



**CITY OF ROYAL OAK RETIREMENT SYSTEM  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**

A meeting of the Retirement Board of Trustees was conducted in the city call conference room 309, Royal Oak MI, Monday – January 7, 2019 at 8:00 a.m.

The meeting was called to order at 8:11 am

**Attendance**

PRESENT: Lee Collick- Chairperson  
Bret Nelson- Vice Chairperson  
Don Johnson- Trustee  
Kim Gibbs- Trustee  
Kyle DuBuc- Trustee

ALSO PRESENT: Julie Rudd - Bd Chief Administrative Officer/ Bd Secretary/Bd Treasurer  
Tom Michaud – Bd attorney with VanOverbeke Michaud and Timmony  
Terry Gerlich – Investment Advisor with SEI-via telephone  
Leah Motyka - Administrative Assistant- Pension Technician  
Shawn Lambouris- Fire Prevention Inspector

Amended the agenda to add John Tobin’s service purchase

**Public Comment**-none

**Board approval of the draft minutes for December 3<sup>rd</sup>, 2018 meeting**  
*Moved by Bret Nelson to approve the December 3<sup>rd</sup>, 2018 meeting minutes*  
*Supported by Kyle DuBuc*  
**MOTION ADOPTED UNANIMOUSLY 5/0**

**Request that the Board approve Adjustments, Applications and Benefits as follows:**

**Adjustments**

Christopher Photiades, formerly of the fire department - request withdrawal of employee non-vested contributions and interest from the plan amounting to \$3,644.46. Separation from service was effective August 19, 2018.

*Moved by Bret Nelson to approve the withdrawal of non-vested contributions/interest of \$3,644.46.*  
*Supported by Kyle DuBuc*  
**MOTION ADOPTED UNANIMOUSLY 5/0**

Donald Swiatkowski- of the police department, PCOA labor unit, requests to purchase 22 days of ordinance time in the amount of \$2,862.

*Moved by Bret Nelson to approve the service purchase of 22 days by Donald Swiatkowski in the amount of \$2,862.*  
*Supported by Kyle DuBuc*  
**MOTION ADOPTED UNANIMOUSLY 5/0**

John Tobin- of the police department, ROPOA labor unit, requests to purchase 1 year, 9 months, and 13 days of ordinance time in the amount of \$71,566.

*Moved by Bret Nelson to approve the service purchase of 1 year, 9 months, and 13 days by John Tobin in the amount of \$71,566.*

*Supported by Kyle DuBuc*

*MOTION ADOPTED UNANIMOUSLY 5/0*

Terrance Brennan- Domestic Relations Order

*Moved by Bret Nelson to approve the following resolution*

*Supported by Kyle DuBuc*

*MOTION ADOPTED UNANIMOUSLY 5/0*

**WHEREAS**, the Board is in receipt of a Domestic Relations Order ("DRO") dated December 3, 2018, wherein Sharon Ann Brennan, the Alternate Payee, is awarded certain rights to the benefits of Terrence Hart Brennan, the Participant, and

**WHEREAS**, the Alternate Payee is entitled to claim a portion of the Participant's retirement benefit from the Retirement System which is to be paid as soon as administratively feasible, and

**WHEREAS**, the Board's policy is to require that the cost for the actuary's calculations are to be borne by the parties to the domestic relations proceedings, and the order provides that the Participant and the Alternate Payee shall be equally responsible for any and all additional costs for actuarial services, and

**WHEREAS**, said matter had been discussed with legal counsel who has opined that the applicable terms of said court order are consistent with the provisions of the Retirement System and applicable law, therefore be it

**RESOLVED**, that the Board acknowledges receipt of said court order, and will pay pension benefits consistent with said order as soon as administratively feasible, and further

**RESOLVED**, that a copy of this resolution be immediately attached as the top sheet of the pension file and other appropriate records be kept for the Retirement System relative to this matter, and

**RESOLVED**, that copies of this resolution be sent to Terrence Hart Brennan, the Participant; Robert L. Badgley, Esq., attorney for the Participant; Sharon Ann Brennan, the Alternate Payee; Nelson B. Stieper, Esq., attorney for the Alternate Payee; and the Board's actuary.

#### **Applications**

James Russell- of the building department, TPOAM labor unit, 19 years and 7 months of service credit (purchased 3 years of contract time). Service retirement requested. Request for a retirement date of February 2<sup>nd</sup>, 2019. Eligible based on years of service and age.

*Moved by Bret Nelson to approve the service retirement application for James Russell.*

*Supported by Kyle DuBuc*

*MOTION ADOPTED UNANIMOUSLY 5/0*

Daniel Phillips- of the fire department, Local 431 labor unit, 26 years and 7 months of service credit. Service retirement requested. Request for a retirement date of March 16<sup>th</sup>, 2019. Eligible based on years of service and age.

*Moved by Bret Nelson to approve the service retirement application for Daniel Phillips.*

*Supported by Kyle DuBuc*

*MOTION ADOPTED UNANIMOUSLY 5/0*

#### **Retirement Benefits**

None

#### **INVESTMENTS**

SEI investment report dated January 7, 2019 presentation by Terry Gerlich-via telephone (portfolio performance- November 30, 2018)

Market value/allocation of assets as of November 30<sup>th</sup>, 2018 equaled \$150,985,820

Market value/allocation of assets as of December 31<sup>st</sup>, 2018 equaled \$143,060,975

One-month performance (except core property) – total portfolio underperformed the benchmark - 0.95% vs. 1.23% return

Three month performance – total portfolio underperformed the benchmark -3.82% vs. -3.58% return

YTD performance - total portfolio underperformed the benchmark -1.25% vs. -1.06% return

One-year performance – total portfolio underperformed the benchmark -0.02% vs. 0.05% return  
Three-year performance – total portfolio beat the benchmark 7.47% vs. 7.14% return  
Inception - total portfolio beat the benchmark 5.38% vs. 4.99% return  
Structured credit is now in the portfolio.

*The complete report is on file in finance office.*

*Moved by Kim Gibbs to receive and file report*

*Supported by Bret Nelson*

*MOTION ADOPTED UNANIMOUSLY 5/0*

City of Royal Oak retirement system summary annual report (SAR) to be sent to departments and posted for members for period ending June 30, 2018

*Moved by Bret Nelson to receive and file the City of Royal Oak retirement system summary annual report (SAR) to members for period ending June 30, 2018*

*Supported by Kyle DuBuc*

*MOTION ADOPTED UNANIMOUSLY 5/0*

#### **LEGAL**

Robbins Geller Rudman & Dowd Portfolio Monitoring Report dated November 30, 2018

*Moved by Lee Collick to receive and file report*

*Supported by Bret Nelson*

*MOTION ADOPTED UNANIMOUSLY 5/0*

Robbins Geller Rudman & Dowd Settlement Report dated November 30, 2018

*Moved by Lee Collick to receive and file report*

*Supported by Bret Nelson*

*MOTION ADOPTED UNANIMOUSLY 5/0*

Robbins Geller Rudman & Dowd International Portfolio Monitoring Report dated November 30, 2018

*Moved by Lee Collick to receive and file report*

*Supported by Bret Nelson*

*MOTION ADOPTED UNANIMOUSLY 5/0*

#### **OTHER BUSINESS**

Revenue and expenditure (audited) variance report for year-ending June 30, 2018

*Moved by Lee Collick to receive and file the revenue and expenditure (audited) variance report for year-ending June 30, 2018*

*Supported by Kyle DuBuc*

*MOTION ADOPTED UNANIMOUSLY 5/0*

#### **NEXT MEETING AND ADJOURNMENT**

Next regular meeting is scheduled for 8:00 am Monday– February 4<sup>th</sup>, 2019 at city hall room 309.

*Moved by Don Johnson to adjourn the meeting (8:31 a.m.) and confirm next meeting for February 4<sup>th</sup>, 2019 at 8:00 am.*

*Supported by Bret Nelson*

*MOTION ADOPTED UNANIMOUSLY 5/0*