

**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN
BOARD OF TRUSTEES
Regular Meeting 18-14**

Held on the 7th of December, 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 9:01 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
Guillermo William Capote, Sr., Trustee, City Councilmember Appointee

EXCUSED

Richard B. Adams, Trustee, Board
Appointee

Also, in attendance was Ms. Kathy Adams, Board Administrator, and Ms. Katie Taglia-Polak, Office Manager, Palm Bay Police & Firefighters' Pension Fund; Ms. Charlene Reilly, and Ms. Amanda Hammond, HR Benefits Coordinator, City of Palm Bay.

Motion by Mr. Brock, seconded by Mr. Dorey to excuse Mr. Adams as he was running late. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

AGENDA REVISIONS:

Motion by Mr. Brock, seconded by Mr. Dorey to remove the Quarterly minutes from Consent and to correct them from 19-13 to 18-13 as they are not ready for adoption and to add to New Business, Item No 5. Termination from Employment; Begin Regular Monthly Retirement Distribution; Authorize DROP Distribution by Withdrawal/Rollover and/or Annual Distributions as Per Guidelines and Authorize Share Plan Distribution, Firefighter David Bennett. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

CONSENT AGENDA:

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

ADOPTION OF MINUTES:

*Regular Minutes 18-12

This item was approved under Consent Agenda as presented.

Quarterly Minutes 18-13

This item was corrected to read 18-13 from 19-13 and removed from Consent as the minutes were not ready for adoption.

OLD BUSINESS:

1. Actuarial Services & Projects: Foster & Foster, Inc.
 - a. FOP Negotiations-Ms. Adams said she can't get anyone at the City to respond on this. Mr. Capote said to email Ms. Smith, City Attorney, and to copy the new City manager.
 - b. Police & Fire Share Plans-Motion by Mr. Brock, seconded by Mr. Dorey to approve the Share Reconciliation Statements as provided by the Board's actuary. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.
 - c. Reinstatement Police Officer Robert Vickers-Ms. Adams said the funds were received, time has been applied and the member was notified.
2. Follow-up on Conversion of Mid-Cap Value Fund to the Virtus Collective Trust II Fund-This item is pending recommended changes by Mr. Klausner, Board Attorney.
3. Levi, Ray, & Shoup, Inc. Web Solutions Domain Name System (DNS) Moving to the Cloud-This item has been finalized. Ms. Adams briefed the Board on the process.
4. Acknowledge Buybacks on Police Officers Caroline Jodoin and Lance Fisher-The Board acknowledged these items.
5. Equipment Upgrades-Mr. Dorey is still working with his new phone to make sure it works, so the old equipment is on hold. Mr. Adams arrived at 9:10 a.m. He is still having problems with his phone but has not contacted Sprint.
6. Follow-up Items from Ms. Taglia-Polak
 - a. Open Enrollment for City Health Insurance-Motion by Mr. Brock, seconded by Mr. Dorey to approve the Open Enrollment changes. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea. Ms. Adams discussed complaints from the membership on the City's process.
 - b. PensionGold Upgrades-Ms. Taglia-Polak said she is still testing the items.
 - c. Audit Process-The audit is on target. We are pending a memo on any adjustments to send to Foster & Foster so they can do the GASB Statements.
 - d. Upcoming Events-Educational Opportunities-No one is interested in the NAPO Conference in February. Mr. Adams, Mr. Lancaster, and Mr. Dorey said they were interested in the February FPPTA School.

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-New member beneficiary applications and forms were approved and accepted on Police Officers Alexander Elafi; Chad Kirk; William Montgomery; and Brett Naymik. Member beneficiary changes were approved and

accepted on Police Officer Reinier Gomez and Firefighters Granville Krauss III; Randy Rosseau; Jennifer Walk; and Scott Weinbrecht. A pre-retirement death benefit option form was approved and accepted on Firefighter Granville Krauss III. These items were approved under Consent as presented.

2. Board Business-Ms. Adams said the issued with Pitney Bowes on double-payments has been resolved. There is an issue with Office Depot where they did not the February 18th payment and held it in a cash account. Recently they sent a check to Salem for that amount. Office Depot said Salem could void the check and they would apply the payment. Salem voided the check then Office Depot asked for it back. Salem had to reissue a check to them. We are awaiting credit to the account. Ms. Janes asked us to request a customer ledger detailing payment for the year from Office Depot. Ms. Janes saw that the check cleared, but we did not receive any past due notice so there was no way to know about this issue until Office Depot brought it up. In recent newsletter from Computer Experts they suggested saving year-end data to a separate drive and updating it every year at year-end. Motion by Mr. Brock, seconded by Mr. Dorey to approve the purchase a drive for year-end purposes, and one to implement the annual procedures for updating. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea. Motion by Mr. Brock, seconded by Mr. Adams to purchase a new drive to replace the oldest drive that is in use and for Computer Experts to destroy the oldest drive. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea. Mr. Lancaster gave Ms. Taglia-Polak a business card to check into video monitoring for the front door.

3. Discussion of Long Range Planning Meeting Scheduled for January 18, 2019-The Board said they wanted to use the same format as in previous meetings.

*4. Termination Refund/Rollover/or Vested Termination, If Eligible, Police Officer Tipapou Etienne-This item was approved under Consent Agenda as presented.

5. Termination from Employment; Begin Regular Monthly Retirement Distribution; Authorize DROP Distribution by Withdrawal/Rollover and/or Annual Distributions as Per Guidelines and Authorize Share Plan Distribution, Firefighter David Bennett-Ms. Taglia-Polak said Firefighter Bennett's DROP payment was off by \$33.00 per payment and \$0.02 interest. The account has been corrected utilizing the assistance of LRS. Motion by Mr. Brock, seconded by Mr. Dorey to approve any expense related to the work-up done by LRS for the correction on Firefighter Bennett's DROP account. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea. Motion by Mr. Dorey, seconded by Mr. Brock to approve the warrant for the termination from employment; begin regular monthly retirement distribution; authorize DROP distribution by withdrawal/rollover and/or annual distributions as per guidelines and authorize share plan distribution of Firefighter David Bennett. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Adams, Yea; Mr. Capote, 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.

PBP&F Pension Fund
Regular Minutes 18-14
December 7, 2018

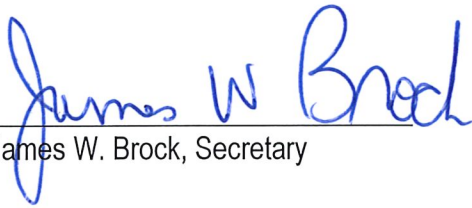
ADJOURNMENT:

There being no further business, the meeting adjourned at 9:34 a.m.



Timothy W. Lancaster, Chairperson

ATTEST:



James W. Brock, Secretary