

**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN  
BOARD OF TRUSTEES  
Special Meeting 18-08**

Held on the 29<sup>th</sup> of June, 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 9:12 a.m.

**ROLL CALL:**

**PRESENT**

Timothy W. Lancaster, Chairman, Police Elected  
James W. Brock, Secretary, Trustee, City Council Appointee  
Richard B. Adams, Trustee, Board Appointee

**EXCUSED**

Jason Dorey, Trustee, Fire Elected  
Guillermo William Capote, Sr., Trustee,  
Councilmember Appointee

Also in attendance was Ms. Kathy Adams, Board Administrator; Ms. Katie Taglia-Polak, Office Manager, Palm Bay Police & Firefighters' Pension Fund; and Ms. Lark Janes, CPA, Lark Janes CPA LLC.

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

**AGENDA REVISIONS:**

There were no agenda revisions.

**CONSENT AGENDA:**

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

**ADOPTION OF MINUTES:**

\*Regular Minutes 18-07

This item was approved under Consent Agenda as presented.

**OLD BUSINESS:**

1. Open and Review the Submitted Requests for Proposal for Professional Audit Services to Determine Presenters for the July Board Meeting-The proposals were opened one at a time, in alphabetical order by Mr. Lancaster and discussed.

PBP&F Pension Fund  
Special Minutes 18-08  
June 29, 2018

The proposal for Dazkal Bolton LLP was opened. They passed their peer review; the price range was good; however, no defined benefit pension plan experience was noted. Ms. Adams said Ms. Anna Klausner Parish, Board Attorney, did disclose that her husband was employed by this firm as a tax accountant.

The proposal for EFPR Group, CPAs was opened. They passed their peer review; the price range was good; they were out of New York; they listed an association with BDO, the Board's previous audit firm.

The proposal for James Moore & Co. PL was opened. They passed their peer review; the price range was good; it appears they have defined benefit experience.

The proposal for McDirmit Davis was opened. They passed their peer review; the price range was good; they have defined benefit experience.

The proposal for Mauldin & Jenkins, CPAs was opened. They passed their peer review; they have defined benefit experience; the price range in much lower than other proposals.

Ms. Janes said she put together a list of some questions related to concerns and general inquiries. She wanted the Trustees to feel comfortable asking these relevant questions. There was further discussion on each proposal.

Motion by Mr. Adams, seconded by Mr. Brock to bring in James Moore & Co. PL; McDirmit Davis; and Mauldin & Jenkins, CPAs for interviews at the Friday, July 6<sup>th</sup> meeting starting at 11:00 a.m. allowing fifteen (15) minutes for each presentation and fifteen (15) minutes for questions. excuse Mr. Dorey because he had to work and Mr. Capote because he had a previously scheduled meeting. Motion carried with members voting as follows: Mr. Brock, Yea; Mr. Adams, Yea; and Mr. Lancaster, Yea.

Mr. Lancaster asked Ms. Janes if she could review each of the three finalist and prepare a comparison on each. She said she would do so with any concerns.

**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 10:12 a.m.

PBP&F Pension Fund  
Special Minutes 18-08  
June 29, 2018



Timothy W. Lancaster, Chairperson

**ATTEST:**



---

James W. Brock, Secretary