

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

Regular Meeting
Via Zoom Meeting

September 8, 2020
Tuesday, 8:30 a.m.

The Board was called to order at 8:30 a.m.

Present: Trustees Lewandowsky, Rose, C. Wilcox, R. Wilcox, Wohlfert– 5.
Absent: Fox, Schor, Wood (excused) -3

Others: Karen E. Williams, Human Resources Department; Attorney Aaron Castle (legal counsel).

It was moved by Trustee Wilcox and supported by Trustee Rose to approve the Official Joint Minutes of the Employees' Retirement System Board and the Police and Fire Retirement System Board meeting of August 18, 2020.

Adopted by the following roll call vote: Yes: Lewandowsky, Rose, C. Wilcox, R, Wilcox, Wohlfert -5. No: 0.

Secretary's Report.

0 new sworn fire member(s), 0 new sworn police members, 0 reinstatement(s), 1 refund(s), 0 transfers, 0 retired. Total: Active membership: 376. 2 death(s): Joyce J. Getts, died 7/31/2020, age 90, spouse of Police Retiree, no beneficiary; Robert R. Reisner, Police, retired 1/13/1984, died 8/20/2020, age 86, no surviving beneficiary. Refunds made since the last regular meeting amounted to \$4,600.88. Reimbursements to the System year-to-date amount to \$19,644.35. Retirement allowances paid for the month of August 2020, amounted to \$2,889,950.55. Total retirement checks printed for the P&F System: 758. Total retirement checks printed for both systems: 1,705. Domestic relations order received: 0. Domestic relations orders pending: 0. Eligible Domestic Relations Order Certified: 0.

There were no regular age and service retirements.

Karen Williams reported that Applicant #2020 – P0818 had returned his documents and his medical release form. The Retirement office requested documents from workers' compensation to be forwarded to the medical director.

There were no requests for non-duty disability retirement.

There were no requests for refunds of accumulated contributions.

Trustee Wohlfert reported that Trustee Wood requested to be excused from the September meeting due to illness.

Karen Williams noted that the Mayor's cabinet meeting was being held at the same time as the Police and Fire Retirement System.

It was moved by the Trustee Chris Wilcox and supported Trustee Rose to excuse Trustee Wood from the September meeting.

Adopted by the following roll call votes: Yes: Lewandowsky, Rose, C. Wilcox, R. Wilcox, Wohlfert. – 5. No. - 0

Attorney Aaron Castle provided a legal counsel report regarding intervening military service and the repayment for compensation. He reviewed the draft of a form that could be used when members wanted to repay contributions after a deployment for missed service credits. The form could allow members to pay by lump sum or payroll deduction. The form also requested a copy of the DD214 form regarding the termination of military service. Attorney Castle stated that once the request had been made and approved by the Board.

Karen Williams indicated that she did not believe the City had a payment plan option where members could use payroll deductions to repay contributions or purchase time.

The Police and Fire Board requested that Ms. Williams contact Human Resources and Finance Department to see if payroll deductions were possible to repay contributions.

Trustee Lewandowsky believed that the DD214 documents were used for discharges, once a military contract was terminated. Members would not have a DD214, if still active in the military or as a reservist.

Attorney Castle opined that the Board could receive an official document that substantiate the service. He stated that he could update the form.

Trustee Wohlfert tabled the discussion on the form until the Board received an answer regarding if members can use payroll deduction to repay contributions.

Karen Williams reviewed the Trustee Election policies and procedures. She noted that Trustee Lewandowsky was elected to complete the unexpired term of Thomas Fabus, who retired. The expiration of that term is December 31, 2020.

Karen Williams reported that the Board would need to have an election for the new term that begins January 1, 2021 through December 31, 2025. She reported that she would have election posting available for review and approval at the next meeting.

Attorney Castle also reviewed a memo distributed by Vanoverbeke, Michaud & Timmony, P.C. that discussed trustee election policies and procedure issues and challenges during the Coronavirus pandemic. He noted that the Police and Fire Retirement Board already had a policy in place that addressed electronic voting and other concerns.

Trustee Rose requested legislative update.

Attorney Castle stated that at this time there was no legislative activity regarding retirement issues, but he would keep the Board informed of pending bills, and proposed actions in the Michigan Legislature

Karen Williams reported that there had been no requests yet from the laid-off officers regarding their breaks in service and its effects on their retirement dates. She also reported that there was a request regarding the repayment of contributions of intervening military service. Ms. Williams informed the member that the Board was setting up a procedure for how those contributions are re-paid and accounted for in the retirement system.

Ms. Williams inquired if the breaks in Service request update should be kept on the agenda.

Trustee Wohlfert requested that the Retirement Office report as necessary.

Trustee Ryan Wilcox inquired about the reciprocal retirement act on behalf of members. Ms. Williams reviewed the procedure for how reciprocal retirement act requests are processed. Ms. Williams explained that one of the recent requests was reviewed by the legal counsel. Ms. Williams stated that members then received a letter from the Retirement Office verifying and accepting the service to be implemented at retirement. A copy of the letter was placed in the member's retirement file.

Attorney Castle added that the Reciprocal Retirement Act is state law and the Board did not need a further policy. He explained the Board just needed a document that substantiated the service from the other governmental unit.

Karen Williams reviewed the monthly investment report for the month ending August 30, 2020.

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It was moved by Trustee Rose and supported by Trustee Wilcox to adjourn the meeting.

Adopted by the following vote: Yes: Lewandowsky, Rose, C. Wilcox, R. Wilcox, Wohlfert. – 5.

The meeting adjourned at 8:58 am.

Minutes approved on _____

Robert Widigan, Secretary
Police & Fire Retirement System

Eric Wohlfert, Chairperson
Police & Fire Retirement System