

**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

February 18, 2014
Tuesday, 8:30 a.m.

The Board was called to order at 8:42 a.m.

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

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

It was moved by Trustee Hecksel and supported by Trustee Fabus to approve the Official Minutes of the Police and Fire Retirement System Board Meeting of January 21, 2014.

Adopted by the following vote: 6 - 0

There were no public comments.

Secretary's Report.

0 new fire member(s), 0 new police members, 0 reinstatement(s), 0 refund(s), 0 transfers, 1 retired. Total: Active membership: 332. 0 death(s). Refunds made since the last regular meeting amounted to \$77,041.45. Reimbursements to the System year-to-date amount to \$0.00. Retirement allowances paid for the month of January 2014 amounted to \$2,325,484.47. Total retirement checks printed for the P&F System: 696. Total retirement checks printed for both systems: 1588. 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 Fabus to approve the following application for regular age and service retirement:

Cynthia A. Flisnik, Fire Department, 22 years, 6 months of service credit, age 55, effective February 18, 2014.

Adopted by the following vote: 6 - 0

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Karen Williams reported that applicant #2013-F1217 had submitted the documentation requested by the disability subcommittee. The information would be forwarded to the medical director so that the applicant could be scheduled for evaluation.

Trustee Fabus reported that the disability subcommittee had met and reviewed the medical reports for Applicant #2013-P1015 and Applicant #2013 – P0917. The disability subcommittee recommended that the Police and Fire Retirement System concur with the doctor's report and approve the applicants' requests for duty disability.

It was moved by Trustee Fabus and supported by Trustee Hecksel to concur with the medical director's report and approve the requests for duty disability of Applicant #2013 – P1015 and Applicant #2013-P0917.

Adopted by the following vote: 6 – 0.

There were no requests for Non Duty Disability Retirement.

There were no requests for Refunds of Accumulated Contributions.

Trustee St. Aubin reported that he was contacted by Trustee Oleson who requested to be excused from the Board meeting, due to an out-of-town obligation.

It was moved by Trustee Hecksel and supported by Trustee Kraus to excuse Trustee Oleson from the February Police and Fire Retirement System meeting.

Adopted by the following vote: 6 – 0.

Karen Williams provided an update of the Arrivos Pension Software implementation. Tegrit is working on a new schedule for the software implementation. Karen Williams will begin working with Tegrit to create the retirement calculators.

Mr. Greg Stump reviewed the revised 2012 actuarial valuation report, that included changing the valuation date to December 31, 2012, the accounting information and GASB schedules were updated.

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It was moved by Trustee Hecksel and supported by Trustee Benson to accept the 2012 actuarial valuation report.

Adopted by the following: 6 - 0

Trustee Fabus left the meeting.

Attorney Ken Lane discussed the Public Act 314 provisions for required annual reports. The Police and Fire Retirement Board's annual policy provide an Actuary Report and the Asset Consulting Group report to satisfy the requirements. Attorney Lane also discussed that a projected budget showing expenditures for the year was required. The statute also requires financial report looks back 7 and 10 years and provide it in the annual reporting. The report would need to be approved at a public meeting then sent to the Mayor and Council. The items need to be posted on the Retirement Board website.

Attorney Ken Lane distributed and reviewed the 2014 projected budget to satisfy the requirements of Public Act 314.

Trustee Wood requested that the budget have a footnote regarding the average amount of trustee travel expense. The Board also requested that the footnote list the state limits under the legislation.

Trustee Benson requested that the budget have totals listed. The Board discussed removing the word "projected." Attorney Ken Lane stated that Public Act 314 requests that the budget be "projected."

It was moved by Trustee Hecksel and supported by Trustee Kraus to approve the projected budget with amendments.

Adopted by the following vote: 5 - 0

Attorney Ken Lane reviewed the amendment written into the PBI contract. Attorney Lane informed the Board that PBI was unwilling to modify the amendment. PBI stated that the information that provide is generally from credit agencies and the information cannot be guaranteed. Attorney Lane informed the Board that cost of the service would be \$750. Attorney Lane was comfortable with language. Attorney Lane stated that when information comes from PBI, the Retirement Board can send a letter to verify if the retiree is deceased.

Karen Williams reviewed the Quarterly Expense Report and Security Lending Reports.

Trustee Benson requested that the projected budget be incorporated into the Quarterly Expense Report. Trustee Benson wanted a percentage of budget listed on the Quarterly Report.

Trustee Kraus stated that the quarterly report will take some time to revise so that items are tracked within the projected budget.

Attorney Ken Lane stated that he could make future adjustments to the projected budgets.

Attorney Ken Lane inquired about the employer contribution that was made in November.

Ms. Angela Bennett stated that with the acceptance of the actuarial valuation, the City will finalize its contribution to the Police and Fire Retirement System.

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

Adopted by the following vote: 5 - 0

The meeting adjourned at 9:19 am.

Minutes approved on _____

Angela Bennett, Secretary
Police & Fire Retirement System

Brad St. Aubin, Chairperson
Police & Fire Retirement System