

**WAYNE COUNTY EMPLOYEES' RETIREMENT COMMISSION
AUDIT COMMITTEE MEETING**

**October 16, 2025
10:00 am**

Commissioners Present:

Denis Martin, Chairman*
Ron Yee, Vice-Chair*
Frank Simone*
Elizabeth Misuraca* (10:17 AM)
Henry Wilson*
Tom Yee*

*Committee Members

Absent:

Others Present:

Gerard Grysko, Robert Grden, Todd Pickett, Emily Cottick, Taylor Kosikowski, Robert Abb

1. Call to Order at 10:01 am.

2. Roll Call:

Present: Denis Martin, Chair; Ron Yee, Vice-Chair; Frank Simone; Henry Wilson; Tom Yee

Absent: Elizabeth Misuraca (10:17 AM)

3. Approval of the minutes of the Audit Committee Meeting of September 26, 2025.

Mr. Wilson moved the adoption of the following resolution:

RESOLVED, by the Wayne County Employees' Retirement Commission Audit Committee, to Waive the reading of the minutes and Approve the minutes of September 26, 2025; and further

RESOLVED, to include as correspondence on the October 27, 2025 Wayne County Employees' Retirement Commission meeting.

The motion was supported by Mr. Simone and carried unanimously 5-0.

4. Consideration of the ARC County Defined Benefit Plan for the fiscal year ending September 30, 2025.

Mr. Wilson moved the adoption of the following resolution:

RESOLVED, by the Wayne County Employees' Retirement Commission Audit Committee, to Accept the ARC County Defined Benefit Plan for the fiscal year ending September 30, 2025; and further

RESOLVED, to include as correspondence on the October 27, 2025 Wayne County Employees' Retirement Commission meeting.

The motion was supported by Mr. Simone and carried unanimously 5-0.

5. Consideration of the ARC WCAA Defined Benefit Plan for the fiscal year ending September 30, 2025.

Mr. Wilson moved the adoption of the following resolution:

RESOLVED, by the Wayne County Employees' Retirement Commission Audit Committee, to Accept the ARC WCAA Defined Benefit Plan for the fiscal year ending September 30, 2025; and further

RESOLVED, to include as correspondence on the October 27, 2025 Wayne County Employees' Retirement Commission meeting.

The motion was supported by Mr. Tom Yee and carried unanimously 5-0.

6. Consideration of the Cashflow Analysis Report as of September 30, 2025.

Mr. Simone moved the adoption of the following resolution:

RESOLVED, by the Wayne County Employees' Retirement Commission Audit Committee, to Accept the Cashflow Analysis Report as of September 30, 2025; and further

RESOLVED, to include as correspondence on the October 27, 2025 Wayne County Employees' Retirement Commission meeting.

The motion was supported by Mr. Wilson and carried unanimously 5-0.

7. Consideration of quarterly stipend report of the Wayne County Commission pursuant to County Ordinance No. 2015-610.

Mr. Wilson moved the adoption of the following resolution:

RESOLVED, by the Wayne County Employees' Retirement Commission Audit Committee, to Accept the Quarterly stipend report to the Wayne County Commission pursuant to County Ordinance No. 2015-610; and further

RESOLVED, to include as correspondence on the October 27, 2025, Wayne County Employees' Retirement Commission meeting; and further

RESOLVED, to Authorize and Distribute the report.

The motion was supported by Mr. Tom Yee and carried unanimously 5-0.

Bettye Misuraca entered the meeting at 10:17 AM.

8. Consideration of the quarterly report on the status of pension payments made after the death of the recipient and incidents that might require reporting pursuant to the Wayne County Employees' Retirement System Policy Manual and Wayne County Fraud Ordinance.

Mr. Wilson moved the adoption of the following resolution:

RESOLVED, by the Wayne County Employees' Retirement Commission Audit Committee, to Receive & File the quarterly report on the status of pension payments made after the death of the recipient and incidents that might require reporting pursuant to the Wayne County Employees' Retirement System Policy Manual and Wayne County Fraud Ordinance.

The motion was supported by Ms. Misuraca and carried unanimously 6-0.

9. Consideration of status update by staff on retiree compliance with 2024 Retiree Signature and Information Verification Policy.

Mr. Simone moved the adoption of the following resolution:

RESOLVED, by the Wayne County Employees' Commission Audit Committee to Receive & File the status update by staff on retiree/beneficiary compliance with Retiree Signature and Information Verification Policy.

The motion was supported by Ms. Misuraca and carried unanimously 6-0.

10. Consideration of staff recommendation for non-compliant retirees with 2024 Retiree Signature and Information Verification Policy.

Mr. Wilson moved the adoption of the following resolution:

WHEREAS, the Retirement Commission of the Wayne County Employees' Retirement System (the "Retirement Commission") is vested with the fiduciary responsibility for the proper administration, management and operation of the Retirement System, and for making effective the Retirement System provisions, and

WHEREAS, pursuant to its Retiree Signature and Information Verification Policy ("Policy"), the Retirement Commission periodically verifies retiree and beneficiary information and confirms that they remain eligible to continue to receive pension benefits, and

WHEREAS, the Retirement Commission referred the monitoring of compliance with the Policy to the Audit Committee and directed it to review periodic updates from staff concerning compliance with the Policy and work with staff to take whatever actions are deemed prudent to help facilitate retiree and beneficiary compliance with the Policy, and

WHEREAS, Verification Forms were mailed to all retirees and beneficiaries in October of 2024, and

WHEREAS, Retirement System staff have worked diligently to answer questions from retirees and beneficiaries and assisted them complete and return the Verification Forms in a timely fashion, and

WHEREAS, pursuant to the Policy, any retirees or beneficiaries who did not return their Verification Form to the Retirement System in a timely manner would receive a final notice stating that their pension benefits would be held in abeyance if the Verification Form is not completed and returned, and

WHEREAS, at its October 16, 2025 meeting, the Audit Committee reviewed an update from Retirement System Staff concerning compliance with the Policy, and

WHEREAS, Staff reported at that time there were 3 Verification Forms unreturned and that Staff and attempted to reach out to those who had not responded by sending out a second mailing, calling them at their last known phone number on file, and emailing notices twice to the email address on file as provided by the retiree, and

WHEREAS, Staff have continued to reach out to unresponsive retirees and in accordance with the Policy, the unresponsive retirees' pension checks have been held in abeyance and not mailed to them or electronically deposited to those retirees who are not in compliance since June of 2025, and

WHEREAS, based on the report from Staff, the Audit Committee has determined that the following individuals have been noncompliant with the Policy for over 12 months:

Sandra Zhihar
Miriam Polchlopek
Crystal Harris

and

WHEREAS, the Audit Committee has confirmed that Staff have made repeated efforts using mail, email, and telephone calls to contact the unresponsive retirees and has provided them written notification that failure to respond may result in a suspension of delivery of their pension checks, now therefore be it

RESOLVED, by the Audit Committee, to Notify the Retirement Commission of the three retirees who have had their pension checks held for 12 months and who have not responded to repeated requests to verify their information, and be it further

RESOLVED, by the Audit Committee, to Recommend to the Retirement Commission that, pursuant to its Policy, the three name individual's pension benefits should be suspended until they provide the requested information and become compliant with the requirements of the Retirement System's Policy.

The motion was supported by Mr. Ron Yee and carried unanimously 6-0.

11. Consideration of the quarterly report on the status of the Wayne County Employees' Retirement System internal controls.

Mr. Wilson moved the adoption of the following resolution:

RESOLVED, by the Wayne County Employees' Retirement Commission Audit Committee, to Receive & File the quarterly report on the status of the Wayne County Employees' Retirement System internal controls.

The motion was supported by Mr. Tom Yee and carried unanimously 6-0.

12. Public Comment.

None.

13. Reconsiderations.

None.

14. Such Other Matters.

Director Grden made the Committee aware about the Grand Park Centre building tenant improvements planned for the 18th floor conference room.

Director Grden informed the Committee that staff has started researching alternative options for Dropbox and Commissioners iPads.

He also reminded the Committee of upcoming manager review meetings.

Mr. Simone discussed a funding update regarding Wayne County Airport Authority.

15. Adjournment.

Mr. Wilson moved to adjourn the meeting.

The motion was supported by Mr. Tom Yee and carried unanimously 6-0.

There being no further business to come before the Committee, the meeting was adjourned at 10:42 AM subject to the call of the Chair.

Respectfully submitted,



Gerard Grysko, Deputy Director
Wayne County Employees' Retirement System