

**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN
BOARD OF TRUSTEES
Regular Meeting 23-01**

Held on the 6th day of January, 2023 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 9:01 a.m.

ROLL CALL:

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

Also, in attendance was Ms. Kathy Adams, Board Administrator, and Ms. Katie Taglia-Polak, Office Manager, Palm Bay Police and Firefighters' Pension Fund. Ms. Andrea Varela, HR Generalist II, Human Resources Department, City of Palm Bay telephoned at 9:01 a.m. Alice Tabares, Pension Assistant, Palm Bay Police and Firefighters' Pension Fund entered the meeting at 9:17 a.m.

Mr. Lancaster telephoned Mr. Brock as there was comments that he was ill and had not been answer calls about signing documents. Mr. Brock advised he was ill. Motion by Mr. Dorey, seconded by Mr. Kiszkiel to excuse Mr. Brock because of illness. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

AGENDA REVISIONS:

Ms. Adams said Mr. Klausner reviewed the minutes after distribution and suggested on Page 5, Item 3. Board Business, that the discussion regarding forfeiture should be separated out from the next issue. She did not change it as minutes had already been

distributed. Motion by Mr. Dorey, seconded by Mr. Kiszkiel to add under New Business: 6. Review of the Division of Retirement School; 7. 2023 IRS Standard Mileage Rate- 65.5 cents per mile; and under New Business: 6. Office Business: d. Update on Retiree Portal with Salem and e. Audit Progress; and *17. Termination Refund/Rollover or Vested Termination, if Eligible, or Application for Early Retirement/Vested, Police Officer Michael Elalfi. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

CONSENT AGENDA:

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

ADOPTION OF MINUTES:

*Regular Minutes 22-15-The minutes were approved under Consent.

OLD BUSINESS:

1. DePrince, Race, and Zollo, Inc., (DRZ) Investment Advisors-Ms. Adams said the transfer of funds was complete.
2. Revision of Annual Review Form for Pension Personnel-This item is pending.
3. Digital Signature Process-Ms. Taglia-Polak said she tested the process for warrants with all the trustees and went OK. She trained staff this week on the process. Mr. Lancaster said he wanted timecards needing trustee signatures be sent in the same manner as well as any other documents. Ms. Adams said any warrant sent in this manner must have approval from the Board by motion or consent in a prior meeting.
4. Organizational Chart-Motion by Mr. Dorey, seconded by Mr. Kiszkiel to approve the Organizational Chart. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea. Ms. Adams said although there are no names listed on the chart, she wanted it noted the current Board administrator is not an employee of the Board.

5. Holiday Pay Calculations-Mr. Lancaster met with Mr. Wojciechowski, City Finance Director, stating their HTE payroll program breaks out each pay item, but it appears as a single line item on paystubs. He will confirm it with Mr. Lancaster next week.

6. Review of the Division of Retirement School-Ms. Tabares entered the meeting at 9:17 a.m. She said it was a good program and felt it helped her to understand the Plan better. She will be attending the FPPTA in January to being the Basic Course of the CPPT series. Ms. Taglia-Polak said Mr. Heinrichs, Actuary, Foster and Foster, Inc. was a presenter. He discussed Low Default Risk Obligation Measure (EDROM), resulting in new disclosure for valuation dates on or after February 15, 2023. He stated it may result in a Foster and Foster fee increase. Ms. Adams said Mr. Donlan will address it when he does the valuation presentation. Ms. Tabares left the meeting at 9:18 a.m.

7. 2023 IRS Standard Mileage Rate- 65.5 (sixty-five and one half) cents per mile- Acknowledged by the Board.

NEW BUSINESS:

*1. Warrants for Payment

*a. Truist Commercial Checking Account-\$3,092.19-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-\$850.00-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-\$850.00-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Anthony Sacco's VISA-This item was approved under Consent.

*d. Truist Commercial Checking Account-\$1,800.00-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Ben Kiszkiel's VISA-This item was approved under Consent.

*e. Truist Commercial Checking Account-\$401.61-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-\$850.00-Reimbursement to the Truist

Commercial Checking Account No. 1000196187347 for Auto Pay for Patricia Lindsay's VISA-This item was approved under Consent.

*g. Truist Commercial Checking Account-\$850.00-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-Member beneficiary forms were accepted and approved on Police Officers Chelo Zamor; Jacqueline V. Cano; Nicholas Franze : Beethovin Gerald; Joseph Williams; Adnerys Delgado; member beneficiary changes were accepted and approved on Police Officers David Coon and James A. Ris; a member beneficiary form for retirement purposes was accepted and approved for Police Officer Darin Morgan; Share Plan beneficiary forms were accepted and approved for Police Officers Chelo Zamor; Jacqueline V. Cano; Nicholas Franze; Beethovin Gerald; Joseph Williams; and Adnerys Delgado. These items were approved under Consent.

3. Mr. Klausner Memo, Internal Controls-Ms. Adams discussed the memo stating the Plan provides for extensive internal controls. The auditors made a recommendation a couple of years ago for dual checks of prepared warrants before submitting them for payment. Ms. Adams will get with Ms. Taglia-Polak to review Mr. Klausner's memo for any changes.

4. Police Physicals-Mr. Lancaster said the city is hiring non-certified recruits before they attend the academy. They become an employee of the city but are not members of the Plan. They conduct a physical at the time of hire to meet the city's needs and another at graduation with sworn certification to meet the Plan's needs. He wants an opinion from Mr. Klausner to determine if the first physical is sufficient to meet the Plan's requirements without conducting a second one at the time of graduation and certification as a police officer. Ms. Taglia-Polak will follow-up on this.

5. Board Business-Ms. Adams said there was a conference call with herself, Ms. Taglia-Polak, and Ms. Kempher of Archive Management. Ms. Adams asked for a credit of \$65.00 due to the delay of box destruction requests. Ms. Blakely said to meet destruction guidelines they needed a full pallet. Ms. Adams said Ms. Bertolini could send

a request for an additional sixty-one (61) boxes to be added. Ms. Blakely said it could be completed by January 31st. Once it is done she will send the acknowledgement form. The procedures and records process were reviewed with Ms. Taglia-Polak to include records that should not be destroyed and her responsibility in making sure all staff are staying current on printing documents for archiving. She & Ms. Bertolini will work on updating the Records Mngt Procedures for follow-up for Board approval in March or April. The year-end form will be submitted at the September or October Board meeting to request records for 2017 and 2018 to be destroyed. Ms. Bertolini must complete the State Report by December 31st. Mr. Lancaster signed the report today for 2022 to be sent in by Ms. Bertolini. Records Management was turned over to Ms. Taglia-Polak on December 8, 2022 with Ms. Bertolini now reporting directly to her.

Mr. Lancaster, Ms. Adams, and Ms. Taglia-Polak, had the quarterly meeting with Mr. Mageau, Computer Experts. He said the DUO will not work with Outlook which could cause a phishing issue. He is going to block Outlook access to make it secure. He can set up DUO on the trustees' cell phones using an app for dual authentication. There is no cost and he can help set it up. Employees will continue to use tokens. The only individual without a Surface Pro & token is Ms. Bertolini. Motion by Mr. Dorey, seconded by Mr. Kiszkiel to authorize the set-up of the DUO App, at no cost, to trustees' cell phones for dual authentication for the Surface Pro's for the trustees that want it. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

Ms. Adams sends a press release monthly to Florida Today about the upcoming meeting. This is the official public meeting notice from the Board. If that is not done, the meeting cannot take place. She will be turning that responsibility over to Ms. Taglia-Polak starting with the February meeting.

The Board asked Ms. Taglia-Polak if the issue with Mission Square and the DROP payments was completed. She said the deposits were retro-paid to November and should have been made in December. She said she is waiting for them to return her call. Ms. Adams suggested Ms. Taglia-Polak contact Ms. Clawson, Human Resources Director to let her know this will cause a problem with IRS provisions related to DROP rollovers within a 12-month period.

Mr. Sacco asked if someone had 20 years of service and they went out on early retirement, whether or not they receive their Share funds when they leave and, if not, does their Share funds continue to accumulate interest. Ms. Taglia-Polak will follow-up at the next regular meeting.

6. Office Business

a. Equipment Upgrades and Purchases, Sprint T-Mobile Phone-Motion by Mr. Dorey, seconded by Mr. Kiszkiel to approve the \$119.00 purchase of a new APC battery backup for Ms. Lindsay's computer through Computer Experts. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea. Ms. Tabares workstation was added to the Adobe program and licensing at a cost of \$159.32 through July; the annual cost for her alone would have been \$287.88. The approximate annual cost is \$1,000.00. Motion by Mr. Dorey, seconded by Mr. Kiszkiel to approve the additional cost of \$159.32 to add Ms. Tabares workstation to the Adobe program and licensing through July, and to change the existing recurring warrant for the Adobe renewal amount to "Varies." Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea. Motion by Mr. Dorey, seconded by Mr. Kiszkiel to authorize Mr. Mageau's access to ADOBE so he can make changes as needed. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

b. Employee VISA Invoice Review for December- Ms. Taglia-Polak's reflects the room charge and Ms. Lindsay's reflects the FPPTA registration fee.

c. Upcoming Events-Educational Opportunities-The FPPTA membership renewal for 2022 and 2023 was \$750.00. The recertification fee for 2022 and 2023 was \$31.00.

Ms. Taglia-Polak could not get a bill from the Doubletree at the Division of Retirement School. The hotel told Ms. Tabares they could not print hers. Ms. Tabares had them credit her taxes; however, they changed the parking charges and mixed up the charges between Ms. Taglia-Polak's and Ms. Tabares VISA. They are working to get it corrected and will notify Ms. Janes of the issues. Ms.

Adams suggested advising the Division of Retirement. They had an issue with another hotel several years ago and did not do business with them in the future.

d. Update on Retiree Portal with Salem-Ms. Taglia-Polak spoke to Ms. Garcia with Salem. She has an upcoming meeting to discuss it with her staff. This item is pending.

e. Audit Progress-There has been a change in the Generally Accepted Accounting Principles (GAAP) concerning the standard lease for the office space. It could be added to the statements, but it will increase by three (3) pages. The auditors feels the amount is immaterial and is not mandatory that it be added, but it is a management decision whether or not to add it. Motion by Mr. Dorey, seconded by Mr. Kiszkiel to not add the information to the audit statement. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

7. Request for Benefit Election Calculation from Foster and Foster, Inc., Police Officer Caroline Jodoin-Motion by Mr. Sacco, to authorize Foster and Foster, Inc. to provide the benefit election calculation to Police Officer Caroline Jodoin, at her expense. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

8. Reduction of Monthly Pension Due to Age 65 Supplement, Firefighter Retiree Michael Couture-Motion by Mr. Sacco, seconded by Mr. Kiszkiel to approve the reduction of the monthly pension on Firefighter Retiree Michael Couture due to reaching age 65. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

*9. Close DROP, Police Retiree David Weber-This item was approved under Consent.

*10. Close DROP, Fire Retiree Kenneth Flickinger-This item was approved under Consent.

*11. 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, Firefighter Bertram Lewis-This item was approved under Consent.

*12. 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, Firefighter Edward Yanes-This item was approved under Consent.

*13. Application for Early Retirement, Begin Regular Monthly Retirement Distribution and Authorize Share Plan Distribution, Police Officer Darin Morgan-This item was approved under Consent.

14. Application for Disability, Police Officer Joseph V. Moreno-Motion by Mr. Sacco, seconded by Mr. Kiszkiel to select Dr. Cathy Colet, Psy.D, Licensed Psychologist and Forensic and Clinical Psychology, to conduct the Independent Medical Examination (IME) for Police Office Joseph V. Moreno and to cover expenses for same. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

15. Application for Disability Police Officer Christopher Jones-Motion by Mr. Sacco, seconded by Mr. Kiszkiel to authorize request and pay for medical, employment or other records in the preparation of the disability of Police Officer Christopher Jones. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

16. Long Range Planning Session-Ms. Adams said she will be using the same format as last year.

*17. Termination Refund/Rollover or Vested Termination, if Eligible, or Application for Early Retirement/Vested, Police Officer Michael Elalfi-This item was approved under Consent.

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.

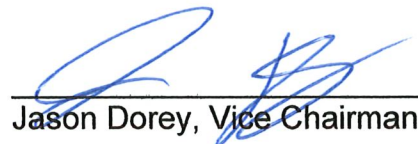
ADJOURNMENT:

Motion by Mr. Sacco, seconded by Mr. Kiszkiel to adjourn the meeting at 10:12 a.m.
Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr.
Kiszkiel, Yea; and Mr. Lancaster, Yea.



Timothy W. Lancaster, Chairman

ATTEST:



Jason Dorey, Vice Chairman