



PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN

www.pbpf.org

Robert J. Conlan Professional Center

1501 R. J. Conlan Blvd., NE, Suite 240 - Palm Bay, Florida 32905

43rd Anniversary ~ Fund Established May 2, 1974

AGENDA

BOARD OF TRUSTEES

Quarterly Meeting No. 18-03

Friday, February 2, 2018-9:00 A.M.

CALL TO ORDER:

ROLL CALL:

AGENDA REVISIONS:

CONSENT AGENDA:

There will be no separate discussion on those items listed under Consent Agenda (indicated with asterisks (*)). They will be enacted by the Board of Trustees by one motion. If discussion is desired by the Board, that item will be removed from the Consent Agenda by the Board and will be considered in the order that it appears on the agenda.

ADOPTION OF MINUTES:

*Special Minutes 18-02

PRESENTATIONS AT 10:00 A.M.:

1. Mr. Clement Johns, Audit Director, CPA, and Mr. Joaquin Urquiola, Partner, CPA, BDO USA LLP-Audit for Fiscal Year Ending 9/30/2017

SUNTRUST QUARTERLY REPORT AT 10:30 A.M.:

1. SunTrust Institutional Investment Solutions-Mr. Blake Myton, First Vice President, Investment Manager
 - a. Quarterly Report

BURGESS CHAMBERS QUARTERLY REPORT AT 11:00 A.M.:

1. Burgess Chambers & Associates-Mr. Mitchell Brennan, Consultant, and Ms. Karla Engard, Operations Manager
 - a. Quarterly Report
 - b. Monthly Receipt and Disbursement (R&D) Account Funding Direction
 - c. JP Morgan Discount Fee Letters

OLD BUSINESS:

1. Actuarial Services & Projects: Foster & Foster, Inc.
 - a. Police Share Plan
 - b. Firefighter Share Plan
- *2. DROP Returns for Quarter-Ending December 31, 2017
3. FF SWAT Medic Program
4. Police & Fire Board of Trustees' Elected Representative Nominations & Election Process
5. Long Range Planning Projects for 2018
6. Follow-up Items from Ms. Taglia-Polak
 - a. Follow-up on Disability Applicant Michael Sharrow
 - b. Application for Disability-Firefighter Cheryl Parente
 - c. Application for Disability-Police Officer Robert Rama
 - d. Handyman Services
 - e. Upcoming Events-Educational Opportunities

NEW BUSINESS:

- *1. Consideration of Warrants for Payment:
 - a. Westwood Trust-\$6,882.95-Investment Management Fees for Quarter End 12/31/2017, Invoice No. 5000399 (Fire Fund Only)
 - b. Westwood Trust-\$6,882.95-Investment Management Fees for Quarter End 12/31/2017, Invoice No. 5000398 (Police Fund Only)
 - c. Polen Capital Management-\$14,625.40-Management Fees for Quarter, 10/1-12/31/2017, (Police Fund Only)
 - d. Polen Capital Management-\$7,829.24-Management Fees for Quarter, 10/1-12/31/2017, (Fire Fund Only)
- *2. New Plan Member Applications; Member Beneficiary Changes; Pre-Retirement Death Benefit Option Selection Forms; Member Retirement Beneficiary Forms; and DROP Beneficiary Designations
3. Board Business
4. Annual Review of Part-time Office Manager Katie Taglia-Polak
- *5. Termination Refund/Rollover/or Vested Termination, If Eligible-Police Officer Jean-Robert Silfort

INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:

INPUT FROM THE PUBLIC:

ADJOURNMENT:

If an individual decides to appeal any decision made by the Board of Trustees with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Pension Office at (321) 724-8877 or Florida Relay System at 711.

This meeting may be conducted by means of or in conjunction with communications media technology, specifically a telephone conference call. The location, Robert J. Conlan Professional Center, 1501 R. J. Conlan Boulevard, NE, Suite 240, (corner of Palm Bay Road East & Robert J. Conlan Boulevard, 2nd Floor of the R.J. Conlan Professional Center) Palm Bay, Florida 32905, which is open to the public, shall serve as an access point.