

**OFFICIAL PROCEEDINGS OF THE BOARD OF
TRUSTEES
CITY OF LANSING
POLICE AND FIRE RETIREMENT SYSTEM**

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

September 13, 2011
Tuesday, 8:30 a.m.

The Board was called to order at 8:37 a.m.

Present: Trustees Fabus, Kraus, Oleson, St. Aubin, Wood – 5.
Absent: Trustee Benson, Hecksel, Bernero,

Others: Karen E. Williams, Finance Department; Attorney Ken Lane, Clark
Law Office (representing the Law Department).

It was moved by Trustee Kraus and supported by Trustee Oleson to approve the
Official Minutes of the Police and Fire Retirement Board Meeting of August 16,
2011.

Adopted by the following vote: 5 - 0

It was moved by Trustee Kraus and supported by Trustee Wood to approve the
Official Minutes of the Joint Police and Fire Retirement System and the
Employees Retirement System Board Meeting of August 16, 2011.

Adopted by the following vote: 5 - 0

Secretary's Report.

0 new fire member(s), 0 new police members, 0 reinstatement(s), 2 refund(s), 0
transfers, 1 retired. Total: Active membership: 370. 0 death(s) Refunds made
since the last regular meeting amounted to \$49,457.92. Retirement allowances
paid for the month of August 2011 amounted to \$2,090,794.01. Total retirement
checks printed for the P&F System: 675. Total retirement checks printed for
both systems: 1521. Domestic relations order received: 0. Domestic relations
orders pending: 0. Eligible domestic relations orders certified: 0.

It was moved by Trustee Fabus and supported by Trustee Wood to approve
following application for regular age & service retirement:

Charles T. Janeski, Police, 25 years of service credits, age 50, effective September 15,
2011.

Adopted by the following vote: 5 – 0.

RECEIVED
2011 SEPT 13 PM 4:58
LANSING CITY CLERK

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

September 13, 2011
Tuesday, 8:30 a.m.

Page Two

There were no requests for Duty Disability Retirement.

There were no requests for Non Duty Disability Retirements.

It was moved by Trustee Oleson and supported by Trustee Kraus to approve the following request for refund of Accumulated Contributions:

Richard Warner, Lansing Fire Department, \$23,391.91
Remson Jack, Lansing Police Department , \$25,426.92
Ryan Smith, Lansing Police Department, \$16,991.08

Adopted by the following vote: 5 – 0.

It was moved by Trustee Oleson and supported by Trustee Fabus to excuse Trustee Benson and Trustee Hecksel from the Police and Fire Retirement System September meeting.

Adopted by the following vote: 5 – 0.

Karen Williams announced upcoming Asset Consulting Dates: September 20 will be a golf outing for Trustees who are planning to attend MAPERS.; October 26 is the rescheduled date for Trustee Training, October 26 is also the date for the interviews for the Multi-Sector Fixed Income Interviews, starting at 8:30 a.m., and December 6 -7 for the due diligence visit to Asset Consulting.

Attorney Ken Lane updated the Board regarding the Fraud Monitoring Policy. Attorney Lane will have the City Attorney sign the policy and he will complete the resolution and attach it to the policy for the Trustee Handbooks. Attorney Lane reported to the Board that all the policies suggested by MAPERS have been adopted by the Board.

Attorney Ken Lane updated the Board regarding the PRISSA II Investment agreement. Attorney Lane reported that the agreement will be signed by the chairperson and executed to go in effect by September 30, 2011. Attorney Lane explained that the capital call notices will come fifteen days prior to the commitment date.

Karen Williams reported that four re-exams completed. Two of the other exams have been scheduled. There are three remaining duty disability retirees who need information from Human Resources that can be copied and sent to the Medical Director. Human Resources reported that one of remaining retirees has no medical information on file that can be located.

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

September 13, 2011
Tuesday, 8:30 a.m.

Page Three

Karen Williams reported to the Employees Retirement System Board that MES Solutions has expanded and has offered the services of its list of physicians in the Southwest region. Dr. Roth belongs to the MES Solutions group.

Attorney Ken Lane opined that Dr. Roth as the medical director is the original point of contact. A referral to one of the other doctors on the MES solutions list should be come from Dr. Roth.

Karen Williams discussed the upcoming election for the Fire Trustee Robert Oleson. Trustee Hecksel and Trustee Fabus were designated as election inspectors for the election. Karen Williams provided a draft of the posting with possible dates for the election.

It was moved by Trustee Wood and supported by Trustee Kraus to approve the Election Posting for the Fire Trustee position.

Adopted by the following vote: 6 – 0.

John Jackson of Asset Consulting Group (ACG) has provided a memo with the recommendation that the City of Lansing Police & Fire Retirement System conduct a review of its overall fixed income allocation and that the addition of a multi-sector fixed income strategy be introduced to provide greater diversification.

It was moved by Trustee Wood and supported by Trustee Oleson to approve the Asset Consulting Group recommendation to add a multi-sector fixed income strategy to provide greater diversification.

Adopted by the following vote: 6 – 0.

Karen Williams reported to the Board that Artisan letter of direction for quarterly cash flow withdrawal need a medallion guarantee and a resolution certifying the authorized signer list within the last 60 days. Ms. Williams explained the Bank would provide the medallion guarantee.

It was moved by Trustee Wood and supported by Trustee Oleson that Brad St. Aubin be certified as the authorized signer for Artisan Investment.

Adopted by the following vote: 6 – 0.

Trustee Kraus updated the Board that the Special Projects subcommittee reviewed a proposal from the pension software for the City of Lansing Retirement system. Trustee Kraus reported that there was a meeting with Jerry Ambrose, Eric Tumbarella, Dawn Polihonki and Karen Williams. Trustee Kraus explained that the group reviewed the Retirement System Project Top 5 Pricing Responses Analysis.

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

September 13, 2011
Tuesday, 8:30 a.m.

Page Four

Upon reviewing, the group determined that three of the companies did not meet the necessary criteria to move forward. The group suggestion was to move forward with two finalists and have demonstrations either on-site or via a web demo. Karen Williams reviewed the two finalists and her recommendation.

Trustee Kraus reminded members that the costs listed are preliminary. Final costs would be negotiated with the vendor. Trustee Kraus requested members who would like to attend the demonstrations. Trustee Kraus stated that she would contact Eric Tumbarella and Dawn Polihonki to set up the demonstrations.

Trustee Kraus reminded members that the costs listed are preliminary. Final costs would be negotiated with the vendor. Trustee Kraus requested members who would like to attend the demonstrations. Trustee Kraus stated that she would contact Eric Tumbarella and Dawn Polihonki to set up the demonstrations.

Trustee Rob Oleson recommended that the computer equipment be updated for the Retirement Office. Trustee Kraus believed that the computer equipment had not been replaced for approximately 6 -10 years. Trustee Rose of the Employees Retirement System had suggested a laptop. The Police and Fire System had a concern that if a laptop was purchased that it did not leave the City premises due to the confidential data that may be contained on the system

It was moved by Trustee Kraus and supported by Trustee Fabus to approve a budget not-to-exceed \$2,000 to attain computer workstation for the Retirement Office.

Adopted by the following vote: 6 - 0

Karen Williams reviewed the Investment and Securities Lending Reports for month ending August 31, 2011.

It was moved by Trustee Fabus and supported by Trustee Oleson to adjourn the meeting.

Adopted by the following vote: 6 -0

The meeting adjourned at 9:32 am.

Minutes approved on _____

Brad St. Aubin, Chairperson
Police & Fire Retirement System

Jerry Ambrose, Secretary
Police & Fire Retirement System