RETIREMENT SYSTEM
REGULAR MEETING – TUESDAY – DECEMBER 10, 2019
P&R ROOM 112 – 5:45 p.m.**

AGENDA

- I. Approval of Agenda
- II. Approval of Minutes
 - 1. November 12, 2019 Regular Meeting Minutes
- III. Consent Agenda
 - A. Informational Items
 - 1. Comerica memo invoices for Q3, 2019
 - B. Reports: Financial Accounting and Cash Account
 - 1. None
 - C. Applications for Retirement
 - 1. A. Boscaglia, 01/04/20
 - 2. R. Carter, 01/25/20
 - 3. P Scharmberg, 01/25/20
 - D. Authorization of Benefits
 - 1. J. Wenderlich, 12/19/19
 - 2. D. Wawrzyniak, 11/02/19
 - E. Refund of Contributions
 - 1. S. Hammond
 - F. Approval of Bills and Expenses
 - 1. Invoice from M. Battersby for Retirement Administration for the period November 2019 in the amount of \$2,500.00
 - 2. Invoice from Comerica Bank Mastercard Business Card for credit card purchases for the period 11/06/19 – 12/04/19 in the amount of \$589.47
 - 3. Invoice from VMT for legal services rendered for the period April 1, 2019 through June 30, 2019 in the amount of \$9,234.00
- IV. Public Comment
- V. Investment Consultant Report
 - 1. Market Update
 - 2. Asset/Manager Summary
 - 3. BTG Pactual required documents discussion
 - 4. PCCP required documentation discussion
 - 5. Matters deemed pertinent
- VI. Legal Report
 - 1. RFI for Actuarial Services Update
 - 2. Matters deemed pertinent



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 hrrsupport@cityofsouthfield.com, if auxiliary aids or services are needed. Reasonable advance notice is required.

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VII. Retirement Administrator Report

1. 2020 Meeting Schedule
2. Matters deemed pertinent

VIII. Unfinished Business/Pending Matters

1. Invoice from City of Southfield: Reimbursement for pension administrator salary and Reimbursement for health care costs
2. Retirement Handbook: Lead/Maisano, Timeframe/TBD
3. Pension Calculator: Lead/Maisano, Timeframe/TBD
4. Pension Eligibility and Calculation Demonstration: Lead/Battersby, Timeframe/TBD
5. Trust Statement Reconciliation Responsibility and Procedure: Lead/TBD, Timeframe/TBD
6. Periodic Review of Plan Consultants and Advisors: Lead/TBD, Timeframe/TBD

IX. New Business

1. Final Actuarial Valuation as of June 30, 2019

X. Trustee Comment/Open Forum

XI. Adjournment

