

**SOUTHFIELD EMPLOYEE RETIREMENT SYSTEM
REGULAR MEETING – TUESDAY – DECEMBER 15, 2020
VIA TELECONFERENCE – 5:45 p.m.**

MINUTES

Board Members Present: Julius Maisano, Chair, Livonia, MI; Ed Gardella, Livonia, MI; David Hersh, Farmington Hills, MI; L. Susan Mannisto, Southfield, MI; Ron Miller, Southfield, MI; Donna Sanders, Southfield, MI

Board Members Absent:

Others Present: Megan Battersby, Retirement Administrator/SERS; Chris Kuhn, Investment Consultant/AndCo; Michael VanOverbeke, Legal Counsel/VMT; Fred Zorn, City Administrator/City of Southfield

The meeting was called to order by Julius Maisano, Chair, at 5:46 p.m. with a roll-call.

APPROVAL OF AGENDA

MOTION #S-20-082

Motion by Hersh, supported by Gardella, to approve Agenda, Southfield Employee Retirement System, Regular Meeting, Tuesday, December 15, 2020. Motion Carried Unanimously

APPROVAL OF MINUTES

1. November 17, 2020 Regular Meeting Minutes

MOTION #S-20-083

Motion by Hersh, supported by Miller, to approve Meeting Minutes, Southfield Employee Retirement System, Regular Meeting, Tuesday, November 17, 2020. Motion Carried Unanimously

CONSENT AGENDA

1. Informational Items
 - a. Comerica Invoices
 - b. Recommendation of Reappointment Letter
 - c. Credit card statement
2. Cash Account Report
 - a. None
3. Applications for Retirement
 - a. None

4. Authorization of Benefits
 - a. Madaline Fagan, 10/17/2020
5. Refund of Contributions
 - a. None
6. Approval of Bills and Expenses
 - a. None

Ed Gardella asked to speak regarding Item 4., Authorization of Benefit for Madaline Fagan. There was a delay in processing her benefits due to a Personal Action form not being completed properly and in a timely manner. He would like to find out why the delay occurred and what procedures can be put in place to ensure it doesn't happen again. It was determined that both Mr. Gardella and Julius Maisano, the two elected employee representatives, will contact HR Department directly and report back to the Board regarding their findings next month.

MOTION #S-20-084

Motion by Hersh, supported by Mannisto, 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. Bloomfield Capital Fund V
4. Matters deemed pertinent

Investment Consultant provided a recap of the markets in November and distributed updated market values. He also reviewed the request from Bloomfield Capital to rollover the unfunded Fund V commitment from Series A to Series B.

MOTION #S-20-085

Motion by Hersh, supported by Gardella, to approve a commitment to Bloomfield Capital Fund V Series B equal to the unfunded Fund V Series A commitment on November 16, 2020 in accordance with the terms of the LLC Agreement and side letter entered into with Fund V, and direct that the Chairman sign the required document. Motion Carried Unanimously

MOTION #S-20-086

Motion by Hersh, supported by Mannisto, to receive and file Investment Consultant Report.
Motion Carried Unanimously

LEGAL REPORT

1. Letter to HR Director Re: V. Robinson Employment Status
2. Marathon Distressed Credit Fund Compliance Letter
3. Matters deemed pertinent

Legal Counsel indicated that the employment status of V. Robinson has been on the radar for some time. A letter was sent to HR Director, James Meadows, requesting an update on the status and capacity of Mrs. Robinson's employment with the City. In reply, he provided a copy of the contract being considered by City Council which shows that she will be an independent contractor and that there will not be an employee relationship. Therefore, Legal Counsel advised that it is not appropriate for the Board to consider suspension of Ms. Robinson's pension benefits. L. Susan Mannisto asked what Ms. Robinson's employment status was during the period from February 2020 when an employee relationship was approved by City council and now. Legal Counsel indicated that, per Mr. Meadows, she was not employed in a position covered by SERS and, therefore, no further action is necessary.

MOTION #S-20-087

Motion by Mannisto, supported by Hersh, to receive and file Legal Report. Motion Carried Unanimously

RETIREMENT ADMINISTRATOR REPORT

1. Matters deemed pertinent

Retirement Administrator had no formal report for the Board.

NEW BUSINESS

1. Final Actuarial Valuation
2. Experience Study Fee Letter
3. Final GASB Report

MOTION #S-20-088

Motion by Gardella, supported by Hersh, to approve and acknowledge receipt of City of Southfield Employees Retirement System 55th Actuarial Valuation Report as of June 30, 2020 from the Retirement System's actuary, GRS Consulting, with a computed employer contribution rate of 27.45% and a minimum dollar contribution of \$4,666,909 for the fiscal year beginning July 1, 2021, and direct that copies be provided to City Administrator, City HR Director, and City Fiscal Services Director. Motion Carried Unanimously

MOTION #S-20-089

Motion by Mannisto, supported by Sanders, to approve Five-Year Experience Analysis for the City of Southfield Employee Retirement System based on data for the period July 1, 2015 through June 30, 2020 at a cost of \$12,000 to be performed by GRS Consulting. Motion Carried Unanimously

MOTION #S-20-090

Motion by Hersh, supported by Sanders, to approve and acknowledge receipt of City of Southfield Employees Retirement System GASB Statement Nos. 67 and 68 Accounting and Financial Reporting for Pensions as of June 30, 2020 from the Retirement System’s actuary, GRS Consulting, and direct that copies be provided to City Administrator, City HR Director, and City Fiscal Services Director. Motion Carried Unanimously

OLD BUSINESS

1. None

PENDING MATTERS

1. Retirement Handbook: Lead/Maisano, Timeframe/TBD
No updates/discussion.
2. Pension Calculator: Lead/Maisano, Timeframe/TBD
No updates/discussion.
3. Pension Eligibility and Calculation Demonstration: Lead/Battersby, Timeframe/TBD
No update/discussion.
4. Trust Statement Reconciliation Responsibility and Procedure: Lead/TBD,
Timeframe/TBD
No update/discussion.

TRUSTEE COMMENT/OPEN FORUM

No comments were made.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:32 p.m.

Prepared by Megan Battersby, Retirement Administrator

Approved by Board Motion on January 19, 2021