

**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN  
BOARD OF TRUSTEES  
Regular Meeting 18-04**

Held on the 2<sup>nd</sup> of March, 2018 at Robert J. Conlan Professional Center, 1501 R. J. Conlan Blvd., NE, Suite 240, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Office of the City Clerk, City Hall, Palm Bay, Florida.

Timothy W. Lancaster, Chairperson, called the meeting to order at the hour of 9:04 a.m.

**ROLL CALL:**

**PRESENT**

Timothy W. Lancaster, Chairman, Police Elected  
Jason Dorey, Vice Chairman, Fire Elected  
James W. Brock, Secretary, Trustee, City Councilmember Appointee  
Richard B. Adams, Trustee, Board Appointee

**EXCUSED**

Guillermo William Capote, Sr., Trustee,  
City Councilmember Appointee

Also in attendance was Ms. Kathy Adams, Board Administrator and Ms. Katie Taglia-Polak, Office Manager; Ms. Alex Bluto, and Donna Blandli, HR Benefits Analysts 1, City of Palm Bay; Ms. Bonni Jensen, Board Attorney, Klausner, Kaufman, Jensen & Levinson, PA. Mr. Michael Sharrow, Police Disability Applicant; Ms. Tonya A. Oliver, Esquire, Partner, and Ms. Misti Howey, Associate, with Bichler, Oliver, Longo & Fox, PLLC, Counsel for Mr. Sharrow, and Jill #. Haste, RPR, First Choice Reporting Services arrived at 9:57 a.m.

Motion by Mr. Brock, seconded by Mr. Adams to excuse Mr. Capote because he had a meeting to attend at City Hall. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.

**AGENDA REVISIONS:**

Motion by Mr. Brock, seconded by Mr. Adams to Add to New Business Nos. 7. Frontier Limited Partnership-Administration Change; 8. Firefighter Mark Andrukiatus Annual DROP Overpayment; and 9. Police Retiree Richard Adams-One Time Warrant to Adjust Health Insurance Payment and To Implement New Amount. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.

**CONSENT AGENDA:**

Motion by Mr. Adams, seconded by Mr. Brock to approve the Consent Agenda. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.

**ADOPTION OF MINUTES:**

\*Quarterly Minutes 18-03

This item was approved under Consent Agenda as presented. Discussion continued with Old Business items.

**INFORMAL DISABILITY HEARING AT 10:00 A.M.-CONTINUANCE:**

1. Police Officer Michael Sharrow-Attorneys Suzanna Scarborough, Esquire, and Tonya Oliver, Esquire, Bichler, Oliver, Longo & Fox, PLLC; and Board Attorney Bonni Jensen, Esquire, Klausner, Kaufman, Jensen & Levinson-Ms. Suzanna Scarborough did not attend; however, Ms. Misti Howey, Associate, did. Ms. Jensen said this is a follow-up on a disability hearing on Mr. Sharrow. The Board sent him for a Functional Capacity Examination (FCE). In June, 2017 he went for an Independent Medical Examination (IME) with a conclusion that he was able to perform the functions of a police officer. The FCE went through various tests and broke the job down into component parts based on the job description provided in the hearing. He did exhibit his best capacity. Today is a follow-up to that. Mr. Sharrow thanked the Board for hearing his case. Mr. Lancaster asked the Board if they reviewed the report and they said yes. Mr. Lancaster notice one of the comments about light duty which is irrelevant for the Board's review. He was on the job when the accident happened. Mr. Lancaster said his questions had been answered.

Motion by Mr. Brock, seconded by Mr. Adams to find the disability for Mr. Sharrow service-incurred. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea. Motion by Mr. Brock, seconded by Mr. Adams to find the disability fully prevented Mr. Sharrow from fully preventing him from performing the duties of a police officer. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea. Motion by Mr. Brock, seconded by Mr. Adams to find the disability for Mr. Sharrow as permanent. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea. Motion by Mr. Brock, seconded by Mr. Adams to grant Mr. Sharrow a line-of-duty disability. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea. The Board recessed at 10:05 a.m. and reconvened at 10:25 a.m. Ms. Oliver, Ms. Howey, Ms. Hastey, and Mr. Sharrow did not return to the meeting. Motion by Mr. Brock, seconded by Mr. Dorey, seconded by Mr. Brock to approve Mr. Sharrow's member beneficiary form for Retirement Purposes. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea. Discussion continued with New Business No. 3 below.

**OLD BUSINESS:**

1. Actuarial Services & Projects: Foster & Foster, Inc.
  - a. Police & Fire Pages for the State Report-Motion by Mr. Adams, seconded by Mr. Brock to approve the Foster & Foster, Inc. expense for preparation of the required pages for State Report for State Funding. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock,

Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.

2. Audit FYE 9/30/2017-BDO-Ms. Adams said she spoke to BDO and discussed the conversation. She reviewed the engagement letter with BDO. She felt they had been paid in full. Mr. Klausner recommended moving on. Motion by Mr. Brock, seconded by Mr. Adams to approve the Foster & Foster, Inc. expense of \$300.00 for the preparation for and letter of correspondence date 1/3/2018 responding to the auditors' questions, Invoice No. 11855 (Fire Fund Only) and the expense of \$300.00 for the preparation for and letter of correspondence date 1/3/2018 responding to the auditors' questions, Invoice No. 11856 (Police Fund Only). Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.
3. FF SWAT Medic Program-The Board reviewed the job description. Motion by Mr. Brock, seconded by Mr. Dorey to accept the Firefighter SWAT Medic job description and coverage in the Firefighter Pension Fund upon meeting all criteria. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.
4. Police & Fire Board of Trustees' Elected Representative Nominations & Election Process-Mr. Lancaster and Mr. Dorey were the only two individuals that applied so they will remain the Police and Fire Elected Representatives. Ms. Adams said the swearing in would be held at the April 6<sup>th</sup> meeting.
5. City Council Appointees to the Board-Mr. Brock said he applied.
6. Annual Review of Part-time Office Manager Katie Taglia-Polak
  - a. Request for Workshop to Discuss Evaluation Process-This item was requested by Trustee Capote and will be added to the next agenda since he could not attend this meeting.
  - b. Annual Review of Ms. Taglia-Polak-Ms. Taglia-Polak requested a five (5%) pay increase for her and longevity pay for pension staff. Motion by Mr. Brock, seconded by Mr. Dorey to approve a five (5%) pay increase for Ms. Taglia-Polak. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea. Motion by Mr. Brock, seconded by Mr. Dorey to approve longevity pay for pension staff based on the following schedule: Years 5-12 \$500.00; Years 13-19 \$750.00; and Years 20+ \$1,000.00, upon completion of the year of their anniversary date. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.
7. Follow-up Items from Ms. Taglia-Polak
  - a. Application for Disability-Firefighter Cheryl Parente-Binders are ready to mail for scheduling and conducting the Independent Medical Examination.
  - b. Application for Disability-Police Officer Robert Rama-Ms. Lindsay is following up on medical records.
  - c. State Report-Ms. Taglia-Polak and Ms. Lindsay are working on it and should be submitting it shortly.
  - d. Handyman Services-This item is pending.
  - e. Upcoming Events-Educational Opportunities-Motion by Mr. Brock, seconded by Mr. Dorey to approve Ms. Taglia-Polak and Ms. Lindsay's attendance at the Tallahassee Division of Retirement School in June. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.

**NEW BUSINESS:**

\*1. New Plan Member Applications; Member Beneficiary Changes; Pre-Retirement Death Benefit Option Selection Forms; Member Retirement Beneficiary Forms; and DROP Beneficiary Designations-Member beneficiary forms were accepted and approved for Police Officers William DeBusk, Philip Nungesser, Ryan Van Note, and Firefighter Richard Burgin; a member beneficiary form for Retirement Purposes for Firefighter Bertram Lewis and a Deferred Retirement Option Plan (DROP) beneficiary designation form for Firefighter Bertram Lewis. These items were considered under Consent Agenda and approved as presented.

2. Board Business-Ms. Adams discussed the new temps. Mr. Lancaster said to move forward with the purchase a new Surface Pro that was a budgeted upgrade. Motion by Mr. Brock, seconded by Mr. Dorey to approve the purchase of a toaster oven with accessories for the breakroom as the existing one worn from Kohl's for \$56.16 on Mr. Adams' Corporate VISA. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea. Motion by Brock, seconded by Mr. Dorey to implement new forms when wiring members' money as instructed by Salem staff and to approve a blank form for future members to prevent delays. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea. Ms. Taglia-Polak said there were VISA rewards on the VISA cards totaling \$1,528.74. Motion by Mr. Brock, seconded by Mr. Adams to authorize Ms. Taglia-Polak to apply the \$1,528.74 in cash reward credits to one or more VISA cards and any additional rewards that may have accrued by then to VISA invoices received from attendance at the Public Retirement Information System Management (PRISM) Conference. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea. Motion by Mr. Brock, seconded by Mr. Adams to approve the price increase from \$60.00 to \$75.00 per cleaning by Ultra Cleaning effective April 1, 2018. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea. Ms. Adams said the office received a notice from Conlan Professional Center Management that on Monday 3/5/2018 they will start repairs to the parking lot for several days with new curbing to be installed. It is anticipated that on 3/10/2018 and 3/11/2018 the parking lot will be closed to be sealed and striped which will prevent access to the building. Mr. Brock said he was not interested in the tablet. The Board said since it does not work to contact Computer Experts to determine if they can fix it at no cost and have them donate it or destroy it. Ms. Taglia-Polak said Mr. Smith needs to contact her about his Share Plan payout and asked Trustee Dorey to call him. The Board recessed at 9:50 a.m. and reconvened at 9:57 a.m. to conduct the Informal Disability Hearing Continuance on Police Officer Michael Sharrow above.

3. Buy Back Request from Police Officer Harold D. Ballard-Ms. Adams explained Mr. that Mr. Ballard wanted to buy back his prior military service but was outside of the thirty-six (36) month window. Ms. Jensen discussed the issues with the Board stating if the member wants to appeal the decision, he must provide evidence to the Board to prove his position. Motion by Mr. Adams, seconded by Mr. Brock to deny his request for a buy back based on the current Plan documents and to notify him of the opportunity to appeal. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.

\*4. Application for Retirement and Entry into the DROP-Firefighter Edward J. Yanes-This item was approved under Consent Agenda as presented.

- \*5. Application for Retirement-Firefighter Robert E. Harrell, Jr. -This item was approved under Consent Agenda as presented.
- \*6. Termination Refund/Rollover/or Vested Termination, If Eligible-Police Officer Ursula Cowan-This item was approved under Consent Agenda as presented.
7. Frontier Limited Partnership-Administration Change-Motion by Mr. Adams, seconded by Mr. Brock to adopt the administration changes presented by Frontier. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.
8. Firefighter Mark Andrukiatus Annual DROP Overpayment- Motion by Mr. Brock, seconded by Mr. Dorey to make a five cent (\$.05) adjustment in PensionGold to correct Firefighter Andrukiatus' DROP balance. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.
9. Police Retiree Richard Adams-One Time Warrant to Adjust Health Insurance Payment and To Implement New Amount-Ms. Adams said the payment to Health First for Police Retiree Adams was not adjusted so they were overpaid for January through March. To correct it, a warrant was being presented for a one-time deduction of \$90.00, then to revert to the required \$96.00 per month going forward. Motion by Mr. Brock, seconded by Mr. Dorey to authorize the one-time deduction of \$90.00, then to authorize a new warrant of \$96.00 per month thereafter. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.

**INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:**

There was no input from any active or retired plan members at this time.

**INPUT FROM THE PUBLIC:**

There was no input from the public at this time.

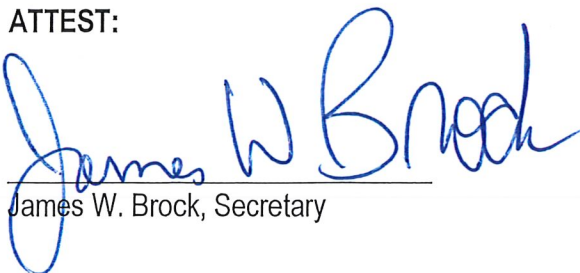
**ADJOURNMENT:**

There being no further business, the meeting adjourned at 10:56 a.m.



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Timothy W. Lancaster, Chairperson

**ATTEST:**



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James W. Brock, Secretary