

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

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

March 21, 2019
Thursday, 8:30 a.m.

The Board met in regular session and was called to order at 8:34 a.m.

Present: Bennett, Kraus, Munroe, D. Parker, M. Parker, Sanchez-Gazella (9:14), Schor (8:44), Washington - 7

Absent: Dedic

Others: Karen E. Williams, Finance Department; Attorney Ken Lane (representing the Law Department).

It was moved by Trustee M. Parker and supported by Trustee Bennett to approve the Official minutes of the Employees' Retirement System Special Meeting of February 6, 2019.

Adopted by the following vote: 5 – 0.

It was moved by Trustee Mark Parker and supported by Trustee Kraus to approve the Official Minutes of the Employees' Retirement System Regular Meeting of February 21, 2019.

Adopted by the following vote: 5 - 0

It was moved by Trustee Bennett and supported by Trustee Mark Parker to approve the Official Minutes of the Joint Police and Fire Retirement System Board and the Employees' Retirement System Board Meeting of February 19, 2019.

Adopted by the following vote: 5 – 0.

There were no public comments for items on the agenda.

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Secretary's Report:

4 new member(s), 0 reinstatement(s), 0 refund(s), 0 transfers, 1 retired. Total active membership: 438. Total deferred: 75. 2 death(s) James M. Crosby (retired 11/5/2002 – UAW), died 3/11/2019, no surviving beneficiary; Raymond Watson (retired 5/3/1988 – T243), died 2/26/2019, spouse to receive 50%. Refunds made since the last regular meeting mounted to \$0.00. Retirement allowances paid for the month of February 2019, amounted to \$1,955,566.14. Total retirement checks printed for the ERS System: 927. Total Retirement checks printed for both systems: 1672. Eligible domestic relations orders received: 0. Domestic relations orders pending: 0. Eligible domestic relations orders certified: 0.

It was moved by Trustee Mark Parker and supported by Trustee Kraus to approve the request for regular age and service retirement:

Melodie Grables (Police/Civilian – T243 CTP), 15 years, 5 months of service credits, age 60, effective 4/1/2019

Richard Monti (Public Service – UAW Full Time), 20 years, 3 months of service credits, age 58, effective 4/1/2019.

Lisa Smith-Addis (Public Service – T243 CTP), 8 years, 3 months of service credits, age 58, effective 4/1/2019. (From Deferred)

Adopted by the following vote: 7 -0.

Attorney Ken Lane updated the Board that the Mr. Hassett's request for retirement was denied last month. The Employees Retirement System Board referred the matter to the City Council for review. The City Attorney provided an opinion that 292.15 applied to special circumstances and did not allow the City Council to approve the retirement. The City Attorney outlined the steps for a memorandum of understanding between the bargaining units. The Ordinance amendment would be sent to the council for approval. Attorney Lane opined that the Board should delay its vote until the Ordinance was amendment.

The Employees Retirement System Board agreed to have a special meeting, April 11, 2019 to vote upon Mr. Hassett's request for retirement.

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Karen Williams reported that applicant #2018 –E1108 had been evaluated by the medical director. The medical director could not make a final determination because the applicant had a recent procedure that could affect the disability. The medical director would like to see the applicant again to determine if the procedure had been successful.

There were no requests for non-duty disability.

There were no requests for refund of accumulated contribution.

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

Adopted by the following vote: 7 – 0.

Karen Williams reported that MAPERS Spring Conference was scheduled for May 18-21, 2019. She requested that members who were interested in attending the conference contract the Retirement Office.

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

Attorney Lane distributed the updated 2019 Employees' Retirement System Budget that was approved at the last meeting.

Karen Williams reported that the Duty Disability Income Verification form requires an update due to the changes in the Federal 1040 form. The current Income Verification Form line numbers do not match the updated Federal 1040.

Attorney Ken Lane reported that he reviewed the form and provided line changes for the income Verification form.

The Employees Retirement System Board requested that the Retirement Office correct the form and re-send to disability retirees with a letter of explanation.

Karen Williams reported that an election would be needed for the vacated trustee position. She distributed a posting with proposed election nomination guidelines and dates for the election.

Trustee Carol Munroe announced that she is leaving the City of Lansing for another position. Trustee Monroe expressed her gratitude to the trustees and the City of Lansing for her tenure.

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The Employees Retirement System Board expressed appreciation for Trustee Munroe's years of service.

Attorney Ken Lane distributed a resolution regarding Trustee Munroe's vacated position. He opined that the Retirement Ordinance specifies when an elected member leaves the City, the office of trustee is declared vacate to start the election process.

**BOARD OF TRUSTEES
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Trustee Mark Parker supported by Trustee Kraus moved the adoption of the following Resolution:

RESOLUTION NO. 2019-1

AN RESOLUTION TO DECLARE THE OFFICE OF TRUSTEE VACATED

WHEREAS, Trustee Carol Munroe has diligently served on the Board of Trustees of the Lansing Employees' Retirement System for several years; and

WHEREAS, Trustee Munroe has notified the Board of Trustees that she is leaving her position with the City of Lansing effective March 29, 2019; and

WHEREAS, Section 292.05 of the Lansing Codified Ordinances provides that once a Trustee leaves the employ of the City, such Trustee is considered to have resigned from the Board and the Board must declare by resolution that the office is vacated.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board of Trustees of the Lansing Employees' Retirement System declares the office of trustee held by Carol Munroe vacated as of the date of this Resolution.
2. The Board of Trustees directs the Retirement Analyst to begin the process to fill the vacated trustee office within 60 days in accordance with Section 292.05 of the Lansing Codified Ordinances.
3. The Board of Trustees extends its sincerest thank you to Carol Munroe for her years of service and wishes her well in her future endeavors.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

Yeas: Trustees: Bennett, Kraus, Munroe, D. Parker, M. Parker, Sanchez-Gazella, Schor, Washington

Nays: Trustees: _____

Abstain: Trustees: _____

Absent: Trustees: Dedic

Karen E. Williams distributed the Legal Advisor Request for Information (RFI). Ms. Williams reported that the Joint Retirement Board requested that the City Attorney draft a RFI for Board review.

Trustee Washington inquired why the legal advisor RFI was needed.

Trustee Dennis R. Parker explained that the request was made to the City Attorney as a part of due diligence.

Trustee Schor expressed that he did not see a reason to spend funds on outside counsel at this time, but he does support the transparency and due diligence of the search.

Trustee Kraus expressed concern regarding the intent of the document and to whom the legal advisor RFI would be distributed.

The Employees Retirement requested the Legal Advisor Request for Information (RFI) remain on pending until the May Joint Retirement Board meeting so that he could discussed with the City Attorney's Office.

Karen Williams reviewed the Monthly investment Report and the Securities Lending report for the period ending February 28, 2019.

It was moved by Trustee Munroe and supported by Trustee Mark Parker to adjourn the Employees Retirement System Board meeting.

Adopted by the following vote: 9 – 0.

The meeting adjourned at 9:35 a.m.

Minutes approved on _____

Angela Bennett, Secretary
Employees' Retirement System

Dennis R. Parker, Chairperson
Employees' Retirement System