



PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN

www.pbpfpf.org

Robert J. Conlan Professional Center
1501 R. J. Conlan Blvd., NE, Suite 240 - Palm Bay, Florida 32905
40th Anniversary ~ Fund Established May 2, 1974

AGENDA

BOARD OF TRUSTEES

Regular Meeting No. 14-04

Friday, March 7, 2014-9:00 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 12-18
- *Special Minutes 14-02
- *Quarterly Minutes 14-03

OLD BUSINESS:

1. Actuarial Services & Projects: Foster & Foster, Inc.
2. Disability Applicant Ronald C. Giordano-Appeal
3. Disability Applicant Police Officer Eric S. Kennard
4. Projects-Progress Reports:
 - a. Skype Premium Set Up/Web X
 - b. Levi, Ray & Shoup, Inc.-Adaptive Website & Portal Redesign
 - c. HB 401-Effect of Divorce on Designated Beneficiaries
 - d. Office Carpet Replacement
 - e. Office Pest Treatment
 - f. Levi, Ray & Shoup, Inc. Data Transfer- Phase I, CR48244

5. Police Officers' and Firefighters' Stipend Benefit
6. City Council Board Appointees
7. Annual Review of Part-time Pension Assistant Katie Taglia-Polak
8. Long Range Planning Session Projects
 - a. Upgrade Query Reporting
 - b. Determine Equipment List is Up-to-Date; Review Current Equipment Leases; and Determine Schedule for Replacement of Leased/Owned Equipment
 - c. Determine Regions Pay Stub Messaging Availability
 - d. Records & Information Management Manual
 - e. Schedule Disposal of Documents in Storage Dated 1972 through 1990
 - f. Written & On-Line Disaster Recovery Procedures
 - g. Written & On-Line Employee Procedure Manual
 - h. Written & On-Line Personnel Handbook
 - i. Written & On-Line Trustee Manual
 - j. Review RJ Conlan Lease and Determine Future Needs
 - k. Establish Pay Grades & Job Descriptions
9. Deputy Board Administrator Position

NEW BUSINESS:

- *1. Consideration of Warrants for Payment:
 - a) Advent Capital Management LLC-\$14,467.86-Investment Management Fees for Quarter End 12/31/2013 (Police & Fire Fund Only)
 - b) Foster & Foster, Inc.-\$1,751.00-Professional Actuarial Services, Invoice No. 5821 (Police Fund Only)
 - c) Foster & Foster, Inc.-\$1,076.00-Professional Actuarial Services, Invoice No. 5812 (Fire Fund Only)
- *2. Review of Correspondence:
 - a) Market Value at January 31, 2014
 - b) Fund Deductions at March 1, 2014
- *3. New Plan Member Application, Member Beneficiary Changes, Pre-Retirement Death Benefit Option Selection and Retirement Beneficiary Forms
4. Board Business
5. Upcoming Events-Educational Opportunities
6. Police Retiree Richard B. Adams-Update Beneficiary Form for Clarification Purposes
7. Consideration of Implementation of Separate Beneficiary Form for Deferred Retirement Option Plan (DROP) Funds
8. General Employee Dorothy Harris-Stop Payment
- *9. Application for Retirement & DROP-Police Officer Samuel B. Ivey
- *10. Termination from Employment; Begin Regular Monthly Retirement Distribution; Authorize DROP Distribution by Withdrawal/Rollover and/or Annual Distributions as Per Guidelines-Police Officer James E. Richmond
- *11. Police Retiree Lynne Nungesser-Change in Payment to Begin Stipend Due to Termination of City Employment
- *12. Firefighter Retiree Larry Spurlock-Change in Payment to Remove Stipend Due to Member Age

- *13. Termination Refund/Rollover/or Vested Termination, If Eligible-Firefighter Ignacio Cano

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.