

**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN  
BOARD OF TRUSTEES  
Regular Meeting 19-04**

Held on the 1<sup>st</sup> of March, 2019 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.

Timothy W. Lancaster, Chairperson, called the meeting to order at the hour of 9:02 a.m.

**ROLL CALL:**

<b>CHAIRMAN:</b>	Timothy W. Lancaster	Present
<b>VICE CHAIRMAN:</b>	Jason Dorey	Absent
<b>SECRETARY:</b>	James W. Brock	Absent
<b>TRUSTEE, BRD APPT:</b>	Richard B. Adams	Present
<b>TRUSTEE, CITY COUNCIL:</b>	Guillermo William Capote, Sr.	Present

Also, in attendance was Ms. Kathy Adams, Board Administrator, and Ms. Katie Taglia-Polak, Office Manager, Palm Bay Police & Firefighters' Pension Fund; and Ms. Louise Prothro, Pay Master, HR Benefits Coordinator, City of Palm Bay.

Motion by Mr. Adams, seconded by Mr. Capote to excuse Mr. Brock due to personal reasons and Mr. Dorey due to on-duty firefighter training. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

**AGENDA REVISIONS:**

Motion by Mr. Capote, seconded by Mr. Adams to change \*6. Termination Refund/Rollover/or Vested Termination, If Eligible, Police Officer Justin Hill to Police Officer Juan Phillips as Police Officer Justin Hill was approved at a prior meeting; add \*7. Application to Buy Back Prior Law Enforcement Service Police Officer Robert Vickers; and 8. Legislation in the House on Firefighter Cancer Presumption. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

**CONSENT AGENDA:**

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

**ADOPTION OF MINUTES:**

\*Quarterly Minutes 19-03

This item was approved under Consent Agenda as presented.

**OLD BUSINESS:**

1. Actuarial Services & Projects: Foster & Foster, Inc.
  - a. FOP Negotiations-Ms. Adams received a copy of the final approved Ordinance yesterday to send to the State and post on the website.
  - b. Police & Fire Confirmation of Use of State Monies for the State Report- Motion by Mr. Capote, seconded by Mr. Adams to approve the expenses by Foster & Foster, Inc. for the confirmation pages for the State Report. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.
2. Equipment Upgrades-Ms. Adams said there are several Surface Pros that are due for upgrades this year. The Board said they are happy with their current Surface Pros and asked if was necessary to change them out. Ms. Adams said she would check with Computer Experts.
3. Perrigo Company PLC-Saxena White Potential Action as Lead Plaintiff-Mr. Lancaster had a conference call with Saxena White, Attorney Bonni Jensen, and Chairpersons from the other Plans. The documents are to be sent and filed on Monday. If a bigger Plan enters, they would take the lead. Perrigo got hit with a \$2 Billion fine from the Irish Government during a thirty (30) days period in November 2018. Motion by Mr. Adams, seconded by Mr. Capote to be co-lead with Riviera Beach General Employee Plan and Boca General Employee Plan and to authorize Mr. Lancaster to sign the certified letter and the joint declaration. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.
4. Annual Review of Part-time Office Manager Katie Taglia-Polak-Discussion by the Board and Ms. Taglia-Polak. Motion by Mr. Capote, seconded by Mr. Adams to approve Ms. Taglia-Polak for a six percent (6%) pay increase effective with her anniversary date in April. Motion carried with a roll call vote as follows:

Mr. Adams, Yea  
Mr. Capote, Yea  
Mr. Lancaster, Nay

5. Follow-up Items from Ms. Taglia-Polak
  - a. State Report-Ms. Taglia-Polak said the only items pending were the pages dealing with the use of State monies and that she had contacted Foster & Foster, Inc. and had not yet received the request. Mr. Lancaster told her to follow-up.
  - b. Audit Exit Conference-The auditors said they were not going to have to do an on-site visit with the City this year if they can obtain an electronic reporting from Payroll & we have the file documents they need to review such as Payroll Authorization and retirement documents. The total cost of the audit was \$14,000.00.
  - c. Job Status of DROP Firefighter/Fire Marshall Mike Shervington-Firefighter Shervington said the City wanted him to keep his present position, that is part of the Plan, and take on additional duties as fire marshall, which is exempt from the Plan, due to the job description. He said he was in negotiations with the City regarding the position. Per the Board attorney, if he becomes the fire marshall and the job description is not changed he would be required to get out of the DROP and his retirement pay would be suspended. She will follow-up on this item in the future.

d. Upcoming Events-Educational Opportunities-Motion by Mr. Capote, seconded by Mr. Adams to authorize Ms. Taglia-Polak to attend the upcoming Division of Retirement School. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea.

**NEW BUSINESS:**

\*1. Consideration of Warrants for Payment:

a. J.P. Morgan Asset Management-\$28,000.70-RE JPMCB Strategic Property Fund Fee for Period Ending 12/31/2018, Invoice Number 20181231-57655-A (Fire Fund Only)-This item was approved under Consent Agenda as presented.

b. J.P. Morgan Asset Management-\$28,000.70-RE JPMCB Strategic Property Fund Fee for Period Ending 12/31/2018, Invoice Number 20181231-1788-A (Police Fund Only)-This item was approved under Consent Agenda as presented.

\*2. New Plan Member Applications; Member Beneficiary Changes; Pre-Retirement Death Benefit Option Selection Forms; Member Retirement Beneficiary Forms; and DROP Beneficiary Designations-A member beneficiary change was accepted and approved for Firefighters Angelo Bernard, Duane J. Crowley, and James Morris and a pre-retirement death benefit option selection was accepted and approved for Firefighter Nicholas Kateb. This item was approved under Consent Agenda as presented.

3. Board Business-Ms. Adams said Mr. Warner asked staff to turn off the lights at night, but they were uncomfortable with it because the switch was at the end of the hallway by the exit door and it was dark. He installed a night light in the hallway, but it was insufficient. He had not approached them again. Ms. Taglia-Polak said the a/c vent in the file room was loose and was being held up by a box. She approached Mr. Warner and he did not feel they were responsible for it; however, Ms. Adams said we were paying extra for a/c unit which included vents. Mr. Lancaster agreed. Motion by Mr. Adams, seconded by Mr. Capote to approve the purchase of an a/c vent at approximately \$37.00 from Lowes on a trustee's VISA card if Mr. Warner refused to replace it. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea. Discussion concerning the trustee file drawers in the trustee office becoming too full. All the documents from Board meetings are available through staff. Ms. Adams asked them to clean the files and that other file options are available in the front office if needed. Ms. Adams said the temporary staff is continuing the current project of scanning member files through September 30, 2016 and is now starting the 2018 scanning. She recommended continuing the contract through the end of May. Mr. Lancaster suggested the end of June. Motion by Mr. Capote, seconded by Mr. Lancaster to continue the use of the temporary employment services of AUE through June 30, 2019. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea. Mr. Lancaster said Police DROP member wants to continue to receive his full DROP statement, not the condensed version. Mr. Lancaster said he wanted to start the paperless process by emailing members and retirees their DROP Statements and Annual Employee Benefit Statements. Motion by Mr. Adams, seconded by Mr. Capote to approve moving forward with emailing members their DROP Statements and Annual Employee Benefit Statements off PensionGold, to include member written authorization. Motion carried with members voting as follows: Mr. Adams, Yea; Mr. Capote, Yea; and Mr. Lancaster, Yea. The Board said other documents could be targeted in the future such as Annual Affidavits and Share Plan Statements.

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4. Proposed House Bill 265 Amending Florida's Open Meetings Law-Ms. Adams read Mr. Klausner's memo concerning possible changes. Mr. Lancaster said we may have to change the meeting date to allow enough time for firms to produce the quarterly reports.
5. SunTrust/BB&T Merger-Ms. Adams said SunTrust and BB&T were merging and that she spoke to Mr. Myton with SunTrust. They expected it to be completed by year-end. It was going to involve a name change.
- \*6. Termination Refund/Rollover/or Vested Termination, If Eligible, Police Officer Juan Phillips-This item was changed under Consent and approved as revised.
- \*7. Application to Buy Back Prior Law Enforcement Service Police Officer Robert Vickers-This item was approved under Consent Agenda as presented.
8. Legislation in the House on Firefighter Cancer Presumption-Ms. Adams said this item should be monitored. If it passes, some of our disability procedures may have to be revised.

**INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:**

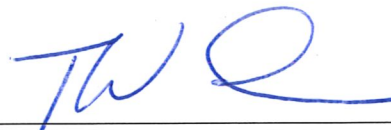
There was no input from any active or retired plan members at this time.

**INPUT FROM THE PUBLIC:**

There was no input from the public at this time.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 10:03 a.m.



Timothy W. Lancaster, Chairperson

**ATTEST:**



Richard B. Adams, Trustee