

MINUTES OF A SPECIAL VIRTUAL MEETING OF THE
RETIREMENT INVESTMENT COMMITTEE
APRIL 13, 2021

The meeting was called to order at 2:00 P.M.

PRESENT: Richard Aginian, Citizen Member (Sarasota, FL)
 Mark Gerber, Finance Director/Treasurer (Birmingham, MI)
 Christopher Conti, Retirement Board Trustee (Birmingham, MI)

ALSO PRESENT: Thelma Golden, Treasury Consultant; Frank Pisano, Library Board,
 Jonathon Hofley

The purpose of the special meeting was review the consolidated list of questions submitted by committee members to evaluate the investment consultant proposals for the Retirement Board and Retiree Health Care Fund Investment Committee and to develop an evaluation tool to be used during interviews with the candidates.

Committee members reviewed the Detailed Evaluation of Consultant's Proposal Form that was included in the agenda and agreed to identify those questions that would be used during the interviews.

Mark Gerber reported that the city attorney has stated that the interviews will be public meetings. The Committee agreed that everyone involved in the interview process would participate remotely using the zoom format. He will let individuals enter the meeting and mute them until it is their turn to speak. He will determine if he can put an applicant back into the waiting room once their interview is finished. He will request the names of those individuals who will represent during their interview and let those people into the meeting when it is their turn. Members from the public should be allowed to enter the meeting and will be muted

Mark Gerber reported that, after the special meeting scheduled on March 26, 2021 when the Committee ranks the candidates, the scores would be put on the public record. He will ask the city attorney if the RFP proposals have to be posted.

The Committee identified those questions that will be used during the interviews and agreed that the same questions would be used during each interview and would be provided to all candidates prior to the interviews. The remaining questions on the evaluation form will be used to evaluate the individual RFP proposals.

The Committee agreed that it would provide each candidate with the same introductory explanation of the interview process and the same closing explanation of the next steps in the evaluation process. Chris Conti requested a written statement for the introduction and closing statements to ensure that all candidates receive the same information.

Thelma Golden will provide the committee members with a list of questions to be used during the interview process, a list of questions to be used individually during the evaluation of the written proposals, and written introductory and closing statements to be used during the interviews.

The meeting was adjourned at 3:23 P.M.

Respectfully Submitted,

Thelma Golden
Treasury Consultant