

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

Special Meeting
Via Zoom Meeting

October 20, 2020
Tuesday, 8:30 a.m.

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

Attorney Aaron Castle reviewed criteria for the recently passed Michigan legislation to amend the Open Meetings Act to allow remote meetings under certain conditions. He detailed that members should state that they are attending the meeting remotely and their location.

Present (via remotely): Trustees Kirkland (8:31, Lansing), Lewandowsky (Lansing), Rose (Lansing), Schor (8:36, Lansing), C. Wilcox (Haslett), Wohlfert (Westphalia), Wood (Lansing)– 7.
Absent: R. Wilcox (excused) -1

Others: Karen E. Williams, Human Resources Department; Robert Widigan, Finance Department; Greg Stump, Boomershine Consulting Group; Nathan Burk, Asset Consulting Group, Attorney Aaron Castle (legal counsel).

It was moved by Trustee Rose and supported by Trustee C. Wilcox to approve the Official minutes of the Police and Fire Retirement System Board meeting of September 8, 2020.

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

Secretary's Report.

0 new sworn fire member(s), 1 new sworn police members, 0 reinstatement(s), 0 refund(s), 0 transfers, 0 retired. Total: Active membership: 375. 3 death(s): Roger E. Adams, Police, retired 2/1/1960, died 8/22/2020, age 86, no surviving beneficiary; Michael W. Dixon, Fire, retired 3/1/1991, died 8/27/2020, age 79, no surviving beneficiary; Vita Fraser, died 9/8/2020, age 96, Spouse of Police Retiree. Refunds made since the last regular meeting amounted to \$0.00. Reimbursements to the System year-to-date amount to \$19,644.35. Retirement allowances paid for the month of September 2020, amounted to \$2,880,977.90. Total retirement checks printed for the P&F System: 755. Total retirement checks printed for both systems: 1,701. Domestic relations order received: 0. Domestic relations orders pending: 0. Eligible Domestic Relations Order Certified: 0.

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It was moved by Trustee C. Wilcox and supported by Trustee Wood to approve the following application for regular age and service retirement:

Christopher Lake, (Fire – IAFF), 25 years of service credit, age 49, effective October 1, 2020 (with the purchase of 24 months of military service credits, and 18 months of universal service credits.

Adopted by the following roll call vote: Yes: Kirkland, Lewandowsky, Rose, C. Wilcox, Wohlfert, Wood. -6. No. – 0.

Karen Williams reported that Applicant #2020 – P0818 had returned his documents and his medical release form. The Retirement office forwarded his documents and medical records from workers' compensation to the medical director. A medical evaluation appointment for the applicant has been set up.

There were no requests for non-duty disability retirement.

It was moved by Trustee Wood and supported by Trustee Rose to approve the following request for refund of accumulated contributions:

Michael Mackey, Fire, not vested, \$11,878.28

Adopted by the following roll call vote: Yes: Kirkland, Lewandowsky, Rose, Schor, C. Wilcox, Wohlfert, Wood. –7, No – 0.

Karen Williams reported that Trustee Ryan Wilcox requested to be excused from the October Police and Fire Retirement System Board meeting due to a work obligation.

It was moved by the Trustee Wood and supported Trustee C. Wilcox to excuse Trustee R. Wilcox from the October meeting.

Adopted by the following roll call votes: Yes: Kirkland, Lewandowsky, Rose, C. Wilcox, Schor, Wohlfert. – 7. No. - 0

There were no public comments.

Attorney Aaron Castle provided a legal counsel report and reviewed the provisions of Senate Bill 1108 that would amend the Open Meeting Act (OMA) to permit meetings of a public body to be held electronically or to otherwise allow remote participation by members of the public body under certain specified circumstances, and to provide procedures and requirements for holding an

meeting in accordance with the OMA. Attorney Castle detailed that procedures includes at the start of any meeting, members would need to state if they are attending remotely and at what location. The legislation provided deadlines that included remote meeting for any reason through the end of the year. After the end of year, members could only attend remotely under specific circumstances. The meeting posting and agenda must be posted.

Attorney Castle also distributed a resolution for Board review and discussion that would identify those individuals who are authorized to sign on the Board's behalf. The resolution would include transfer of funds or trading instruction, disbursement of funds, direction to investment managers, investment consultant or custodial bank and the execution of legal documents. Attorney Castle recommended that the authorized signer should be Board Chairperson, Vice Chairperson or City Treasurer.

Trustee Wood requested that language be added that investment managers or vendors would need to notify the chairperson if another person signed documentation on behalf of the board. Trustee Wood expressed concern that on a prior occasion, a fraudulent act had occurred where the authorized signature on an investment had been changed without Board approval by the previous finance director.

Trustee Schor indicated that he believe that it was not fraudulent but was an error that was quickly corrected.

Trustee Wood indicated that on that prior occasion, paperwork was submitted that a Board resolution had been passed to change the authorized signature, when no resolution had been made.

It was moved by Trustee Wood and supported by Trustee C. Wilcox to add an amendment to the resolution that would add language that an investment manager or vendor would need to notify the chairperson if another person signed documentation on behalf of the board.

Adopted by the following roll call votes: Yes: Kirkland, Lewandowsky, Rose, C. Wilcox, Wohlfert, Wood. – 6.

Attorney Castle stated that he would update the resolution and provide at the next meeting.

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.

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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. Ms. Williams reviewing the posting deadlines: petitions would be available, October 23; nomination petitions submission deadline, November 25; primary election, if needed, December 10; and general election, if needed December 17.

Karen Williams reported that she had received several from the laid-off officers regarding their breaks in service and its effects on their retirement dates. Ms. Williams created a service credit verification sheet with disclaimer language provided by legal counsel. Ms. Williams will begin calculations and begin distributions.

Trustee Wood requested that an email be provided to all members so they could have the breaks in service verified.

It was moved by Trustee Wood and supported by Trustee Wilcox for the retirement office to send out notification to the membership who may have breaks in service.

Adopted by the following roll call vote: Yes: Kirkland, Lewandowsky, Rose, C. Wilcox, Wohlfert, Wood. – 6. No. 0.

Karen Williams reported that Board generally review the SOC1 Northern Trust Security report (formerly SAS 70). This year, the report had confidentiality language to agree to before it could be downloaded. She sent the information to legal counsel for review.

Attorney Castle reviewed that confidentiality notice and stated that he would reach out to the Northern Trust with the Board's permission to determine why there was a change in access.

It was moved by Trustee Wood and supported by Trustee C. Wilcox to allow legal counsel to contract Northern Trust regarding access to the SOC1 report.

Adopted by the following roll call vote: Yes: Kirkland, Lewandowsky, Rose, C. Wilcox, Wohlfert, Wood. – 6 No. 0.

Mr. Robert Widigan provided an update on the actuarial valuation. Mr. Widigan indicated that in August, it was brought to his attention that Mr. Stump was waiting on deliverable from the City for the actuarial. Mr. Widigan and finance staff arranged a meeting with Mr. Stump to discuss what was needed from Finance to

complete the actuarial. Since that time, Mr. Stump had received all the requested information except that financial statements, which will be sent soon.

Mr. Widigan and the Finance staff will work toward providing the requested and necessary data in compliance with Board policy.

Mr. Greg Stump stated that he would give an actuarial valuation report at the November meeting and the full report in December.

Mr. Nathan Burk, Asset Consulting Group provided a presentation regarding the Police and Fire Retirement System Fund Structure and Industry Discussion. Mr. Burk reviewed the system's asset allocation, provided a performance and fee review. Mr. Burk provided an overview of the public fund industry data.

Mr. Burk reviewed the monthly investment report for the month ending September 30, 2020.

The meeting adjourned at 9:38 am.

Minutes approved on 11/10/2020

Robert Widigan, Secretary
Police & Fire Retirement System

Eric Wohlfert, Chairperson
Police & Fire Retirement System