

OFFICIAL PROCEEDINGS OF THE BOARD OF TRUSTEES CITY OF LANSING EMPLOYEES' RETIREMENT SYSTEM MEETING MINUTES

Regular Meeting
10th Floor Conference Room

March 18, 2025
Tuesday, 9:30 a.m.

The meeting was called to order at 9:30 a.m.

Present: Trustee Bahr, Dedic, Ebright, Garza, Jeffries, O'Leary, Parker, Schor, Thomas – 9.

Absent: Kraus (Excused)

Others present: Karen E. Williams, Thomas Lindemann, Human Resources Department, City Attorney Venker, City Attorney's Office; Attorney Aaron Castle, VanOverbeke, Michaud and Timmony; Nathan Burk (via phone), Asset Consulting Group; Peter Marsack, Chief Operating Officer, Tegrit; Charles Randle, City Auditor; Police and Fire Retirement System Board: Trustees Jeremy Garza, Matthew Kreft, Justin Moore, Andy Schor, Crystal Thomas, Christopher Wilcox, Eric Wohlfert.

The Police and Fire Retirement System Board met jointly with the Employees' Retirement System Board to hear a presentation from its software vendor, Tegrit.

Peter Marsack provided an update of pension administration software, Arrivos. The software components have been updated with new technology to bring the website current. Arrivos has a new platform. Tegrit used the city's site for training and education where 5000 manhours were recorded for the upgrade. None of the manhours were charged to the City of Lansing. The new platform is going through internal testing and will be released to Board staff for testing.

Within 4-6 weeks, Tegrit will begin City user testing. Tegrit is also still upgrading with BSA, the City's financial package. The additional support hours purchased by the City of Lansing have not been used. Peter Marsack said that the city used approximately 150 hours per annum for basic support and maintenance. Mr. Marsack explained the additional support hours would be used to implement the new platform.

Tegrit will set a timeframe goal to allow flexible planning for staff user testing.

Mr. Charles Randle, Internal Auditor, inquired about the SOCC audit regarding applications regarding operational and internal computer controls and asked if a copy would be sent to the retirement boards.

Mr. Marsack responded that Tegrit has a SOCC 2 audit and can provide that document to the Boards via request.

Trustee Dedic request an itemized billing list of what services are being provided and how the hours are spent.

Mr. Marsack explained that the reporting would be an aggregate of time spent for various functions, such as maintenance, supports, bug fixing.

Mr. Marsack has been working with BSA to integrate the system, but the last time of contact was February 2025, for testing. Mr. Marsack explained that data from BSA must be reviewed. An extract of data must be downloaded to Arrivos in a similar manner.

Mr. Marsack reported that the City of Lansing uses a subset of the possible Arrivos features. Many of the requests for updates can be expanded with the existing Arrivos platform.

The Police and Fire Retirement System Board adjourned their meeting.

Karen Williams reported that Employees' Retirement System received a notice of resignation from Trustee Antonia Kraus, effective March 31, 2025.

It was moved by Trustee Bahr and supported by Trustee Ebright to approve the Official Minutes of the Joint Employees' Retirement System Board and the Police and Fire Retirement System Meeting minutes of February 18, 2025 with corrections.

Adopted by the following vote: 9 – 0.

There were no public comments for items on the agenda.

Secretary's Report:

2 new member(s), 0 reinstatement(s), **0** refund(s), 0 transfers, **1** retired. Total active membership: **409**. Total deferred: **67**; **1** death(s) **Joy Sedgman**, Beneficiary Retiree (Spouse of retired UAW), died 2/25/2025, age 94; **Refunds** made since last regular meeting amounted to **\$77,186.48**. **Retirement allowances** for the month of **February 2025** amounted to **\$2,034,913.73**. Total retirement checks printed for ERS System: **912**. Total retirement checks printed for both systems: **1735**. Eligible domestic relations orders received: 0. Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

Karen Williams reported that the Retirement Office was waiting for Applicant #2024-E0724's documentation.

There were no requests for Non-Duty Disability Retirement.

Karen Williams reported the following request for refund of accumulated contribution:

Jessica Martin, Not Vested, (Teamsters 243 Supervisory) **\$14,059.97**

It was moved by Trustee Bahr and supported by Trustee Ebright to approve the request for refund of accumulated contribution for Jessica Martin.

Adopted by the following vote: 9 – 0.

Karen Williams reported the MAPERS Spring Conference from May 17-20, 2025 in Detroit, Michigan. The NCPERS Annual Conference – May 18- 21, 2025 in Denver, Colorado.

It was moved by Trustee Dedic and supported by Trustee Ebright to allow the retirement technician to attend the MAPERS Spring Conference.

Adopted by the following vote: 9 - .0.

It was moved by Trustee Dedic and supported by Trustee Ebright to allow trustees to attend the NCPERS Annual Conference in Denver, Colorado.

Adopted by the following vote: 9 -0

It was moved by Trustee Bahr and supported by Trustee Jeffries to excuse Trustee Kraus from the March 2025 meeting.

Adopted by the following vote: 9 -0.

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

Ms. Williams provided the following March invoices for approval: from Northern Trust, 18,475.23.

It was moved by Trustee Ebright and supported by Trustee Bahr to pay the March invoices for the Employees' Retirement System Board.

Adopted by the following vote: 9 - 0.

Attorney Castle provided a draft request for proposal for actuarial services. Attorney Castle asked the Board to delay consideration until the draft guidelines for PA 202 from the Michigan Department of Treasury were finalized. Once the guidelines are approved, Attorney Castle will come to the Board for approval. The Michigan Department of Treasury guidelines differed significantly from what Attorney Castle had originally believed. The new guidelines may limit the audit to retiree health care.

Thomas Lindemann reviewed the 4th Quarter Expense Report for 2024. Payroll for the quarter was \$6,111,198.48; investment fees were \$168,675.99; actuarial fees were \$7,352.93; with total administrative expenses of \$7,771.57.

Nathan Burk discussed a due diligence meeting in Missouri for April 30 – May 2. Mr. Burk provided a preliminary itinerary when trustees would fly to Missouri on April 30, then have a full day of investment review on May 1 and then fly back to Lansing on May 2.

Mr. Nathan Burk reviewed the Monthly Investment Report for the month ending February 28, 2024.

It was moved by Trustee Dedic and supported by Trustee Bahr to adjourn the Employees' Retirement System March meeting.

Adopted by the following vote: unanimous.

The meeting ended at 10:22 a.m.

Minutes approved on 4/15/2025.

*Desiree Kirkland, Secretary
Employees' Retirement System*

*Dennis R. Parker, Chairperson
Employees' Retirement System*