

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

Regular Meeting  
10<sup>th</sup> Floor Conference Room

April 18, 2023  
Tuesday, 8:30 a.m.

The meeting was called to order at 8:36 a.m.

Present: Trustee Kreft, Moore, Schor, Taylor, Wilcox, Wohlfert, Wood – 7.  
Absent: Excused: Kirkland.

Others present: Karen E. Williams, Human Resources Department, Attorney Joseph Abood, City Attorney's Office; Attorney Aaron Castle, VanOverbeke.

It was moved by Trustee Wilcox and supported by Trustee Moore to approve the official minutes of the Police and Fire Retirement System Board Meeting of March 21, 2023.

Adopted by the following vote: 7 – 0.

There were no public comments for items on the agenda.

## Secretary's Report:

0 new sworn fire member(s), 0 new sworn police members, 0 reinstatement(s), 0 refund(s), 0 transfers, 1 retired. Total: Active membership: 369. 1 death(s), Arlene Zerkle, died 3/5/2023, age 94, spouse of Fire retiree. Refunds made since the last regular meeting amounted to \$5,097.62. Reimbursements to the System year-to-date amount to \$0.00. Retirement allowances paid for the month of March 2023, amounted to \$3,155,741.38. Total retirement checks printed for the P&F System: 792. Total retirement checks printed for both systems: 1,716. Domestic relations order received: 0. Domestic relations orders pending: 0. Eligible Domestic Relations Order Certified: 0.

It was moved by Trustee Wilcox and supported by Trustee Moored to approve the following Applications for Regular Age & Service Retirement:

Jason A. Evans (Police – Nonsupervisory), 25 years of service credits, age 46, effective 5/15/2023 (Sworn Date 5/25/1998)

Adopted by the following vote: 7 - 0.

Karen Williams provided an update to the Police and Fire Retirement System regarding the request from Applicant #2022-F0720 to be reconsidered for duty disability. Trustee Wohlfert inquired if we had a timeline for the applicant to submit materials. Trustee Wohlfert indicated that the original request was after the duty disability request was denied. The applicant indicated that the medical director had not seen all the documents. Trustee Wohlfert stated the Board approved additional time to submit those documents.

Trustee Schor inquired when the applicant requested reconsideration.

Trustee Wohlfert indicated that the reconsideration was requested in January.

Attorney Castle indicated that the authorization was not for the consideration of new information. Attorney Castle stated that the applicant would need to reapply if she had new information. Attorney Castle indicated that the Board could set a deadline for submission to the medical director when reconsidering a request.

It was moved by Trustee Wilcox and supported by Trustee Schor to submit the additional document needed to support the existing claim by May 2, 2023.

Adopted by the following vote: 7-0

Attorney Castle indicated that the additional documentation was being sent to Dr. Roth at the request of the applicant.

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

Feiran Cheng, CCLP Nonsupervisory, not vested, \$7,791.52.

Adopted by the following vote: 7 - 0.

Ms. Williams notified the Board of NCPERS Annual Conference, May 20 -23, 2003 in New Orleans, Louisiana, MAPERS Spring Conference, May 20 -23, 2023 in Kalamazoo, Michigan and the IFEBP Annual Conference, October 1-4 in Boston, Massachusetts.

Trustee Wohlfert indicated that he requested the IFEBP be added to the upcoming training and education agenda. Trustee Wohlfert noted the IFEBP Conference hotels fill up quickly and it is less expensive for travel to start early.

It was moved by Trustee Moore and supported by Trustee Wilcox to allow the chairperson and any member who wished to attend the IFEBP Conference.

Adopted by the following vote: 7 – 0.

There were no public comments for items not on the agenda.

Ms. Williams provided the following invoices for approval: from Western Asset, \$21,331.28, William Blair, \$39,018.98, Asset Consulting Group, \$19,744.25, T Rowe Price, 27,430.93.

It was moved by Trustee Wilcox and supported by Trustee Moore to approve the Police and Fire Retirement System Board invoices for payment for the month of April.

Adopted by the following vote: 7 - 0.

Attorney Aaron Castle did not have formal report for the Police and Fire Retirement System Board for the month of April.

Karen Williams reported that Trustee Kirkland, Karen Williams, and Finance Staff met with Clayton Robinson of Northern Trust regarding custodial banking services. Northern Trust stated the first step would be to set up cash accounts to receive contributions and pay expenses. Mr. Robinson stated that clients will need to use the Northern Trust electronic banking, Cash Web Management system.

Ms. Williams explained that all the vendors would be set up in the Cash Web Management System. The amount of the invoice would be entered into the system for processing and then the chairperson could authorize the payment in the Cash Web Management System.

Attorney Castle indicated that the Board would still approve the invoices to be paid at its meetings.

It was moved by Trustee Wood and supported by Trustee Wilcox to approve the Cash Web Management system for paying the Board's invoices.

Adopted by the following vote: 7 – 0.

Karen Williams reported that April 30 would be the deadline for duty disability retirees to submit their income verifications. At the next meeting, Ms. Williams will provide a list of the current duty disability retirees for the committee to select members for re-evaluation.

Trustee Wood inquired if the Police and Fire Retirement System has a policy that outlines criteria for a duty disability retiree to be re-evaluated.

Trustee Wohlfert indicated the subcommittee reviews the list and selects those retirees who have not seen the doctor within the last few years.

Attorney Castle stated the Police and Fire Retirement System Board does not have a formal policy outlining criteria for re-evaluations. Attorney Castle indicated that the Board should follow the same procedures each year to select retirees.

Ms. Williams reviewed the Monthly Investment Report for the month ending March 31, 2023.

It was moved by Trustee Wood and supported by Trustee Wilcox to adjourn the Police and Fire Retirement System April meeting.

Adopted by the following vote: 6 - 0.

The meeting ended at 8:59 a.m.

Minutes approved on 5/16/2023.

---

*Desiree Kirkland, Secretary*  
*Police and Fire Retirement System*

---

*Eric P. Wohlfert, Chairperson*  
Police and Fire Retirement System