

**PALM BAY POLICE AND FIREFIGHTERS' PENSION
PLAN BOARD OF TRUSTEES
Regular Meeting 24-10**

Held on the 4th of October 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 Lancaster, Chairperson, called the meeting to order at the hour of 9:02 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. Katie Taglia-Polak, Executive Director, Ms. Alice Tabares, Pension Assistant, Palm Bay Police and Firefighters' Pension Fund. Ms. Samantha Bertolini, Records Management Liaison Officer, Palm Bay Police and Firefighters' Pension Fund telephoned at 9:00a.m.; Mr. Sean Sendra, Board Attorney, Klausner, Kaufman, Jensen and Levinson, P.A telephoned at 9:00 a.m.; Ms. Amanda Sparks, Employee Relations Specialist, City of Palm Bay telephoned at 9:08 a.m.; Mr. Patrick Donlan, Actuary, Foster and Foster telephoned at 9:16 a.m.

OATH OF OFFICE:

Ms. Taglia-Polak administered the Oath of Office to Mr. Timothy W. Lancaster, 5th Trustee Appointee.

AGENDA REVISIONS:

Motion by Mr. Brock, seconded by Mr. Sacco to add under Old Business 8. Cyber Insurance; add under New Business, under *1. Warrants for payment f. J.P. Morgan Asset Management-\$20,094.23-Management Fee for the RE Strategic Property Fund

for Period Ending 6/30/2024, Invoice 20240630-1788-A, (Police Fund Only), g. J.P. Morgan Asset Management-\$20,094.23-Management Fee for the RE Strategic Property Fund for Period Ending 3/31/2024, Invoice 20240630-57655-A, (Fire Fund Only), *8. Application for Retirement and Entry into the DROP-Police Officer Jennifer Graves, *9. Termination from Employment; Begin Regular Monthly Retirement Distribution; Authorize Share Plan Distribution-William Debusk and 10. Salem. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; 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; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

ADOPTION OF MINUTES:

*1. September Regular Minutes 24-09-This item was approved under consent.

NOMINATION AND APPOINTMENT OF BOARD CHAIRMAN, VICE CHAIRMAN, AND SECRETARY: By the Board of Trustees

1. By the Board of Trustees-Mr. Lancaster opened it by asking if anyone wanted to make changes to positions on the Board. The consensus was to keep the roles the same. Mr. Lancaster will remain chairman, Mr. Dorey will vice-chairman and Mr. Brock will remain Secretary. Motion by Mr. Brock, seconded by Mr. Sacco to keep the positions on the Board the same. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. Discussion continued to Old Business 1.

FOSTER AND FOSTER, INC. AT 9:15 A.M.:

1. Mr. Patrick Donlan, Actuary, Foster and Foster Inc.
a. Assumption Rate-Mr. Donlan reviewed currently the assumption rate is 7.5%. There is an impact on the City and the assumption rate is still on the high end. He

suggested gradually reducing it by 0.1% per year for five (5) years. Ms. Taglia-Polak included a letter from the State received last year stating to reduce the assumption rate and the Fund did not at that time. Mr. Brock felt it was prudent to reduce it by 0.1%. Mr. Sacco suggested lowering it by 0.1% then revisiting the subject next year. Motion by Mr. Brock, seconded by Mr. Sacco to reduce the Assumed Rate of Return from 7.5% to 7.4% and revisit the subject next year. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

b. Annual Required Contribution-This item is pending.

c. State Funding-Mr. Donlan reviewed the State money amount was updated that morning on the State website. The Fire supplement amount is \$406,211.04 and the first check was \$715,568.22. The excess of \$825,324.00 will be split between the City and Fire Share. There will be approximately \$146,000 to be added to the Fire Share Plan. The State money for Police is \$1,482,346.39, the excess of \$520,734.08, will be divided between the City and the Share. Mr. Sacco asked when the Share statements would go out. Ms. Taglia-Polak replied they go out in January. Discussion continued to Old Business 3.

OLD BUSINESS:

1. Palm Bay Professional Firefighters, IAFF, Local 2446 Negotiations-Ms. Taglia-Polak received the Impact Statement from Mr. Donlan and the draft Ordinance from Mr. Sendra. She has sent it to the City. Mr. Sacco asked what had changed. Ms. Taglia-Polak said the supplement went from \$12.00 per year of credited service to \$30.00 per year of credited service paid to the age of Medicare. Ms. Sparks called in at 9:08 a.m.
2. Fraternal Order of Police Negotiations-This went for second reading September 19, 2024. Ordinance and impact study were sent to the State on October 1, 2024. Mr. Donlan called in at 9:16a.m. Discussion continued to Foster and Foster, Inc.
3. Board Employee Policy Review-Mr. Sendra reviewed the policies for Personal Leave, Longevity (original and updated), and Holiday. On the Personal Leave Policy Ms. Taglia-Polak had updated it from 2012, she included emails and memos from past Board Meetings when sending them to Mr. Sendra. She removed the language about the maximum payout of 84 hours because now staff earn more than 84 hours in a year. Additionally, she removed the language about emailing the Chairman each time

someone would be out of the office. Motion by Mr. Brock, seconded by Mr. Sacco to approve the Personal Leave Policy as revised. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. Longevity was revised to add language for employees who are scheduled to work at least 24 hours a week to receive Longevity pay. Motion by Mr. Brock, seconded by Mr. Sacco to approve the revised Longevity policy. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. On the holiday policy it said employees who are eligible receive paid holidays. The question that arose during the last meeting was what made someone eligible. It would not be fair to give the same days to someone who works 24 hours a week compared to those who work 32. Ms. Bertolini agreed. She said she was interested in coming back 32 hours a week. Ms. Bertolini returning to work 32 hours a week, would be discussed later, the Board needed to determine what makes someone eligible. Ms. Sparks made the suggestion if someone is part-time and works less than 30 hours, they are eligible for a certain number of holidays. Someone who works 30 or more hours a week is eligible for all of them. Mr. Sacco asked if the minimum amount someone is hired for is 24 hours a week. Mr. Lancaster responded that 32 is the minimum hired to work. Adjustments were made to accommodate the employee after having worked for the Fund for some time. Motion by Mr. Brock, seconded by Mr. Sacco that any employee who is scheduled to work 32 hours a week or more will receive all benefits, if they are scheduled to work less than 32 then there are no benefits. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. The benefits are Personal Leave, Holiday pay and Longevity. Ms. Taglia-Polak said she already had Ms. Lindsay pay Ms. Bertolini the Longevity pay based off the determination to pay her during the last meeting. The Board clarified this is going forward, Ms. Bertolini was approved for this year. Mr. Lancaster brought up, Ms. Bertolini wants to work four (4) days a week, 32 hours a week. Ms. Taglia-Polak said Ms. Bertolini would work Tuesday through Friday and the office could use the extra help with the volume of disability applicants and redacting the records. This way the Board already knows the quality of the employee who is looking through a person's medical file. Ms. Bertolini said she had nothing to add. Motion by Mr. Brock, seconded by Mr. Sacco for Ms. Bertolini to return to working 32 hours a week beginning November 1, 2024, and restoring all benefits moving forward. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

Mr. Kiszkiel typed an education policy for discussion. He said most employees at other Funds are not provided with any education. Mr. Sacco said trustees don't attend all the training. They should attend, but not all of them. Mr. Lancaster stated the proposed policy eliminates NCPERS. He agreed with one FPPTA. He read the Executive Director position is exempt. Mr. Lancaster said the staff should rotate so one (1) employee attends NCPERS every year, the staff member would go to one (1) NCPERS every third year. If no employee went one year that year was a wash. Ms. Bertolini said she did not feel that she needed to attend NCPERS. Ms. Taglia-Polak asked if that meant alternating every other year between Ms. Lindsay and Ms. Tabares. Mr. Lancaster said no, keep it at every three (3) years. Ms. Taglia-Polak questioned she and Ms. Lindsay had received the Accredited Fiduciary designation through NCPERS, there are CEUs for it. Mr. Kiszkiel said it is not in the job description, only FPPTA is. Mr. Kiszkiel reiterated the Executive Director is exempt and also stated that it also includes if for some reason an employee does not maintain FPPTA CEUs they must become re-certified at their own expense and on their own time. Any new employee must pass their six-month probationary review before beginning the process. The Board requested Ms. Taglia-Polak to work with Mr. Kiszkiel on the details of this policy and bring it to the next meeting. Ms. Taglia-Polak will update the policies with eligibility and bring them to the next meeting.

4. Annual Review of Samantha Bertolini-Ms. Taglia-Polak said the Board tabled Ms. Bertolini's review, but as a recap she is doing a great job. She recently took the initiative to ask about taking over requesting insurance from vendors and keeping up with it. She completed the CPPT program. Ms. Bertolini said 3% would put her at 23.62 per hour, she asked for an even \$24.00 per hour, she was unsure of what percentage that was. Motion by Mr. Brock, seconded by Mr. Sacco to increase Ms. Bertolini's pay to \$24.00 per hour. Motion carried with members voting as follows:

Mr. Dorey, Yea
Mr. Brock, Yea
Mr. Sacco, Yea
Mr. Lancaster, Yea

Mr. Kiszkiel, Nay

Mr. Sacco asked Mr. Kiszkiel why he didn't say anything or make other suggestions. Mr. Kiszkiel did not respond.

5. Annual Review of Alice Tabares-Ms. Tabares provided a list of tasks she is completing. Ms. Taglia-Polak agreed it was accurate. Ms. Tabares has a positive attitude and completed the CPPT program, has trained on 10-year spreadsheets, sends member information to Salem, Foster and Foster and Ms. Janes. She is answering member questions and began training on travel with Ms. Lindsay. Motion by Mr. Brock, seconded by Mr. Sacco to increase Ms. Tabares pay by the same percentage as Ms. Bertolini's. Motion carried with members voting as follows:

Mr. Dorey, Yea
Mr. Brock, Yea
Mr. Sacco, Yea
Mr. Lancaster, Yea

Mr. Kiszkiel, Nay

6. Annual Review of Patricia Lindsay-This item is pending.

7. Audit-This item is pending.

8. Cyber Insurance-Ms. Taglia-Polak brought the Cyber insurance quote to the meeting, to accept Cyber Liability, Terrorism and Cyber Deception the total will be \$3,734.85. Motion by Mr. Brock, seconded by Mr. Sacco to accept and approve the Cyber insurance quote and move forward with it. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. Discussion continued to New Business 3.

NEW BUSINESS:

- *1. Warrants for Payment
 - a. Truist Commercial Checking Account-\$1,211.08-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Timothy Lancaster's VISA-

This item was approved under consent.

b. Truist Commercial Checking Account-\$1,211.08-Reimbursement to the Truist Commercial Checking Account for Auto Pay for James Brock's VISA-This item was approved under consent.

c. Truist Commercial Checking Account-\$1,211.08-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Patricia Lindsay's VISA-This item was approved under consent.

d. Truist Commercial Checking Account-\$1,211.08-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Alice Tabares' VISA-This item was approved under consent.

e. Truist Commercial Checking Account-\$1,211.08-Reimbursement to the Truist Commercial Checking Account for Auto Pay for Mary Taglia-Polak's VISA-This item was approved under consent.

f. J.P. Morgan Asset Management-\$20,094.23-Management Fee for the RE Strategic Property Fund for Period Ending 6/30/2024, Invoice 20240630-1788-A, (Police Fund Only)-This item was approved under consent.

g. J.P. Morgan Asset Management-\$20,094.23-Management Fee for the RE Strategic Property Fund for Period Ending 3/31/2024, Invoice 20240630-57655-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-New Member beneficiary forms were accepted and approved on Police Officers Andre Kroen and John Brandofino; Member retirement beneficiary forms were accepted on Police Officer Jennifer Graves; Member beneficiary forms were accepted and approved on Police Officer Chistina West and Firefighter Kaylin Mitchell; Share Plan designation forms were accepted and approved on Police Officers Jennifer Graves, Andre Kroen, John Brandofino and Firefighter John Ringleb; DROP Beneficiary designation forms were accepted and approved on Police Officer Jennifer Graves and Firefighter John Ringleb-This item was approved under consent.

*3. DROP Returns and BCA Quarterly Report-This item was approved under consent.

4. Office Business

- a. Equipment Upgrades and Purchases-Ms. Taglia-Polak updated the Board, the new computers and server were ordered. They are scheduled for installation Friday, October 11, 2024. Ms. Tabares signature is not in PensionGold, it will be \$350.00 to have LRS add it. Motion by Mr. Brock, seconded by Mr. Sacco to approve adding Ms. Tabares signature to PensionGold. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. Ms. Taglia-Polak also reviewed some options Computer Experts provided at the IT meeting she and Mr. Lancaster had with Computer Experts. There is a program called Huntress and it is offered for devices and for email. Huntress for devices is \$99 per device per year. This would replace Webroot. Huntress monitors 24/7, Webroot does not. Huntress will lock down a device immediately if it notices anything. It can be prorated October through December, then start a full year in January. Huntress for email is \$60 per person per year. The Fund does not have anything like it at this time. Mr. Mageau had discussed that there are grants that can cover these. Ms. Taglia-Polak reached out to Florida's Local Government Cybersecurity Grant Team to see if the Fund would be eligible. The application period ended May 31, 2024. Motion by Mr. Brock, seconded by Mr. Sacco to start using Huntress for devices and email beginning January 1, 2025. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.
- b. Employee VISA Invoice Review for August-Ms. Lindsay, Ms. Tabares, and Ms. Taglia-Polak Visa showed NCPERS hotel charges.
- c. Upcoming Events-Educational Opportunities-NCPERS Public Safety in October is the next training event.
- d. Office Security-Mr. Sacco brought security camera information for staff to review and see if it meets their needs. He said it is rechargeable, but he is unsure how long it holds a charge.
- e. Affidavits-Ms. Taglia-Polak updated the Board on the member who was unable to complete his affidavit. He has passed and Ms. Lindsay has stopped future payments.
- f. Forms for Approval-Ms. Taglia-Polak updated the Distribution Election form

to include a box for ACH payments. She updated the Police Supplement form with the new supplement information. Once the Fire ordinance is completed, she will update the Fire supplement memo. Motion by Mr. Brock, seconded by Mr. Sacco to approve the updated Distribution Election Form. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. Motion by Mr. Brock, seconded by Mr. Sacco to approve the updated Police Supplement Memo. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

4. FPPTA Review-Ms. Bertolini forgot her Visa, so the room was put on Mr. Kiszkiel's Visa. Motion by Mr. Brock, seconded by Mr. Sacco to put Ms. Bertolini's FPPTA room charge on Mr. Kiszkiel's Visa. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea. Ms. Taglia-Polak said at one of the sessions someone asked if there would be an impact on state money since there would be a homeowners insurance discount. The response was no, insurers will receive a credit from the state of Florida. Ms. Taglia-Polak said there was a disability presentation where the presenter said if the member is paid by Workers Compensation the disability benefit can be adjusted. It must be done in negotiations. Mr. Sendra said offsets are common. It would have to be in negotiations. Mr. Lancaster said that it is to be left to the Union. Mr. Brock said the app was better than it had been in the past. He was able to pull up the slides of presenters. He also felt the Women's Voices session was informative.

5. Open Enrollment City of Palm Bay-The letters from the Fund were sent to members who have deductions. Once the office receives the information from the City it will be added to the website. Ms. Sparks said open enrollment dates are October 21, 2024-November 1, 2024.

6. Disability Applicant Christina Martin-Motion by Mr. Brock, seconded by Mr. Sacco to move forward with requesting records and paying expenses for record requests. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Sacco, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.

*7 Application for Retirement and Entry into the DROP-Firefighter John Ringleb-This item was approved under consent.

*8. Application for Retirement and Entry into the DROP-Police Officer Jennifer Graves-This item was approved under consent.

*9 Termination from Employment; Begin Regular Monthly Retirement Distribution; Authorize Share Plan Distribution-Police Officer William Debusk-This item was approved under consent.

10. Salem-Ms. Taglia-Polak updated the Board on a couple items they needed to be aware of. She made it clear she was not asking to make changes but notify the Board. The managers raised the money they needed for the monthly cash raise in August. Polen notified Ms. Taglia-Polak that the money was not transferred. Ms. Taglia-Polak spoke with Ms. Garcia at Salem to find out whether it was only Polen's amount or all the money that should have been transferred in August. It was all the money that should have been transferred and was not. Ms. Taglia-Polak spoke with Ms. Chaviano at Burgess Chambers and Associates and told her she planned to call all the managers, then once they were all aware have Salem transfer the money. Ms. Chaviano agreed this was the best way to handle it and confirmed she could see the money in the accounts. Once Ms. Taglia-Polak spoke to all managers, she had Salem transfer the money. This was done in September instead of August, it will look unusual and Ms. Janes, the Board accountant, was notified. Ms. Taglia-Polak regularly checks the R&D account, she knew there was enough money to pay benefits, this was due to the State money having come in. The issue is the Fund depends on the money to be in the account when transfers are requested.

The next item Ms. Janes caught. There was a deduction that did not match the warrant. Ms. Taglia-Polak had the June 30, 2024, warrant for Salem typed based off the total listed on the invoice (it showed the quarterly fees and two express charges). The invoice was totaled incorrectly. Salem took out of the account what they were owed, however it does not match the warrant. There will be a \$35.00 warrant to sign for a Fed Ex fee from Salem. It was approved in a previous meeting.

INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:

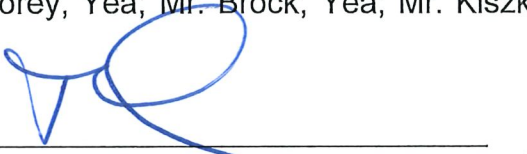
There was no input from active or retired plan members.

INPUT FROM THE PUBLIC:

There was no input from any of the public.

ADJOURNMENT:

Motion by Mr. Brock, seconded by Mr. Sacco to adjourn the meeting at 10:30 a.m. Motion carried with members voting as follows: Mr. Dorey, Yea; Mr. Brock, Yea; Mr. Kiszkiel, Yea; Mr. Lancaster, Yea.



Timothy W. Lancaster, Chairman

ATTEST:



James W. Brock, Secretary