

POLICE & FIRE RETIREMENT SYSTEM
BOARD OF TRUSTEES
CITY OF GRAND RAPIDS
MICHIGAN

MINUTES
REGULAR MEETING
JUNE 21, 2017 – 8:00 a.m.
233 East Fulton

The meeting was called to order by Chairman Michael Hawkins. Other members present: Vice Chairman Craig VanderWall, Mr. Thomas VanderPloeg, Mr. Philip Balkema, Mr. Jon O'Connor, and Mr. Phillip Mitchell. Absent: Ms. Jane Hofmeyer.

Also present: Ms. Peggy Korzen, Executive Director of the Retirement System, Mr. Thomas Michaud, Legal Advisor to the Board, and Ms. Kristin Hoogerwerf of Rehmann Robson.

Mr. VanderPloeg made the motion to excuse the absence of Ms. Hofmeyer. The motion was seconded by Mr. O'Connor and carried.

There were no public comments regarding agenda items.

Moved by Mr. Balkema and seconded by Mr. VanderPloeg, the following administrative items were approved by the Board of Trustees:

- Minutes of the regular meeting of May 17, 2017.
- Purchase of credited service by the following Police & Fire Retirement System members:

Glen L. Brower	\$58,755.44	48 months
Kevin J. Gilbert	\$29,377.72	24 months
William L.D. Kelly	\$58,755.44	48 months
- Purchase of Military Leave of Absence - as provided for in Chapter 7, Section 1.243(2) of City Code, Mr. Klawon has requested to purchase the period of credited service during which he was on a leave of absence for active military service. The period of service to be purchased is nine (9) days. The amount due of \$175.60 was calculated and verified by the Retirement Systems Office.
- The following Resolution No. 819.

WHEREAS, the Board of Trustees of the Police and Fire Retirement System has received requests for one Age & Service and one Non-Duty Disability retirement from the following members of the plan:

Age & Service Retirement:

Scottie L. Doolittle, will retire July 7, 2017 from the Police Department as a Police Sergeant,

Credited Service: Twenty-six years

Pension: \$5,024.43,

and . . .

Non-Duty Disability Retirement:

Torey J. Whitten, retired May 19, 2017 from the Police Department as a Police Officer,

Credited Service: Twenty-one years and four months

Pension: \$3,701.31.

RESOLVED, that the retirements be approved.

- Payment of administrative expenses of \$9,364.00 for the period 05/01/17 – 05/31/17.
- **Legal Advisor Invoice:** Legal services from VanOverbeke, Michaud and Timmony, P.C. for the period 07/01/15 – 12/31/16; \$16,812.00

Mr. Balkema thanked Mr. Michaud for his diligent service to the Boards and equitable fee structure.

The motion carried.

Ms. Korzen next presented a report of Cash Account transfers for the period 07/01/17 – 09/30/17. The Retirement Systems Office staff projected a need for \$2,550,000 to be transferred to the cash account as follows: \$850,000 on July 3rd, \$850,000 on August 1st and \$850,000 on September 1st. Ms. Korzen recommended, and Mr. Marlin Pease of Wilshire Associates agreed, making the transfers as follows:

July 3 rd	Neuberger Berman	\$850,000
August 1 st	To be determined	\$850,000
September 1 st	To be determined	<u>\$850,000</u>
Total		\$2,550,000

The report was received and filed by the Chairman. (Cash Account Report found on page)

Ms. Korzen presented the Public Act 314 Asset Analysis showing a market value of \$403,245,658 on May 31, 2017. The report was received and filed by the Chairman. (Analysis found on page)

The actuarial services retainer fee from Gabriel, Roeder, Smith and Company (GRS) for the period of 07/01/17 – 06/30/18 was presented to Trustees. The annual fee requested is \$33,620, in quarterly increments of \$8,405, which represents an \$700 increase (approximately 2.1%) over last year’s fee. GRS has requested a fee (shared with the City) not to exceed \$12,000 for GASB 67/68 required reporting. Mr. Balkema made the motion to approve the renewal retainer fee request with Gabriel, Roeder, Smith and Company. The motion was seconded by Vice Chairman VanderWall and carried.

Ms. Korzen next presented an update on the disability retiree re-examination process and noted that Dr. Patrick Ronan conducted a medical records review for Mr. Sean Tully and stated his opinion that Mr. Tully is not physically and mentally able and capable of resuming his duty as a Police Officer and the incapacity is likely to be permanent; therefore, he should continue to be retired as disabled.

Chairman Hawkins suspended the meeting at 8:04 a.m.

Chairman Hawkins reconvened the meeting at 8:09 a.m.

Ms. Kristin Hoogerwerf of Rehmann Robson presented Trustees with the annual audit for the fiscal year ending December 31, 2016. Ms. Hoogerwerf noted that based upon the controls presently in place, there are no issues. Ms. Hoogerwerf highlighted some of the features of the statements; she noted that there were no issues with the Retirement Systems Office staff. She also reviewed some of the highlights from the Management's Discussion and Analysis and the Notes to Financial Statements sections. Ms. Hoogerwerf reviewed the Independent Auditors' Report on Internal Control provided by Rehmann and presented some of its highlights. The report was received and filed by the Chairman.

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

The meeting adjourned at 8:17 a.m.

The next Police & Fire Retirement System Board Meeting will be held Wednesday, August 16, 2017, at 9:30 a.m., 233 East Fulton, Grand Rapids, Michigan.

Peggy Korzen
Executive Director
Police & Fire Retirement System