

City of Fort Myers General Employees' Retirement System

Minutes: Meeting of July 17, 2012

1. CALL TO ORDER

Chairperson Barbara Carlson called a meeting of the Board of Trustees for the Fort Myers General Employees' Retirement System to order at 9:00 AM. Ms. Carlson called roll. Those persons present included:

TRUSTEES

Barbara Carlson, Chair
Richard Griep, Secretary
William Mitchell
Donna Lovejoy
Tom O'Malley
Dennis Pearlman
Eloise Pennington

OTHERS

Pam Nolan, The Pension Resource Center
Debra Emerson, City of Fort Myers
Mike Seagle, City of Fort Myers
Holly Simone, City of Fort Myers

2. APPROVAL OF JUNE 20, 2012 MEETING MINUTES

Due to a question about the salary ordinance status in section 4, approval of the June 20, 2012 minutes was tabled until the August 15, 2012 meeting. Pam Nolan will get further information and update the minutes prior to the next meeting.

3. INVESTMENT PERFORMANCE AND REVIEW

Jill Lucas had advised Pam Nolan via email prior to the meeting that the month end statements were not available from the custodian in time to prepare a Flash Report for this meeting. The Board will review the latest performance figures for the fund at the August 15, 2012 meeting.

4. ADMINISTRATOR REPORT

a. Avoidance of Benefit Overpayments (Memo from Christiansen and Dehner)

The Board discussed how start/stop/change dates and death notification is currently handled for the plan. Pam Nolan had contacted the custodian, Comerica, to obtain their process. When Comerica receives the initial paperwork to start a pension, any future change dates are put into their system to control future payments. Comerica issues an annual report to PRC for review. Comerica performs monthly death searches by comparing all retiree's social security numbers against the Social Security database. Any deaths are reported to PRC for further instruction. PRC would then verify the death, check the deceased's benefit type selected at retirement, and give instructions for continued payments, if applicable.

Foster & Foster's audit was also discussed as it was felt that the actuary performed random samples to verify accurate calculation and payment of benefits. The board requested Pam Nolan to send a letter to Foster & Foster requesting a recap from them

of their processes to ensure accurate payments, including start/stop/change dates and deaths. Dennis Pearlman noted that the Board does need to follow advice of counsel, however generic in nature. This item will be further addressed at the August meeting of the Board when they will review Foster & Foster's response.

b. City response to Foster & Foster 06 04 12 letter

Debra Emerson summarized the letter she sent to Foster & Foster clarifying what is being discussed in the current Union negotiations.

c. Educational Workshop (Members)

Scott Baur will be available to present an "understanding the pension plan" two-hour workshop for the plan participants, possibly presented in conjunction with a benefits review by the City's HR Department. The Board felt this would be particularly effective if done early in the 45 day review period, after any changes that come out of the current negotiations between the City and the Union. PRC will plan on coordinating this once the negotiations are complete.

d. Annual Disability Review (Update)

Letters requesting proof of continuing disability were sent to the two members receiving disability benefits that are under 62 years of age, via Certified Mail on July 2, 2012. The letters requested a response to PRC by July 31, 2012. Responses will be evaluated at the August 15, 2012 Board meeting.

e. Letter to Retirees

The Pension Resource Center is completing the second mailing of the notification letter to all retirees by the end of the week. The 'first wave' of this second mailing has already generated calls to PRC's Cape Coral office.

f. Data Transition from City (Update)

Debra Emerson is working with Foster & Foster to obtain Life to Date totals prior to when the City's payroll system holds pension data and will supply it to the City's IT department. Pam is working directly with the City's Payroll and IT area on combining the data and formatting it so it can be put into PRC's system. The process to load historical data is nearly complete, and generating bi-weekly updates of payroll data will be the final step to completing the transition.

g. Link on City Pension Plan Page to PRC Site

PRC will work with City IT to embed a link to the PRC website for the Ft Myers General Employee Pension Plan page in the Pension Plan section of the City's new website that is currently under construction.

h. Vested Deferred Review

PRC had considered doing a review of all vested deferred people in the plan due to one member applying for benefits a few months after they were eligible; however this will not be necessary since the City gives vested members who leave a final calculation and future eligibility dates when they terminate employment.

5. PLAN FINANCIALS

a. Interim Financial Statements

Due to the July 4 holiday, custodian statements for June were not available in time for statements to be prepared for this meeting. The Board will review June and July financial information at the August 15, 2012 meeting.

b. Warrant Dated July 17, 2012

Eloise Pennington made a motion to approve the Warrant as submitted. Barbara Carlson seconded. Motion carried 7-0.

c. Benefit Approvals

Richard Griep made a motion to approve the Benefit Approvals as submitted. Barbara Carlson seconded. Motion carried 7-0.

6. OLD BUSINESS

7. NEW BUSINESS

Richard Griep reviewed the PRC website for the plan; he noted the current agenda was not posted and the email link was not working. He requested Pam Nolan address these issues.

8. NEXT REGULAR MEETING

The Trustees previously set the schedule for the next regular monthly meeting on Wednesday, August 15, 2012 at 9:00 am.

9. ADJOURNMENT

There being no further business, a motion was made by Eloise Pennington to adjourn and seconded by Barbara Carlson. Motion carried 7-0.

The meeting was adjourned at 9:40 AM,

Respectfully submitted,

Richard Griep, Secretary