

**MINUTES OF A JOINT EMPLOYEES' RETIREMENT BOARD
AND POLICE RETIREMENT BOARD MEETING
HELD IN THE CONFERENCE ROOM AT CITY HALL ON TUESDAY,
June 24, 2008 at 2:00 PM**

I. ROLL CALL: 2:10 PM

A. Employees' Retirement Board:

The meeting was called to order at 2:10 PM.

Those persons present included:

Trustees: Valerie Hurley, Chair
Robert Lepa, Vice-Chair

Mayor Jeff Clemens
Robert Kahant

Others: Ken Harrison, Sugarman & Susskind
J Scott Baur and Margie Adcock, Pension
Resource Center
John Panoch, HR Director
Members of Public

B. Police Retirement Board:

The meeting was called to order at 2:10 PM.

Those persons present included:

Trustees: Lt. Kenneth White, Chair
Sgt. Randy Collier, Vice-Chair

Mayor Jeff Clemens
Karrie Casper

Others: Ken Harrison, Sugarman & Susskind
J Scott Baur and Margie Adcock, Pension
Resource Center
John Panoch, HR Director
Members of Public

II. ADDITIONS/DELETIONS/REORDERING:

A. Employees' Retirement Board:

(Added) Unfinished Business, Item A-1 – Update on Hurricane Policy.

Action: A motion was made and seconded to approve the Agenda as amended.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

B. Police Retirement Board:

No additions or deletions to the Agenda were made for the Police Retirement Board.

C. Employees' and Police Retirement Boards:

(Added) New Business, Item C-1 – Amend Section 16-18 and 16-129 of Code Regarding Board of Trustees.

Action: A motion was made and seconded to approve the Agenda as amended.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

III. UNFINISHED BUSINESS:

A. Employees' Retirement Board:

B. Police Retirement Board and

C. Employees' and Police Retirement Boards:

1. Transition in Plan Administration

Mr. Baur reported that he recently received the information to determine current benefits and completed that within the last week.

2. Recalculation of Pension Benefits

Mr. Baur stated that he is now looking at the recalculation of benefits. He has made some follow up requests to the city and they have been very helpful. He anticipates having the information shortly.

3. Processing of Benefit Applications

Mr. Baur provided a memorandum with a checklist for members on what to expect upon retirement and how to go through the process. He stated that if he receives an application from a member, he would copy the paperwork and provide it to HR. Likewise, if the City receives an application from a member, they would copy the paperwork and provide it to him. This way both the City and the Administrator should have the same information as the benefits are processed. A final calculation will be provided to the member to make their benefit election. Once the member makes their benefit election, it will be provided to the Board for approval. The Board decided to review the memorandum and provide any comments prior to Mr. Baur providing the memorandum to the City.

IV. NEW BUSINESS:

A. Employees' Retirement Board:

B. Police Retirement Board:

1. Benefit Approvals

The Board was presented with benefit approvals for the Employees' Retirement Board. Ms. Hurley stated that she would like to have the names of the DROP Participants and Retirees on the Agenda in the future.

Action: A motion was made and seconded to approve the benefit approvals listed by the Employees' Retirement Board.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

1. Benefit Approvals

There were no benefit approvals for the Police Retirement Board.

2. Disability Review

The Board was presented with a list of disability retirees and the status of the disability review. There was discussion on Dana Lynch. It was noted that she did not respond and that her phone was disconnected. Mr. Baur noted that one other person had contacted him and said that they were on a five-year schedule. He did not have that information and was not sure if that applied to Ms. Lynch as well. Mr. Baur stated that the disability review requested evidence of a continuing disability and verified income as well as any offsets. He stated that he was still trying to follow up with Ms. Lynch.

Action: A motion was made and seconded to approve the benefit approvals listed.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

Action: A motion was made and seconded by the Police Retirement Board to direct the Administrator to send a follow up letter to Dana Lynch.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

3. Trustee Election: Valerie Hurley and Lt. Kenneth White

It was noted that the terms form Valerie Hurley and Lt. Kenneth White were due to expire. The Board discussed the Trustee Election procedures. It was noted that a panel is appointed by the City to oversee the election process. Ms. Hurley stated that at a prior meeting a motion was made to have the ballot boxes at three different locations. Mr. Harrison stated that he would be hesitant to recommend any changes to the Trustee Election procedures when the election is this close. If there were any way to comply with the current policy, he would recommend doing tit. Any changes the Board might like to discuss could be done after the election so there is no perception of any manipulation.

Action: A motion was made and seconded by the Employees' Retirement Board to set the election dates from 8:00 a.m. on July 28, 2008 to July 31, 2008 at 5:00 p.m., appointing Ms. Stevenson, Ms. Thrasher and Ms. Grisom as the panel with votes to be counted on August 1, 2008 at 10:00 a.m.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

Action: A motion was made and seconded by the Police Retirement Board to set the election dates from 8:00 a.m. on July 15, 2008 to July 18, 2008 at 5:00 p.m. in the Records Department, appointing Ms. Kahn and Mr. Ponsas as the panel with votes to be counted immediately after July 18th at 5:00 p.m.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

E. Administrator Report

Mr. Baur presented the unaudited financial statements through April 30, 2008. He noted that the financial statement had not changed from the last meeting.

Mr. Baur provided a summary of information for the pension provisions. He also provided an updated contact list for Trustees and service providers.

Mr. Baur provided a copy of a summary of substantive plan provisions he received from the City. He stated that it has to do with post-retirement health benefits and noted that the City was required to do this for OPEB.

Mr. Baur stated that there are two mutual funds that are in custody at Merrill Lynch: Euro Pacific Growth Class A Shares and Franklin Templeton. Mr. Baur stated that he recommended those be moved to Salem and that the share class be changed to investment class. He noted that these accounts survive the termination of Merrill Lynch. There was a lengthy discussion.

Action: A motion was made and seconded to move the custody of the Euro Pacific Growth and Franklin Templeton to Salem.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

Action: A motion was made and seconded to change any and all funds to investment class.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

Action: A motion was made and seconded have the new Investment Monitor at the July meeting.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

C. Employees' and Police Retirement Boards:

1. Amend Sections 16-18 and 16-129 of Code Regarding Board of Trustees

It was noted that the Ordinance provides that the Board of Trustees includes the Finance Director. Ms. Hurley proposed that the requirement of the Finance Director to be on the Boards be changed because he is not able to make the meetings. This is the fourth meeting in a row that he has not been able to attend. She stated that she would like to submit a request to the City Commission to change the requirement from the Finance Director to the HR Director. There was a lengthy discussion.

Action: A motion was made and seconded by the Employees' Retirement Board to make a recommendation to the City Commission to change the Ordinance to read that the Board would include a Commission appointed member of Senior Management Staff for a three-year term.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

Action: A motion was made and seconded by the Police Retirement Board to make a recommendation to the City Commission to change the Ordinance to read that the Board would include a Commission appointed member of Senior Management Staff for a two-year term.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

Mr. Harrison stated that he would bring a draft proposed Ordinance to the next meeting for approval.

V. CONSENT AGENDA:

- A. Employees' Retirement Board: and**
- B. Police Retirement Board: and**
- C. Employees' and Police Retirement Boards:**

Action: A motion was made and seconded to approve Item A (warrant for accounts payable for the Employees' Retirement Board), Item B (warrant for accounts payable for the Police Retirement Board) and Item C (Minutes for May 27, 2008) of the consent agenda.

Vote: Voice vote showed: AYES: Unanimous. NAYS: None.

IV. NEW BUSINESS (continued):

D. Board Attorney's Report

Ken Harrison stated that he sent a letter of termination to Merrill Lynch.

Mr. Harrison stated that he received an inquiry from the Police Retirement Fund Division II to confirm that the Fund has met all minimum benefits. He noted that he responded to Division II.

Mr. Harrison provided a Legislative update. He noted that an additional provision was added to the offenses that would cause a forfeiture of pension benefits to include a sexual predator of minor children.

F. Public Comments

Mary Lindsay appeared before the Board. She stated that there was no item for public comments on the Agenda. Mr. Harrison stated that that was an oversight and not be design. He stated that it can be placed on the Agenda and is usually done at the beginning. He stated that the Board might want to consider this. The Boards directed that Public Comments be added to the Agenda with a 3-minute limit.

VI. ADJOURNMENT:

There being no other business and the next meeting having been previously scheduled for Tuesday, July 22 at 2:00 PM, the Trustees adjourned the meeting at 3:06 p.m.

MINUTES APPROVED: July 22, 2008

Valerie Hurley, Chair
Employees' Retirement Board

Kenneth White, Chairman
Police Retirement Board

J. Scott Baur, Administrator
Employees' & Police Retirement Boards