



**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN**

[www.pbpfpf.org](http://www.pbpfpf.org)

Robert J. Conlan Professional Center

1501 R. J. Conlan Blvd., NE, Suite 240 - Palm Bay, Florida 32905

*39<sup>th</sup> Anniversary ~ Fund Established May 2, 1974*

**AGENDA**

BOARD OF TRUSTEES

Quarterly Meeting No. 13-12

Friday, November 1, 2013-9:00 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:**

\*Regular Minutes 13-10

\*Regular Minutes 13-11

**SUNTRUST QUARTERLY REPORT AT 10:00 A.M.:**

1. SunTrust Institutional Investment Solutions-Mr. Blake Myton, Vice President, Investment Manager
  - a. Quarterly Report

**BURGESS CHAMBERS QUARTERLY REPORT AT 10:30 A.M.:**

1. Burgess Chambers & Associates-Mr. Larry Cole, Senior Consultant
  - a. Quarterly Report
  - b. Proxy Voting Monitoring Services

## OLD BUSINESS:

1. Actuarial Services & Projects: Foster & Foster, Inc.
  - a. Police Officers' & Firefighters' Furlough Refund
  - b. State Funding for Police Officers and Firefighters
  - c. Annual Required Employer Contribution
- \*2. DROP Returns for Quarter-Ending September 30, 2013
3. Review of the "Nuts and Bolts" of Shareholder Litigation Seminar
4. Review of the NCPERS Public Safety Employees Pension & Benefits Conference
5. Projects-Progress Reports:
  - a. Computer Experts-TV Set Up
  - b. Skype Premium Set Up
  - c. Brave Security Reinstallation
  - d. Upgrade Emergency Exit Signs & Lights
  - e. Suncom Network Services
  - f. Aurora Storage Filing System Products, Inc.
  - g. Levi, Ray & Shoup, Inc.-Adaptive Website & Portal Redesign
  - h. Levi, Ray & Shoup, Inc./Regions Data Transfer
  - i. Levi, Ray & Shoup, Inc.-Teaming Conference Credits
  - j. Audit for Fiscal Year-End September 30, 2013
6. Deputy Board Administrator Position
7. Annual Review of Part-time Pension Assistant Deanna Robertson

## NEW BUSINESS:

- \*1. Consideration of Warrants for Payment
  - a) Foster & Foster, Inc.-\$375.00-Professional Actuarial Services, Inv. No. 5434 (Fire Fund Only)
  - b) Foster & Foster, Inc.-\$125.00-Professional Actuarial Services, Inv. No. 5435 (Police Fund Only)
  - c) Goldstein Schechter Koch, CPA-\$3,000.00-Progress Bill for Audit Services Year End 9/30/2013-Invoice #108343
  - d) Regions-\$10,071.08-Account Management for 7/01-9/30/2013, Invoice No. 85804
  - e) SunTrust Bank-\$97,263.18-Investment Management Services 07/01-9/30/2013 Invoice No. 252409
  - f) J.P. Morgan Investment Management, Inc.-\$31,734.34-Quarterly Management Fee for Period ending 09/30/2013 for Real Estate SPA-Inv. No. 20130930-1788-A (Police & Fire Fund, Divided Equally)
  - g) Westwood Trust-\$6,709.16-Investment Management Fees for 3<sup>rd</sup> Quarter Billing (Police & Fire Fund, Divided Equally)
  - h) Advent Capital Management, LLC-\$13,733.23-Investment Management Fees for Qtr End 09/30/2013 (Police & Fire Fund, Divided Equally)
  - i) SSI Investment Management-\$13,388.00-SSI Management Fee 07/01-09/30/2013; Inv. No. 002013-0190 (Police & Fire Fund, Divided Equally)
  - j) Eagle Asset Management-\$10,738.34-Investment Management Fees for Billing Period 07/01-09/30/2013 (Police & Fire Fund, Divided Equally)

- \*2. Review of Correspondence:
  - a) Market Value of the Fund-September 30, 2013
  - b) Fund Deductions at October 1, 2013
- \*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. City of Palm Bay Medical Insurance Open Enrollment and Notification to Retirees
- 7. Annual DROP Distribution
- 8. Arthur J. Gallagher Risk Management Services-Application for Insurance Renewal
- \*9. Termination from Employment; Begin Regular Monthly Retirement Distribution; Authorize DROP Distribution by Withdrawal/Rollover and/or Annual Distributions as Per Guidelines-Police Officer Jeffrey A. Kraynick
- \*10. Application for Retirement & DROP-Firefighter Keith B. Kelley
- 11. Discussion of Long Range Planning Session on January 17, 2014

**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, 2<sup>nd</sup> Floor of the R.J. Conlan Professional Center) Palm Bay, Florida 32905, which is open to the public, shall serve as an access point.