

**MINUTES OF A JOINT EMPLOYEES' RETIREMENT BOARD  
AND POLICE RETIREMENT BOARD MEETING  
HELD IN THE CONFERENCE ROOM AT CITY HALL ON  
WEDNESDAY, AUGUST 22, 2012 at 1:30 PM**

**I. ROLL CALL: ..... 1:40 PM**

**A. Employees' Retirement Board:**

The Employees' Retirement Board did not have a quorum therefore a workshop was called to order at 1:40 PM.

Those persons present included:

Trustees: Robert Kahant, Chair  
Alexis Copeland

Others: Ken Harrison, Sugarman & Susskind (1:55 PM)  
Dixie Martinez, Resource Centers  
Members of Public:

**B. Police Retirement Board:**

A meeting was called to order at 1:40 PM.

Those persons present included:

Trustees: Sgt. Randy Collier, Vice Chair  
Lt. Todd Baer  
Karri Casper

Others: Ken Harrison, Sugarman & Susskind (1:55 PM)  
Dixie Martinez, Resource Centers  
Members of Public:

**II. ELECTION OF BOARD OFFICERS**

**A. Police Retirement Board:**

**1. CHAIR**

Lt. Baer nominated Sgt. Collier for Chair. Ms. Casper seconded the nomination. There were no further nominations for Chair.

Action: A motion was made by Lt. Baer and seconded by Ms. Casper to accept Sgt. Randy Collier as the Chair.

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

**2. VICE CHAIR**

Sgt. Collier nominated Lt. Todd Baer for Vice Chair. Ms. Casper seconded the nomination. There were no further nominations for Vice Chair.

Action: A motion was made by Sgt. Collier and seconded by Ms. Casper to accept Lt. Todd Baer as the Vice Chair.

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

### **3. SECRETARY**

Lt. Baer nominated Ms. Casper for Secretary. Sgt. Collier seconded the nomination. There were no further nominations for Secretary.

Action: A motion was made by Lt. Baer and seconded by Sgt. Collier to accept Ms. Karri Casper as the Secretary.

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

### **III. ADDITIONS/ DELETIONS/ REORDERING:**

#### **B. Employees' Retirement Board:**

#### **C. Police Retirement Board:**

No additions, deletions or reordering to the Agenda were made for the Police Officers' Retirement Board.

### **III. UNFINISHED BUSINESS:**

#### **A. Employees' Retirement Board:**

#### **B. Police Retirement Board:**

#### **C. Employees' and Police Retirement Boards:**

### **IV. NEW BUSINESS:**

#### **A. Employees' Retirement Board:**

##### **1. Benefit Approval:**

The General Employees' Pension Board did not have a quorum therefore the approval of this item will be added to the next Pension Board meeting's Agenda. The Board briefly reviewed the applications for refund of contributions. Ms. Copeland asked Ms. Martinez to confirm Ms. Cheryl Smith full time employment with the City of Lake Worth. Ms. Copeland explained that she thought Ms. Smith had only worked part-time for the City. Mr. Kahant asked Ms. Martinez to explain Ms. Ann Marie Wilson's refund of contribution request. Ms. Martinez explained the situation pertaining to Ms. Ann Marie Wilson's request.

#### **B. Police Retirement Board:**

##### **1. Benefit Approval:**

Ms. Martinez presented to the Police Officers' Pension Board the following benefit applications for approval: Application to Exit the D.R.O.P for Peter Hussey. Sgt. Collier asked Ms. Martinez if the tax implications had been explained to Mr. Hussey. Ms. Martinez reported that he had been provided

with the "IRS Updates Safe Harbor Rollover Notice" form, which explains the tax implications on rollovers and lump-sum cash distribution requests.

Action: A motion was made by Lt. Baer and seconded by Ms. Casper to approve the following benefit Applications: Application to Exit the D.R.O.P for Peter Hussey.

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

### **C. Employees' and Police Retirement Boards:**

#### **1. Letter from Auditor Steve I Gordon**

Ms. Martinez reported that at the last Pension Board meeting the Board had approved Mr. Steve Gordon's fee increase but the Board had asked her to request an explanation for the fee increase and to ask Mr. Steve Gordon if he could guarantee the new rate of \$6,240 for the next three years. She reported that included in their meeting packets was a letter from Mr. Gordon explaining that his increase in cost has gone up over the last three years. He explained that the fee increase was 4% over last year's fee. In the letter he agrees to perform the September 30, 2013 audit at the same rate for this year which is \$6,240 with the provision that there will be no additional work due to changes in State, AICPA standards, or requests by the Board.

### **E. ADMINISTRATOR REPORT:**

#### **1. Disability Application Sheila Horne – Update (GE)**

Ms. Martinez reported that she had sent a request for medical records to Ms. Horne's doctor and JFK Hospital. So far, no records have been provided therefore Ms. Horne's disability request is pending receipt of medical records.

Mr. Harrison arrived at the meeting at 1:55 p.m.

#### **2. Signature Cards (Police)**

Ms. Martinez reported that the First Southern Bank signature cards for the Police Officer's are ready for execution.

#### **3. Transfer Request of 185 Funds (2011 State Check)**

##### **a. \$81,405 (Mandatory Minimum Benefits)**

##### **b. \$202,000 (as a result of the PBA's negotiation with the City)**

Ms. Martinez reported that the annual report has been approved. The check will be in the amount of \$365,924.25. She explained that it is under the baseline of \$411,050 therefore Division I will not receive the \$81,405 for the mandatory minimum benefits. She explained that as an annual process she still needs authorization from the Board to send the letters to Division II requesting the transfer regardless.

Ms. Martinez reported that she needs authorization from the Board to send the letters to Division II requesting the transfer of the \$202,000 as a result of the PBA's negotiation with the City of Lake Worth.

Action: A motion was made by Lt. Baer and seconded by Ms. Casper to authorize the administrator to send the transfer letter request to Division II for \$81,405 and \$202,000.

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

**D. Board Attorney's Report:**

**1. House Bill 401**

**a. Letter to Legislative Delegation**

Mr. Harrison explained that the Board had already discussed House Bill 401 at the last Pension Board meeting. He briefly reviewed House Bill 401. He explained that the Board had already taken action on this matter and had instructed the administrator to send information to the members of the Plan. Ms. Martinez reported that her office is working on the notices and designation of beneficiary forms that will be mailed to the active and retired members of the Plan.

Mr. Harrison briefly reviewed the "Letter to Legislative Delegation." Since the General Employee's Board did not have a quorum the Police Officers' Pension Board asked to defer this item to the next Pension Board meeting for review and discussion.

Mr. Harrison reviewed a memo sent by the Florida League of Cities regarding the Department of Management Services interpretation of extra benefits law that passed in 1999. He explained that this determination was in response to a letter sent by the City of Naples to the Department of Management Services. He further explained that in response to the letter the Department of Management Services sent a letter to the City of Naples, which addresses how the City may use insurance tax revenues for its police pension plan. He briefly reviewed the background of this determination. Mr. Harrison reported that this had been brought to their attention last Friday. He has been in communication with the Department of Management Services to inquire on the impact of this new interpretation but so far he does not have an answer from the Department of Management Services. The Board had a brief discussion as to how this can affect the Police Officers' Pension Plan. Mr. Harrison explained that they may have to send a letter to the Department of Management Services requesting an explanation as to how it will affect this Plan.

Ms. Casper reported that she had talked to the City Clerks' office and she has confirmed that her term is a three year term.

Mr. Kahant reported that he had received an invitation to attend the Sawgrass Annual Investor Conference. Mr. Harrison reported that he should ask the investment manager if they are declaring any of the costs associated with this conference and if the cost exceeds the annual limit the Trustee needs to report it.

**V. CONSENT AGENDA:**

**A. Employees' Retirement Board:**

**1. Warrant for Accounts Payable**

The Employees' Retirement Board did not have a quorum therefore approval of this item will be deferred to the next Pension Board meeting.

**B. Police Retirement Board:**

**1. Warrant for Accounts Payable**

**C. Employees' and Police Retirement Boards:**

**1. Approval of Minutes: July 25, 2012 Regular Meeting**

The Employees' Retirement Board did not have a quorum therefore their approval of this item will be deferred to the next Pension Board meeting.

**Action:** For the Police Retirement Board a motion was made by Lt. Baer and seconded by Ms. Casper to approve the consent agenda which included the warrant for accounts payable and minutes of the July 25, 2012 Regular Meeting.

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

**VI. ADJOURNMENT:**

There being no other business and the next meeting having been previously scheduled for Wednesday, September 26, 2012 at 1:30 PM, the General Employees' and Police Officers' Pension Board adjourned the workshop and meeting at 2:33 p.m.

MINUTES APPROVED: September 26, 2012

\_\_\_\_\_  
Robert Kahant, Chairman Employees' Retirement Board

\_\_\_\_\_  
Sgt. Randy Collier, Chairman Police Retirement Board

\_\_\_\_\_  
Dixie Martinez, Administrator  
Employees' & Police Retirement Boards