



Town of Surfside

SURFSIDE POLICE OFFICERS RETIREMENT 185 TRUST FUND MEETING

Wednesday, June 5, 2024

Town of Surfside Commission Chambers

1. Call to order/ Roll call

Chair Hernandez called the meeting to order at 6:07 pm with the following members present:

Chair Dianna Hernandez, Treasurer Joseph Matthews, Secretary Bobby Gabriel. There are currently two vacancies on the board.

2. Approval of Minutes

Approval of the February 21, 2024 minutes: Joe Matthews made the motion; Bobby Gabriel seconded it. The motion carried with a vote of 3 Yes and 0 No.

3. Treasurer Report / Secretary Report

Treasurer's Report by Joe Matthews: Schwab account total as of June 5, 2024, is \$876,496.05. Chair Dianna Hernandez is now an authorized user to the Schwab account. Dianna Hernandez stated new checks have been received with Joe and Dianna's name on them.

Secretary's Report by Bobby Gabriel: Nothing to report

4. Old Business

The following bills were paid to Klausner, Kaufman, Jensen and Levinson:

- Bill # 34150 was paid the past due balance of \$60 with check # 2088045 (dated February 23, 2024)
- Bill # 34360 was paid the balance of \$612.50 with check # 2088044 (dated February 23, 2024)
- A check was ordered for Bill # 34552 in the amount of \$1352.50; However, Joe Matthews and Dianna received an email from Mayte Gamiotea on February 26, 2024, advising not to pay this bill because it belongs to the Town's Retirement Pension Plan (Defined Benefit Plan). Joe contacted Schwab to request a stop payment on the check and the request was approved on March 7, 2024.

5. New Business

Our Pension Attorney, Mr. Adam Levinson, joined our meeting by telephone to cover two main topics:

- Our Plan Administrator Mayte Gamiotea has retired and is no longer working for the Defined Benefit Plan (regular town pension) but continues to work for the 185 pension. Dianna Hernandez mentioned that she has communicated with Mayte and she will finish the audit and work on getting the report to the state submitted. Adam confirmed that Mayte is working with the Finance Director regarding the audit and state report. Since there is nobody within the town to take over as the Plan Administrator, he sent out a Request for Proposal (RFP) for a third party administrative (TPA) services and received four proposals. He emailed them to Dianna so that she and the board members can review. Dianna stated she forwarded the four proposals to Joe and Bobby and printed them out in case anybody wants to read them. Adam stated The Defined Benefit Board will meet on Thursday, June 13th at 2:00 pm in the Commission Chambers to look at all the proposals and pick which ones they want to interview. Joe and Bobby are possibly going to attend. The Defined Benefit Board will also hold a second interview in the future if anybody wishes to attend. Adam will ask them if it can be held on a Monday or Tuesday so that we can attend. Adam stated we can talk to the members of the Defined Benefit Board, but we can't discuss with each other on the same board due to the Sunshine Law. Adam is always available by phone if any of the board members have questions.
- The do's and don'ts regarding the Sunshine Law. It is a criminal offense if the board members talk about any pending board actions/agendas except at the board meetings. As part of the Sunshine Law, all board members must complete a Form 1 (Statement of Financial Interest) through the state's website and file it electronically by June 30, 2024. This is something new for this year and the form will go to Tallahassee. Adam asked if any of the board members have accessed this new website to file their Form 1. Joe Matthews stated he completed his and Dianna Hernandez stated she completed hers. Bobby Gabriel stated he will complete his form this evening. Dianna stated she spoke to Bill Blumenkranz this evening and he completed his Form 1F this evening. Dianna stated she sent an email to both Bill and Maren Starre asking them to complete their form and Maren stated she had sent hers to an attorney. Dianna encouraged her to call Adam, of which she did. Adam stated that Maren did complete her form and she is finished. Adam stated that when completing the Form 1, do not give any more information than they ask for; only give what they want. This is due to identity theft. Do not give your home address or identify any family members; use the station address. If anybody has any questions filling it out, he/she can call Adam. Regarding another distinction with the Sunshine Law, members are allowed to talk with one another about the Form 1 because it is not a board decision. The members can also talk about the past as long as it does not lead to a discussion of what he/she wants to do in the future. Adam also stated the Town needs to appoint two other trustees to the vacant positions on our board. We can make suggestions to the Commission.
- Adam recommends the board members attend a FPPTA (Florida Public Pension

Trustees Association) or Division of Retirement Trustee conference. He also stated we should also think about having a board meeting the same day as the Defined Benefit Plan.

Dianna stated that on April 2, 2024, our Plan Administrator, Mayte Gamiotea, provided a letter of resignation advising she will be retiring from the Town of Surfside effective April 12, 2024. She provided an invoice of \$3500.00 for her services covered from January 1, 2023 to December 31, 2023. A check for \$3500.00 (check # is 2388162; dated April 8, 2024) has not been sent due to Mayte is still working on the audit and the state report.

Mayte and the Town's Finance Director, Javier Collazo, are working together to get the audit completed and also the annual report so that it can be sent to the state. We have received several late notifications from the state and Dianna has forwarded them to Mayte.

The following payout checks were issued to the following former Police Chiefs and Police Officers as well as their 20% federal tax withholdings paid to the Town of Surfside:

- Police Chief John Healy was paid \$3100.00 with check # 2197142 (dated March 8, 2024). The check was mailed by Mayte. His 20% federal tax withholdings of \$775.01 was paid to the Town of Surfside with check # 2197144 (dated March 8, 2024). These amounts were calculated by Mayte and authorized to pay on February 28, 2024.
- Police Officer Juan Duran was paid \$3100.00 with check # 2261851 (dated March 21, 2024). The check was mailed by Mayte. His 20% federal tax withholdings of \$775.01 was paid to the Town of Surfside with check # 2197143 (dated March 8, 2024). These amounts were calculated by Mayte and authorized to pay on February 28, 2024.
- Police Chief Antonio Marciante was paid \$3191.91 with check # 2388161 (dated April 8, 2024). His original payout provided by Mayte was \$3191.19. A clerical error was made when requesting the check. The difference is \$ 0.72. This check was hand delivered by the Joe Matthews on Tuesday, April 24, 2024. His 20% federal tax withholdings of 797.00 was paid to the Town of Surfside with check # 2388164 (dated April 8, 2024). The original amount due to the town was for \$797.80. A clerical error was made when requesting the check. The difference is \$0.80. The original amounts were calculated by Mayte and authorized to pay on April 2, 2024.
- Police Officer Marianne Howard was paid \$7007.78 with check # 2388163 (dated April 8, 2024). Her check was hand delivered by Dianna Hernandez on Friday, April 19, 2024. Her 20% federal tax withholdings of \$1751.95 was paid to the Town of Surfside with check # 2388160 (dated April 8, 2024). These amounts were calculated by Mayte and authorized to pay on April 2, 2024.
- Howard and Marciante's 20% federal tax withholding checks were provided to Finance Director Javier Collazo on May 23, 2024.

The new commission did not reappoint Bill Blumenkranz and Mereni Starre to the 185 board and we have two vacancies. It is unknown when these vacancies will be filled. On May 29, 2024, Dianna emailed Mr. Blumenkranz and Mrs. Starre advising them they needed to complete Form 1F. Mrs. Starre replied that she completed and sent in the form on April 18, 2024. On today's date, June 5th, Dianna spoke with Mr. Blumenkranz, who advised he completed the form today and emailed her the confirmation from The Florida Commission on Ethics.

On May 29, 2024, Dianna also spoke with Adam regarding the topics already covered and also to say we must keep on top of the state report.

Dianna completed my Form 1 on May 30, 2024 and forwarded a copy of it to Adam and to the Town Clerk Sandra McCready. Joe Matthews stated he submitted his Form 1 on June 1, 2024.

Dianna received an email from our Sandra McCready advising she had to view an ethics video that was mandated by State of Florida Commission on Ethics. She provided the video from the Miami-Dade County Ethics and Public Trust training. Dianna completed the viewing of this video on Saturday, June 1, 2024 and advised Sandra by email that she had completed it. Dianna spoke with Sandra today, June 5th, and she stated she will forward the video to Joe Matthews and Bobby Gabriel to view. Both will send an email to Sandra once they have completed the video and cc Dianna.

6. Schedule next meeting date

Next Meeting: Wednesday August 7, 2024 at 6:00 pm.

7. Adjournment

As there is no further business to be discussed before the Police Pension Board, Bobby Gabriel made a motion to adjourn the meeting at 6:47 pm and was seconded by Dianna Hernandez. The motion carried with a vote of 3 Yes and 0 No.

Accepted this ____ day of _____, 2024

Dianna Hernandez, Chair

Attest:

Bobby Gabriel, Secretary