

**OFFICIAL PROCEEDINGS OF THE BOARD OF
TRUSTEES
CITY OF LANSING
EMPLOYEES' RETIREMENT SYSTEM**

Regular Meeting
City Council Conference Room
10th Floor, City Hall
Lansing, MI

September 15, 2016
Thursday, 8:30 a.m.

The Board met in regular session and was called to order at 8:38 a.m.

Present: Dedic, Good, Kraus, D. Parker, M. Parker, Riley (8:51), Wood. –7

Absent: Trustee Bernero, Munroe.

Others: Karen E. Williams, Finance Department; Robert Rose, Police and Fire Retirement Board; Attorney Kenneth Lane, Clark Hill (representing the City Attorney's Office).

It was moved by Trustee Kraus and supported by Trustee Wood to approve the Official Minutes of the Employees' Retirement System Board Meeting of August 18, 2016.

Adopted by the following vote: 6 - 0

It was moved by Trustee Wood and supported by Trustee Mark Parker to approve the Official Minutes of the Joint Employees' Retirement System and Police and Fire Retirement System Board Meeting of August 18, 2016.

Adopted by the following vote: 6 - 0

There were no public comments.

1 new member(s), 0 reinstatement(s), 0 refund(s), 0 transfers, 5 retired. Total active membership: 329. Total deferred: 72. 4 death(s), Pamela Ruppert, (retired 5/28/1993 – Police (Civilian)), died 8/8/2016, no beneficiary; Howard Evans, (retired 4/23/1992 – Parks), died 8/24/2016, no beneficiary; Kaye Kessler, (retired 1/5/1993 – Community Development), died 8/17/2016, no beneficiary; John Vogt, (retired 10/3/2003 – Public Service), died 8/18/2016, no beneficiary. Refunds made since the last regular meeting amounted to \$0.00. Retirement allowances paid for the month of August 2016, amounted to \$1,915,053.76. Total retirement checks printed for the ERS System: 918. Total Retirement checks printed for both systems: 1651. Eligible domestic relations orders received: 0. Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

There were no requests for regular age and service retirements.

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Karen Williams reported that Applicant #2016-E0721 request for duty disability retirement is listed as pending. The Retirement Office is waiting for medical documents to send to the medical director.

Karen Williams reported that Applicant #2016-E0915 has submitted a request for Non-Duty disability retirement.

Trustee Dennis Parker referred the request to the disability subcommittee. The Employees' Retirement System recessed to allow the disability subcommittee to meet.

The Employees' Retirement System Board meeting recessed at 8:42 a.m.

The Employees' Retirement System Board meeting resumed at 8:44 a.m.

It was moved by Trustee Good and supported by Trustee Wood to refer Applicant #2016-E0915 to the medical director for non-duty disability evaluation.

Adopted by the following vote: 6-0

Trustee Carol Munroe requested to be excused from the September meeting.

It was moved by Trustee Dedic and supported by Trustee Good to excuse Trustee Munroe from the September Employees' Retirement System meeting.

Adopted by the following vote: 6 – 0.

Ms. Williams reviewed the hotel fees for the MAPERS Conference. Ms. Williams explained that due to the resort and other Mackinac fees exceeded the single room rate of \$311.00 that was quoted in the MAPERS material.

It was moved by Trustee Kraus and supported by Trustee Good to reimburse all related room and resort fees for the standard single room for Trustees who attend the MAPERS Conference.

Adopted by the following vote: 6 – 0

Trustee Good indicated the Police and Fire Retirement Board discussed bringing up the cost of attending the conference at the MAPERS business meeting and suggested that the ERS Board also mention this topic at the business meeting.

Karen Williams reported that the Due Diligence visit to Asset Consulting Group would be October 3 -4. Travel and hotel arrangements have been made for the members who are planning to attend. Ms. Williams will forward an agenda when it becomes available.

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Trustee Rose of the Police and Fire Retirement System Board recommended that the Joint Board plan a due diligence visit Tegrity Company's headquarters in Livonia, Michigan. Trustee Rose noted that the Tegrity had changed ownership and he suggested that trustees go and view their facilities next spring. Trustee Rose has indicated that he has requested the item be placed on the joint agenda for November.

Attorney Lane reported that the Employees' Retirement System Ordinance is still being reviewed and updated by Human Resources.

Attorney Lane distributed the amended Frequently Asked Questions documents for Board review. He added information regarding the retirement calculator.

Attorney Lane noted that at the last meeting, a member requested to withdraw his duty disability application. The Board requested legal counsel to draft a policy for Board review and action. Attorney Lane distributed and explained the disability application withdrawal policy for Employees' Retirement System Board.

It was moved by Trustee Mark Parker and supported by Trustee Wood to approve the Duty Disability Application Withdrawal Policy.

Adopted by the following vote: 7 – 0.

Karen Williams distributed a list of retirement projects for the data clerk that included searchable minutes, replacing the Minute Master Service.

Trustee Wood suggested that the clerk's time should be allocated to temporary short term projects. Trustee Wood recommended filing the investment documents, scanning the actuarial reports, scanning of City Attorney Opinions to the R: Drive. She did not want the Board to pay for contract person for longer term duties.

Trustee Rose agreed with the filing the investment documents, scanning the actuarial reports and shorter term projects.

Ms. Angela Bennett expressed concern about having searchable agenda and minutes. Ms. Bennett worried about the indexing of the minutes and the amount of time that it would take. She believed that the Board should investigate further how to incorporate past minutes.

Trustee Kraus inquired if the minute master site can be linked to the Retirement webpage.

Karen Williams explained Minute Master reported that there is a Gabriel Roeder site for access. The City of Lansing would need to manage usernames and passwords.

Trustee Wood expressed concern about security and access to the web page. Trustee Wood believed it would be difficult for the Retirement Office to manage usernames and passwords.

She requested that the Retirement Office contact Gabriel, Roeder, Smith for information on these issues.

Ms. Bennett updated to the Employees' Retirement System Board regarding the Pension/Retirement Health Study. Ms. Bennett reported that the City has contracted with the Segal Group to prepare the study and they are in the data gathering stage.

Attorney Ken Lane reminded the ERS Board that the actuarial report should be completed this month in accordance with the Board's Policy.

Karen Williams reported that the actuary will be present at the October meeting.

Trustee Riley updated that Employees' Retirement System Board that her office is working with City Attorney's Office regarding redacting information was needed.

Trustee Wood reported that at a previous meeting that a statement was made that all of the retiree contracts were in compliance. Additionally, the Board was informed that the contracts could be reviewed in closed session without redacting.

Attorney Lane reported that City Attorney's Office is working on contracts that have expired in June to make sure they are in compliance. Attorney Lane was also told that the current contracts could be released with information redacted such as social security numbers.

Trustee Riley will check the status of the release of the contracts with the City Attorney's Office.

Karen Williams provided the Investment Report and Securities Lending Report for the month of August 2016.

It was moved by Trustee Good and supported by Trustee Wood to adjourn the meeting.

Adopted by the following vote: 7 – 0.

The meeting adjourned at 9:01 a.m.

Minutes approved on _____

*Angela Bennett, Secretary
Employees Retirement System*

*Mark Parker, Vice Chairperson
Employees' Retirement System*