

**CITY OF FT. PIERCE POLICE OFFICERS' RETIREMENT TRUST FUND
MINUTES OF MEETING HELD
JANUARY 29, 2021**

A special meeting of the Board of Trustees was called to order by Brian MacNaught on January 29, 2021 at 3:08 PM. Brian MacNaught called roll and a quorum was present.

TRUSTEES PRESENT

Brian MacNaught
Daniel Flaherty
James Grecco
Frank Amandro

OTHERS PRESENT

Bonni Jensen, Klausner Kaufman Jensen & Levinson
Scott Baur, Alison Lichter, and Kyle Tintle, Resource Centers
Mitchel Brennan, Burgess Chambers & Associates
John Schramm, via RingCentral

There were no extraordinary circumstances as the Trustees were present. Electronic access is available via RingCentral for the Public to join the meeting remotely.

APPROVAL OF MINUTES

The Trustees reviewed the minutes of the quarterly meeting and held on September 17, 2020.

Dan Flaherty made a motion to approve both the quarterly meeting minutes held on September 17, 2020. Jim Grecco seconded the motion, approved by the Trustees 4-0.

BENEFIT APPROVAL

The Board reviewed the benefit approval for John Shramm. There was a delay in the balance of the DROP account being rolled over. The instructions directed the payment to be sent to a post office box that was closed by the time the payment was ready to be sent. The issue was resolved according to the Plan in satisfaction to all. After a brief discussion, a motion was made.

Frank Amandro made a motion to approve the benefit approval for John Schramm. Brian MacNaught seconded the motion, approved by the Trustees 4-0.

INVESTMENT CONSULTANT REPORT

Mitchell Brennan is presenting for Mr. Chambers today. Mr. Brennan reviewed the market noting value stocks traded at a lower price to earnings; especially utilities, transportation, and materials became discounted due to COVID. The Fund had a market-based gain of \$880,000 or +5.9% (+5.8% net) and ranked in the 20th percentile. The top performing assets were: SPDR Barclays Convertibles (+14.5%), International holding, EuroPacific Growth (+9.8%) and the Fidelity Large Cap (+8.2%). Mr. Brennan reviewed the managers and product: Large-Cap core (blend) five-results averaged +13.8% per year, the index mid-cap core (blend) averaged +9.7% for the five-year period. He compared the total fund to the investment policy; the total Fund's 12-month performance (gross) achieved the +7.25% actuarial return assumption. Mr. Brennan said MEPT stopped the automatic dividend reinvestment and the dividends will be paid back to the Retirement Fund. A discussion was held on rebalancing the portfolio, the sale of MEPT and other holdings.

Brian MacNaught made a motion to give Investment Monitor Burgess Chambers discretion to redeem shares of MEPT in between meetings if necessary. Daniel Flaherty seconded the motion, approved by the Trustees 4-0.

ATTORNEY REPORT

Ms. Jensen informed the Board of the merger of SunTrust, their custodian, and BB&T Bank. The new bank is named Truist. The only change will be in the name. Ms. Jensen referred to the E-Verify memo which outlined the law that went into effect on January 1, 2021. The law requires Public Employees to register and use the E-Verify system. The system verifies workers are eligible to work in the United States. By the definition of “Public Employer” it applies to the Pension Fund and service providers will be subject to verifying employees by using the E-Verify system. A letter will be sent to the service providers notifying them of the new law. Ms. Jensen acknowledged their firm; the Resource Centers, GRS and KSTD already use the system for verification. Any contract between the Plan and service providers from now on will be required to comply with E-Verify. Ms. Jensen presented a draft of the Summary Plan Description and reviewed the changes. She noted that the document was reviewed and updated every 2 years; a brief discussion was held and a motion was made.

Daniel Flaherty made a motion approve the Summary Plan Description. Frank Amandro seconded the motion, approved by the Trustees 4-0.

ADMINISTRATIVE REPORT

Mr. Baur presented the Board a memo discussing the 2020 SSAE-18 SOC1 Audit Report. He explained the difference between a type 1 and a type 2 audit. The type 1 audit lists the controls and procedures, type 2 audits tests the controls and procedures. The audit, referred to as SOC1 type 2 is performed annually. The Resource Center’s engages an outside auditor to review the controls and procedures and tests to identify any exceptions, a type 2 audit. This year, as in prior years, the auditors identified no exceptions, resulting in a completely clean audit.

Mr. Baur introduced Allison Lichter of the Resource Centers. She is new to the firm and is shadowing him as part of her training. A discussion was held on how to communicate the time table for processes and setting expectations of the members.

OTHER BUSINESS

The Board discussed the uncertainty in the markets and a desire to let the investment monitor to make recommendations in-between quarterly meetings.

Daniel Flaherty made a motion to authorize the Investment Monitor Burgess Chambers to recommend rebalancing before the next quarterly meeting on March 18, 2021 as he sees necessary. Frank Amandro seconded the motion, approved by the Trustees 4-0.

PUBLIC COMMENTS

No Public Comment.

There being no further business and the next meeting being scheduled for Thursday, March 18, 2021 the meeting adjourned at 10:28 AM by Chairman Brian MacNaught.

Respectfully submitted,
