

**SOUTHFIELD EMPLOYEE RETIREMENT SYSTEM
REGULAR MEETING – TUESDAY – AUGUST 13, 2019
P&R Room 112 – 5:45 p.m.**

MINUTES

Board Members Present: Julius Maisano, Chair; Mark Jubas; Ed Gardella; David Hersh; Shirley Lightsey; Ron Miller; Donna Sanders

Board Members Absent: L. Susan Mannisto

Others Present: Megan Battersby, Retirement Administrator/SERS; Michael VanOverbeke, Legal Counsel/VMT

The meeting was called to order at 5:49 p.m. by Julius Maisano, Chair

APPROVAL OF AGENDA

Before approval of the agenda, Retirement Administrator informed the Board that Fiscal Services Department informed her that they will no longer prepare financial reports for the Board. Retirement Administrator was instructed to inquire whether they would prepare the financial report on an annual basis only.

MOTION #S-19-080

Motion by Jubas, supported by Gardella, to approve Agenda, Southfield Employee Retirement System, Regular Meeting, Tuesday, August 13, 2019. Motion Carried Unanimously

APPROVAL OF MINUTES

1. July 16, 2019 Regular Meeting Minutes

MOTION #S-19-081

Motion by Hersh, supported by Sanders, to approve Meeting Minutes, Southfield Employee Retirement System, Regular Meeting, Tuesday, July 16, 2019. Motion Carried Unanimously

CONSENT AGENDA

A. Informational Items

1. WSJ article: Public Pension Funds Miss Their Mark

B. Reports, Financial Accounting and Cash Account

1. Cash Account (Dec-18 through Jul-19)

C. Applications for Retirement

1. S. Deckard, 10/07/2019

D. Authorization of Benefits

1. None

E. Refund of Contributions

1. None

F. Approval of Bills and Expenses

1. Invoice from M. Battersby for Retirement Administration for the period July 2019 in the amount of \$2,500.00
2. Invoice from Comerica Bank Business card for credit card purchases for the period 07/06/19 – 08/04/19 in the amount of \$1,622.23
3. Invoice from LSV Asset Management for asset management fees for the period April 1 to June 30, 2019 in the amount of \$17,201.00
4. Invoice from Pacific Income Advisers for asset management fees for the period April 1, 2019 through June 30, 2019 in the amount of \$7,645.00
5. Invoice from WCM Investment Management for asset management fees for the period 04/01/2019 to 06/30/2019 in the amount of \$18,656.38

MOTION #S-19-082

Motion by Hersh, supported by Gardella, to approve Consent Agenda as presented. Motion Carried Unanimously

PUBLIC COMMENT

No comments were made.

INVESTMENT CONSULTANT REPORT

1. Market Update
2. Asset/Manager Summary
3. Matters deemed pertinent

Investment Consultant was not in attendance. Reports will be presented and reviewed in September.

LEGAL REPORT

1. Matters deemed pertinent

Legal Counsel did not have any formal comments. He stated that Lansing is quiet during summer recess.

RETIREMENT ADMINISTRATOR REPORT

1. Comerica STIFF - Cash Sweep Fee Adjustment
2. Service Provider Disclosures Policy Resolution
3. Advisor and Consultant Reviews Policy Resolution
4. Matters deemed pertinent

Retirement Administrator indicated that a new cash sweep fee adjustment letter was provided by Comerica with a current date and with an effective date for the fee adjustment of September 1, 2019. The current fee is 17 basis points; a previous fee increase to 20 basis points which applied to other clients was not applied to SERS. Investment Consultant indicated to Retirement Administrator via email that he has no objections to this fee increase.

MOTION #S-19-083

Motion by Jubas, supported by Gardella, to acknowledge receipt of letter from Comerica Re: Cash Sweep Fee Adjustment – Comerica STIF dated August 7, 2019 and to be effective September 1, 2019 and instruct two Trustees to sign the letter. Motion Carried Unanimously

Based on discussion at the July meeting, Retirement Administrator included two policies with the agenda as informational items. The Service Provider Disclosures Policy Resolution has been sent out to all consultants and investment managers. The Advisor and Consultant Reviews Policy Resolution was included as a reference as the Board proceeds with consideration of review of professional advisors and consultants.

MOTION #S-19-084

Motion by Gardella, supported by Jubas, to receive and file Retirement Administrator Report. Motion Carried Unanimously

UNFINISHED BUSINESS/PENDING MATTERS

1. Reconciliation of City Services to SERS: Lead/Zorn, Timeframe/ASAP
Julius Maisano indicated that there was a 2004 agreement with the City that SERS would pay 25% of Lauri Siskind's salary to cover administrative services provided to SERS. There has been discussion but no formal invoice or documentation of amounts owed has been received.
2. Trustee Handbook: Lead/Hersh, Timeframe/TBD
Dave Hersh indicated that he has all documents that he is aware of and asked the Board for guidance on how the items should be categorized. Legal Counsel offered to organize the material and place on thumb drives. Everyone was asked to bring their current thumb drive to the next meeting.
3. Retirement Handbook: Lead/Maisano, Timeframe/TBD
No update/discussion.
4. Pension Calculator: Lead/Maisano, Timeframe/Q3 2019
No updates/discussion.
5. Pension Eligibility and Calculation Demonstration: Lead/Battersby, Timeframe/Q3 2019
No update/discussion.
6. Trust Statement Reconciliation Responsibility and Procedure: Lead/TBD, Timeframe/TBD
No update/discussion.
7. Periodic review of Plan Consultants and Advisors: Lead/TBD, Timeframe/TBD
No update/discussion.

NEW BUSINESS

1. Actuarial Services Comparison

Item was tabled until to September meeting.

TRUSTEE COMMENT/OPEN FORUM

No comments were made.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:40 p.m.

MOTION #S-19-085

Motion by Jubas, supported by Hersh, to adjourn the meeting. Motion Carried Unanimously

Prepared by Megan Battersby, Retirement Administrator

Approved by Board Motion on September 10, 2019