

**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.

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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.

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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 \_\_\_\_\_

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Angela Bennett, Secretary  
Employees Retirement System

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Dennis R. Parker, Chairperson  
Employees' Retirement System