

**PALM BAY POLICE AND FIREFIGHTERS' PENSION
PLAN BOARD OF TRUSTEES
Regular Meeting 24-03**

Held on the 1st of March, 2024 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 8:57 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. Katie Taglia-Polak, Executive Director and Ms. Alice Tabares, Pension Assistant, Palm Bay Police and Firefighters' Pension Fund; Mr. Sean Sendra, Board Attorney, Klausner, Kaufman, Jensen and Levinson, P.A telephoned at 8:57 a.m.; Ms. Sharon Gray, HR Generalist, Human Resources Department, City of Palm Bay, telephoned at 8:57 a.m. and Ms. Amanda Sparks, Labor Relations Specialist, Human Resources Department, City of Palm Bay, telephoned at 9:07 a.m. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to excuse Mr. Brock. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

AGENDA REVISIONS:

Motion by Mr. Sacco, seconded by Mr. Kiszkiel under New Business, add 12. Site Improve Renewal, *13. Termination Refund/Rollover or Vested Termination, if Eligible, Firefighter Spencer Dickens, *14. Termination Refund/Rollover or Vested Termination, if Eligible, Police Officer Adnerys Delgado. Add under 3. Office Business i. Audit Meeting 2025. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

CONSENT AGENDA:

Motion by Mr. Sacco, 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; Mr. Lancaster, Yea.

ADOPTION OF MINUTES:

- *1. February Quarterly Minutes 24-02-This item was approved under consent.

OLD BUSINESS:

1. Police and Firefighter Board of Trustees' Elected Representative Nominations and Election-No vote needed. Trustees will be sworn in the April meeting. Ms. Tabares is a notary. Mr. Lancaster if she was a notary when hired, she responded yes. Motion by Mr. Kiszkiel, seconded by Mr. Sacco to pay for the renewal of Ms. Tabares notary license when it comes time. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.
2. Police Share Plan-Share Plan revisions were mailed out, members who were owed have been paid.
3. Police and Firefighter Board of Trustees' Council Representative-Waiting for the March deadline. Ms. Taglia-Polak was not sure when it was, Mr. Kiszkiel said deadline to apply is March 7, 2024.
4. Police Officer Sherif Brown Overpayment-Mr. Brown has not remitted payment. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to write off the overpayment of \$113.58 made to Mr. Brown with the stipulation that if Mr. Brown is ever rehired with City of Palm Bay it will be deducted from his first pay check. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.
5. Rollovers Resh and Hensel-The members were notified to have tax preparer run once as if the rollover had been done correctly, once with how it was actually done and provide paperwork showing the difference in the taxes they either pay or have refunded. Ms. Hensel to provide receipt for tax preparer since she has not used one in the past.

NEW BUSINESS:

*1. Warrants for Payment

*a. J.P. Morgan Asset Management-\$22,155.95-Management Fee for the RE Strategic Property Fund for Period Ending 12/31/2023, Invoice 20231231-1788-A, (Police Fund Only)-This item was approved under consent.

*b. J.P. Morgan Asset Management-\$22,155.95-Management Fee for the RE Strategic Property Fund for Period Ending 12/31/2022, Invoice 20231231-57655-A, (Fire Fund Only)-This item was approved under consent.

*c. Allspring Global Investments-\$6,317.30-Management Fee for 9/30-12/31/2023, Invoice 4401036241 (Police Fund Only)-This item was approved under consent.

*d. Allspring Global Investments-\$3,241.19-Management Fee for 9/30-12/31/2023, Invoice 4401036231 (Fire Fund Only)-This item was approved under consent.

*e. Truist Commercial Checking Account-\$1,384.07-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Timothy Lancaster's VISA-This item was approved under consent.

*f. Truist Commercial Checking Account-\$132.00-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Jason Dorey's VISA-This item was approved under consent.

*g. Truist Commercial Checking Account-\$597.00-Reimbursement to the Truist Commercial Checking Account for Auto Pay for James Brock's VISA-This item was approved under consent.

*h. Truist Commercial Checking Account-\$648.97-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Anthony Sacco's VISA-This item was approved under consent.

*i. Truist Commercial Checking Account-\$602.97-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Benjamin Kiszkiel's VISA-This item was approved under consent.

*j. Truist Commercial Checking Account-\$648.97-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Alice Tabares' 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 Member beneficiary forms were accepted and approved on Police Officer Mark Rendel; Member beneficiary forms were accepted and approved on Police Officers Jason McCoy and Christina West; a Pre-Retirement form was accepted and approved on Police Officer Jason McCoy; Share Plan designation forms were accepted and approved on Police Officers Mark Rendel and Christina West-This item was approved under Consent.

3. Office Business

- a. Equipment Upgrades and Purchases-None at this time.
- b. Employee VISA Invoice Review for January-Ms. Tabares' Visa had attendance at FPPTA conference.
- c. Upcoming Events-Educational Opportunities-Ms. Taglia-Polak requested the Board consider her and Ms. Lindsay to attend NCPERS Public Pension Funding Forum as they have not attended before. Mr. Lancaster said Ms. Tabares should be included. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to send Ms. Tabares, Ms. Lindsay and Ms. Taglia-Polak to NCPERS Public Pension Funding Forum. Ms. Taglia-Polak said FPPTA annual would be coming up soon as well. At the last FPPTA in January Mr. Dorey forgot his Visa, his room was charged to Mr. Lancaster's Visa. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to approve Mr. Dorey's FPPTA room charge on Mr. Lancaster's Visa. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.
- d. T-Mobile-Ms. Tabares fixed the autopay issue.
- e. AT&T Conference Calling-Ms. Taglia-Polak had a conversation with Intellor. Mr. Sendra had concerns with their contract, however with changes it could work. Mr. Sendra suggested Teams to Ms. Taglia-Polak. Computer Experts did a demonstration how Teams can be used on a landline. It will involve setting up a new code each meeting. Teams is included with Microsoft 365, Ms. Taglia-Polak suggested starting with Microsoft 365 in July while there is still some time with AT&T teleconference. It is \$6 per person, per month. Mr. Sendra said we contract with Computer Experts so there is no need to

contract with Microsoft. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to start using Microsoft 365 in July. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

- f. State Report-The State Report was submitted and approved.
- g. Ken Williams AC-Ken Williams is coming in March to perform the biannual maintenance to the office air conditioners.
- h. Sites Blocked by Computer Experts-Mr. Pilkington from Computer Experts called and said he thought Senate Bill 258 may pertain to the Fund. He said it prohibits certain sites from company devices. Those sites are: Tiktok, QQ, WeChat, VKontakte, and Kaspersky. Ms. Taglia-Polak had him block the sites from the office computers, none of them were needed for work. He also blocked them from being used through pension office Wi-Fi. However, he cannot block the sites from Surface Pros or phones. Mr. Pilkington's suggestion was not using those sites on government issued devices. Ms. Taglia-Polak sent this information to Mr. Sendra. He said should not be an issue for those who use their personal phone and are reimbursed, those are not government issued devices. It would be an issue for the two still on the business plan.
- i. Audit Meeting 2025-The office and vendors are working on dates, it looks like it may be February 18, 2025. This is a busy time of year for auditors, Mr. Cole and Mr. Myton. We are waiting to hear from Ms. Wester, this date works for others. Be aware it is not a Friday. Mr. Lancaster asked why it was so late. Ms. Taglia-Polak answered because the Churchill investment pushed everything back a month. He asked if it would affect Foster and Foster with the AVRs. Mr. Donlan was on a call earlier this week regarding audit dates and did not mention anything. Ms. Taglia-Polak said she would check with him.

4. Application for Disability Police Officer Amber Samuels-Ms. Samuels applied for disability. She was medically separated. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to approve additional attorney expense, gathering records and records request expense. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

5. Application for Disability Police Officer Philip Nungesser-Mr. Nungesser applied for disability. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to approve additional attorney expense, gathering records and records request expense. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

6. Reduction of Monthly Pension, Police Officer Melissa Rogers-Ms. Rogers has been notified her beneficiary payment from Mr. Rogers will cease after May 2024 payment is made.

7. Attorney Board Meeting Expense-Ms. Taglia-Polak said she thought the attorney expense was covered under the retainer for attending the Board meetings. The attendance at the Board meetings is covered, the travel to and from are not. We have additional billing for December. Possibly additional amount for January and February. Mr. Klausner wrote one off. Attorney can call in for regular meetings. Attorney will appear in person for meetings, if requested by the Board, or in necessary situations like disability hearings. This is to limit additional future attorney expenses outside of the retainer agreement. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to approve additional attorney expense. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

*8. Reduction of Monthly Pension Due to Age 65 Supplement, Firefighter Edwin Borkowski-This item was approved under consent.

*9 Termination Refund/Rollover or Vested Termination, if Eligible, Firefighter Christopher Figueroa-This item was approved under consent.

*10 Termination Refund/Rollover or Vested Termination, if Eligible, Police Officer Victoria Salazar-This item was approved under consent.

*11 Termination Refund/Rollover or Vested Termination, if Eligible, Police Officer Sharon Kurval-This item was approved under consent.

12. Siteimprove Renewal-Siteimprove monitors the Pension Fund's website to make sure it is ADA compliant. The fee had a three percent (3%) increase from last year, or

\$202.42. The new fee is \$6,949.86 for May 1, 2024 through April 30, 2025. Motion by Mr. Sacco, seconded by Mr. Kiszkiel to approve the Siteimprove expense for the next year. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

*13 Termination Refund/Rollover or Vested Termination, if Eligible, Firefighter Spencer Dickens-This item was approved under consent.

*14 Termination Refund/Rollover or Vested Termination, if Eligible, Police Officer Adnerys Delgado-This item was approved under consent.

INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:

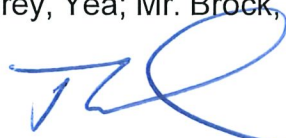
There was no input from active or retired plan members.

INPUT FROM THE PUBLIC:

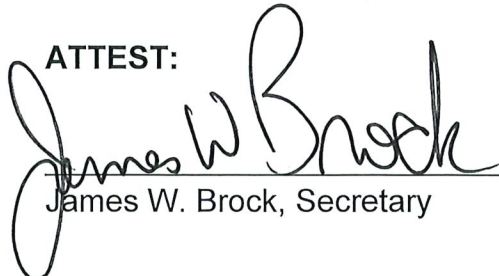
There was no input from any the public.

ADJOURNMENT:

Motion by Mr. Brock, seconded by Mr. Kiszkiel to adjourn the meeting at 9:20 a.m. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.



Timothy W. Lancaster, Chairman

ATTEST:


James W. Brock, Secretary