

Minutes of JOINT QUARTERLY MEETING of the Firefighters', General Employees', and Police Officers' Retirement Systems, held Tuesday, Nov 10, 2015, at 3:00 P.M., 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 3:03 P.M.

Roll Call: Firefighters' Board: George Candler, Ed Dawson, Dennis Povloski, Ronald Rabon, Deborah White

General Employees' Board: Nick Currie (*absent*), Christine Hoffman (*early departure at 4:30pm*), Brandon Maresma, Bruce Thomason, Eddie Vergara

Police Officers' Board: Steve Corbitt, Marvin DuPree (*late arrival at 3:25 pm*), Alan Grant, Jackie Thomason, David Young

Courtesy of the floor to visitors

None

Consideration by General Employees' Board of Trustees

1. **Oath of Office** – Newly-Elected Trustee, Eddie Vergara, BES

Eddie Vergara was sworn in by Laurie Scott, City Clerk.

2. **Election of Officer: Secretary** (*Vacated by Randy Greene – Retired*)

Candidates: Bruce Thomason, Nick Currie, Eddie Vergara

Motion: It was moved by Ms. Hoffman, seconded by Mr. Maresma, to nominate Mr. Thomason as Secretary.

Voice vote resulted in all ayes from the board members; motion approved unanimously.

Consideration by Police Officers' Board of Trustees

3. **Oath of Office** – Re-Elected Trustees, Steve Corbitt and C. David Young

Steve Corbitt and David Young were sworn in by Laurie Scott, City Clerk.

**Minutes, Boards of Trustees
Joint Quarterly Meeting Agenda –
November 10, 2015**

- 4. Election of Officer: *Chairperson (Previously C. David Young – Term Expired 09/30/15)***
Candidates: C. David Young, Steve Corbitt, Alan Grant

Motion: It was moved by Mr. Corbitt, seconded by Ms. Thomason, to nominate Mr. Young as Chairperson.

Voice vote resulted in all ayes from the board members; motion approved unanimously.

Consideration by Firefighters' Board of Trustees

- 5. *Oath of Office*** – Re-Elected Trustees, Ed Dawson and Ronald Rabon

Ed Dawson and Ron Rabon were sworn in by Laurie Scott, City Clerk.

OLD BUSINESS

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

- 6. Salem Trust Audit Opinion**

- a) Approval RE: Acceptance of June 30, 2015 SSAE16 Report and Approval for Continued Custodial Services with Salem Trust

Mr. Mark Rhein, Chief Operating Officer from Salem Trust, stated that the previous issues with the adverse opinion have been corrected and the most recent audit report received the highest opinion possible.

Motion: It was moved by Ms. Hoffman, seconded by Mr. Corbitt to approve the June 30, 2015 SSAE16 Report.

Roll Call Vote:

Firefighters':

Ayes- Candler, Dawson, Povloski, Rabon, White

General Employees':

Ayes- Vergara, Thomason, Hoffman, Maresma

**Minutes, Boards of Trustees
Joint Quarterly Meeting Agenda –
November 10, 2015**

Police Officers’:

Ayes- Corbitt, Grant, Thomason, Young

Motion carried unanimously with all three boards.

Second Motion: It was moved by Mr. Candler, seconded by Ms. White to continue Custodial Services with Salem Trust.

Firefighters’:

Ayes- Candler, Dawson, Povloski, Rabon, White

General Employees’:

Ayes- Vergara, Thomason, Hoffman, Maresma

Police Officers’:

Ayes- Corbitt, Grant, Thomason, Young

Motion carried unanimously with all three boards.

7. Discussion of Pension Attorney Fee Options and Proposed Retainer and Hourly Fee Increase for Pension Attorney Services

- a) Approval RE: Proposed Retainer Fee and Hourly Rate Increase with Sugarman & Susskind, P.A.

Mr. Ken Harrison, Sugarman & Susskind, participated in the meeting via conference call and clarified fee issues for the Board. The proposed retainer fee is \$650 per month, per board.

Ms. Jeri Benjamin, Payroll/Benefits Administrator, conducted a market analysis of fees for the Board and commented that there is a cost-benefit to this retainer agreement; the Board is currently considering a three-year contract, but can cancel at any time.

Mr. Harrison added that his firm currently averages about three to four hours of retainer-related services per month, per board and that the three-year deal is beneficial to the Board by locking in the hourly rate.

It was moved by Ms. White, seconded by Mr. Povloski to approve the proposed retainer and hourly rate increase with Sugarman & Susskind, P.A.

**Minutes, Boards of Trustees
Joint Quarterly Meeting Agenda –
November 10, 2015**

Roll Call Vote:

Firefighters’:

Ayes- Candler, Dawson, Povloski, Rabon, White

General Employees’:

Ayes- Vergara, Thomason, Hoffman, Maresma

Police Officers’:

Ayes- Corbitt, DuPree, Grant, Thomason, Young

Instead of moving to Agenda item #8, the Board agreed to discuss Agenda item #13 while Mr. Harrison was still on the line.

Mr. Young read the proposed action for consideration by the General Employee’s Board. Please see Agenda item #13 discussion on page 6. After the motion and roll call, the Board returned to Agenda item #8.

NEW BUSINESS

Consideration by General Employees’, Police Officers’ and Firefighters’ Board of Trustees

8. Approval of Minutes: Joint Quarterly Meeting held August 12, 2015

Motion: It was moved by Ms. Hoffman, seconded by Ms. White, to approve the minutes for the Joint Quarterly meeting held August 12, 2015, as presented.

Voice vote resulted in all ayes from the board members; motion approved unanimously.

9. Quarterly Investment Performance Report, as of September 30, 2015 – Dan Johnson of The Bogdahn Group

Mr. Johnson presented a detailed power point and hard copy packet regarding the quarterly investment performance report.

Mr. Grant inquired how we would see real estate returns and Mr. Johnson indicated that those would be on the statements.

Motion: It was moved by Mr. Corbitt, seconded by Mr. Young, to accept Mr. Johnson’s report.

**Minutes, Boards of Trustees
Joint Quarterly Meeting Agenda –
November 10, 2015**

Voice vote resulted in all ayes from the board members; motion approved unanimously.

10. Presentation by Sawgrass Asset Management to Discuss the Domestic Fixed Income Investment Portfolio and the Status of Interest Rates - David Furfine of Sawgrass Asset

Mr. Furfine, CPA/Partner with Sawgrass Asset Management, LLC delivered a presentation that covered the following four topics: market review, firm and investment performance, current portfolio review and looking forward.

There was no motion required following this presentation.

Consideration by Firefighters' and General Employees' Board of Trustees

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

Firefighters' Board

Motion: It was moved by Ms. White, seconded by Mr. Dawson, to keep the DROP Interest at 3.5% for the ensuing quarter.

Roll Call Vote:

Firefighters':

Ayes- Candler, Dawson, Povloski, Rabon, White

General Employee's Board

Motion: It was moved by Mr. Maresma, seconded by Mr. Vergara, to keep the DROP Interest at 3.5% for the ensuing quarter.

Roll Call Vote:

General Employees':

Ayes- Vergara, Thomason, Hoffman, Maresma

Consideration by General Employees' Board of Trustees

12. Approval RE: Applications for Retirement -

- (a) John A. Dailey – Systems Operator (Beaches Energy) – Retirement Effective 10/1/2015; Meets age/service requirement.

**Minutes, Boards of Trustees
Joint Quarterly Meeting Agenda –
November 10, 2015**

Motion: It was moved by Mr. Maresma, seconded by Mr. Vergara, to approve the application for retirement for John A. Dailey effective 10/1/2015, as submitted.

Roll Call Vote:

General Employees’:

Ayes- Vergara, Thomason, Hoffman, Maresma

- (b) Nancy J. Pyatte – Assistant City Clerk (City Clerk) – Retirement Effective 11/1/2015– Meets age/service requirement.

Motion: It was moved by Mr. Maresma, seconded by Mr. Vergara, to approve the application for retirement for Nancy J. Payette effective 11/1/2015, as submitted.

Roll Call Vote:

General Employees’:

Ayes- Vergara, Thomason, Hoffman, Maresma

- 13. Approval RE: Issuing the Notice of Proposed Agency Action (NOPAA) to member Linzy Lane notifying him of the board’s intent to proceed with forfeiture actions against all rights, privileges and benefits in the plan, including interest that accumulated on employee contributions held by the plan.**

Mr. Maresma inquired if legal fees will exceed the \$13,000 at stake for forfeiture and Mr. Harrison indicated that these cases normally take about an hour to settle and they normally charge two to three hours overall.

Motion: It was moved by Mr. Vergara, seconded by Ms. Hoffman, to approve moving forward with issuing the Notice of Proposed Agency Action to Linzy Lane.

Voice vote resulted in all ayes from the board members; motion approved unanimously.

- 14. Nominations and appointment of the Fifth Member of the City of Jacksonville Beach General Employees’ Retirement System Board of Trustees for a two year term commencing on 1/01/2016 and expiring on 12/31/2017. (Fifth member is currently Brandon Maresma – term to expire 12/31/2015)**

Discussion for information purposes only; still accepting nominations and will take vote at February 2016 meeting.

**Minutes, Boards of Trustees
Joint Quarterly Meeting Agenda –
November 10, 2015**

Pension Administrator's Report

15. November 2015 – Quarterly Pension Plan Administrator's Report

Ms. Benjamin stated regarding the pension ordinance changes, the General plan is mostly done and they will be revising the plans for Police and Fire; no definite time frame yet.

Ms. Ann Meuse, HR Director, added that they are cleaning up the language in the ordinance and hope to be done sometime this Spring.

Motion: It was moved by Ms. White, seconded by Mr. Povloski, to accept the Quarterly Pension Plan Administrator's Report.

Voice vote resulted in all ayes from the board members; motion approved unanimously.

16. 2016 Joint Quarterly Meeting Calendar

Board will meet second Tuesday of the month in February, May, August and November.

17. Next Meeting Date - Tuesday, February 9, 2016 - 3:00 p.m.

Meeting time was noted by Mr. Young.

18. Adjournment:

Motion: It was moved by Mr. Candler, seconded by Mr. Young to adjourn.

Voice vote resulted in all ayes from the board members; motion approved unanimously.

The meeting adjourned at 4:44 P.M.

Submitted by: Carol Swinson
Administrative Assistant

**Minutes, Boards of Trustees
Joint Quarterly Meeting Agenda –
November 10, 2015**

Approval:



Chair / C. David Young

Date: February 9, 2016