

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

Special Meeting  
Via Zoom Meeting

April 21, 2020  
Tuesday, 9:30 a.m.

The Board met in special session and was called to order at 9:30 a.m.

Present: Bahr, Cahill, Kraus, D. Parker, Sanchez- Gazella, Schor –6

Absent: Trustee Kehler, Spadaford (excused)

Others: Karen E. Williams, Human Resources Department; Attorney Aaron Castle, (legal counsel); Nathan Burk, George Tarlas, Asset Consulting Group.

It was moved by Trustee Kraus and supported by Trustee Sanchez-Gazella to approve the Official Minutes of the Employees' Retirement System Board Meeting of March 31, 2020.

Adopted by the following vote: unanimous

It was moved by Trustee Dedic and supported by Trustee Cahill to consider late items (late items will be considered as part of the regular portion of the meeting to which they relate).

Adopted by the following vote: unanimous

Secretary's Report:

6 new member(s), 0 reinstatement(s), 0 refund(s), 0 transfers, 1 retired. Total active membership: 469. Total deferred: 75. 7 death(s) Kenneth Coin, (District Court NonBargaining, retired 11/6/2006), died 4/4/2020, age 63, no beneficiary; Eleanor Conarton, (NonBargaining, retired 8/17/1979), died 3/31/2020, age 98, beneficiary to receive 50%; Daniel R. David (Teamster 523, retired 6/14/2003), died 4/10/2020, age 67, beneficiary to receive 100%; Robert Graham (Teamsters 244, retired 11/21/1992), died 3/12/2020, age 83, spouse to receive 50%; Barbara J. Kerr (NonBargaining, retired 11/21/1992), died 3/29/2020, age 93, no surviving beneficiary; Jay C. Lane (Teamster 243, retired 8/1/1992), died 4/3/2020, age 79, spouse to receive 50%; John Peterson, (UAW, retired 11/1/2008), died 3/19/2020, age 71, no beneficiary. Refunds made since the last regular meeting mounted to \$0. Retirement allowances paid for the month of March 2020, amounted to \$2,015,609.15. Total retirement checks printed for the ERS System: 942. Total Retirement checks printed for both systems: 1692. Eligible domestic relations orders received: 1. Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

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It was moved by Trustee Bahr and supported by Trustee Dedic to approve the request for regular age and service retirements:

Mary Jo Powell (NonBargaining – Teamster 243), 16 years, 8 months of service credits, age 66, effective May 16, 2020

Adopted by the following roll call vote: Unanimous

There were no requests for duty disability.

There were no requests for non-duty disability.

There were no requests for refunds of accumulated contributions.

Trustee Cahill reported that she attended the One Day MAPERS Seminar and enjoyed her experience. She noted that it was her first MAPERS Conference and she felt that she learned a lot.

Trustee Sanchez-Gazella reported that she attended the One Day MAPERS Seminar in March and noted that there was good information on fiduciary duty, governance and investment risk.

Karen Williams reported that Trustee Spadafore was not able to attend the meeting. Trustee Sanchez-Gazella reported that Trustee Kehler was unable to attend the meeting

It was moved by Trustee Schor and supported by Trustee Bahr to excuse Trustee Kehler and Trustee Spadafore from the April Employees' Retirement System.

Adopted by the following vote: unanimous

There were no public comments.

Attorney Aaron Castle provided a legal counsel report. Attorney Castle provided a legal opinion that discussed the deferred retirement eligibility of Ms. Karen Phelps. Attorney Castle concluded that based upon Ms. Phelps' current age and her credits service, that upon application to the Board, Ms. Phelps; would be eligible to commence receipt of her retirement allowance from the Retirement System, effective as of the first day of the calendar month following the month in which her application for retirement is filed with the Board.

Attorney Castle provided a legal report to review the Coronavirus Aid Relief and Economic Security Act (CARES) went into effect March 27, 2020 that provides financial aid to individuals and businesses impacted by the ongoing Coronavirus pandemic in the United States. Attorney Castle discussed some of the provision that could affect the retirement plans regarding withdrawal, loan distributions. He indicated that the Retirement Ordinance would need to be amended to allow the provisions.

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Attorney Castle indicated that the deadline for withdrawals without penalty would be end of the plan year. The amendment to the Retirement Ordinance would need to be made to be plan documents prior to the end of 2020.

Karen Williams reported that she had been contacted by duty disability retirees that had inquired if the Employees' Retirement System would extend the deadline to submit income verifications due to the Coronavirus pandemic. Duty Disability retirees also inquired if the verifications needed to be notarized.

Attorney Castle noted that the Board would need to take action to waive its rules, but cautioned regarding changing the practice of having the forms notarized.

Trustee Cahill indicated that most UPS stores had notaries and retirees could check with their bank.

Trustee Schor recommended that if there were issues they could be reviewed on a case by case basis.

Karen Williams reported that the retirement ordinance has been forwarded to subcommittee members for review.

Mr. George Tarlas and Mr. Nathan Burk provided an update of the Employees' Retirement System Board financial portfolio. Mr. Burk indicated at the start of the year, equity markets were at an all-time high, and labor markets and gas prices were stable. There have been two shocks to the portfolio due to the Coronavirus and oil prices dropping. With the social distancing and the economy closed, unemployment is at an all-time high and there is a low demand for oil. Mr. Burk reviewed the performance of the portfolio and maintained the Board was strategically allocated and diversified in its assets for the long term, but he recommended changes to the Board fixed asset allocation.

It was moved by Trustee Cahill and supported by Trustee Bahr to adjourn the April Meeting of the Employees' Retirement System Board.

Adopted by the following vote: 7 - 0

The meeting adjourned at 10:06 a.m.

Minutes approved on \_\_\_\_\_

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*Shelbi Frayer, Secretary  
Employees' Retirement System*

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*Dennis R. Parker, Chairperson  
Employees' Retirement System*