

MEETING NO. 4245
JOURNAL OF PROCEEDINGS
BOARD OF TRUSTEES OF THE GENERAL RETIREMENT SYSTEM
OF THE CITY OF DETROIT
HELD **WEDNESDAY, NOVEMBER 6, 2019**

10:00 A.M.

RETIREMENT SYSTEMS CONFERENCE ROOM
ALLY CENTER, 500 WOODWARD AVENUE; SUITE 3000
DETROIT, MICHIGAN 48226

TRUSTEES PRESENT

Wendell Anthony	Trustee
Jermaine Brown	Trustee
Tasha L. Cowan	Trustee
Kimberly Hall-Wagner	Trustee
Christa Mclellan	Ex-Officio Trustee/City Treasurer
John Naglick	Ex-Officio Trustee/Deputy CFO
June Nickleberry	Trustee/Chairperson
Crystal Perkins	Trustee
Thomas Sheehan	Trustee/Vice- Chairperson

TRUSTEES EXCUSED

Scott Benson	Ex-Officio Trustee/City Council Member
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TRUSTEES ABSENT

None

ALSO PRESENT

David Cetlinski	Executive Director
Gail A. Oxendine	Assistant Executive Director
Ryan Bigelow	Chief Investment Officer
Michael VanOverbeke	General Counsel
Joann Harrison	Administrative Assistant

STAFF EXCUSED

None

CHAIRPERSON

June Nickleberry

The Board's Recording Secretary took a verbal Roll Call at 10:05 a.m. and Chairperson Nickleberry called the meeting to order.

Present at Roll Call: Jermaine Brown, Tasha L. Cowan, Kimberly Hall-Wagner, Crystal Perkins, and Thomas Sheehan

Re: Legacy Plan Service Retirement(s)

Motion By: Trustee Sheehan - Supported By: Trustee Perkins

RESOLVED, that the application(s) for retirement from the **COMPONENT II (LEGACY) PLAN** as outlined below be hereby APPROVED:

NAME, TITLE, DEPARTMENT	Gerald Blackshear – TEO - Transportation
SERVICE CREDIT	17-11
EFFECTIVE DATE	10-05-19

NAME, TITLE, DEPARTMENT	Varnessa J. Golson-Buford – Trans Term Assistant - Transportation
SERVICE CREDIT	14-10
EFFECTIVE DATE	11-07-19

NAME, TITLE, DEPARTMENT	Reginald D. Ellison – Elec Instr Ctrl Tech – Water & Sewerage
SERVICE CREDIT	22-01
EFFECTIVE DATE	01-01-16

NAME, TITLE, DEPARTMENT	Barbara L. Naragon – Librarian II - Library
SERVICE CREDIT	10-00
EFFECTIVE DATE	09-28-19

NAME, TITLE, DEPARTMENT	Kenneth Stewart – General Auto Mechanic - Transportation
SERVICE CREDIT	16-10
EFFECTIVE DATE	09-30-19

Yeas: Brown, Cowan, Hall-Wagner, Perkins, Sheehan and Chairperson Nickleberry– 6

Nays: None

Re: Early Retirement (s)

Motion By: Trustee Sheehan - Supported By: Trustee Perkins

RESOLVED, that the application(s) for **EARLY RETIREMENT** as outlined below be hereby APPROVED:

NAME, TITLE, DEPARTMENT	Duane Hudnall – TEO - Transportation
SERVICE CREDIT	22-04
EFFECTIVE DATE	10-01-19

NAME, TITLE, DEPARTMENT	Richard D. Terrell – Vehicle Operator III - Transportation
SERVICE CREDIT	20-11
EFFECTIVE DATE	09-28-19

NAME, TITLE, DEPARTMENT	Juanita C. Waller – Senior Clerk-Pension - Finance
SERVICE CREDIT	19-08
EFFECTIVE DATE	11-09-19

Yeas: Brown, Cowan, Hall-Wagner, Perkins, Sheehan and Chairperson Nickleberry – 6

Nays: None

Re: Vested Retirement(s)

Motion By: Trustee Sheehan - Supported By: Trustee Perkins

RESOLVED, that the application(s) for **VESTED RETIREMENT** as outlined below be hereby APPROVED:

NAME, TITLE, DEPARTMENT	Valeria C. Bond – Exec Sec II - Finance
SERVICE CREDIT	15-06
EFFECTIVE DATE	02-01-15

NAME, TITLE, DEPARTMENT	Dennis Collins – Sr. Water Systems Chemist – Water & Sewerage
SERVICE CREDIT	14-08
EFFECTIVE DATE	10-01-19

Re: Vested Retirement(s) - continued

NAME, TITLE, DEPARTMENT	Michael Crawford – Playleader –SS - Recreation
SERVICE CREDIT	10-08
EFFECTIVE DATE	10-01-19

NAME, TITLE, DEPARTMENT	Regina Daniels – Perm Invs-Water Serv – Water & Sewerage
SERVICE CREDIT	12-04
EFFECTIVE DATE	10-01-19

NAME, TITLE, DEPARTMENT	Lelerrlyn D. Williams – Nutritionist - Health
SERVICE CREDIT	16-07
EFFECTIVE DATE	10-01-19

NAME, TITLE, DEPARTMENT	Elaine Wills – Pr Governmental Analyst - Information Tech Services
SERVICE CREDIT	11-02
EFFECTIVE DATE	10-01-19

Yeas: Brown, Cowan, Hall-Wagner, Perkins, Sheehan and Chairperson Nickleberry– 6

Nays: None

Re: Hybrid Plan Service Retirement(s)

Motion By: Trustee Sheehan - Supported By: Trustee Perkins

RESOLVED, that the application(s) for retirement from the **COMPONENT I (HYBRID) PLAN** as outlined below be hereby APPROVED:

NAME, TITLE, DEPARTMENT	Gerald Blackshear – TEO - Transportation
SERVICE CREDIT	05-03
EFFECTIVE DATE	10-05-19

NAME, TITLE, DEPARTMENT	Reginald D. Ellison – Elec Instr Ctrl Tech – Water & Sewerage
SERVICE CREDIT	01-06
EFFECTIVE DATE	01-01-16

NAME, TITLE, DEPARTMENT	Barbara L. Naragon – Librarian II - Library
SERVICE CREDIT	05-03
EFFECTIVE DATE	09-28-19

Re: Hybrid Plan Service Retirement(s) - continued

NAME, TITLE, DEPARTMENT	Kenneth Stewart – General Auto Mechanic - Transportation
SERVICE CREDIT	05-03
EFFECTIVE DATE	09-30-19

Yeas: Brown, Cowan, Hall-Wagner, Perkins, Sheehan and Chairperson Nickleberry– 6

Nays: None

Re: Change of Computation Converted Duty Disability - Service Retirement(s)

Motion By: Trustee Sheehan - Supported By: Trustee Perkins

RESOLVED, that the application(s) for retirement from the **CONVERTED DUTY DISABILITY SERVICE RETIREMENTS – CHANGE IN COMPUTATION** as outlined below be hereby APPROVED:

NAME, TITLE, DEPARTMENT	Kimberly Smith – RCPO - DPW
SERVICE CREDIT	19-11
EFFECTIVE DATE	12-05-18

Yeas: Brown, Cowan, Hall-Wagner, Perkins, Sheehan and Chairperson Nickleberry– 6

Nays: None

RECEIPTS: The Board received the following receipts for Acknowledgment:

Cash Receipts			Cash Account:	HYBLIQRES		
Company:	RSCD-General		Start Date:	10/11/2019		
			End Date:	11/4/2019		

<u>Doc. Date</u>	<u>Module</u>	<u>Tran. Type</u>	<u>Doc. Nbr.</u>	<u>Description</u>	<u>R/C</u>	<u>Receipt</u>
10/11/2019	CA	Cash Entry	001912	Pre tax pension contributions 10-11-19.	R/C	63,337.82
10/11/2019	CA	Cash Entry	001913	Post tax annuity contributions 10-11-19.	R/C	66,359.29
10/15/2019	CA	Cash Entry	001917	Pre tax pension contributions 10-11-19.	R/C	298,029.62
10/15/2019	CA	Cash Entry	001918	Post tax annuity contributions 10-11-19.	R/C	140,520.90
10/18/2019	CA	Cash Entry	001927	Pre tax pension contributions 10-18-19.	R/C	41,809.84
10/18/2019	CA	Cash Entry	001928	Post tax annuity contributions 10-18-19.	R/C	43,597.62
10/25/2019	CA	Cash Entry	001940	Pre tax pension contributions 10-25-19.	R/C	360,152.10
10/25/2019	CA	Cash Entry	001941	Post tax annuity contributions 10-25-19.	R/C	205,506.75
						1,219,313.94

Cash Receipts			Cash Account:	LIQ RESERV		
Company:	RSCD-General		Start Date:	10/11/2019		
			End Date:	11/4/2019		

<u>Doc. Date</u>	<u>Module</u>	<u>Tran. Type</u>	<u>Doc. Nbr.</u>	<u>Description</u>	<u>R/C</u>	<u>Receipt</u>
10/18/2019	CA	Cash Entry	001926	Loan Deductions 10-11-19 (\$50,552.25)	R/C	50,552.25
10/23/2019	CA	Cash Entry	001939	Loan Deductions 10-18-19 (\$16,456.30)	R/C	16,456.30
10/29/2019	CA	Cash Entry	001946	Loan Deductions 10-25-19 (\$50,348.81)	R/C	50,348.81
						117,357.36

Total Receipts						1,336,671.30
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Re: Fees and Expenses

Resolution Moved By: Trustee Cowan - Supported By: Trustee Perkins

WHEREAS, the Board has been presented with the List of Disbursements for Board Approval which is referenced below requesting payment for Fees and Expenses, and

WHEREAS, the Board has been requested to approve payment of said Fees and Expenses;
THEREFORE BE IT

RESOLVED, that subject to staff audit and approval of all Legal Fees by the Board's General Counsel, the Board **APPROVE** payment of the following Fees and Expenses:

GENERAL RETIREMENT SYSTEM
CITY OF DETROIT

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Date: 11/4/2019 9:21 AM

Disbursement Report

Account	Payment Method	Currency	
LIQ RESERV	WIRE	US	
Vendor Name	Invoice Number	Invoice Description	Amount To Pay
BNY Mellon	111-2019-0036761	Management Fees - 3rd Qtr '19	46,704.62
Bridgett Hardy	103119BH	IT Contractual Wages	4,560.28
James R. Hollins	103119JH	IT Contractual Wages	4,203.77
Raymond R. Tchou	103119RT	IT Contractual Wages	7,592.38
Venkat Rallapalli / Highbrow Systems, Inc.	103119VR	IT Contractual Wages	6,180.85
Cash Account/Payment Method Total:			5 Documents
			69,241.90

Vendor Name	Invoice Number	Invoice Description	Amount To Pay
500 WEBWARD LLC	92915	Door Repair and Odor Tracking	39.82
500 WEBWARD LLC	94079	November 2019 Rent	26,050.94
American Realty Advisors (ARA)	7173	Management Fees - 3rd Qtr '19	10,000.00
Barrow, Hanley, Mewhinney & Strauss, LLC	3Q19	Management Fees 3rd Qtr '19	44,075.00
BlackRock Financial Management, Inc	190930-4690-A	Management Fees - 3rd Qtr '19	40,476.08
BLOOMBERG FINANCE LP	5605200502	Bloomberg Anywhere 10/21/19-1/20/20	5,857.75
BRANDYWINE GLOBAL INVESTMENT MGMT	19525	Management Fees 3rd Qtr '19	60,654.10
CDW GOVERNMENT	VCR3364	Computer Equipment	96.65
CRESTWOOD ASSOCIATES L.L.C.	INV051564	Acumatica Training & Implementation	75.00
EARNEST PARTNERS, LLC	3Q19DETGRS	Management Fees - 3rd Qtr '19	39,070.93
EARNEST PARTNERS, LLC	3Q19DETINTRL	Management Fees - 3rd Qtr '19	200,570.79
FIDELITY INSTITUTIONAL ASSET MGT TRUST CO	20190930-4576-A	Management Fees 3rd Qtr '19	64,735.69
GABRIEL, ROEDER, SMITH & CO	450401	EDRO Calculations for Paul Senia	1,350.00
GABRIEL, ROEDER, SMITH & CO	450413	EDRO Calculations for Calvin Bozeman	1,350.00
GABRIEL, ROEDER, SMITH & CO	450415	EDRO Calculations for Aziz Rahimzadeh	1,200.00
Manulife Asset Management U.S., LLC	00000001557	Management Fees 3rd Qtr '19	44,666.81
PIEDMONT INVESTMENT ADVISORS,LLC	INV12287	Management Fees 3rd Qtr '19	19,739.95
Premier Parking (fka Ultimate Parking)	192129	Parking - November 2019	1,727.00
PROCENTIA, INC	2333	Procentia Implementation	55,398.06
PZENA INVESTMENT MANAGEMENT, LLC	19213-1-007	Management Fees 2nd Qtr '19	51,782.74

Vendor Name	Invoice Number	Invoice Description	Amount To Pay
QUILL CORPORATION	2022294	Office Supplies	531.00
RHUMBLINE ADVISERS	detgen2019Q3	Management Fees 3rd Qtr '19	10,410.00
SALIENT CAPITAL ADVISORS	3Q19	Management Fees 3rd Qtr '19	65,992.65
SSI INVESTMENT MANAGEMENT	002019-0314	Management Fees 3rd Qtr '19	54,123.00
VANOVERBEKE MICHAUD & TIMMONY, P.C.	0819	General Counsel Matters for August 2019	26,096.00
WESTFIELD CAPITAL MANAGEMENT	20190930-107-123-/	Management Fees 3rd Qtr '19	101,873.65
Cash Account/Payment Method Total:			26 Documents
			927,943.61

Vendor Name	Invoice Number	Invoice Description	Amount To Pay
ASCENSION MICHIGAN AT WORK	367109	Disability Re-Exam Fee	250.00
CINTAS CORPORATION-300	4033854406	Floor Mats	130.65
COMCAST	101719	High Speed Internet	180.25
DELL MARKETING, LP	10339983697	Computer Equipment	113.62
DEROY & DEVEREAUX	3Q19	Management Fees - 3rd Qtr '19	28,657.00
DIRECTV	36830878947	Service Charges 10/23/19-11/22/19	39.12
FEDEX	6-622-21539R	FedEx Mailing (Reissue Invoice)	26.20
FEDEX	6-713-91221R	FedEx Mailing (Reissue Invoice)	26.20
FEDEX	6-754-93537	FedEx Mailing	41.65
FEDEX	6-762-85185	FedEx Mailing	26.26
First CHOICE Coffee Services	648507	Coffee Supplies	150.52
First CHOICE Coffee Services	650139	Equipment Rental	30.00
IRON MOUNTAIN	170025	Data Domain Service	1,229.53
IRON MOUNTAIN	201970437	Storage CDs	880.29
MILLER LAW	65774	GRS/City of Detroit for August 2019	3,231.25
OFFICE DEPOT	393872094001	Office Supplies	58.95
OFFICE DEPOT	393872095001	Office Supplies	5.19
OFFICE DEPOT	393872096001	Office Supplies	4.74
RACINE & ASSOCIATES	12613	DGRS v. Capozzoli - September 2019	20,522.45
SCANTRON	14613719	Toner Cartridge Supply	1,478.24
SHRED-IT USA	8128395208	Shredding Service Charges	49.72
TASHA L COWAN	101619TLC	Trustee Parking	16.00
WELLS FARGO VENDOR FINANCIAL SVCS, LLC	102760584	Printer Maintenance	129.10
XEROX	098374136	Printer Maintenance	108.41
Cash Account/Payment Method Total:			24 Documents
			57,385.34

Yeas: Brown, Cowan, Hall-Wagner, Perkins, Sheehan and Chairperson Nickleberry– 6

Nays: None

Re: Refunds of Accumulated Contributions (Annuity Savings Fund)

Resolution Moved By: Trustee Sheehan - Supported By: Trustee Cowan

RESOLVED, that the contributions to the Annuity Savings Fund by members of the General Retirement System, as set forth:

List No. 7436 - \$283,427.33

List No. 7437 - \$371,231.84

List No. 7438 - \$302,530.97

Including interest, be **REFUNDED**, pending audit by the Retirement Systems' Accounting Staff.

Yeas: Brown, Cowan, Hall-Wagner, Perkins, Sheehan and Chairperson Nickleberry– 6

Nays: None

Re: Employee Loan Program October 23, 2019

Resolution Moved By: Trustee Sheehan - Supported By: Cowan

RESOLVED, that the disbursements for the Employee Loan Program by members of the General Retirement System, as set forth in the amount of: **\$42,412.00** including interest, be hereby **APPROVED**.

Yeas: Brown, Cowan, Hall-Wagner, Perkins, Sheehan and Chairperson Nickleberry– 6

Nays: None

Re: Employee Loan Program October 30, 2019

Resolution Moved By: Trustee Sheehan - Supported By: Trustee Cowan

RESOLVED, that the disbursements for the Employee Loan Program by members of the General Retirement System, as set forth in the amount of: **\$17,229.00** including interest, be hereby **APPROVED**.

Yeas: Brown, Cowan, Hall-Wagner, Perkins, Sheehan and Chairperson Nickleberry– 6

Nays: None

Re: Employee Loan Program November 6, 2019

Resolution Moved By: Trustee Sheehan - Supported By: Trustee Cowan

RESOLVED, that the disbursements for the Employee Loan Program by members of the General Retirement System, as set forth in the amount of: **\$22,937.00** including interest, be hereby **APPROVED**.

Yeas: Brown, Cowan, Hall-Wagner, Perkins, Sheehan and Chairperson Nickleberry– 6

Nays: None

Trustee Naglick entered at 10:10 am.

ASSISTANT EXECUTIVE DIRECTOR'S REPORT

No Report

EXECUTIVE DIRECTOR'S REPORT

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

- Update on the status of the annual audit and receipt of GASB reports to complete the audit

CHIEF INVESTMENT OFFICER'S REPORT

Chief Investment Officer, Ryan Bigelow discussed the following matters with the Board:

- CIO Report
- Seminole Balance Real Estate Fund
 - Offer to sell interest in the fund and recommended by the CIO to sell; tabled until the next Board meeting
- GRS Kona Corp. & GRS Oasis Corp. Kona, Hawaii real estate parcels
 - Recommendation from Lou Vogt of Banyan Realty and the CIO to sell the remaining parcel at the asking price of \$900,000

Motion By: Trustee Sheehan – Supported By: Trustee Perkins

RE: GRS Oasis Corp. and GRS Kona Corp.: Authorization of Purchase Agreements

WHEREAS, the Board is the sole shareholder of GRS Oasis Corp. and GRS Kona Corp. (each a “Corporation” and collectively, the “Corporations”),

WHEREAS, GRS Oasis Corp. has received an offer to purchase the land owned by the Corporation in the state of Hawaii (the "Oasis Property") from MP FINANCIAL GROUP, Ltd., a Nevada corporation ("Purchaser"),

WHEREAS, GRS Kona Corp. has received an offer to purchase the land owned by the Corporation in the state of Hawaii (the Kona Property") from the Purchaser,

WHEREAS, the Board has received a letter dated November 5, 2019 from the Board's real estate advisor, Banyan Realty Advisors, LLC ("Banyan"), stating that Banyan has reviewed both offers and has recommended that the Board approve both offers and requesting that the Board authorize Louis E. Vogt, President of Banyan, to execute a purchase agreement (each a "Purchase Agreement" and collectively, the "Purchase Agreements") on behalf of GRS Oasis Corp. and GRS Kona Corp. for the Oasis Property and the Kona Property, respectively, on terms consistent with the terms contained in the Banyan letter to the Board,

WHEREAS, the execution of said Purchase Agreements has been recommended by the Board's special legal counsel, F. Logan Davidson,

WHEREAS, the execution of Purchase Agreements has been reviewed and approved as to form by the Board's legal counsel and the execution of said documents is consistent with prior action of the Board,

RESOLVED, That said Purchase Agreements be executed by Louis E. Vogt on behalf of GRS Oasis Corp and GRS Kona Corp., and be it further

RESOLVED, that all conveyance documents in connection with the foregoing sales be executed by officers of the respective Corporations and the Louis E. Vogt be authorized and directed to sign such closing statements and other miscellaneous certificates and documents related to closing of the sales on behalf of the respective Corporations.

Yeas: Brown, Cowan, Hall-Wagner, Naglick, Perkins, Sheehan and Chairperson Nickleberry–
7

Nays: None

Trustee Anthony entered at 10:30 am.

CHIEF INVESTMENT OFFICER'S REPORT (cont.)

- Private Equity Fund to Fund manager search/review continues – Grosvenor and Muller & Monroe
- Townsend Group and CIO recommend approving up to \$23.5 mil commitment to Black Creek Industrial Fund – Tabled to the next Board meeting
- Core Fixed Income manager search – CIO recommendation to hire Income Research & Management for a two-third investment of \$70 mil, and Garcia Hamilton for a one-third investment of the same

Motion By: Trustee Sheehan – Supported By: Trustee Naglick

RESOLVED, to approve the recommendation of the Investment Committee and the Chief Investment Officer to approve the allocation of 4% of the Retirement System's portfolio into Core Fixed Income with two-thirds of the allocation to Income Research & Management and one-third to Garcia Hamilton subject to review and approval of the Investment Management Agreements by General Counsel and the Investment Staff.

Yeas: Anthony, Brown, Cowan, Hall-Wagner, Naglick, Perkins, Sheehan and Chairperson Nickleberry– 8

Nays: None

- Short Duration High Yield manager was discussed and tabled to the next Investment Committee meeting to consider other managers

Trustee Mclellan entered at 11:00 am.

- Fort Shelby property was discussed relative to the borrower's request to extend the hotel and residential maturity date of the loans to complete sales of the residential properties.
- NEPC Flash Performance Report

Motion By: Trustee Perkins – Supported By: Trustee Hall-Wagner

RESOLVED, that the extension of the Fort Shelby property \$17.8 mil hotel and \$2.9 mil residential loans, which mature on November 30, 2019, be extended to mature on March 31, 2020, as hereby recommended by the CIO, be hereby **APPROVED**.

Yeas: Anthony, Brown, Cowan, Hall-Wagner, Mclellan, Naglick, Perkins, Sheehan and Chairperson Nickleberry– 9

Nays: None

PRESENTATION

Republic Underwriters – Fiduciary Liability Insurance

Fiduciary Liability Insurance of \$15 million coverage for December 21, 2019 through December 21, 2020 is scheduled to be renewed. Hudson Insurance Company has agreed to quote the coverage for the entire \$15 million limit, with a \$250,000 deductible. This results in an annual savings of approximately \$300,000. The insurance is quoted to be renewed at \$301,861 premium.

Motion By: Trustee Sheehan – Supported By: Trustee Anthony

RESOLVED, that the renewal of the December 21, 2019 – December 21, 2020 fiduciary liability insurance of \$15 mil coverage, with a \$250,000 deductible, and at an annual premium of \$301,861, be hereby **APPROVED**.

Yeas: Anthony, Brown, Cowan, Hall-Wagner, Mclellan, Naglick, Perkins, Sheehan and Chairperson Nickleberry– 9

Motion By: Trustee Sheehan – Supported By: Trustee Anthony

The Board motioned to go into **Closed Session** to discuss matters related to the Gateway Marketplace.

Yeas: Anthony, Brown, Cowan, Hall-Wagner, Mclellan, Naglick, Perkins, Sheehan and Chairperson Nickleberry– 9

Nays: None

Motion By: Trustee Cowan – Supported By: Trustee Sheehan

The Board motioned to go into **Open Session** to discuss matters related to the Gateway Marketplace.

Trustee Anthony exited at 11:40 am.

Motion By: Trustee Cowan – Supported By: Trustee Naglick

RESOLVED, that the recommendation made by Lou Vogt of Banyan Realty and the CIO, regarding the Gateway Marketplace, as discussed in closed session, be hereby **APPROVED**.

Yeas: Brown, Cowan, Mclellan, Naglick, Perkins, Sheehan and Chairperson Nickleberry– 7

Nays: Hall-Wagner

GENERAL COUNSEL'S REPORT

None

NEW BUSINESS/OLD BUSINESS

None

ADJOURNMENT

Trustee Sheehan moved to adjourn meeting #4245; Trustee Perkins supported.

There being no further business before the Board, **Chairperson Nickleberry** adjourned the meeting at 11:45 a.m. The Board's next meeting is scheduled for **Wednesday, November 20, 2019**, at 10:00 a.m. in the Retirement System's Conference Room; 500 Woodward Avenue Suite 3000; Detroit, Michigan 48226.

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script that reads "Gail A. Oxendine". The signature is written in black ink on a light-colored background.

GAIL A. OXENDINE, ASSISTANT EXECUTIVE DIRECTOR