

City of Gulfport General Employees' Pension Fund

Minutes: Meeting of July 19, 2018

1. CALL TO ORDER

Blake called a meeting of the Board of Trustees for the Gulfport General Employees' Pension Fund to order at 1:07PM.

2. ROLL CALL

Those persons present included:

TRUSTEES

Blake Boyer, Chair
Carmen Soto-Torres, Secretary
Dwayne Stefanski
Larry Cooper
Marjorie Milford

OTHERS

Audrey Ross & Scott Baur, Resource Centers
Scott Christiansen, Christiansen & Dehner
Jennifer Gainfort, AndCo Consulting
Richelle Hayes, American Realty
Rachel Cataldo, City of Gulfport Employee
Dennis, City of Gulfport Employee
Justin Shay, City of Gulfport Employee

3. PUBLIC COMMENT

Ms. Cataldo introduced herself to the Board and stated that she works for the City of Gulfport. She explained that she attended the last meeting and found some discrepancies with the meeting materials. She discussed the Resource Centers website which was not updated prior to the archive folders. She specifically requested that minutes on the website be updated for any missing minutes. She also reviewed the Summary Plan Description and identified some issues with the language, as well as the copies of the agreements between the Plan and their service providers. Ms. Cataldo then requested that the Trustees review their service providers, service provider relationships, and agreements. Finally, Ms. Cataldo requested that the Board schedule educational workshops for members of the Pension Fund.

Mr. Christiansen explained from a legal standpoint the Plan documents and how the agreements with the service providers work, as well as the Trustees roles on the Board. The Trustees thanked her for her time and stated that they have listened to her concerns and will address them as needed.

4. MINUTES

The Trustees reviewed the minutes from the April 19, 2018 regular meeting.

Dwayne Stefanski made a motion to approve the minutes from the April 19, 2018 meeting as presented. Blake Boyer seconded the motion, approved by the Trustees -0.

5. REPORTS

Richelle Hayes, American Realty

Ms. Hayes welcomed herself back and reminded the Trustees that this Plan started investing with American Realty in June 2016. She gave a brief update on the Firm and stated that there have been no changes since the last meeting. They remain 100% employee owned with 8 office locations throughout the United States and currently have over \$8.4B in assets. This Plan has \$769,763 invested with American Realty and their initial allocation was \$750K. Ms. Hayes reviewed the Plan's portfolio and explained that they invest in 70 different properties with 5 located here in Florida. Their occupancy rate

remains high at 94% and their cash holding remains low at 1.2%. Currently there is an incoming queue of \$19M and they are predicting a 9% return this year. For the quarter ending June 30, 2018, the fund was up 2.09%.

Jennifer Gainfort, AndCo. Consulting

6/30/2018 Quarterly Performance Report:

Ms. Gainfort welcomed herself back and stated that Mr. Evatt could not attend today. She gave a brief update on the market environment during the quarter and stated that emerging markets were the worst performers and fixed income remained flat. She reviewed the Plan's asset allocation and stated that they are in line with the Plan's policy and there is no recommendation at this time for rebalancing. For the quarter they were up 1.5% and for the fiscal year to date they are up 4.97%. She briefly reviewed each manager's performance and stated all outperformed their relative indexes with the exception of dodge and cox.

Attorney Report (Scott Christiansen, Christiansen & Dehner)

Mr. Christiansen notified the Board that all Trustees turned in their annual form 1 disclosure forms

Mr. Christiansen stated that he will be updating the Plan documents as they need to maintain their qualified tax-exempt status and he will need authorization from the Board to do so.

Blake Boyer made a motion to authorize the Plan's Attorney to update the Plan documents so that the Plan remains tax exempt qualified. Larry Cooper seconded the motion, approved by the Trustees 5-0.

Lastly Mr. Christiansen discussed benefits that are payable to a member but cannot be paid out because the member cannot be located. There needs to be a process in place when it comes to locating members and we will need to update the Plan documents to add this language and process in. This relates to the new IRS guidance that was recently issued.

Blake Boyer made a motion authorize the Plan's Attorney to add in the "missing person's language" into the Plan's operating rules and procedures. Larry Cooper seconded the motion, approved by the Trustees 5-0.

Administrator Report (Audrey Ross, Resource Centers)

Ms. Ross stated that it is that time of year again to renew the Plan's Fiduciary Liability Insurance. The rate this year increased by \$98 to \$4,083.

Blake Boyer made a motion to renew the Plan's Fiduciary Liability Insurance for 2018/2019. Larry Cooper seconded the motion, approved by the Trustees 5-0.

6. PLAN FINANCIALS

The Trustees reviewed the Warrant dated July 19, 2018 for payment of invoices.

Larry Cooper made a motion to authorize the Warrant dated April 19, 2018. Marjorie Milford seconded the motion, approved by the Trustees 5-0.

The Trustees reviewed the application for a refund of contributions for Johnny Morand and the application for retirement for Alvaro Quinchia.

Marjorie Milford made a motion to approve the application for a refund of contributions for Johnny Morand and the application for retirement for Alvaro Quinchia. Carmen Sotto-Torres seconded the motion, approved by the Trustees 5-0.

7. OTHER BUSINESS

The Board had no other business for discussion.

8. NEXT REGULAR MEETING

The Trustees previously set the schedule for the next regular quarterly meeting on Thursday, October 18, 2018 at 1:00 pm.

9. ADJOURNMENT

There being no further business, Blake Boyer made a motion to adjourn the meeting at 2:46 PM. Larry Cooper seconded the motion, approved by the Trustees 5-0.

Respectfully submitted,

Carmen Soto-Torres, Secretary