



**CITY OF OAK PARK, MICHIGAN  
EMPLOYEES' RETIREMENT SYSTEM AND  
PUBLIC SAFETY RETIREMENT SYSTEM BOARD OF TRUSTEES  
CONCURRENT MEETING**

**April 24, 2017  
4:30 PM**

**MINUTES**

Chairperson Tungate called the meeting to order at 4:32 PM and asked the City Clerk to call roll.

**EMPLOYEES' RETIREMENT SYSTEM:**

**TRUSTEES PRESENT:** Trustee McClellan, Trustee Tungate, Trustee Waxenberg  
(left meeting at 6:20 PM)

**TRUSTEES ABSENT:** Trustee Mlynczyk, Trustee Eickmeier

**ALSO PRESENT:** City Clerk Norris, City Attorney Duff, Finance Director  
Crawford, Deputy Finance Director Grondin, Labor  
Attorney Fournier, Human Resources Director Brooks,  
Glenn Harris, Jon Waite, Ellen Kleinstuber

**PUBLIC SAFETY RETIREMENT SYSTEM:**

**TRUSTEES PRESENT:** Trustee Tungate, Trustee McClellan, Trustee Tetler,  
Trustee Rich, Trustee Batora

**TRUSTEES ABSENT:** None

**ALSO PRESENT:** City Clerk Norris, City Attorney Duff, Finance Director  
Crawford, Deputy Finance Director Grondin, Labor  
Attorney Fournier, Human Resources Director Brooks,  
Glenn Harris, Jon Waite, Ellen Kleinstuber

**(Agenda Item #5) Approval of Minutes**

**ERS-04-009-17 MINUTES FROM THE JANUARY 23, 2017 ERS/PSRS  
REGULAR CONCURRENT MEETING AND THE  
MARCH 27, 2017 SPECIAL CONCURRENT MEETING  
– APPROVED**

Motion by Waxenberg, seconded by McClellan, CARRIED UNANIMOUSLY, to approve the minutes from the January 23, 2017 ERS/PSRS Regular Concurrent Meeting and the March 27, 2017 Special Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, Waxenberg
	No:	None
	Absent:	Mlynczyk, Eickmeier

**MOTION DECLARED ADOPTED**

**PSRS-04-010-17      MINUTES FROM THE JANUARY 23, 2017 ERS/PSRS  
REGULAR CONCURRENT MEETING AND THE  
MARCH 27, 2017 SPECIAL CONCURRENT MEETING  
– APPROVED**

Motion by Batora, seconded by Tetler, CARRIED UNANIMOUSLY, to approve the minutes from the January 23, 2017 ERS/PSRS Regular Concurrent Meeting and the March 27, 2017 Special Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, Tetler, Batora, Rich
	No:	None
	Absent:	None

**MOTION DECLARED ADOPTED**

**(Agenda Item #6A) Pension Service Credit – TPOAM member Jon Maly (ERS)**

Finance Director Crawford summarized the request by TPOAM Business Agent Gregg Allgier on behalf of Member Jon Maly to look into a retirement matter regarding pension service credit.

Ms. Crawford indicated that Mr. Maly is seeking a readjustment of service credit based on an additional two years of service that would base his retirement on 18 years of service instead of 16. The additional two years of service was not calculated for his retirement because a voluntary option to buy service credit was not exercised during a window of opportunity from 1998 to 2000.

Labor Attorney Fournier reported that research shows that Mr. Maly did contribute to the retirement system from July of 1991 thru December of 1991 so an adjustment is recommended for an additional six month calculation to his retirement.

Mr. Fournier indicated that further research of the 1998 buy back policy would be required to consider the request for the additional 18 months of credited service Mr. Maly is seeking. It was agreed that this part of the request would be considered again at the next regular board meeting.

**ERS-04-010-17                    MOTION TO APPROVE SIX MONTHS OF PAID  
SERVICE CREDIT THAT WAS NOT PREVIOUSLY  
CALCULATED FOR JOHN MALY'S RETIREMENT  
– APPROVED**

Motion by McClellan, seconded by Waxenberg, CARRIED UNANIMOUSLY, to approve six months of paid service credit that was not previously calculated for John Maly's retirement.

Voice Vote:	Yes:	Tungate, McClellan, Waxenberg
	No:	None
	Absent:	Mlynczyk, Eickmeier

**MOTION DECLARED ADOPTED**

**(Agenda Item #6B) Eligible Domestic Relations Order (EDRO) for Scott Alan Pratt (ERS)**

City Attorney Duff explained that the City has received the final order from the court regarding the Eligible Domestic Relations Order (EDRO) for Scott Alan Pratt and the ERS Board needs to receive and accept the report. The report will be kept on file for reference when retirement by Mr. Pratt is requested.

**ERS-04-011-17                    RECEIVE AND ACCEPT THE FINAL ELIGIBLE  
DOMESTIC RELATIONS ORDER (EDRO) FOR SCOTT  
ALAN PRATT – APPROVED**

Motion by McClellan, seconded by Waxenberg, CARRIED UNANIMOUSLY, to receive and accept the final Eligible Domestic Relations Order (EDRO) for Scott Alan Pratt.

Voice Vote:	Yes:	Tungate, McClellan, Waxenberg
	No:	None
	Absent:	Eickmeier, Mlynczyk

**MOTION DECLARED ADOPTED**

**(Agenda Item #6C) Clarification regarding new hire vesting eligibility (PSRS)**

Trustee Batora summarized the request for clarification regarding contract language related to new hire vesting eligibility. The question is when are members vested? 10 years or 25 years? It was agreed that the labor attorney would need to research the issue since this matter is about the negotiated contract language between the union and the City.

Mr. Batora also indicated that contract language related to the buy-back rate refers to "current net yield of fund" and may be inconsistent with the way rates are being calculated. It was agreed that the labor attorney would need to clarify this matter as part of contract negotiations.

**(Agenda Item #6D) Disability Retirement – Kevin Jones (ERS)**

Human Resources Director Vicky Brooks summarized the application for duty disability by Code Enforcement Officer Kevin Jones. She explained that Mr. Jones was injured on the job and has been unable to work as a result of the injury. The board is requested to approve an independent medical evaluation to be performed by a certified physician to determine that Mr. Jones is totally incapacitated for continued employment by the City. Ms. Brooks indicated that Dr. Stanley Szczecienski who specializes in Family Medicine, Sports Medicine and Pain Management has been recommended by Michigan Evaluation Group to conduct the medical review. The review can be scheduled within the next thirty days and will cost approximately \$800 to \$1500 for the determination.

**ERS-04-012-17                    AUTHORIZATION OF AN INDEPENDENT MEDICAL  
EXAMINATION OF KEVIN JONES TO BE PERFORMED  
BY DR. STANLEY SCZECIENSKI – APPROVED**

Motion by McClellan, seconded by Waxenberg, CARRIED UNANIMOUSLY, to authorize the independent medical examination of Kevin Jones to be performed by Dr. Stanley Szczecienski.

Voice Vote:	Yes:	Tungate, McClellan, Waxenberg
	No:	None
	Absent:	Eickmeier, Mlynczyk

**MOTION DECLARED ADOPTED**

**(Agenda Item #6E) SEI Presentation**

Glenn Harris from SEI presented a 2017 First Quarter Investment Review dated April 24, 2017. A complete report is on file in the City Clerk's Office. Mr. Harris reported first quarter returns for the plans and summarized plan highlights on page 4 of the report. The Employees' Retirement System assets as of March 31, 2017 were \$19,292,627 and the Public Safety Retirement System assets were \$39,753,326. Both plans returned 4.1% (net) for the quarter vs. 4.2% for the Portfolio Index and 4.4% for the broad, global Policy Index of 60% stocks/ 40% bonds. Mr. Harris commented on specific aspects of the portfolio and the market outlook.

**(Agenda Item #6F) CBIZ Savitz Presentation**

Ellen Kleinstuber from CBIZ Savitz presented a report entitled "2016 Valuation Results and Projections." dated April 24, 2017. A complete copy of the report is on file in the City Clerk's Office. The report reviewed current issues for public plans, specific valuation results and contribution forecasts for each retirement system and looked ahead to the 2017 valuations.

Jon Waite from SEI provided information related to funding alternatives and the impact they have on the funded status of the systems.

**(Agenda Item #7A-J) Financial Reports (ERS) (Quorum lost, reports to be approved at next meeting)**

- A. SEI Investment Management Report
- B. Fiduciary Net Assets Statement – Fund 731
- C. SEI Private Trust Financial Report
- D. Disbursements made by Retirement System

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
01/19/17	140837	CBIZ Savitz Administration and Actuarial Fees for the period of 10/01/16 – 12/31/16.	\$ 7,800.00
02/08/17		SEI Private Trust Co. Investment Counseling Fees for 10/01/16-12/31/16.	\$ 13,585.06
03/30/17	1417833	Fund Evaluation Group, LLC Investment Manager and Actuarial Firm Review	\$ 4,500.00
TOTAL QUARTERLY DISBURSEMENTS:		\$25,885.06	

- E. Fiduciary Net Assets Statement – Fund 680
- F. Retirees Actuarial Statements - None
- G. Municipal and Military Buy-Back Calculations - None
- H. Correspondence of Retirement Submission - None
- I. Necrology Report

DATE	NAME
03/29/17	Margaret Thompson

- J. Miscellaneous Information - None

**(Agenda Item #7A-J) Financial Reports (PSRS)**

**PSRS-04-011-17 RECEIVE AND APPROVE PSRS FINANCIAL REPORTS (JANUARY - MARCH 2017) – APPROVED**

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period January 1, 2017 – March 31, 2017:

- A SEI Investment Management Reports
- B Fiduciary Net Assets Statement – Fund 733
- C SEI Private Trust Financial Report
- D Disbursements made by Retirement System

