

Minutes of JOINT QUARTERLY Meeting of the Firefighters', General Employees', and Police Officers' Retirement Systems, held May 14, 2013, at 3:00 PM, In the Council Chambers, 11 North 3rd Street, Jacksonville Beach, Florida.



Call to Order

David Young, of the Police Officers' Board of Trustees, called the meeting to order at 3:00 PM.

Roll Call as follows:

Firefighters' Board

Bruce Anderson *absent*
Ed Dawson
Dennis Povloski *absent*
Steve Sciotto
Deborah White

General Employees' Board

Randy Greene
Steve Hartkemeyer
Christine Hoffman
Brandon Maresma

Police Officers' Board

Steve Corbitt
Marvin DuPree
Alan Grant
David Young

Also in attendance were Judy Bullock, City Clerk, and Nancy Pyatte, Assistant City Clerk.

NEW BUSINESS

Consideration by Police Officers' Board of Trustees

1. Appointment of Fifth Member to Police Pension Board – Complete Remainder of an Unexpired 2-Year Term, Expiring on March 31, 2014 (*Position currently vacant*)

The City Clerk reviewed the interview process for board applicants and explained that in February several applicants were interviewed. From that group there were two people who ranked the Pension Board as their first choice to serve on a City board, Lloyd Hyatt and Jacqueline Thomason.

Motion: It was moved by Mr. DuPree, seconded by Mr. Grant, to appoint Jacqueline Thomason as the fifth member, to complete the unexpired 2-year term expiring on March 31, 2014.

Roll call vote: Ayes – Corbitt, Dupree, Grant, Young; motion carried unanimously.

Consideration by General Employees' and Police Officers' Boards of Trustees

2. Oath of Office – New Pension Trustees:

Police Officers' Board of Trustees – Jacqueline Thomason
General Employees' Board of Trustees – Nick Currie

Neither of the trustees was present; item to be carried over to the August 14, 2013 meeting.

Consideration by Firefighters' Board of Trustees

3. Election of Officers: Chairperson (Currently – Bruce Anderson)
Chairperson Pro-Tem (Currently – Deborah White)

Secretary (Currently – Edward Dawson)

Motion: It was moved by Mr. Sciotto seconded by Ms. White, to keep the same Officers; reappoint Bruce Anderson as Chairperson, reappoint Deborah White as Chairperson Pro-Tem, and reappoint Edward Dawson as Secretary.

Roll call vote: Ayes – Dawson, Sciotto, White; motion carried unanimously.

Consideration by General Employees' Boards of Trustees

4. Election of Officers: Chairperson (Currently – Brandon Maresma)
Chairperson Pro-Tem (Currently – Vacant)
Secretary (Currently – Vacant)

Motion: It was moved by Mr. Hartkemeyer seconded by Ms. Hoffman, to reappoint Brandon Maresma as Chairperson.

Roll call vote: Ayes – Greene, Hartkemeyer, Hoffman; motion carried unanimously.

Motion: It was moved by Mr. Hartkemeyer seconded by Ms. Greene, to appoint Christine Hoffman as Chairperson Pro-Tem.

Roll call vote: Ayes – Greene, Hartkemeyer, Hoffman; motion carried unanimously.

Motion: It was moved by Mr. Hartkemeyer seconded by Ms. Hoffman, to appoint Randy Greene as Secretary.

Roll call vote: Ayes – Greene, Hartkemeyer, Hoffman; motion carried unanimously.

Consideration by Police Officers' Board of Trustees

5. Election of Officers: Chairperson (Currently – David Young)
Chairperson Pro-Tem (Currently - Steve Corbitt)
Secretary (Currently – Marvin DuPree)

Motion: It was moved by Mr. Grant, seconded by Mr. Corbitt, to keep the same officers and reappoint David Young as Chairperson, reappoint Steve Corbitt as Chairperson Pro-Tem, and reappoint Marvin DuPree as Secretary.

Roll call vote: Ayes – DuPree, Grant, Young, Corbitt; motion carried unanimously.

Consideration by Firefighters', General Employees' and Police Officers' Boards of Trustees

6. Approval of Minutes: Joint Quarterly Meeting held February 12, 2013

Motion: It was moved by Mr. Hartkemeyer, seconded by Mr. Corbitt, to approve the minutes of the Joint Quarterly meeting held February 12, 2013.

Voice vote resulted in all ayes by the Board members present; motion carried unanimously to approve the minutes of the Joint Quarterly meeting held February 12, 2013.

Consideration by Firefighters', General Employees' and Police Officers' Boards of Trustees

7. Quarterly Review of DROP Interest Rate (currently at 3.5%)

Firefighters'

Motion: It was moved by Mr. Sciotto, seconded by Ms. White, for the DROP Interest Rate to be set at 3.5% for the ensuing quarter.

Roll call vote: Ayes – Dawson, Sciotto, White; motion carried unanimously.

General Employees'

Motion: It was moved by Mr. Hartkemeyer, seconded by Ms. Hoffman, for the DROP Interest Rate to be set at 3.5% for the ensuing quarter.

Roll call vote: Ayes – Greene, Hartkemeyer, Hoffman, Maresma; motion carried unanimously.

Police Officers'

Motion: It was moved by Mr. DuPree, seconded by Mr. Grant, for the DROP Interest Rate to be set at 3.5% for the ensuing quarter.

Roll call vote: Ayes – Corbitt, DuPree, Grant, Young; motion carried unanimously.

Consideration by General Employees' Board of Trustees

8. Application to Participate in the DROP

- David J. Pitkin, Beaches Energy Services – DROP Effective June 1, 2013; Meets Age and Service Requirements

Motion: It was moved by Mr. Maresma, seconded by Mr. Hartkemeyer, to approve participation in the DROP for David Pitkin.

Voice vote resulted in all ayes by the Board members present; motion carried unanimously.

Consideration by Police Officers' Board of Trustees

9. Application for Early Retirement

- Officer Daniel L. Amonette, Police Department – Early Retirement Effective June 1, 2013; Meets Service Requirements

Motion: It was moved by Mr. Corbitt, seconded by Mr. DuPree, to approve the application for early retirement for Officer Daniel L. Amonette, effective June 1, 2013.

Voice vote resulted in all ayes by the Board members present; motion carried unanimously.

Consideration by Firefighters' Board of Trustees

10. Application to Participate in the DROP

- Firefighter Daniel K. Machurick, Fire Department – DROP Effective May 1, 2013; Meets Age Requirements

Motion: It was moved by Ms. White, seconded by Mr. Dawson, to approve participation in the DROP for Firefighter Daniel Machurick.

Voice vote resulted in all ayes by the Board members present; motion carried unanimously.

Consideration by General Employees' Board of Trustees

11. Application for Early Retirement

- Joseph A. Callander, Beaches Energy Services – Effective January 1, 2013; Meets Service Requirements

Motion: It was moved by Mr. Hartkemeyer, seconded by Ms. Greene, to approve the application for early retirement for Joseph Callander, effective January 1, 2013.

The City Clerk advised the Board that Mr. Callander has submitted an application for non-duty disability [in November 2012] and until that process is complete he is eligible for early retirement benefits based on his years of service. Mr. Callander's last day of employment was December 31, 2012.

Roll call vote: Ayes–Greene, Hartkemeyer, Hoffman, Maresma; motion carried unanimously.

Consideration by General Employees' Board of Trustees

12. Request for Approval to Pay Fees Associated with Joseph Callander's Application for Non-Duty Disability:

- Medical Records from HealthPort - \$289.94
- Independent Medical Examination from Southeastern Rehabilitation Medicine, Gainesville, FL - \$900
- Reimbursement of Travel Costs associated with medical exam, not to exceed \$141.95

Motion: It was moved by Ms. Greene, seconded by Mr. Hartkemeyer, to approve payment of the fees associated with Joseph Callander's application for non-duty disability.

Roll call vote: Ayes – Maresma, Greene, Hartkemeyer, Hoffman; motion carried unanimously.

Consideration by General Employees' Board of Trustees

13. Request for Approval to Pay Fees Associated with Jim Jinkner's Application for Non-Duty Disability:

- Medical Records from HealthPort - \$1,172.97
- Independent Medical Examination from Southeastern Rehabilitation Medicine, Gainesville, FL - \$900
- Reimbursement of Travel Costs associated with medical exam, not to exceed \$141.95

Motion: It was moved by Ms. Greene, seconded by Mr. Hartkemeyer, to approve payment of the fees associated with Joseph Callander's application for non-duty disability.

Motion: It was moved by Mr. Maresma, seconded by Mr. Hartkemeyer, to approve payment of fees associated with Jim Jinkner's application for non-duty disability.

Roll call vote: Ayes–Greene, Hartkemeyer, Hoffman, Maresma; motion carried unanimously.

Consideration by General Employees' Board of Trustees

14. Report on Collection of Overpayment of Pension Benefits to Deceased Retiree Jennings Skipper and Request for Approval to Write-off Uncollectible Balance of \$ 1,697.08

The City Clerk reviewed the background from the agenda memo. Our pension attorney, Marcus Braswell, has confirmed the insolvency of the estate of the deceased, Jennings Skipper, and that further collections efforts would not be productive. The total amount overpaid was \$7,027.56; the amount recovered is \$5,348.48.

Motion: It was moved by Mr. Hartkemeyer, seconded by Ms. Greene, to approve writing off the balance of \$1,697.08 of the \$7,027.56 overpayment of pension benefits paid to deceased retiree, Jennings Skipper.

Roll call vote: Ayes–Hartkemeyer, Hoffman, Maresma, Greene; motion carried unanimously.

Consideration by General Employees' Board of Trustees

15. Request from Tennis Pro Jim Watford to Buyback Pension Time

The Human Resource Director, Karen Nelson, stated that Jim Watford, the City's Tennis Pro, is requesting pension credit for his 1,085 days of service from 1982 through 1985. This would equate to \$4,274.98 in contributions including interest, as per the plan's actuarial calculations.

Ms. Nelson reviewed the background from the agenda memo and confirmed extensive research of payroll records has been conducted, comparing Mr. Watford's data to other Tennis Court employees. During that time period the classification documentation for Mr. Watford varied from part-time, to part-time temporary, to part-time permanent, and to full-time permanent.

It is requested that the Board consider approval of Mr. Watfords' request to buyback pension time based on the information and documentation provided. Ms. Nelson stated that Mr. Watford has tendered payment of \$4,274.98, which will be deposited into the General Employees' Pension Plan upon approval.

Motion: It was moved by Mr. Hartkemeyer, seconded by Mr. Maresma, to approve the request from Tennis Pro Jim Watford to buyback pension time for his 1,085 days of service from 1982 through 1985, equating to \$4,274.98 in contributions including interest.

Roll call vote: Ayes– Greene, Hartkemeyer, Hoffman, Maresma; motion carried unanimously.

Consideration by Firefighters', General Employees' and Police Officers' Boards of Trustees

16. Quarterly Report – Atlanta Capital

Ms. Mary McTague Byrom of Atlanta Capital reviewed the reports (copies on file) for the first quarter ending March 31, 2013 for the three pension plans.

Motion: It was moved by Ms. White, seconded by Mr. Hartkemeyer, to accept the First Quarter 2013 reports.

Voice vote resulted in all ayes by Board members; motion carried unanimously.

Consideration by Firefighters', General Employees' and Police Officers' Boards of Trustees

17. Quarterly Report – The Bogdahn Group

Mr. Troy Brown and Mr. Dan Johnson reviewed the Investment Performance report for the First Quarter 2013, including the portfolio performance update for the first quarter ending March 31, 2013 for the three pension plans (copies on file).

Motion: It was moved by Mr. Hartkemeyer, seconded by Ms. White, to accept the First Quarter 2013 reports.

Voice vote resulted in all ayes by Board members; motion carried unanimously.

Consideration by Firefighters', General Employees' and Police Officers' Boards of Trustees

18. Pension Administrator's Report

Ms. Bullock gave the Report of Member Contribution Refunds and Buybacks (copies on file).

The City Clerk advised that the pension certifications (proof of life) will be mailed out this month.

The Merrill Lynch funds were received.

Ms. Bullock gave the report of Member Contribution Refunds/Buybacks.

Discussion ensued about holding a separate meeting for the Actuary and the Attorney reports due to the length of time involved. Ms. Bullock stated she will contact Mr. Armstrong and Mr. Sugarman to coordinate with their schedules.

Motion: It was moved by Mr. Hartkemeyer, seconded by Mr. Sciotto, to accept the Pension Administrator's Report.

Voice vote resulted in all ayes by Board members; motion carried unanimously.

Consideration by Firefighters', General Employees' and Police Officers' Boards of Trustees

19. Discussion on Transfer of Pension Administration from City Clerk's Office to Human Resources

Ms. Karen Nelson, Human Resources Director, addressed the three pension boards and distributed a memo (copy on file) explaining the City's plan to transfer pension administration services to the Human Resources department. Ms. Nelson summarized by stating that the responsibilities with pension administration are closely aligned with those of employee benefits, and best carried out by Human Resources.

Ms. Nelson explained that the Human Resource department is undergoing reorganization and a new position will be created for a Payroll/Benefits Administrator. Currently the three pension boards pay 51.5% of the salary and benefits for pension administration services. There will be an increase of approximately \$9,000.00, bringing the amount that the three boards will pay to 61.5%, in the amount of \$60,721.

The alternative to this plan would be to look at hiring an outside administrator. Ms. Nelson stated that the tentative effective date of this transfer is October 1, 2013. The City Clerk's office will be involved with the pension as the secretary to the three boards.

Discussion ensued about the 61.5% paid by the three pension boards for services. It was requested to have a breakdown showing the percentage of fees paid, per Board, at the next meeting in August.

Motion: It was moved by Mr. Hartkemeyer, seconded by Mr. Maresma, to approve the transfer of pension administrative services from the City Clerk to the Director of Human Resources, or her designee.

Firefighters'

Roll call vote: Ayes–Dawson, Povloski, Sciotto, White, Anderson; motion carried unanimously.

Police Officers'

Roll call vote: Ayes – Young, Corbitt, DuPree, Grant; motion carried unanimously.

General Employees'

Roll call vote: Ayes – Hartkemeyer, Hoffman, Maresma, Greene; motion carried unanimously.

20. Adjournment

Motion: It was moved by Mr. Anderson, seconded by Mr. Sciotto, and passed unanimously to adjourn the meeting at 4:30 PM.

Submitted by: Nancy J. Pyatte
Assistant City Clerk

Approval:

/s/David Young

Chairperson

Date: August 14, 2013