

**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN
BOARD OF TRUSTEES
Regular Meeting 14-01**

Held on the 10th of January, 2014 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.

Richard B. Adams, Chairperson, called the meeting to order at the hour of 9:08 a.m.

ROLL CALL:

PRESENT

Richard B. Adams, Chairperson, Board Appointee
Timothy W. Lancaster, Vice Chairman, Police Elected
Douglas R. Smith, Trustee, Fire Elected

EXCUSED

Guillermo William Capote, Sr., Trustee,
City Councilmember Appointee
James W. Brock, Secretary,
City Council Appointee

Also in attendance were Ms. Kathy Adams, Board Administrator; Ms. Deanna Robertson and Ms. Katie Taglia-Polak, Pension Assistants; Ms. Laura Clawson, Human Resources Analyst II, City of Palm Bay; and Mr. David Ginsburg, President, IAFF, Local 2446.

Motion by Mr. Smith, seconded by Mr. Lancaster to excuse Mr. Capote and Mr. Brock as they had prior commitments. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea.

AGENDA REVISIONS:

Motion by Mr. Smith, seconded by Mr. Lancaster to pull Special Minutes 12-18 from Consent Agenda as they are not ready for adoption; add to New Business, *1. Consideration of Warrants for Payment, b) Computer Experts-\$104.97-Warrant for 3 USBs at \$34.99 each-Invoice No. 11461; c) Public Retirement Information Systems Management-\$150.00-Annual Membership Due to PRISM 2014; and Item No. *8 Application for Retirement & DROP-Firefighter Thomas B. Riggle. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea.

CONSENT AGENDA:

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

Mr. Adams read Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers that he filed at the December 6, 2013 Board Meeting.

ADOPTION OF MINUTES:

- Special Minutes 12-18
- *Regular Minutes 13-11
- *Quarterly Minutes 13-12
- *Regular Minutes 13-13

Special Minutes 12-18 minutes were pulled from Consent as they were not ready for adoption. The remaining minutes were considered under Consent Agenda as revised and approved as presented.

OLD BUSINESS:

1. **Actuarial Services & Projects: Foster & Foster, Inc.**
 - a. **State Funding for Police Officers and Firefighters-Impact Study**-Ms. Adams read the email from Mr. Ginsburg stating the firefighters will leave the residual excess monies of \$157,840.02 in the Fund and will not use it for additional pension benefits until full negotiations open in May, 2015. Motion by Mr. Smith, seconded by Mr. Lancaster to accept Mr. Ginsburg's email concerning the residual excess monies. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea. Mr. Lancaster stated he discussed the Impact Study results concerning additional overtime as pensionable compensation with Mr. Heinrichs and he was OK with it. Motion by Mr. Lancaster, seconded by Mr. Smith to accept the Impact Study to increase the overtime for pensionable compensation up to 300 hours using available excess monies and to have the Board Attorney draft an Ordinance and have Foster & Foster, Inc. complete an Impact Statement for this benefit enhancement. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea.
2. **Disability Applicant Police Officer Eric S. Kennard**-Motion by Mr. Lancaster, seconded by Mr. Smith to approve the selection of a physician for the Independent Medical Examination (IME); to schedule the IME appointment; to cover all routine expenses related to the examination; and to schedule the Informal Hearing all upon review by the Board Attorney. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea.
3. **Projects-Progress Reports:**
 - a. **Skype Premium Set Up/Web X**-Mr. Adams said Skype was bought by Microsoft a couple of years ago. Levi, Ray & Shoup, Inc. (LRS) recommended Web X as it is used by them for their data transfer to the Fund and for meetings similar to Skype. Mr. Adams was still working on this item.
 - b. **Suncom Network Services**-Mr. Adams read an email from the State saying in their opinion the Fund is separate from the City. He said the State had three contracts with cell phone providers: Verizon; Sprint and ATT; however, they had only approved Verizon. Verizon also provides for public records requirements. We may lose the discount and the fees may increase by about \$20.00 per month. Mr. Adams said he will follow-up with Mr. Cypen.
 - c. **Aurora Storage Filing System Products, Inc.**-This project is completed except for file folder conversion. It is saving space and is more organized. Ms. Adams said there will be some older cabinets and a bookshelf that we may not need. It was suggested to check with the City to

see if they needed the equipment, as donations previously had been made to the Police Athletic League. If they were not interested, then to look at donating the equipment to Goodwill; Molly Mutt or the Sharing Center all located within a short distance from the office. Motion by Mr. Lancaster, seconded by Mr. Smith to approve the donation of file cabinet and bookshelf equipment as a result of the file conversion to the City first, then to another agency if they were not interested. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea.

d. Levi, Ray & Shoup, Inc.-Adaptive Website & Portal Redesign-Mr. Smith asked about a counter behind the scenes to determine use and Website hits. Mr. Adams discussed the photo gallery proposal for \$1,040.00 that would allow members and the City to provide photos for viewing. Mr. Lancaster and Mr. Smith were concerned about the costs and felt it was needed at this time. Mr. Lancaster asked the use of the Website and the expenses incurred from LRS for the last two years. Mr. Lancaster asked that warrants be pulled to provide him with a total of LRS expenses from 2010 through 2013.

4. Transfer Funds to Receipt & Disbursement Account-Motion by Mr. Lancaster, seconded by Mr. Smith to approve the transfer of funds to the Receipt & Deposit Account as recommended by the Board Accountant and from the investments as recommended by the Board's Performance Manager by month-end. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea.

5. Police & Fire Board of Trustees' Elected Representative Nomination & Election Process-Ms. Adams said Mr. Lancaster was the only application received so his position was unopposed for the 2014-2016 term. He was a member in good standing. Ms. Adams said she received one application for the Fire Elected Representative position and it was from Firefighter Jason Dorey. He was a member in good standing. Motion by Mr. Lancaster, seconded by Mr. Smith to accept both applications for the Police and Firefighter Elected Representative positions. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea.

6. Deputy Board Administrator Position-Ms. Adams said the deadline date had passed. Approximately seven or eight applications had been received. The Board said each trustee should review the applications before the February Special meeting and the interview process would be discussed at that time. Mr. Ginsburg left the meeting at 9:51 a.m. and did not return. Mr. Lancaster said Foster & Foster, Inc. is now providing administrative services and is only taking current clients. He has been doing it for about six months. He said he is going to pursue having them prepare a proposal for consideration.

7. Discussion of Long Range Planning Session on January 17, 2014-Mr. Lancaster said he wanted the number of Police Officers and Firefighters that have retired from the Plan over the last two years; the number of Police Officers and Firefighters in the DROP that are required to exit over the next two years; and the number of Police Officers and Firefighters that will be eligible to retire over the next two years. He wanted those numbers prior to next week's Special meeting.

8. National Users' Group Meeting (NUG)-Ms. Adams said she spoke to Mr. Cypen, Board Attorney, as directed by the Board at the December meeting. He said he did not want the Board to sign any contract related to this due to liability issues. He said the contact phone number and address had to be changed. Ms. Robertson said the dates for the meeting are April 16-18, 2014 and the hotel needed to be secured by today. The agreement called for a number of bookings to occur by a certain date or a monetary penalty would occur. The estimate of that from Ms. Robertson was \$500.00. Mr. Adams said she would have to

get with LRS to see if they would cover any liability issues and if they couldn't the meeting would have to be canceled. There was general discussion about sending the agreement to the Board Attorney for review.

NEW BUSINESS:

***1. Consideration of Warrants for Payment:**

***a) Goldstein, Schechter Koch, CPA-\$8,000.00-Progress Bill for Audit Services Year End 9/30/2013-Invoice #110263-**This item was considered under Consent Agenda and approved as presented.

***b) Computer Experts-\$104.97-Warrant for 3 USBS at \$34.99 each-Invoice No. 11461-**This item was considered under Consent Agenda as revised and approved as presented.

***c) Public Retirement Information Systems Management-\$150.00-Annual Membership Due to PRISM 2014-**This item was considered under Consent Agenda as revised and approved as presented.

***2. Review of Correspondence:**

***a) Revised Market Value at October 31, 2013-**The October market value report did not include Frontier and Westwood. The revised total market value of the Fund at October 31, 2013 for all investments was \$162,358,536.23.

***b) Market Value at November 30, 2013-**The total market value of the Fund at November 30, 2013 for all investments was \$164,011,705.78.

***c) Fund Deductions at January 1, 2014-**Ms. Robertson said she typed the wrong header on the Deductions Report as December and distributed a corrected copy during the meeting. The Fund deductions at January 1, 2014 was \$81,114.34 and through FY-to-date \$360,742.60.

***3. New Plan Member Application, Member Beneficiary Changes, Pre-Retirement Death Benefit Option Selection and Retirement Beneficiary Forms-**A member beneficiary form was accepted and approved on Police Officer Christopher M. Imel. This item was considered under Consent Agenda and approved as presented.

4. Board Business-Motion by Mr. Smith, seconded by Mr. Lancaster to approve the purchase of two tablet holders and one folding table from BJ's on Mr. Adams' Corporate VISA card for \$92.19. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea. Ms. Adams said she received notification from the IRS that the 2012 941 was not filed. She received this last year and confirmed SunTrust paid it. She would pull the previous response from archive and resend it. Motion by Mr. Smith, seconded by Mr. Lancaster to adopt the 2014 IRS Business Mileage rate of 55 cents per mile effective January 1, 2014. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea. Motion by Mr. Smith, seconded by Mr. Lancaster to adopt the City's holiday schedule for 2014 for the pension office. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea. Mr. Adams said he spoke to Mr. Cole and Mr. Myton about the sale of Ridgeworth and they said it should be a good thing. They would discuss it at the February Quarterly meeting. Mr. Adams said the existing fiduciary agent was no longer offering Hired/Non-Owned Automobile Coverage. Arthur J. Gallagher obtained new quotes and it would cost around \$200.00; more; however, the new quote required Terrorism coverage which expires at the federal level next year. It also has additional requirements with regard to drivers' licensing and in meeting workers' compensation

coverage. He said there were three proposals and he recommended going with the higher priced coverage. Motion by Mr. Lancaster, seconded by Mr. Smith to approve the higher quoted coverage with Hired/Non-Owned Auto insurance under the new quote through Arthur J. Gallagher. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea. Mr. Adams said he will follow-up with Sprint on the discount.

5. Upcoming Events-Educational Opportunities-Upcoming training was reviewed. The location may change for the NCPERS Conference. Motion by Mr. Smith, seconded by Mr. Lancaster to approve the attendance of one Trustee and two Pension Assistants to the NUG Meeting in April with routine expenses to be covered acknowledging that the office will be closed on those days. Motion carried with members voting as follows: Mr. Lancaster, Yea; Mr. Smith, Yea; and Mr. Adams, Yea.

***6. Request to Close DROP Account & Authorize Withdrawal/Rollover and/or Annual Distributions as Per Guidelines-Firefighter David R. Hanks**-This item was considered under Consent Agenda and approved as presented.

***7. Application for Retirement & DROP-Firefighter Karen J. Twiss**-This item was considered under Consent Agenda and approved as presented.

***8. Application for Retirement & DROP-Firefighter Thomas B. Riggle**-This item was considered under Consent Agenda as revised and approved as presented.

INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:

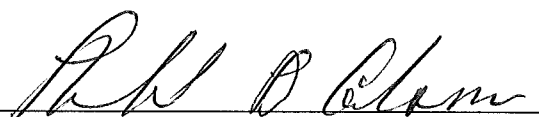
There was no input from any active or retired plan members at this time.

INPUT FROM THE PUBLIC:


There was no input from the public at this time.

ADJOURNMENT:

There being no further business, the meeting adjourned at 10:31 a.m.


Richard B. Adams, Chairperson

ATTEST:


Timothy W. Lancaster, Vice Chairman