

MEETING NO. 3274  
JOURNAL OF PROCEEDINGS  
**BOARD OF TRUSTEES OF THE POLICE AND FIRE RETIREMENT SYSTEM**  
OF THE CITY OF DETROIT  
HELD **THURSDAY, DECEMBER 17, 2020**

9:00 A.M.  
RETIREMENT SYSTEMS' CONFERENCE ROOM  
ALLY DETROIT CENTER, 500 WOODWARD AVENUE; SUITE 3000  
DETROIT, MICHIGAN 48226

**TRUSTEES PRESENT**

Shawn Battle	Ex/Officio Trustee/Fire Prevention Chief/Mayoral Designee
Michael F. Berent	Elected Trustee/Fire/Chairperson
Angela R. James	Ex/Officio Retiree Trustee/Police/Mayoral Designee
Christa McLellan	Ex/Officio Trustee/Treasurer
Megan S. Moslimani	Ex/Officio Trustee/Corporation Counsel
John Naglick Jr.	Ex/Officio Trustee/Finance Director
George Orzech	Elected Retiree Trustee/Fire
Jeffrey Pegg	Elected Trustee/Fire
Dean Pincheck	Elected Trustee/Fire
John Serda	Elected Trustee/Police
Ronald Thomas	Elected Trustee/Police/Vice-Chairperson
Gregory Trozak	Elected Retiree Trustee/Police
Steven Watson	Ex/Officio Trustee/Deputy Budget Director/Budget Director's Designee

**TRUSTEES EXCUSED**

Matthew Gnatek	Elected Trustee/Police
Brenda Jones	Ex/Officio Trustee/City Council President
Portia Roberson	Ex/Officio/Mayor's Designee

**ALSO PRESENT**

David Cetlinski	Executive Director
Kelly Tapper	Assistant Executive Director
Ryan Bigelow	Chief Investment Officer
Marcella Brewer	Recording Secretary
Ronald King	General Counsel
Bruce Babiarz	Public Relations Advisor
Dr. Oscar King III	Board Lobbyist

**STAFF EXCUSED**

None

POLICE AND FIRE RETIREMENT SYSTEM OF THE CITY OF DETROIT  
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Meeting is being hosted electronically due to Covid-19 per Senate Bill 1108

CHAIRPERSON

**Michael Berent**

A verbal Roll Call commenced at 9:10 a.m. and Chairperson Berent called the meeting to order.

**Present at Roll Call: Battle (Detroit, MI), McLellan (Detroit, MI), Moslimani (Detroit, MI), Naglick (Oakland County, MI), Orzech (Oakland County, MI), Pegg (Detroit, MI), Pincheck (Macomb County, MI), Serda(Oakland County, MI), Thomas(Detroit, MI), and Trozak (Macomb County, MI), Watson (Detroit, MI), and Berent -Chairperson (Detroit, MI).**

**Re: Approval of December 17, 2020 Agenda**

Trustee Thomas moved to approve the agenda dated Thursday, December 17, 2020. Trustee Trozak supported. The motion passed unanimously.

**Re: Approval of RETIREMENT Applications**

Trustee Thomas moved to approve the RETIREMENT applications as listed below. Trustee Trozak supported. The motion passed unanimously.

NAME, TITLE, DEPARTMENT	Devin R. Brown - Police Officer - Police
RETIREMENT TYPE-PLAN	Drop - New
SERVICE CREDIT-EFFECTIVE DATE	13 07 00 – 11 25 20

NAME, TITLE, DEPARTMENT	Sheila E. Daniel - Police Officer - Police
RETIREMENT TYPE-PLAN	Service - New
SERVICE CREDIT-EFFECTIVE DATE	14 00 05 – 09 18 20

NAME, TITLE, DEPARTMENT	Sheila E. Daniel - Police Officer - Police
RETIREMENT TYPE-PLAN	Hybrid - Service
SERVICE CREDIT-EFFECTIVE DATE	06 03 00 – 09 18 20

NAME, TITLE, DEPARTMENT	Kelvin Harris – Fire Engine Operator - Fire
RETIREMENT TYPE-PLAN	Service - New
SERVICE CREDIT-EFFECTIVE DATE	14 07 16 – 10 31 20

NAME, TITLE, DEPARTMENT	Sarah Miner - Police Officer - Police
RETIREMENT TYPE-PLAN	Drop - New
SERVICE CREDIT-EFFECTIVE DATE	13 06 10 – 12 23 20

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NAME, TITLE, DEPARTMENT Michael J. Pacteles – Police Officer - Police  
 RETIREMENT TYPE-PLAN Service - New  
 SERVICE CREDIT-EFFECTIVE DATE 15 03 23– 08 21 20

**RECEIPTS:**

The Board acknowledged the following receipts:

**Cash Receipts** Cash Account: HYBLIQRES  
 Company: RSCD-PFRS Start Date: 11/30/2020  
 End Date: 12/11/2020

Doc. Date	Module	Tran. Type	Doc. Nbr.	Description	R/C	Receipt
11/20/2020	GL	013080		After tax annuity contributions 11-20-20		15,537.13
12/4/2020	GL	013164		After tax annuity contributions 12-4-20		15,571.13
12/4/2020	CA	Cash Entry	001961	Pre tax pension contributions 12-4-20	R/C	409,291.01
12/4/2020	CA	Cash Entry	001962	Pre tax pension contributions 12-4-20	R/C	536.01
						440,935.28

**Cash Receipts** Cash Account: LIQUID RES  
 Company: RSCD-PFRS Start Date: 11/30/2020  
 End Date: 12/11/2020

Doc. Date	Module	Tran. Type	Doc. Nbr.	Description	R/C	Receipt
12/3/2020	CA	Cash Entry	001959	Loan Deductions 11-20-20 (\$90,864.75)	R/C	90,864.75
12/8/2020	CA	Cash Entry		Loan Deductions 11-27-20	R/C	1,849.86
12/8/2020	CA	Cash Entry		Loan Deductions 12-4-20	R/C	95,513.80
12/10/2020	CA	Cash Entry		Loan Deductions	R/C	8,138.31
12/10/2020	CA	Cash Entry		Loan Deductions	R/C	16,280.76
						212,647.48

**Total Receipts** **653,582.76**

**Re: Approval of Disbursements**

Trustee Thomas moved to approve the Disbursement as outlined below with Acknowledgement of Investment Committee expenses. Trustee Trozak supported. The motion passed unanimously.

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 Date: 12/14/2020 8:02 AM

Disbursement Report

Account	Payment Method	Currency
LIQUID RES	WIRE	US

Vendor Name	Invoice Number	Invoice Description	Amount To Pay
HAMILTON LANE SECONDARY FUND V LP	121420	Capital Call	187,500.00
HL - Platinum Equity Capital Partners IV, LP	120720	Capital Call	71,538.00
HL 2020 TACTICAL MARKET FUND LP	112020	Capital Call	1,169,932.00
MESIROW FINANCIAL REAL ESTATE VALUE FUND III	120120	Capital Call	1,030,651.48
ROARK CAPITAL PARTNERS V, L.P. - HAMILTON LANI	120820	Capital Call	4,605,402.63
VISTA EQUITY PARTNERS FUND VII, L.P	121420	Capital Call	285,475.00
<b>Cash Account/Payment Method Total:</b>			<b>6 Document 7,350,499.11</b>

HUNT VEND	ACH	US
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Vendor Name	Invoice Number	Invoice Description	Amount To Pay
500 WEBWARD LLC	1130017	Electrical Billing: 10/29/20-11/25/20 #16055070	988.43
500 WEBWARD LLC	1130016	Electrical Billing: 10/29/20-11/25/20 #16055044	630.35
500 WEBWARD LLC	125347	December 2020 Rent	27,217.97
500 WEBWARD LLC	124825	Work Orders for Office Maintenance	28.25
8x8 INC.	2845120	Phone System Services	1,439.42
Cogent Communications, Inc.	120120	Internet Service	525.00
GABRIEL, ROEDER, SMITH & CO	458897	Actuarial Services for November 2020	22,008.00
GLOBAL GOVERNANCE ADVISORS LLC	982	November Deliverables	1,227.59
NORTHSTAR LIFE SERVICES	INV-0298	Servicing Fee	654.00
UHY Advisors MI, Inc.	TS-2020-0060	Professional IT Services for November 2020	37,012.50
<b>Cash Account/Payment Method Total:</b>			<b>10 Documents 91,731.51</b>

HUNT VEND	CHECK	US
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Vendor Name	Invoice Number	Invoice Description	Amount To Pay
ALLEGRA	78256011	Self Service Mailings	390.85
ASCENSION MICHIGAN AT WORK	407212	Disability Re-Exam Fees	2,750.00
ASCENSION MICHIGAN AT WORK	409750	Disability Initial & Re-Exam Fees	3,575.00

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CANON SOLUTIONS AMERICA, INC	4034542761	Copier Maintenance	122.24
CINTAS CORPORATION-300	4068487388	Floor Mats	130.65
COMCAST	111720	High Speed Internet	202.74
EASY VERIFICATION INC	20-54732	Member Verification Requests	16.00
FEDEX	7-192-74563	FedEx Mailing	26.47
FEDEX	7-200-20775	FedEx Mailing	26.60
FEDEX	7-206-88800	FedEx Mailing	26.60
First CHOICE Coffee Services	732891	Equipment Rental	30.00
IRON MOUNTAIN	189058	Data Domain Service	1,344.66
IRON MOUNTAIN	202246649	Storage CDs	1,062.71
Iron Mountain Records Management	DCYP329	Records Storage	2,293.36
K&F ASSOCIATES (aka TAPE4BACKUP)	610064	Backup Tape Supply	497.50
KELLEY CAWTHORNE	11889	Lobbyist Services for December 2020	6,750.00
Quadient Leasing USA (formerly MailFinance)	N8586065	Mail Machine Lease Payment 12/17/20-3/16/21	545.78
SHRED-IT USA	8180897711	Shredding Service Charges	49.73
TRANSUNION RISK & ALT DATA SOLUTIONS INC	3712221-202011-1	Research Services	25.00
United States Postal Service	120420	Prepayment for Neopost Postage Funds	4,000.00
WELLS FARGO VENDOR FINANCIAL SVCS, LLC	104393647	Printer Maintenance	129.11
<b>Cash Account/Payment Method Total:</b>		<b>21 Documents</b>	<b>23,995.00</b>

**Investment Committee Disbursement Acknowledgements**

HUNT VEND	ACH	US		
Vendor Name	Invoice Number	Invoice Description		Amount To Pay
RIVENOAK LAW GROUP, P.C	12381	IC Interim General Counsel November 2020		5,115.00
<b>Cash Account/Payment Method Total:</b>		<b>1 Document</b>		<b>5,115.00</b>

\* Payment amount is estimated based on the effective date 12/14/2020

**Re: Approval of Refunds (Accumulated Contributions)**

Trustee Thomas moved to approve the Refunds/Accumulated Contributions list as outlined below. Trustee Serda supported. The motion passed unanimously.

List number 3870- \$ 1,333,949.62

**Re: Approval of the Frozen Defined Contribution Plan/Employee Loan Program**

Trustee Thomas moved to approve the Frozen Defined Contribution Plan/Employee Loan Program as outlined below. Trustee Pincheck supported. The motion passed.

List #1 - \$49,903.00 – 12/10/2020

List #2 - \$36,798.00 – 12/17/2020

There will be two Loan List, one for the Hybrid and one for the Legacy. It will be listed as one resolution.

Yeas –Battle, McLellan, Moslimani, Naglick, Orzech, Pegg, Pincheck, Serda, Thomas, Trozak, and Watson, – 11

Nays – None

Abstain – Berent

**Re: Approval of Minutes**

Trustee Thomas moved to approve the Minutes of November 19, 2020. Trustee Pincheck supported. The motion passed unanimously.

**ASSISTANT EXECUTIVE DIRECTOR’S REPORT**

Assistant Executive Director, Kelly Tapper, discussed the following with the Board of Trustees:

- Otis Combs Disability Offset Appeal
- Trustee Serda
- 2018 1099 IRS Letters to members
- SAS Client Conference

**RE: Otis Combs Disability Offset Appeal**

Assistant Executive Director Kelly Tapper along with General Counsel Ronald King will review the documents that Mr. Combs has provided and will give an update at the next meeting which is held January 7, 2021.

Trustee Serda asked if before the members make their Disability Offset Appeals to the Board, could there be some background information that can be reviewed prior to the meeting.

Trustee James joined the meeting at 9:17 am (Detroit, MI)

**RE: Trustee Serda Election**

Trustee Serda was unopposed for his election and will serve his new term beginning July 1, 2020.

**RE: Seminole Conference**

The Conference has been delayed until November 4 -7, 2021.

**2018 – 1099 IRS Letters to members**

Members who participated in the DROP Program are receiving letters from the IRS regarding their 1099. A letter was sent to members who were affected by the 2018 1099 issue.

**Re: Plante Moran Presentation**

Representatives Michelle Watterworth, Ali Hijazi and Spencer Tawa of Plante Moran discussed the following with the Board of Trustees:

- Audit Opinion
- Statement of Fiduciary Net Position (Balance Sheet)
- Statement of Changes in Fiduciary Net Position (Income Statement)
- Net Position Trend
- Net Pension Liability Trend
- Communication with those Charged with Governance
  - Internal Control Related Matters
  - Materials Weakness
  - Significant Deficiencies
- PFRS End of Audit Letter
- PFRS Financial Statements
- PFRS Response to Audit Findings

Trustee Pegg moved to approve the Audit presented by Plante Moran for Fiscal Year 2020-2021. Trustee Naglick supported. The motion passed unanimously.

### **Presentation materials provided**

## **EXECUTIVE DIRECTOR’S REPORT**

Executive Director, David Cetlinski, had no formal report, but discussed the following with the Board of Trustees:

- Procentia Intelliplan Update
  - Procentia Intelliplan will have a more formal presentation in January.
- Staff Furlough
- FAQ about Loans
  - Frequently asked questions and answers are now listed on the Retirement Systems Webpage.
- Office Closure
  - The Office will be closed in observance of the Christmas and New Year Holiday, December 28 – January 3, 2021. Returning on January 4, 2021.

## **Chief Investment Officer Report**

Chief Investment Officer, Ryan Bigelow, had no formal report, but discussed the following with the Board of Trustees:

- Wilshire Materials
- ORG Materials

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Trustee Pegg updated the Board on the several items discussed at the PFRS Investment Committee Meeting that was held on Monday, December 7, 2020.

**PUBLIC COMMENT**

- **Damon Goodman** - Crenshaw Mall overview.
- **Kathleen Colin, President of NASP of Detroit** thanked the Board and everyone who participated in the NASP Pension and Financial Services Virtual Conference which was held December 7 – 10, 2020.
- **Louis Sinagra**

**PUBLIC RELATIONS REPORT**

- Free Press Article

**LOBBYIST’S REPORT**

- Legislative Log
- House and Senate (tentative) Schedule

**GENERAL COUNSEL’S REPORT**

General Counsel Ronald King, as part of his legal report, discussed the following matters with the Board:

Woodrow Tyler Investment Committee Member Nomination  
City of Detroit/IC Certifications  
Raby, Zawislak v PFRS Update

**Woodrow Tyler Re-Nomination**

Trustee Orzech moved to approve the re-nomination of Woodrow Tyler to the PFRS Investment Committee. Trustee Pegg supported. The motion passed unanimously.

**Raby, Zawislak v PFRS:**

The Board will go into Closed Session at the next meeting to discuss.

**NEW BUSINESS/OLD BUSINESS**



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None

**COMMITTEE REPORT**

Trustee Naglick would like to start having meetings to discuss the Funding Policy with Gabriel Roeder, PFRS IC and PFRS Sub-Committee Members.

**ADJOURNMENT**

Trustee Thomas moved to adjourn meeting #3274; Trustee Pegg supported.

Chairperson Berent adjourned the meeting at 11:43 A.M. The Board's next meeting is scheduled for Thursday, January 7, 2021 at 9:00 a.m. in the Retirement Systems' Conference Room, 500 Woodward Avenue, Suite 3000; Detroit, Michigan 48226.

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script, appearing to read 'Kelly Tapper', written in black ink.

Kelly Tapper, Assistant Executive Director