

**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN
BOARD OF TRUSTEES
Regular Meeting 22-13**

Held on the 14th of October, 2022 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 9:00 a.m.

ROLL CALL:

CHAIRMAN:	Timothy W. Lancaster	Present
VICE CHAIRMAN:	Jason Dorey	Present
SECRETARY:	James W. Brock	Present
TRUSTEE, BRD APPT:	Anthony T. Sacco	Present
TRUSTEE, CITY COUNCIL:	Benjamin J. Kiszkiel	Absent

Also, in attendance was Ms. Kathy Adams, Board Administrator, and Ms. Katie Taglia-Polak, Office Manager, Palm Bay Police and Firefighters' Pension Fund.

Motion by Mr. Brock, seconded by Mr. Sacco to excuse Mr. Kiszkiel as he was on vacation and Mr. Dorey. Motion carried with members voting as follows: Mr. Brock, Yea; Mr. Sacco, Yea; and Mr. Lancaster, Yea. Mr. Dorey arrived at 9:01 a.m.

AGENDA REVISIONS:

Motion by Mr. Brock, seconded by Mr. Sacco to add to New Business: Items *11. Termination Refund/Rollover or Vested Termination, if Eligible, or Application for Early Retirement/Vested, Police Officer Archer Sheridan, *12. Termination Refund/Rollover or Vested Termination, if Eligible, or Application for Early Retirement/Vested, Police Officer Jonathan Logan; 13. Request by Police Officer Darin Morgan for a Retirement Election Form Prepared by Foster and Foster, Inc. Calculate a Retirement Election Form; and 14. Overpayment of Supplemental Benefit on Firefighter Retiree Jackie Harrison. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; and Mr. Lancaster, Yea.

CONSENT AGENDA:

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

ADOPTION OF MINUTES:

- *Regular Minutes 22-11
- *Special Minutes 22-12

The above items were approved under Consent.

OLD BUSINESS:

1. State Supplemental Funding for Firefighters-Ms. Adams said the Firefighter Supplemental check for \$8,277.96 arrive and was deposited to the Receipt and Disbursement account. She referred to the email from Mr. Donlan, Actuary with Foster and Foster, Inc., above available funds for the Share Plans.
2. Annual Required Contribution-This item is pending. The report from the city is delayed due to Hurricane Ian.
3. Perrigo Settlement-Motion by Mr. Brock, seconded by Mr. Sacco to deposit the \$4,936.09 proceeds from the Perrigo settlement to the Receipt and Disbursement account. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; and Mr. Lancaster, Yea.
4. Pension Assistant Position-Motion by Mr. Brock, seconded by Mr. Sacco to authorize expenses related to the reconfiguration of the office space to move the copier, credenza, and postage equipment into the trustees' office and to move the items from the trustees' office to the copier room, to include moving expenses, furniture, wiring, computer experts expenses in set-up, purchase an individual printer, workstation proposal for \$2,625.97 through Computer Experts and other office supplies, as well as expenses in processing the new pension assistant such as background checks and drug testing. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; and Mr. Lancaster, Yea. Motion by Mr. Brock, seconded by Mr. Sacco to

authorize the Surface Pro proposal from Computer Experts for \$2,576.73. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; and Mr. Lancaster, Yea. Ms. Taglia-Polak said she has started the public records, background, and driver's license checks. She started the I-9 verification. The drug testing is delayed due to Hurricane Ian. She will contact the new employee about a start date. The Board said she could start while waiting for the results of the drug test. Ms. Taglia-Polak can do the E-Verify. She has done the Paycheck forms to be sent after the individual starts employment. She will have her sign all the in-house forms. Hire Right requires an on-site credit report verification and that has been done. Ms. Adams said business cards and a VISA card will be ordered upon completion of the probationary period using the recurring warrants on file.

5. Annual Review Patricia J. A. Lindsay, Pension Specialist-Mr. Kiszkiel has to do his review upon return from vacation. Ms. Lindsay received superior ratings from the remaining trustees. Motion by Mr. Brock, seconded by Mr. Sacco to authorize an increase of \$1.50 per hour for Ms. Lindsay effective November 3, 2022. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; and Mr. Lancaster, Yea.

NEW BUSINESS:

***1. Warrants for Payment**

*a. Truist Commercial Checking Account-\$2,083.42-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Timothy W. Lancaster's VISA. This item was approved under Consent.

*b. Truist Commercial Checking Account-\$750.00-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Jason Dorey's VISA. This item was approved under Consent.

*c. Truist Commercial Checking Account-\$750.00-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for James Brock's VISA. This item was approved under Consent.

*d. Truist Commercial Checking Account-\$1,600.00-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Anthony Sacco's VISA. This item was approved under Consent.

*e. Truist Commercial Checking Account-\$750.00-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Mary K. Taglia-Polak's VISA. This item was approved under Consent.

*f. Truist Commercial Checking Account-\$750.00-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Patricia Lindsay's VISA. This item was approved under Consent.

*2. New Plan Member Applications; Member Beneficiary Changes; Pre-Retirement\Death Benefit Option Selection Forms; Member Retirement Beneficiary Forms; and DROP Beneficiary Designations-New plan member applications were accepted and approved on Police Officers Sherif Brown, David Coon, Nicholas Feld, Marcel Rodriquez, Matthew Romandetti and Firefighters Malique Barnett and Nathan Delgado. A member beneficiary form was accepted and approved on Police Officer Tyler Riesen. Member beneficiary forms were accepted and approved on Police Officer Mariano Augello and Firefighter Eric Eschmann. Deferred Retirement Option Plan (DROP) beneficiary forms were accepted and approved on Police Officer Mariano Augello and Firefighter Eric Eschmann. Share Plan beneficiary forms were accepted and approved on Police Officers Mariano Augello, Sherif Brown, David Coon, Nicholas Feld, Marcell Rodriquez, Matthew Romandetti, and Firefighters Eric Eschmann, Malique Barnett, and Nathan Delgado. These items were approved under Consent.

3. Board Business-Ms. Adams reimbursed Fund for Richard's Sprint Invoice for \$102.87 from July 21st-August 20th. The phone should be fully transferred by next month. Ms. Adams said the Department of Labor P3 Initiative passed in 2013 in an effort to maintain Labor & OSHA Compliance. When the pension office reaches five (5) employees Paychex must be contacted for an onsite visit. They will do a legal review of the Employee Handbook, Job Descriptions for Labor Compliance, OSHA review, supervisor targeted training, and required employee training upon orientation and on-going. Ms. Adams said discussed some upcoming vacation time she has planned.

4. Office Business

a. Ken Williams Air Conditioning-Ms. Taglia-Polak discussed obtaining a token for the new Surface Pro. She was advised to transfer any existing one or have Computer Experts provide one as part of the above authorization. She said the air conditioner above the administrator's office had coolant added. The company sent

a proposal to conduct a leak search. Motion by Mr. Brock, seconded by Mr. Sacco to approve the warrant for \$170.00 for two pounds of coolant. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; and Mr. Lancaster, Yea. Motion by Mr. Brock, seconded by Mr. Sacco to approve the warrant for \$199.27 for an ultraviolet leak search to be scheduled by Ms. Taglia-Polak. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; and Mr. Lancaster, Yea.

b. Equipment Upgrades and Purchases, Sprint T-Mobile Phone-There are no phone changes at this time.

c. Open Enrollment City of Palm Bay-Ms. Adams placed notices on the website on the Retiree page.

d. Employee VISA Invoice Review for September-The only charges on Ms. Taglia-Polak's and Ms. Lindsay's VISA was \$750.00 registration fee for NCPERS.

e. Upcoming Events-Educational Opportunities-Both the Division of Retirement and FPPTA Schools were cancelled due to Hurricane Ian. There was no registration fee for the Division of Retirement. The FPPTA is refunding their registration fees. Trustees and staff are returning their per diem checks for deposit. Ms. Taglia-Polak reviewed the upcoming NCPERS conference in Nashville.

5. Organizational Chart-This item was originally added by Mr. Kiszkiel. Since he is not at this meeting it will be tabled to the November meeting.

*6. Application for Disability, Police Officer Joseph V. Moreno-Ms. Adams said Ms. Lindsay has received almost everything she requested. When completed, Mr. Klausner asked she and Ms. Taglia-Polak review the file with him.

*7. Reduction of Monthly Pension Due to Age 65 Supplement, Police Retiree Mark Scammell-This item was approved under Consent.

*8. Reduction of Monthly Pension Due to Age 65 Supplement, Police Retiree Donald Hampton- This item was approved under Consent.

*9. Termination from Employment; Begin Regular Monthly Retirement Distribution; Authorize DROP Distribution by Withdrawal/Rollover and/or Annual Distributions as per Guidelines and Authorize Share Plan Distribution, Police Retiree Steven Hill-This item was approved under Consent.

*10. Termination Refund/Rollover or Vested Termination, if Eligible, Police Officer Christina Lane- This item was approved under Consent.

*11. Termination Refund/Rollover or Vested Termination, if Eligible, or Application for Early Retirement/Vested, Police Officer Sheridan Archer-This item was approved under Consent as Revised.

*12. Termination Refund/Rollover or Vested Termination, if Eligible, or Application for Early Retirement/Vested, Police Officer Jonathan Logan-This item was approved under Consent as Revised.

13. Request by Police Officer Darin Morgan for a Retirement Election Form Prepared by Foster and Foster, Inc.-Motion by Mr. Brock, seconded by Mr. Sacco to authorize Foster and Foster, Inc. calculate a Retirement Election Form for Police Officer Darin Morgan at his expense. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; and Mr. Lancaster, Yea.

14. Overpayment of Supplemental Benefit on Firefighter Retiree Jackie Harrison-Ms. Taglia-Polak stated the member reimbursed the Fund \$10,711.26, which is payment in full, within a few days of the last meeting.

INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:

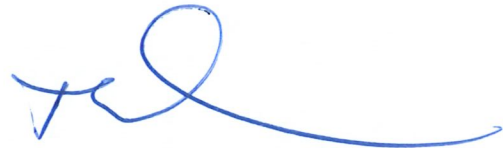
There was no input from any active or retired plan members.

INPUT FROM THE PUBLIC:

There was no input from the public.

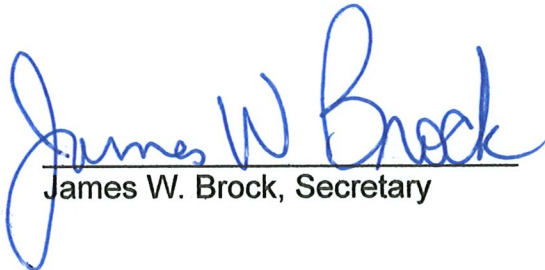
ADJOURNMENT:

Motion by Mr. Brock, seconded by Mr. Sacco to adjourn the meeting at 9:24 a.m. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; and Mr. Lancaster, Yea.



Timothy W. Lancaster, Chairperson

ATTEST:



James W. Brock, Secretary