

**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

November 19, 2013
Tuesday, 8:30 a.m.

The Board was called to order at 8:34 a.m.

Present: Trustees Benson, Hecksel, Kraus (8:37), Oleson, St. Aubin, Wood- 6.
Absent: Trustee Bernero, Fabus

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

It was moved by Trustee Hecksel and supported by Trustee Oleson to approve the Official Minutes of the Police and Fire Retirement Board Meeting of October 15, 2013.

Adopted by the following vote: 5 -- 0

Secretary's Report.

0 new fire member(s), 6 new police members, 0 reinstatement(s), 0 refund(s), 0 transfers, 1 retired. Total: Active membership: 337. 0 death(s). Refunds made since the last regular meeting amounted to \$0.00. Reimbursements to the System year-to-date amount to \$0.00. Retirement allowances paid for the month of October 2013 amounted to \$2,208,761.08. Total retirement checks printed for the P&F System: 690. Total retirement checks printed for both systems: 1572 Domestic relations order received: 0 Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

It was moved by Trustee Hecksel and supported by Trustee Wood to approve the following application for Regular Age and Service Retirement:

Jorge L. Gomez, Police Department, 25 years of service credits, age 48, effective December 14, 2013.

Adopted by the following vote: 5 - 0

Trustee Kraus arrived to the meeting.

Karen Williams reported that Applicant #2013-P1015 was sent a letter requesting documentation.

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Karen Williams reported that Applicant #2013-P0917 has been scheduled to see the medical director.

Ms. Williams notified the Board that the medical report for Applicant #2013 -F0716 has been received for review by the disability subcommittee.

Ms. Williams reported that Applicant #2013-F0717 has seen the doctor and the Disability subcommittee is waiting for the medical report.

The Board recessed at 8:38 a.m to allow the disability subcommittee to meet and review the medical report for Applicant #2013-F0716.

The Board resumed at 8:40 a.m.

Trustee Hecksel reported that the disability subcommittee met and reviewed the medical report. The disability subcommittee recommended to concur with the medical director and approve the disability retirement of Applicant #2013-F0716.

It was moved by Trustee Hecksel and supported by Trustee Kraus to approve the disability retirement for Applicant #2013-F0716.

Adopted by the following vote: 6 – 0

Trustee St. Aubin notified the Board that Trustee Fabus requested an excuse from the November meeting. Trustee St. Aubin also reported that the Board loss its quorum at the October meeting and was unable to excuse Trustee Benson and Trustee Hecksel.

It was moved by Trustee Wood and supported by Trustee Oleson to excuse Trustee Fabus from the November Police and Fire Board Meeting, and to excuse Trustees Benson and Hecksel from the October Police and Fire Board Meeting.

Adopted by the following vote: 6 – 0

Trustee Oleson provided a report on the NCPERS Public Safety Conference. Trustee Oleson reviewed the workshops that he attended, that included the Detroit Bankruptcy, active management (Alpha), GASB rules, Emerging Markets (Global), and Social Security. Trustee Oleson enjoyed networking with people from other retirement systems and thought the Conference was very good.

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Karen Williams reported that it was time to renew the annual memberships of MAPERS (\$100), NCPERS, (\$250), and IFEBP (\$405). The membership fees are paid from the Board's administrative budget.

It was moved by Trustee Olson and supported by Trustee Hecksel to approve the annual membership fees for MAPERS, NCPERS and IFEBP and pay the monies from the Board's administrative budget.

Adopted by the following vote: 6 -0.

Karen Williams provided an update of the the Arrivos Pension Software update. Tegrit has received access to the IFAS data base and will review the information. The information should help the project move forward.

Attorney Ken Lane distributed updated policies for the Trustee Handbook. Attorney Lane reviewed the EDRO Policy that was a recommendation from the Actuary regarding the calculation of EDROs. Attorney Lane also reviewed the Fee Policy for investment managers.

It was moved by Trustee Kraus and supported by Trustee Oleson to approve the EDRO Policy and that it is placed in the Trustee Handbook.

Adopted by the following vote: 6 - 0

Attorney Lane notified the Board regarding Ms. Victoria Nevins inquiry. Ms. Nevins was a member of the Park Police of the Employees Retirement System (ERS). When the City of Lansing eliminated the Park Police in 1992, employees were given preferential hiring and allowed to purchase service in the Police and Fire Retirement System, freeze the Employees Retirement System service or receive a refund of accumulated contributions. At the time, Ms. Nevins chose to freeze her service. She was informed in error that she could use the ERS time to qualify for Police and Fire Retirement. Attorney Lane opined that a Police and Fire member could not use time from the ERS system to qualify for retirement. The Employees Retirement System could agree to refund her accumulated contribution because of the special circumstances that Ms. Nevins froze her ERS service.

Ms. Nevins has inquired if the Board could allow her to convert her ERS time to acquire time in the Police and Fire Retirement System. Attorney Lane opined that the request was a matter for collective bargaining.

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Attorney Lane informed the Board that he wished to discuss a confidential legal opinion under attorney-client privilege.

It was moved by Trustee Kraus and supported by Trustee Wood to go into closed session so that the Board discuss a confidential legal opinion.

Adopted by the following roll call vote: 6 – 0
Yes: Benson, Hecksel, Kraus, Oleson, St. Aubin, Wood.
No: 0

The Board went into closed session at 9:01 a.m.

The Board resumed session at 9:08 a.m.

Karen Williams reviewed the Election process for the Fire Trustee position. Karen Williams distribute and discussed the election posting for absentee ballots and voting procedures within City Hall. Trustee Olson and Trustee Kraus volunteer to assist with counting of the ballots for the general election. Attorney Lane stated that the procedures were consistent with the Board's policies.

It was moved by Trustee Oleson and supported by Trustee Kraus to proceed with the Election Posting and Procedures for the Fire Trustee Position to be held, if required, December 10 and December 11.

Adopted by the following vote: 6 – 0.

Karen Williams informed the Police and Fire Board that the SAS 70 report was received at last month's meeting. The SAS 70 Report was reviewed by legal counsel and found to be acceptable. Attorney Ken Lane stated that he also sends the report to Asset Consulting Group for review.

It was moved by Trustee Wood and supported by Trustee Benson to accept the SAS 70 report based upon the recommendation of legal counsel and contingent upon the review by Asset Consulting Group.

Adopted by the following vote: 6 – 0.

Karen Williams reviewed the 2014 Schedule of Meeting. The Police and Fire Board moved its May meeting to May 13 and its September Meeting to September 23.

Ms. Angela Bennett reported to the Police and Fire Board that on November 1, 2013, \$11,000,00 was transferred by the City of Lansing to the Police and Fire Retirement System for the 2012 contribution.

Trustee Kraus requested if the contribution could be made on November 2, instead of November 1. Trustee Kraus stated that she would rather move the money on the first of month, instead of the end of the month.

It was moved by Trustee Wood and supported by Trustee Hecksel to accept the 2012 Police and Fire Pension Contribution.

Adopted by the following vote: 6-0.

Karen Williams distributed and reviewed Quarterly Expense Report and Monthly Security Lending Report.

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

Adopted by the following vote: 6 - 0

The meeting adjourned at 9:41 am.

Minutes approved on _____

Angela Bennett, Secretary
Police & Fire Retirement System

Brad St. Aubin, Chairperson
Police & Fire Retirement System