

**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN
BOARD OF TRUSTEES
Regular Meeting 22-15**

Held on the 2nd day of December, 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	Absent
TRUSTEE, BRD APPT:	Anthony T. Sacco	Present
TRUSTEE, CITY COUNCIL:	Benjamin J. Kiszkiel	Present

Also, in attendance was Ms. Kathy Adams, Board Administrator, Palm Bay Police and Firefighters' Pension Fund. Ms. Katie Taglia-Polak, Office Manager, Palm Bay Police and Firefighters' Pension Fund arrived at 9:09 a.m. Ms. Nicholena Hamilton, Outreach Coordinator, Human Resources Department, City of Palm Bay telephoned at 9:06 a.m., and Mr. Patrick Donlan, Actuary, Foster and Foster, Inc. telephoned at 10:04 a.m.

Motion by Mr. Sacco, seconded by Mr. Dorey to excuse Mr. Brock as he had to work. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

AGENDA REVISIONS:

Motion by Mr. Sacco, seconded by Mr. Dorey to strike the listed items under New Business, *1. Warrants for Payment: *g. Foster and Foster, Inc.- ~~\$11,975.00~~ \$11,775.00- Benefit Calculation for M. Augello and ~~D. Morgan~~, Preparation of GASB 67 and 68 Statements Dated 9-30-2022, E-mail Dated 11-01-2022 City's Required Contributions for Fiscal Year Ending 9-30-2022, Invoice 25328 (Police Fund Only); *h. Foster and Foster, Inc.-~~\$11,575.00~~-Preparation of GASB 67 and 68 Statements Dated 9-30-2022, E-mail

Dated 11-01-2022 City's Required Contributions for Fiscal Year Ending 9-30-2022, Invoice 25329, (Fire-Police Fund Only); and to add the following: *i. JP Morgan Asset Management-\$28,729.61-Management Fees for 07/01-9/30/2022, Invoice 20220930-1788-A (Police Fund Only); *j. JP Morgan Asset Management-\$28,729.61-Management Fees for 07/01-9/30/2022, Invoice 20220930-57655-A (Fire Fund Only); 4. Office Business: e. Scheduling Request-Patricia Lindsay; and 10. Holiday Pay Calculations. 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. Sacco, seconded by Mr. Dorey 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:

*Quarterly Minutes 22-14-The minutes were approved under Consent. Discussion moved to Item 3. Under Old Business.

OLD BUSINESS:

1. Government Accounting Standards Board (GASB) 67-68 Statements for Police, Firefighters, and the Closed General Employee Funds-Mr. Donlan reviewed all the GASB 67-68 statements commenting on the net pension liability and funding losses stating they will not look as bad due to the smoothing policy. The footnote on the police report stated it was for the City of Fernandina Beach General Employees' Pension Plan and needs to be corrected. Motion by Mr. Sacco, seconded by Mr. Dorey to approve both reports upon correction and for Ms. Taglia-Polak to send copies to required parties. Mr. Brock as he had to work. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

2. Share Plan Reports and Statements-Mr. Donlan said the money was invested with the rest of the Fund. Motion by Mr. Sacco, seconded by Mr. Dorey to accept the Police and Fire Plan Reports. Motion carried with members voting as follows: Mr. Dorey, Yea;

Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea. Mr. Donlan's telephone call ended at 10:17 a.m.

3. DePrince, Race, and Zollo, Inc., (DRZ) Investment Advisors-Addendum to Investment Policy Statement, Authorized Signor Change Form, and Letter of Direction to Open New Accounts-Ms. Adams said Ms. Janes, Board Accountant, is working with Burgess, Chambers, and Associates to obtain the amounts to transfer based on the October statements. Motion by Mr. Sacco, seconded by Mr. Dorey to approve the addendum, letter of direction, and signor forms. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

4. Audit Progress with Mauldin & Jenkins-The on-site audit is due December 6-8, 2022.

5. Revision of Annual Review Form for Pension Personnel and Consideration of Future Reviews to be Conducted by Ms. Katie Taglia-Polak, Office Manager-Future personnel reviews appear OK as long as a designated trustee sits in. Mr. Klausner, Board Attorney, is not sure the job description is sufficient for the expectations to be spelled in writing. Mr. Klausner based his opinion on the review form that has been in place. Motion by Mr. Sacco, seconded by Mr. Dorey for Ms. Taglia-Polak to review personnel with Mr. Lancaster in attendance. Mr. Lancaster will conduct Ms. Taglia-Polak's review. Ms. Taglia-Polak is to send the short form to Mr. Klausner for review. If he approves it, the Board authorizes implementation. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea. Ms. Adams recommended including a copy of the final evaluation form to be used in the Personnel Handbook as well as a copy of the formal organization chart.

6. Digital Signature Process-Ms. Taglia-Polak confirmed with the attorney that it is sufficient. Computer Experts worked on it. This has been a Long Range Planning goal since 2015. Motion by Mr. Sacco, seconded by Mr. Dorey to approve the digital signature process with password protect on warrant for payment that have been approved, but waiting for trustee signature. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

Ms. Adams recommended conducting police and fire new hire orientations using "Go to Meeting" and/or "Zoom" with the use of e-forms and the digital signature process. Other forms should be implemented except for disabilities. This would prevent members from having to come to the office and reduce the time for those meetings. Ms. Taglia-Polak

thought there was a security issue with one of those formats. She asked if she should supply a folder of documents to the police and fire training coordinator. Ms. Adams said they could be e-mailed to the new hires, just like warrants are being done for the trustees, the employee could complete them and e-mail them back to pension staff. If hard-copy documents resulted, the training coordinator could compile the documents and send them back to the office through our courier system. Motion by Mr. Sacco, seconded by Mr. Dorey to approve "Go to Meeting" and/or "Zoom" using Mr. Lancaster's Corporate VISA and to move forward with conducting orientations through virtual and use of e-forms and digital signature process. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

NEW BUSINESS:

*1. Warrants for Payment

- *a. Truist Commercial Checking Account-\$1,688.64-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-\$1,590.80-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-\$1,345.00-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-\$1,646.14-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-\$1,502.83-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-\$1,345.00-Reimbursement to the Truist Commercial Checking Account No. 1000196187347 for Auto Pay for Patricia Lindsay's VISA-This item was approved under Consent.
- *g. Foster and Foster, Inc.-\$11,975.00 \$11,775.00-Benefit Calculation for M. Augello, Preparation of GASB 67 and 68 Statements Dated 9-30-2022, E-mail

Dated 11-01-2022 City's Required Contributions for Fiscal Year Ending 9-30-2022, Invoice 25328 (Police Fund Only)-This item was approved under Consent.

*h. Foster and Foster, Inc.-\$11,575.00-Preparation of GASB 67 and 68 Statements Dated 9-30-2022, E-mail Dated 11-01-2022 City's Required Contributions for Fiscal Year Ending 9-30-2022, Invoice 25329, (Police Fund Only) -This item was approved under Consent.

*i. JP Morgan Asset Management-\$28,729.61-Management Fees for 07/01-9/30/2022, Invoice 20220930-1788-A (Police Fund Only)-This item was approved under Consent.

*j. JP Morgan Asset Management-\$28,729.61-Management Fees for 07/01-9/30/2022, Invoice 20220930-57655-A (Fire Fund Only)-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-A member beneficiary form was accepted and approved on Police Officer Brett DeBusk. A share Plan beneficiary form was accepted and approved on Police Officer Brett DeBusk. These items were approved under Consent.

3. Board Business-The spouse of a police officer was incarcerated with a forfeitable offense, the officer has been terminated, has requested a withdraw of his funds. He is under one year of service and will not be receiving interest on his funds. Mr. Klausner recommended adding a cover statement to the documents provided to the spouse for the member. A forfeiture hearing is not required. Mr. Lancaster said the investigation was completed. Ms. Adams and Ms. Bertolini has scheduled a conference call with Archive Management Solutions to discuss the delay in destruction of and continued billing for records. Ms. Adams asked Mr. Taglia-Polak if she wanted to be included, she said yes. Ms. Bertolini is getting ready to notify them to destroy two more years of boxes. She has received the annual report from the State in which to file boxes that have been destroyed. Mr. Jim Kaufman, Conlan Professional Center Landlord, has reimbursed the Fund \$69.27 for air conditioning repairs. Ms. Adams said she will be preparing a list of job projects and reviewing it with Ms. Taglia-Polak after the Christmas holiday so training can be scheduled for her and the staff.

4. Office Business

- a. Equipment Upgrades and Purchases, Sprint T-Mobile Phone-Ms. Taglia-Polak said she received the extra Surface Pro. Ms. Bertolini and Ms. Tabares are set up on it since they are the only two without one. Each user must be added. We are not automatically upgrading Surface Pros and ordering new ones as they break. If someone else needs the one to be used by the two employees, it can be set-up and/or transferred.
- b. Open Enrollment City of Palm Bay-All responses have been received.
- c. Employee VISA Invoice Review for November-Ms. Taglia-Polak said there was an erroneous charge on her VISA for \$157.83, she reimbursed the Fund by money order on November 17th. On her VISA there was the erroneous charge and the hotel charges for NCPERS. Ms. Lindsay's on had the hotel charge for NCPERS.
- d. Upcoming Events-Educational Opportunities-Mr. Dorey and Ms. Tabares are scheduled to attend the Division of Retirement School in December. Ms. Taglia-Polak decided to attend the two day school, she plans to come in on Tuesday for a half day, then come back to the office on Friday. Mr. Lancaster, Mr. Dorey, Mr. Kiszkiel, Mr. Sacco, Ms. Lindsay, and Ms. Tabares are scheduled to attend the FPPTA in January. Ms. Taglia-Polak stated the cancellation policy is as follows: The start of the event is Sunday. Cancellations received on or before 30 days prior to the start of the event will be refunded 100%, minus \$50. Cancellations received 7-10 days prior to the start of the event will be refunded 50% of the registration fee. Cancellations received less than 7 days prior to the start of the event will receive no refund.
- e. Schedule Request-Patricia Lindsay-Ms. Lindsay is requesting her schedule be changed permanently to 7:30 a.m.-3:30 p.m. Monday-Thursday and has plans to continue to not take lunch to make up her time. Motion by Mr. Sacco, seconded by Mr. Dorey to authorize Ms. Lindsay to change her scheduled to 7:30 a.m.-3:30 p.m. Monday-Thursday on a permanent basis. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

There was discussion about Ms. Taglia-Polak also working reduced hours where her personnel file needed to be documented like Ms. Lindsay's with Board approval. Ms. Adams said a few years ago personal leave was approved so time

would not be made up by reducing lunch or coming in early. To protect the Board, she recommended a policy stating personnel flex time would be allowed upon approval of the chairman, as it would be best for an employee not to approach various individual trustees. Motion by Mr. Sacco, seconded by Mr. Dorey to authorize flex time for employees, upon approval of each case by the chairman, with certain parameters and for a written Flex Policy be prepared for review and adoption. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea. Ms. Adams said she updates the website and is listing various times the office is closed. It is becoming time-consuming because of the changes to staff schedules. She plans to only list the dates the office is closed for a full day. She is going to list the office hours as 8:00 a.m. to 4:30 p.m., rather than various time staff is coming in. There is already a notification for member to call to make an appointment before coming in.

Ms. Taglia-Polak said the drug test results and background checks were completed on Ms. Tabares. Ms. Adams asked if Ms. Taglia-Polak or Ms. Lindsay were out for the full day with Ms. Tabares working those days if she could cover walk-in members? Ms. Tabares was doing a good job and could take drop-off documents and messages for them. The Board agreed she could. Ms. Adams said she does not list the office as open when the same situation comes up when Ms. Bertolini is working so as not to interrupt her work. She is often at the back of the office scanning documents or is in the file room. She is not paid holiday pay.

5. Levi, Ray, and Shoup, Inc Rate Increase for Monthly Web Servicing- Motion by Mr. Sacco, seconded by Mr. Dorey to approve the monthly web servicing increase and revised recurring warrant from \$105.00 to \$115.00 effective January 1, 2023. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

6. Proxy Voting Disclosure Rules-Motion by Mr. Sacco, seconded by Mr. Dorey to adopt Mr. Klausner's memo on SEC Proxy Voting Disclosure Rules and to notify any required managers. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

7. Arthur J. Gallagher Risk Management Services-Application for Insurance Renewals-Motion by Mr. Sacco, seconded by Mr. Dorey to authorize payment of upcoming invoices upon receipt from Arthur J. Gallagher Risk Management Services for the renewal of Board and Plan insurances. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

8. Termination Refund/Rollover or Vested Termination, if Eligible, or Application for Early Retirement/Vested, Police Officer Andrew Samuels-Ms. Adams said if a member is under investigation or charged for a forfeitable offense, he/she is always eligible for a return of their contributions. Accrued interest is a plan benefit. We then have to wait to see if they are charged. If it is not a forfeitable offense, they may receive their accrued interest upon request. If it is a forfeitable offense, then we have to wait to see if they are convicted, then are required to have a forfeiture hearing if they want to receive their accrued interest. Ms. Adams mentioned two forfeiture cases previously handled by the Board. Mr. Lancaster said Police Officer Samuels' case is closed and is not a forfeitable offense. Motion by Mr. Sacco, seconded by Mr. Dorey to approve Police Officer Samuel's request for refund and/or rollover. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

9. Application for Disability, Police Officer Joseph V. Moreno-The flash drive with Officer Moreno's records have been sent priority mail to Mr. Klausner, Board Attorney, for review. Ms. Tabares has been assisting Ms. Lindsay to sort, title, redact, copy, and scan the disability documents.

10. Holiday Pay Calculations-This item was added by Mr. Sacco and discussed how the city is treating holiday pay and overtime premium pay for half pay. Holiday pay appears as being credited toward overtime. The Police Plan provides for up to 129 overtime hours per year to be part of pensionable compensation. Because of the way the city is calculating holiday pay, it may be reducing the number of overtime hours for pension purposes a police member is granted. Motion by Mr. Sacco, seconded by Mr. Dorey to authorize Mr. Lancaster to make an inquiry as to how holiday pay is being reported to the pension office and how it impacts the 129 hours of overtime benefit. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; and Mr. Lancaster, Yea.

Mr. Patrick Donlan arrived at 10:04 a.m. Discussion moved to Old Business, Items 1 and 2 above.

INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:

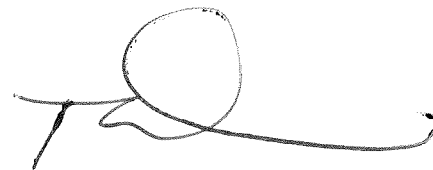
There was no input from any active or retired plan members.

INPUT FROM THE PUBLIC:

There was no input from the public.

ADJOURNMENT:

Motion by Mr. Sacco, seconded by Mr. Dorey to adjourn the meeting at 10:18 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