

BAY COUNTY EMPLOYEES' RETIREMENT SYSTEM

Investment Policy Statement

I. PURPOSE OF INVESTMENT POLICY STATEMENT

The Pension Board of Trustees (the Board) maintains that an important determinant of future investment returns is the expression and periodic review of the Bay County Employees' Retirement System (the Plan) investment objectives. To that end, the Board has adopted this statement of Investment Policy and directs that it apply to all assets under their control.

In fulfilling their fiduciary responsibility, the Board recognizes that the Plan is an essential vehicle for providing income benefits to retired participants or their beneficiaries. The Board also recognizes that the obligations of the Plan are long-term and that investment policy should be made with a view toward performance and return over a number of years. The general investment objective is to obtain a reasonable total rate of return - defined as interest and dividend income plus realized and unrealized capital gains or losses - commensurate with the Prudent Investor Rule and any other applicable ordinances and statutes.

Reasonable consistency of return and protection of assets against the inroads of inflation are paramount. However, interest rate fluctuations and volatility of securities markets make it necessary to judge results within the context of several years rather than over short periods of five years or less.

The Board will employ investment professionals to oversee and invest the assets of the Plan. Within the parameters allowed in this document and their agreements with the Board, the investment management professionals shall have investment discretion over their mandates, including security selection, sector weightings and investment style.

The Board, in performing their investment duties, shall comply with the fiduciary standards set forth in Employee Retirement Income Security Act of 1974 (ERISA) at 29 U.S.C. s. 1104(a) (1) (A) - (C). In case of conflict with other provisions of law authorizing investments, the investment and fiduciary standards set forth in this section shall prevail.

**Adopted By The Bay County Employees'
Retirement System Board of Trustees:
June 13, 2017 Res No: 2017-19**

II. TARGET ALLOCATIONS

In order to provide for a diversified portfolio, the Board has engaged investment professional(s) to manage and administer the fund. The Investment Managers are responsible for the assets and allocation of their mandate only and may be provided an addendum to this policy with their specific performance objectives and investment criteria. The Board has established the following asset allocation targets for the total fund:

Asset Class*	Target	Range	Benchmark Index
Domestic Equity	48%	38% - 58%	Russell 3000
International Equity	20%	10% - 30%	MSCI-ACWxUS
Broad Market Fixed Income	21%	10% - 40%	Barclays Aggregate
Real Estate**	7%	0% - 15%	NCREIF ODCE / FTSE NAREIT
Alternatives**	4%	0% - 7.5%	BOAML IG Convertibles
Cash**	0%	0% - 5%	90-Day T-Bills

* Please see Appendix A for a detail break-down of the Asset Classes and underlying strategies.

** Benchmark will default to "broad market fixed income" if these portfolios are not funded. Targets and ranges above are based on market value of total Plan assets.

The Investment Consultant will monitor the aggregate asset allocation of the portfolio as detailed in Appendix A, and notify the Board of Trustees to rebalance to the target asset allocations based on market conditions. If at the end of any calendar quarter, the allocation of an asset class falls outside of its allowable range, barring extenuating circumstances such as pending cash flows or allocation levels viewed as temporary, the asset allocation will be rebalanced into the allowable range. To the extent possible, contributions and withdrawals from the portfolio will be executed in a manner to maintain allocations within policy ranges while minimizing transaction costs. The Board does not intend to exercise short-term changes to the target allocation.

III. INVESTMENT PERFORMANCE OBJECTIVES

The following performance measures will be used as objective criteria for evaluating the effectiveness of the Investment Managers.

A. Total Portfolio Performance

1. The performance of the total portfolio will be measured for rolling three (3) and five (5) year periods. The performance of the portfolio will be compared to the return of the policy indexes comprised of 48% Russell 3000 Index, 20% MSCI-All Country World x U.S. Index, 21% Barclays Capital U.S. Aggregate Bond Index, 7% NCREIF Property Index / FTSE NAREIT Equity Index (70/30), 4% BOAML IG Convertibles and 0% 90-day T-Bill
2. On a relative basis, it is expected that the total portfolio performance will rank above the median of the appropriate peer universe over three (3) and five (5) year time periods.
3. On an absolute basis, the objective is that the return of the total portfolio will equal or exceed the actuarial earnings assumption 7.5%, and provide inflation protection by

meeting Consumer Price Index plus 3%. This absolute return objective will be evaluated in the context of the prevailing market conditions.

B. Domestic Equity Performance

The domestic equity portion of the portfolio, defined as common stocks and convertible bonds, is expected to perform at a rate at least equal to the Russell 3000 Index as well as above the median of the equity fund performance over three (3) and five (5) year time periods. Individual components of the equity portfolio will be compared to the specific benchmarks defined in each Investment Manager addendum. All portfolios are expected to rank above the median of the appropriate peer universe over three (3) and five (5) year time periods.

C. International Equity Performance

The international equity portion of the portfolio, defined as international common stocks and/or mutual funds, is expected to perform at a rate at least equal to the MSCI EAFE Index Net as well as above the median of the international equity fund performance over three (3) and five (5) year time periods. Individual components of the international equity portfolio will be compared to the specific benchmarks defined in each Investment Manager addendum. All portfolios are expected to rank above the median of the appropriate peer universe over three (3) and five (5) year time periods.

D. Fixed Income Performance

The overall objective of the fixed income portion of the portfolio is to add stability and liquidity to the total portfolio. The combined fixed income portion of the portfolio is expected to perform at a rate at least equal to the Barclays Capital U.S. Aggregate Bond Index as well as above the median of combined fixed income fund performance over three (3) and five (5) year time periods. All portfolios are expected to rank above the median of the appropriate peer universe over three (3) and five (5) year time periods.

E. Real Estate Performance

The overall objective of the real estate portion of the portfolio is to add diversification and another stable income stream to the total fund. The real estate portion of the portfolio, defined as core, open ended private real estate, is expected to perform similarly to the NCREIF ODCE Index as well as above the median of the real estate fund performance over the (3) and five (5) year time periods.

F. Real Estate Investment Trust ("REIT") Performance

The overall objective of the REIT portion of the portfolio is to add diversification and another stable income stream to the total fund. The REIT portion of the portfolio, defined as publicly traded real estate investment trusts, is expected to perform above to FTSE NAREIT Equity REIT Index as well as above the median of the REIT fund performance over the (3) and five (5) year time periods.

G. Alternative and Other Asset Performance

The overall objective of the alternative and/or "other asset" portion of the portfolio, if utilized, is to reduce the overall volatility of the portfolio and/or enhance returns. This portion of the portfolio will be measured against an appropriate benchmark, which will be outlined in the Investment Manager addendum at the time of investment.

IV. INVESTMENT GUIDELINES

A. Overall

All investment guidelines and restrictions of the State of Michigan are incorporated by reference, including, but not limited to:

- a. Michigan Public Act 314 of 1965, as amended.
- b. Bay County Employees' Retirement System Ordinance

B. Pooled Funds

Investments made by the Retirement Commission may include pooled funds. For purposes of this policy pooled funds may include, but are not limited to, mutual funds, commingled funds, exchange-traded funds, limited partnerships and limited liability corporations. Pooled funds may be governed by separate documents which may include investments not expressly permitted in this IPS. In the event of investment by the Retirement System into a pooled fund, the Retirement System will adopt the prospectus or governing policy of that fund.

C. Alternative Investments

The Retirement System may invest in investments that would otherwise not be qualified under these Investment policies, to the extent permitted under MCL Section 38.1140d (informally referred to as the "basket clause").

D. Collective Investment Restrictions and Correcting Excess Investments

All investment managers and investment consultants are restricted individually, and collectively, by this IPS. The investment managers shall coordinate monthly with the investment consultant, who shall (among other things) assure collective compliance with this IPS. In the event any investment based on changes in the market value of the Retirement System assets, causes the Retirement System to exceed any limitation prescribed in this IPS, the assets may be reallocated by the Board of Trustees in a prudent manner to comply with PA 314 and this IPS.

E. Guidelines for Equity Investments

- 1. Not more than 70% of the Retirement System's assets in global stock.

2. The Retirement System shall not invest more than 5% of their assets in any one corporation.

F. Guidelines for Fixed Income Investments and Cash Equivalent

1. Retirement System assets may be invested in commercial paper, maturing within 270 days of any domestic issuers, provided such commercial paper at the time of purchase shall be rated A1 (or equivalent) or better by Standard and Poor's and/or P.1 by Moody's.
2. Rule 144A, Inflation Indexed, and Municipal Fixed Income Securities are permissible.
3. Fixed income maturity restrictions are as follows:
 - a. Maximum maturity for any single security is 30 years.
 - b. Subparagraphs a and b will not apply when asset liability modeling applies.
4. Money Market Funds selected shall contain securities whose credit rating at the absolute minimum would be rated Investment Grade securities as defined in Section 12c(3) of PA 314, MCL 38.1132c(3).

V. COMMUNICATIONS

- A. On a monthly basis, the Custodian shall supply an accounting statement that will include a summary of all receipts and disbursements and the cost and the market value of all assets.
- B. On a quarterly basis, the Investment Managers shall provide a written report affirming compliance with the security restrictions of Section IV (as well as any provisions outlined in the Investment Manager's addendum). In addition, the Investment Managers shall deliver a report each quarter detailing the Plan's performance, forecast of the market and economy, portfolio analysis and current assets of the Plan. Written reports shall be delivered to the Board within 30 days of the end of the quarter. A copy of the written report shall be submitted to the person designated by the County, and shall be available for public inspection. The Investment Managers will provide immediate written and telephone notice to the Board of any significant market related or non-market related event, specifically including, but not limited to, any deviation from the standards set forth in Section IV or their Investment Manager addendum.
- C. If an Investment Manager owns investments, that complied with section IV at the time of purchase, which subsequently exceed the applicable limit or do not satisfy the applicable investment standard, such excess or noncompliant investments may be continued until it is economically feasible to dispose of such investment in accordance with the prudent person standard of care, but no additional investment may be made unless authorized by law or ordinance. In addition, an action plan outlining the investment 'hold or sell' strategy shall be provided to the Board immediately.
- D. The Investment Consultant shall evaluate and report on a quarterly basis the rate of return and relative performance of the Plan on a gross and net of fee basis.

- E. The Board will meet periodically to review the Investment Consultant performance report. The Board will meet with the Investment Managers and appropriate outside consultants to discuss performance results, economic outlook, investment strategy and tactics and other pertinent matters affecting the Plan on a periodic basis.
- F. At least annually, the Board shall provide the Investment Managers with projected disbursement needs of the Plan so that the investment portfolio can be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due. To this end the Investment Managers should, to the extent possible, attempt to match investment maturities or investment programs with known cash needs and anticipated cash-flow requirements.

VI. COMPLIANCE

- A. It is the direction of the Board that the Plan assets are held by a third party Custodian, and that all securities purchased by, and all collateral obtained by the Plan shall be properly designated as Plan assets. No withdrawal of assets, in whole or in part, shall be made from safekeeping except by an authorized member of the Board or their designee. Securities transactions between a broker-dealer and the Custodian involving purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis to insure that the Custodian will have the security or money in hand at conclusion of the transaction.
- B. At the direction of the Board operations of the Plan shall be reviewed by independent certified public accountants as part of any financial audit periodically required. Compliance with the Board's internal controls shall be verified. These controls have been designed to prevent losses of assets that might arise from fraud, error, or misrepresentation by third parties or imprudent actions by the Board or employees of the Plan sponsor, to the extent possible.
- C. The proxy votes must be exercised for the exclusive benefit of the participants of the Plan. Each Investment Manager shall provide the Board with a copy of their proxy voting policy for approval. On a regular basis, at least annually, each manager shall report a record of their proxy vote. Additionally, any proxy votes required for plan assets, such as commingled funds, collective trusts or mutual funds, shall be voted upon by the Finance Officer after consultation with the Investment Consultant and or the Board of Trustees.

VII. CRITERIA FOR INVESTMENT MANAGER REVIEW

The Board wishes to adopt standards by which judgments of the ongoing performance of an Investment Manager may be made. If, at any time, any three (3) of the following is breached, the Investment Manager may be warned of the Board's serious concern for the Plan's continued safety and performance. If any five (5) of these are violated the Investment Consultant may recommend an Investment Manager evaluation for that mandate.

- Four (4) consecutive quarters of relative under-performance versus the benchmark.

- Three (3) year trailing return below the median within the appropriate peer group and under performance versus the benchmark.
- Five (5) year trailing return below the median and under performance versus the benchmark.
- Three (3) year downside return greater than the index (greater than 100), as measured by down market capture ratio.
- Five (5) year downside return greater than the index (greater than 100), as measured by down market capture ratio.
- Style consistency or purity drift from the mandate.
- Management turnover in portfolio team or senior management.
- Investment process change, including varying the index or benchmark.
- Failure to adhere to the Investment Policy Statement, Investment Manager Addendum or other compliance issues.
- Investigation of the firm by the Securities and Exchange Commission (SEC) or other regulatory agency.
- Significant asset flows into or out of the company or strategy.
- Merger or sale of firm.
- Fee increases outside of the competitive range.
- Servicing issues – key personnel stop servicing the account without proper notification.
- Failure to attain a 60% vote of confidence by the Board.

Nothing in this section shall limit or diminish the Board's right to terminate the Investment Manager at any time for any reason.

VIII. APPLICABLE COUNTY ORDINANCES

If at any time this document is found to be in conflict with the County Ordinances or applicable Michigan Statutes, the Ordinances and Statutes shall prevail.

IX. REVIEW AND AMENDMENTS

It is the Board's intention to review this document at least annually subsequent to the actuarial report and to amend this statement to reflect any changes in philosophy, objectives, or guidelines. In this regard, the Investment Manager's interest in consistency in these matters is recognized and will be taken into account when changes are being considered. If, at any time, the Investment Manager feels that the specific objectives defined herein cannot be met, or the guidelines constrict performance, the Board should be notified in writing. By initialing and continuing acceptance of this Investment Policy Statement, the Investment Managers concur with the provisions of this document. By signing this document, the Chairman attests that this policy has been recommended by the Investment Consultant, reviewed by the Plan's legal counsel for compliance with applicable law, and approved by the Board.

BAY COUNTY EMPLOYEES' RETIREMENT SYSTEM

Stam G. Gray
Chairman, Board of Trustees

6/14/17
Date

BAY COUNTY EMPLOYEES' RETIREMENT SYSTEM

APPENDIX A

Asset Allocation Implementation by Manager Styles

Asset Class	Min	Target	Max
Total Equity (14)*	55%	68%	70%
Domestic Equity (14)*	38%	48%	58%
<i>Large Cap</i>	<i>15%</i>	<i>31%</i>	<i>45%</i>
<i>LC Value</i>	<i>5%</i>	<i>10%</i>	<i>15%</i>
<i>LC Core</i>	<i>5%</i>	<i>11%</i>	<i>15%</i>
<i>LC Growth</i>	<i>5%</i>	<i>10%</i>	<i>15%</i>
<i>Mid Cap</i>	<i>6%</i>	<i>12%</i>	<i>18%</i>
<i>MC Value</i>	<i>3%</i>	<i>6%</i>	<i>9%</i>
<i>MC Growth</i>	<i>3%</i>	<i>6%</i>	<i>9%</i>
<i>Small Cap</i>	<i>2%</i>	<i>5%</i>	<i>10%</i>
<i>SC Value</i>	<i>1%</i>	<i>2.5%</i>	<i>5%</i>
<i>SC Growth</i>	<i>1%</i>	<i>2.5%</i>	<i>5%</i>
International Equity (20k)*	10%	20%	20%
<i>Large Cap</i>	<i>5%</i>	<i>10%</i>	<i>15%</i>
<i>Small Cap</i>	<i>5%</i>	<i>10%</i>	<i>15%</i>
Core Fixed Income (17.(1)(a))*	10%	21%	40%
<i>US Investment Grade Fixed Income</i>	<i>10%</i>	<i>21%</i>	<i>40%</i>
<i>US Corporate Bonds</i>	<i>5%</i>	<i>10.5%</i>	<i>20%</i>
<i>US Government & MBS</i>	<i>5%</i>	<i>10.5%</i>	<i>20%</i>
Real Estate (19)*	0%	7%	10%
<i>Open Ended Core Real Estate (Private)</i>	<i>0%</i>	<i>5%</i>	<i>7.5%</i>
<i>REITS</i>	<i>0%</i>	<i>2%</i>	<i>7.5%</i>
Alternatives (20)*	1%	4%	20%
<i>Convertibles (20j)*</i>	<i>1%</i>	<i>4%</i>	<i>7.5%</i>
Short Term / Cash	0%	0%	5%
TOTAL		100%	

* Please note the numbers in parentheses refer to the sections of the Public Employee Retirement System Investment Act 314 of 1965 and as amended.