

**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN
BOARD OF TRUSTEES
Regular Meeting 22-08**

Held on the 8th of July, 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 9:06 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	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. Nicholena Hamilton, Outreach Coordinator, Human Resources Department, City of Palm Bay telephoned at 9:006 a.m.

AGENDA REVISIONS:

Motion by Mr. Brock, seconded by Mr. Kiszkiel to add under Old Business, Item 1. Request for City Reinstatement by Police Officer Christopher Imel and 9. Monthly Cash Transfer Letter; and Under New Business, h. Safety Deposit Box, i. Light Fixture and Caulking, 10. Reduction of Monthly Pension Due to Age 65 Supplement, Police Retiree Douglas Muldoon; and 11. Archive Management Solutions Rate Increase. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

CONSENT AGENDA:

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

ADOPTION OF MINUTES:

*Regular Minutes 22-07

This item was approved under Consent.

OLD BUSINESS:

1. Request for City Reinstatement by Police Officer Christopher Imel-Ms. Adams said Mr. Klausner would not be available due to plane travel. Motion by Mr. Brock, seconded by Mr. Kiszkiel to table this item to the August meeting and direct Ms. Lindsay, Pension Specialist, to send Officer Imel a certified letter to attend the meeting in person and to notify the city's human resources department. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.
2. Truist/Sterling Capital Management Conversion-Ms. Adams said when the accounts under Truist were closed and the new accounts opened at Salem they were done on June 30th; however, on July 1st the monthly cash transfers occurred leaving the old accounts in a deficit, resulting in some funds needing to be reversed. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve the transfer of money from Sterling Capital to the prior accounts under SEIX and Ceredex to bring them to a zero amount. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.
3. Consideration of Special Meeting for Pension Assistant Job Interviews-Mr. Lancaster said a July meeting could not be held due to his schedule. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve holding a special meeting for the pension assistant interviews with a date to be determined. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea. Mr. Lancaster will review the twenty-five (25) applicants Ms. Taglia-Polak and Ms. Lindsay provided and narrow them to ten (10).
4. Review and Approval of Share Plan Beneficiary Forms-Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve the Share Plan Beneficiary forms. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

5. Review of the Florida Public Pension Trustees Association (FPPTA) Conference- There was general discussion about the conference, the speakers, hotel, and cost for guests. The hotel was under partial renovation and the conference area was a long walking distance from the conference rooms. Comments would be made on the FPPTA's follow-up survey. Mr. Kiszkiel said he does have to repeat the certification process.
6. Allspring Global Investment Holdings LLC and Partnership with State Street Bank and Trust Company- Ms. Adams said she received a notification from Allspring Global entering into an agreement with State Street Bank and Trust Company to transition middle-office operations and certain administration functions to State Street. The board acknowledged the change.
7. Budget FYE 2022-2023- Ms. Adams reviewed each line item of the budget. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve the Budget of \$802,000.00 for fiscal year 2022-2023. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.
8. Fifth Trustee Solicitation- Mr. Lancaster said he filed his application. Ms. Adams said applications will be received before the August meeting. Applicants will be notified, with the Board voting for their selection at that meeting.
9. Monthly Cash Transfer Letter- Due to establishment of the new Sterling accounts, Mr. Cole, Burgess, Chambers and Associates moved forward with a recommendation for the monthly cash transfers instead of waiting until the August meeting. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve the Monthly Cash Transfer Letter. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

NEW BUSINESS:

*1. Warrants for Payment

- *a. Truist Commercial Checking Account-\$1,265.99-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Timothy W. Lancaster's VISA Card-This item was approved under Consent
- *b. Truist Commercial Checking Account-\$1,993.26-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for James Brock's VISA Card-This item was approved under Consent

*c. Truist Commercial Checking Account-\$5.15-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Benjamin Kiszkiel's VISA Card-This item was approved under Consent

*d. Truist Commercial Checking Account-\$50.00-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Samantha Bertolini's VISA Card-This item was approved under Consent

*e. Levi, Ray and Shoup, Inc.-\$9,246.75-PensionGold Maintenance and Support for 8/01/2022-7/31/2023-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 member beneficiary forms were received and approved for Firefighters Bryan Daspit, Spencer Dickens, Edward Enns, Christine Santiago, and Richard Stover; member beneficiary forms were received and approved for Firefighters Carlos Pozo and Michael Kurrus. These items were approved under Consent.

3. Board Business-Ms. Adams reimbursed the Fund for Ms. Adams' Sprint invoice for \$143.81 from May 21-June 20. Levi, Ray and Shoup, Inc. increased their annual maintenance fee by \$148.50 which was approved under Consent. Per the maintenance and support agreement, the fee is derived by taking fifteen percent (15%) of the base license fee, plus fifteen (15%) of the customization services. There was one customization for the Police for contribution adjustments at \$990.00. The annual fee for this year is \$9,246.75 compared to \$9,098.25 last year. Computer Experts is renewing annual licensing. The Email Security License increased by \$20 for nine (9) computers for a total increase of \$180. The Adobe Acrobat Program annual renewal was billed on Mr. Lancaster's VISA card for \$815.52. We have a recurring warrant for it. The new IRS 2022 Mileage Rate for Business effective July 1st is 62.5 cents from 58.5 cents.

4. Office Business

a. Equipment Upgrades and Purchases, Sprint T-Mobile Phone-Ms. Taglia-Polak issued new Sim cards to Sprint phones impacted.

- b. Summary Plan Descriptions and Annual Employee Benefit Statements- These will be mailed next week.
- c. Annual Affidavits to Members-These will be mailed July 19th through July 26th.
- d. Employee VISA Invoice Review for June-There were none. Charges will appear on the July statement for the FPPTA conference.
- e. Mr. Kiszkiel's VISA Card-Mr. Kiszkiel's VISA card had a past-due amount of \$39.00 which was refunded and a late fee of \$5.15 which was not refunded. His card was declined at the FPPTA conference because it was not set up for auto debit with the commercial account at Truist. Ms. Taglia-Polak has updated it. His name was misspelled on the card and a new one has been ordered.
- f. Mr. Lancaster's VISA Card FPPTA Charges-FPPTA charges for Mr. Kiszkiel were placed on Mr. Lancaster's card at the conference because his card was declined. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve the Consent Agenda as revised. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.
- g. Upcoming Events-Educational Opportunities-Ms. Bertolini is registered for the October 4th Records Management Webinar. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve Ms. Taglia-Polak and Ms. Lindsay to attend the National Conference on Public Employee Retirement Systems (NCPRS) Conference to meet the annual certification requirement. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea. Mr. Sacco will be attending the FPPTA in October.
- h. Safety Deposit Box-Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve four (4) trustees on the safety box, removing Mr. William Capote, and approving the recurring auto debit for payment starting at \$75.00. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea;

Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

- i. Light Fixture and Caulking-Ms. Taglia-Polak said one light needed to be replaced in the hallway. The only light available was an LED, which did not match the other hallway light. Should both lights be replaced? Also, Ms. Lindsay recommended the inside of the windows be recaulked. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve the replacement of one light and recaulking the inside of the windows. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.
5. Request to Reduce Work Schedule, Ms. Lindsay, Pension Specialist-Ms. Lindsay requested her schedule change so that she could leave daily at 3:30 p.m. due to continued knee rehabilitation. Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve Ms. Lindsay's request to leave at 3:30 p.m. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.
6. Application for Disability, Police Officer Joseph V. Moreno-Mr. Moreno completed the Fund's request for military records. Ms. Jill Jacobs is the city's attorney.
- *7. Reduction of the Monthly Pension and COLA Due to the Election of an Early Social Security Option Firefighter Retiree Robert Youhas-This item was approved under Consent
- *8. Reduction of Monthly Pension Due to Age 65 Supplement, Police Retiree Kenneth Bash-This item was approved under Consent
- *9. Reduction of Monthly Pension Due to Age 65 Supplement, Police Retiree Mark Gensiejewski-This item was approved under Consent
10. Reduction of Monthly Pension Due to Age 65 Supplement, Police Retiree Douglas Muldoon-Police Retiree Muldoon was overpaid for three months of the age 65 supplement. He reimbursed the Fund. Motion by Mr. Brock, seconded by Mr.

Kiszkiel to approve the reduction of Police Retiree Mr. Muldoon's monthly payment due to removal of the age 65 supplement. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

11. Archive Management Solutions Rate Increase-Motion by Mr. Brock, seconded by Mr. Kiszkiel to approve the rate increases for Archive Management Solutions. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

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.

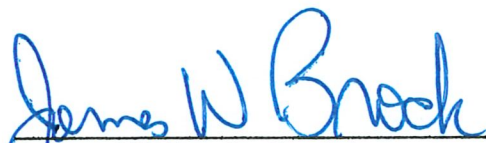
ADJOURNMENT:

Motion by Mr. Brock, seconded by Mr. Kiszkiel to adjourn the meeting at 9:59 a.m. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.



Timothy W. Lancaster, Chairperson

ATTEST:



James W. Brock, Secretary