

1. There Is No Agenda Available For This Meeting. Please View Minutes.

Documents:

[JAN16ERS \(AUTOSAVED\).PDF](#)

2. December 2015 Employees Retirement System Minutes

Documents:

[DEC15ERS \(AUTOSAVED\) \(AUTOSAVED\).PDF](#)

**OFFICIAL PROCEEDINGS OF THE BOARD OF
TRUSTEES
CITY OF LANSING
EMPLOYEES RETIREMENT SYSTEM**

Regular Meeting
City Council Conference Room
10th Floor, City Hall
Lansing, MI

January 21, 2016
Thursday, 8:30 a.m.

The Board met in regular session and was called to order at 8:37 a.m.

Present: Dedic, Good, Kraus, Munroe, D. Parker, M. Parker, Riley – 7

Absent: Trustee Bernero, Woody

Others: Angela Bennett, Karen E. Williams, Finance Department; Attorney Kenneth Lane, Clark Hill (representing the City Attorney's Office).

It was moved by Trustee Good and supported by Trustee Mark Parker to approve the Official Minutes of the Employees' Retirement System Board Regular Meeting of December 17, 2015.

Adopted by the following vote: 7 - 0

There were no public comments.

Secretary's Report. 1 new member(s), 0 reinstatement(s), 0 refund(s), 0 transfers, 2 retired. Total active membership: 331. Total deferred: 69. 2 death(s), Helen Davidson, died 12/2/2015, age 93, spouse of NonBargaining staff; Diane Townsend (Parks, retired 10/21/2000), died 1/2/2016, age 67, no beneficiary. Refunds made since the last regular meeting amounted to \$0.00. Retirement allowances paid for the month of December 2015, amounted to \$1,902,584.73. Total retirement checks printed for the ERS System: 915. Total retirement checks printed from both systems: 1632. Eligible domestic relations orders received: 0. Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

It was moved by Trustee Kraus and supported by Trustee Mark Parker to approve the Regular Age and Service Retirements with one vote:

Adopted by the following vote: 7 – 0

**Employees Retirement System
Regular Meeting of January 21, 2016
Page 2**

It was moved by Trustee Dedic and supported by Trustee Good to approve the following requests for Regular Age & Service Retirement:

Michael Leidi (Finance/Teamster) 10 years, 4 months of service credits, age 58, effective January 1, 2016. (From Deferred)

Annette Milekovich (Public Service/Teamster), 12 years, 4 months of service credits, age 58, effective January 15, 2016.

James R. Deline (City Council Staff), 20 years, 4 months of service credits, age 62, effective January 30, 2016.

Rosanna Houston (Finance/Teamster), 30 years, 2 months of service credits, age 60, effective January 30, 2016..

Bernard Brantley (Human Resources/Teamster) 12 years, 4 months of service credits, age 69, effective February 1, 2016.

Faith Rach (Public Service/Teamster), 17 years, 4 months of service credits, age 58, effective March 1, 2016.

Adopted by the following vote: 6 - 0

There were no requests for duty disability retirements.

]

There were no requests for non-duty disability retirements.

Karen Williams reported that there two requests for Refunds of Accumulated Contributions: Faith Sackey, District Court Teamster, not vested, \$3,288.21; and Taneashia Morrell, District Court Exempt, not vested \$586.01.

It was moved by Trustee Wood and supported by Trustee Good to approve the requests for Refunds of Accumulated Contributions of Faith Sackey for \$3,288.21 and Taneaishia Morrell, \$586.01.

Adopted by the following vote: 7 - 0

The Employees Retirement System Board noted that Trustee Riley is an ex-officio member that does not need to be excused.

Karen Williams announced that MAPERS One Day Seminar is scheduled for March 4, 2016

Attorney Ken Lane reported that the Retirement Ordinance in under review with the City Attorney's Office and should be completed soon,

**Employees Retirement System
Regular Meeting of January 21, 2016
Page 3**

Attorney Ken Lane distributed an review the Employees Retirement System Annual Budget. Amendments to the budget included showing the actual versus the proposed expenses for the previous year.

Trustee Mark Parker inquired about an allocation for temporary worker to assist with the Tegrity data migration.

Attorney Lane reported that the Police and Fire Retirement System did not approve monies for a temporary worker, but would be willing to adjust their budget if an allocation was approved by the Employees Retirement System.

Karen E. Williams estimated there were approximately 1700 files with information that needs to be migrated to the Arrivos program.

Ms. Angela Bennett believed that a possible budget of \$9,000 - \$12,000 would be adequate to complete the data entry.

The Employees Retirement System discussed the possible wage scale

It was moved by Trustee Wood and supported by Trustee Dedic to allocate monies for a contractual budget for Arrivos data migration, with a recommendation for the Police and Fire Retirement Board to split the cost.

Adopted by the following vote: 7 - 0

Trustee Wood recommended that the Joint Adhoc Committee for Health Care be eliminated.

It was moved by Trustee Wood and supported by Trustee Good to eliminate the Joint Adhoc Committee for Health Care.

Adopted by the following vote: 7 – 0.

The Employees Retirement System discussed preferences for subcommittee assignments. Trustee Dennis Parker reported that

Attorney Ken Lane reviewed the amended Election Policy for the Employees Retirement System Board.

Trustee Mark Parker preferred the at-large election. Trustee Parker discussed that the at-large election is more far-sighted and guarantees multiple candidates, increased accountability and allows all employees to participate.

Employees Retirement System
Regular Meeting of January 21, 2016
Page 4

Trustee Kraus expressed concern that all three representatives could be from one department.

Trustee Munroe expressed concern that the smaller departments would be shut out of the process. Trustee Munroe did not feel the at-large elections were equitable.

Trustee Wood noted that City Council has at-large memberships and expressed concern that with three department representative, the ERS Board had compliance issues with the Ordinance and its policy.

Attorney Lane noted that language has been included in the policy to allow an elected member to serve out their term on the ERS Board if their department merges with another.

It was moved by Trustee Mark Parker and supported by Trustee Dedic to amend the Election Policy to have at-large nominations for the elected trustee positions.

Adopted by the following vote: 4-3 (Chair voted affirmative to break tie)

Ms. Williams presented the Quarterly Expenses Report and Securities Lending Report for the month of December 2015.

Trustee Kraus inquired if Trustee McIntyre provided a report from the IFEBP conference..

The ERS Board requested that the chair contract Trustee McIntyre regarding submission of a written report for her IFEBP Conference attendance.

Karen Williams recommended \$10,000 from the Securities Lending for the Board's Administrative Expenses.

It was moved by Trustee Wood and supported by Trustee Good to approve \$10,000 from the Securities Lending Account for the Police and Fire Retirement Board Administrative expenses.

Adopted by the following vote: 7 – 0.

Karen Williams indicated that the Comerica Account has a large amount of cash reserves and Asset Consulting Group has not recommended a quarterly cash flow withdrawal from the portfolio.

Trustee Wood expressed concern regarding if the monies in Comerica was receiving interest. Trustee Wood recommended a threshold that would trigger money to be invested to the portfolio.

The Employees Retirement System Board requested a recommendation from Asset Consulting Group regarding what could be done with excess cash.

The meeting adjourned at 9:25 a.m.

Minutes approved on _____

Angela Bennett, Secretary
Employees Retirement System

Dennis R. Parker, Chairperson
Employees' Retirement System

**OFFICIAL PROCEEDINGS OF THE BOARD OF
TRUSTEES
CITY OF LANSING
EMPLOYEES RETIREMENT SYSTEM**

Regular Meeting
City Council Conference Room
10th Floor, City Hall
Lansing, MI

December 17, 2015
Thursday, 8:30 a.m.

The Board met in regular session and was called to order at 8:36a.m.

Present: Good, Kraus, McIntyre, Munroe, D. Parker, M. Parker, Wood – 7
Absent: Trustee Bernero, Dedic

Others: Karen E. Williams, Angela Bennett, Finance Department; Attorney Ken Lane, Clark Hill (representing the City Attorney's Office).

It was moved by Trustee Wood and supported by Trustee Munroe to approve the Official Minutes of the Employees' Retirement System Board Regular Meeting of November 19, 2015.

Adopted by the following vote: 7 – 0

It was moved by Trustee Good and supported by Trustee Mark Parker to approve the Official Joint Minutes of the Employees' Retirement System Board and the Police and Fire Retirement System Board Meeting of November 19, 2015.

Adopted by the following vote: 7 - 0

There were no public comments.

Secretary's Report. 2 new member(s), 0 reinstatement(s), 0 refund(s), 0 transfers, 2 retired. Total active membership: 332. Total deferred: 68. 2 death(s), Juanita M. Lewis, (Teamster. Retired 11/21/1992), died 10/23/2015, age 82, no beneficiary; Aurora Bautista (Teamster, retired 8/24/1984), died 11/12/2015, age 92, no beneficiary. Refunds made since the last regular meeting amounted to \$0.00. Retirement allowances paid for the month of November 2015, amounted to \$1,904,065.67. Total retirement checks printed for the ERS System: 914. Total Retirement checks printed for both systems: 1634. Eligible domestic relations orders received: 0. Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

**Employees Retirement System
Regular Meeting of December 17, 2015
Page 2**

It was moved by Trustee Kraus and supported by Trustee Wood to approve the following requests for Regular Age and Service Retirements:

Khalil Abdul-Baith (Public Service/UAW), 16 years, 5 months of service credits, age 69, effective November 1, 2015.

Adopted by the following vote: 7- 0

There were no requests for duty disability retirements.

There were no requests for non-duty disability retirements.

There were no refunds of refund of accumulated contributions

It was moved by Trustee Mark Parker and supported by Trustee Wood to excuse Trustee Dedic from the December Employees' Retirement System Board Meeting.

Adopted by the following vote: 7 -0.

Attorney Lane reported that the Retirement Ordinance is being processed through the City Attorney's Office.

Attorney Lane reported that he had not heard from Tegrity regarding the use of the Board's logo. Tegrity was to provide a press release to be reviewed by the Board. Attorney Lane did verify that the City logo was not being used on the Tegrity website.

Trustee McIntyre reported that there has been progress made with the Retirement Ordinance review, now that all of the collective bargaining agreements have been finalized.

Attorney Lane reported that Public Act 314 requires a budget for the system. Attorney Lane distributed a draft for adoption. Attorney Lane noted that Dewpoint project manager fees have been eliminated from the budget.

Trustee Mark Parker inquired if the Retirement Office would need the project manager for anything associated with the implementation of the software.

Ms. Williams indicated that the project manager would only be needed when the software requires updates.

Trustee Kraus inquired if the retirement software had been fully implemented and ready for use.

Employees Retirement System
Regular Meeting of December 17, 2015
Page 3

Ms. Williams reported that the retirement software has not been fully implemented. Ms. Williams explained that manual data from the retirement files is being entered into the new system. The Arrivos system does allow the Retirement Office to prepare retirement calculations and payroll reporting.

Trustee Kraus suggested that the Retirement Board add a budget for a contract employee for the data entry for the manual conversion.

Karen Williams stated that the contract employee would be used to enter retiree information into the system. Ms. Williams would continue to review and correct service credits for active employees.

Trustee Wood expressed concern about how the contract person would be utilized and how the contract would be drafted.

Angela Bennett noted that data conversion is a big part of implementation for new software systems.

Trustee Wood requested that Ms. Williams bring a recommendation for the cost and amount of hours that would be needed to complete the data entry for retirees.

Trustee Dennis Parker moved the item to pending to allow the Board time to review and amend the annual budget.

Angela Bennett reported that on November 25, 2015, \$10,181.620 was transferred by the City to the Employees' Retirement System for the 2015 pension contribution. Ms. Bennett appointed that the contribution is 100% of the actuarially-determined contribution amount from the 12/31/2014 valuation.

It was moved by Trustee Wood and supported by Trustee Mark Parker to accept the contribution of \$10,181,620 that was transferred from the City of Lansing to the Employees' Retirement System for 2015.

Adopted by the following vote: 7 - 0.

Ms. Williams reported that she researched the potential of using existing retirement board software to maintain Board minutes and documents. Ms. Williams distributed information on the Arrivos Imaging Module. The module is a stand-alone product that could be integrated with the current system. Ms. Williams is waiting additional responses to her questions regarding cost and implementation.

Attorney Ken Lane reviewed the amendment to the ERS Board election policy. The policy as revised allows no more than one elected member from any one city department, which are 1) Public Service, 2) Parks and Recreation and the Planning and Neighborhood Development, 3) City Hall (for all other departments. Elected trustee positions on the board will not be invalidated by changes to divisions or departments made by the administration. The ERS Board election policy could be suspended to allow modifications.

The Employees Retirement System Ordinance has been amended so that the three trustees are elected by Board rules and policies.

Angela Bennett provided a summary of staffing levels within each department.

Trustee Dennis Parker requested if the policy allowed for at-large elections.

Trustee Munroe and Trustee Kraus expressed concern that an at-large election would not be equitable representation of the departments, because Public Service is so much larger than the other departments combined.

Trustee Mark Parker expressed concern that trustees who take promotions or move between departments are penalized.

The election policy was returned to pending for further discussion.

Trustee Munroe requested to be excused from the meeting.

Ms. Williams presented the Monthly Investment Report and the Securities Lending Report for the month of November 2015.

It was moved from Trustee Wood and supported by Trustee Mark Parker to adjourn the Employees Retirement System December meeting.

Adopted by the following vote: 6 – 0.

The meeting adjourned at 9:21 a.m.

Minutes approved on _____

Angela Bennett, Secretary
Employees Retirement System

Dennis R. Parker, Chairperson
Employees' Retirement System