

BOARD OF TRUSTEES OF THE CITY PENSION FUND FOR FIREFIGHTERS & POLICE OFFICERS

In the City of Pembroke Pines
Hampton Professional Center
1951 NW 150th Avenue – Suite #104
Pembroke Pines, FL 33028

REGULAR MONTHLY MEETING – JANUARY 21, 2016

The four hundred forty eighth meeting of the Firefighters and Police Officers Pension Fund in the City of Pembroke Pines was called to order at 2:03 p.m. by Chairman Adam Cabeza.

1.	<u>Roll Call –</u>	<u>Fire Members</u>	<u>Police Members</u>	<u>City Members</u>
		Adam Cabeza Robert Johnson Frank Musumeci	Tim Anderson Adam Feiner Kevin Venema	Gary Arenson Jack McCluskey Vicki Minnaugh

Others Present: Steve Cypen, Board Attorney; Larry Wilson, Board Actuary; James Fisher, Plan Administrator; and Rachel Maldonado, Assistant Plan Administrator.

Also in attendance:

Sean Golditch, PPines Firefighter

2. **Approval of Ad Hoc Committee Minutes for December 16, 2015** – Chairman Cabeza presented minutes from the December Ad Hoc Committee meeting for approval. Motion by Gary Arenson, second by Kevin Venema, to approve the minutes. The motion carried unanimously.
3. **Approval of Minutes for December 16, 2015** – Chairman Cabeza presented minutes from the December 16, 2015 meeting for approval. Motion by Jack McCluskey, second by Vicki Minnaugh, to approve the minutes. The motion carried unanimously.
4. **Approval of DROP Benefits** – The following DROP benefit was presented for approval.
 - P/O James Henry 10 Years Certain & Life commencing 12/1/15Motion by Kevin Venema, second by Jack McCluskey to approve the DROP benefit as presented. The motion carried unanimously.
5. **Approval of DROP Distributions** – The following DROP benefits were presented for approval.
 - F/F Joseph Dennis – Lump Sum ***
 - F/F D. Scott Whitworth – Lump Sum ***
 - F/F Ross Kuruc – Lump Sum ***
 - F/F Ricardo Torres – Lump Sum ***
 - F/F Robert Bauman – Lump Sum ***
 - F/F James Sammarco – Lump Sum ***
 - F/F Michael Hohl – Lump Sum ***
 - F/F Robert Poirier – Lump Sum ***
 - F/F Johnny Mullin – Lump Sum ***
 - F/F David Saxon – Lump Sum ***
 - F/F Jaime Friedman – Lump Sum ***
 - F/F William Baker – Lump Sum ***
 - P/O Richard Barber – Monthly ***
 - P/O James Fisher – Lump Sum ***
 - P/O John Hess – Lump Sum ***
 - P/O Michael Scopa – Lump Sum ***
 - P/O Glen Parker – Lump Sum ***
 - P/O Denise Tamburo – Lump Sum ***

- P/O James Ryan – Lump Sum ***
- P/O Richard LeBoeuf – Lump Sum ***
- P/O Gary Jomant – Lump Sum ***

Administrator Fisher asked the Board to add an additional DROP distribution to the agenda.

- P/O Joseph Covino – Lump Sum ***

Motion by Kevin Venema, second by Gary Arenson, to add the DROP distribution for P/O Covino to the agenda. The motion carried unanimously. Motion by Kevin Venema, second by Jack McCluskey, to approve the amended list of DROP distributions. The motion carried unanimously.

The IRC 415 screening tool results were provided to Actuary Larry Wilson. When appropriate, his office will provide the necessary letters to members indicating distributions will not pose a problem with the IRC 415 limitation at the present time.

6. Request for Refund of Contributions – The following refunds of contributions were presented for approval.

- P/O Gavin Henry ***
- F/F Desi Monteavaro ***

Motion by Rob Johnson, second by Kevin Venema to approve the refunds as presented. The motion carried unanimously.

7. Approval of DROP Loans – The following DROP loans were presented for approval.

- P/O Valerie Toth ***
- P/O Kevin Peddy ***
- F/F Robert Poirier ***

Motion by Kevin Venema, second by Jack McCluskey to approve the DROP loans as presented. The motion carried unanimously.

8. Ratification of Special Warrant #663 – Chairman Cabeza presented Vendor Warrant #663 for approval. Motion by Gary Arenson, second by Vicki Minnaugh, to ratify Warrant #663 in the amount of \$40,000.00. The motion carried unanimously.

Name (Pension Benefits, Services Rendered or Obligations)	Amount
DROP Withdrawals:	
P/O James Fisher – Lump Sum DROP Withdrawal less FIT	***
U.S. Treasury – FIT – W/H (Fisher)	***
DROP Loans:	
P/O Valerie Toth – DROP Loan Less Documentary Stamp	***
Documentary Stamp for DROP Loans:	
Florida Department of Revenue – Documentary Stamp (Toth)	***
TOTAL	\$40,000.00

9. Approval of Vendor Warrant #664 – Chairman Cabeza presented Vendor Warrant #664 for approval. Motion by Jack McCluskey, second by Vicki Minnaugh, to approve Warrant #664 in the amount of \$330,212.61. The motion carried unanimously. Gary Arenson abstained from the vote due to a voting conflict.

Name (Pension Benefits, Services Rendered or Obligations)	Amount
Cypen & Cypen – Monthly Retainer for January 2015	\$3,250.00
Hampton Professional Center Condo #2, Ste 104 (Maintenance – Feb 2015)	\$407.72
Twilight Industries, LLC – (Maintenance – January 2015)	\$152.00
ProShred – Service on 1/6/16	\$56.38
Inverness – Equity Mgmt Fee for Q/E 3/31/16	\$119,722.21

Inverness – Fixed Income Mgmt Fee for Q/E 3/31/16	\$67,720.67
LMCG – Mid Cap Mgmt Fee for Q/E 12/31/15	\$40,914.06
LMCG – Large Cap Mgmt Fee for Q/E 12/31/15	\$39,116.02
Herndon Capital – Mgmt Fee for Q/E 12/31/15	\$32,584.79
Holland & Knight, Inv #3282556	\$100.00
Marco Consulting – Proxy Voting Fee for Q/E 12/31/15	\$2,000.00
GSK, Inv #20417131 for audit preparation	\$3,900.00
GSK, Inv #20417501 for audit preparation	\$13,000.00
Gary Arenson – Intercontinental Conference Reimbursement	\$399.36
ABS – January Lease	\$469.38
FP&L	\$151.20
Pitney Bowes – postage fee	\$39.99
SunTrust (J. Fisher)	\$3,271.28
SunTrust (R. Maldonado)	\$2,957.55
TOTAL	\$330,212.61

10. **Approval of Member Warrant #665** – Chairman Cabeza presented Member Warrant #665 for approval. Motion by Vicki Minnaugh, second by Jack McCluskey, to approve Warrant #665 in the amount of **\$749,810.71**. The motion carried unanimously.

Name (Pension Benefits, Services Rendered or Obligations)	Amount
Plan Benefits:	
P/O Richard LeBouef - Normal Retirement Benefit Commencing 2/1/2016	***
DROP Distributions:	
F/F Joseph Dennis – Lump Sum Withdrawal less FIT	***
F/F D. Scott Whitworth – Lump Sum Withdrawal less FIT	***
F/F Ross Kuruc – Lump Sum Withdrawal less FIT	***
F/F Ricardo Torres – Lump Sum Withdrawal less FIT	***
F/F Robert Bauman – Lump Sum Withdrawal less FIT	***
F/F James Sammarco – Lump Sum Withdrawal less FIT	***
F/F Michael Hohl – Lump Sum Withdrawal less FIT	***
F/F Robert Poirier – Lump Sum Withdrawal less FIT	***
F/F Johnny Mullin – Lump Sum Withdrawal less FIT	***
F/F David Saxon – Lump Sum Withdrawal less FIT	***
F/F Jaime Friedman – Lump Sum Withdrawal less FIT	***
F/F William Baker – Lump Sum Withdrawal less FIT	***
P/O Richard Barber – Monthly Withdrawal Commencing 2/1/2016	***
P/O John Hess – Lump Sum Withdrawal less FIT	***
P/O Michael Scopa – Lump Sum Withdrawal less FIT	***
P/O Glen Parker – Lump Sum Withdrawal less FIT	***
P/O Denise Tamburo – Lump Sum Withdrawal less FIT	***
P/O James Ryan – Lump Sum Withdrawal less FIT	***
P/O Richard LeBouef – Lump Sum Withdrawal less FIT	***
P/O Gary Jomant – Lump Sum Withdrawal less FIT	***
P/O Joseph Covino – Lump Sum Withdrawal less FIT	***
U.S. Treasury – FIT – W/H (Dennis, Whitworth, Kuruc, Torres, Bauman, Sammarco, Hohl, Poirier, Mullin, Saxon, Friedman, Baker, Barber, Hess, Scopa, Parker, Tamburo, Ryan, LeBouef, Jomant, Covino)	
DROP Loans:	
P/O Kevin Peddy - DROP Loan Less Documentary Stamp	***
F/F Robert Poirier – DROP Loan Less Documentary Stamp	***
Documentary Stamp for DROP Loans:	
Florida Department of Revenue – Documentary Stamp (Peddy)	***
Florida Department of Revenue – Documentary Stamp (Poirier)	***
Refund of Contributions:	
P/O Gavin Henry – Refund “Rollover”	***
F/F Desi Monteavaro – Refund “Rollover”	***
TOTAL	\$749,810.71

*** Schedule A is available upon request. Please contact the Pension Office if you wish to view it.

NEW BUSINESS

11. **DROP Loan Interest Rate for Q/E 3/31/16:** Agenda packets included information that the Wall Street Journal prime rate for the quarter ending 3/31/16 increased to 3.50% from 3.25%. It was noted that the DROP Loan Rules provide for 1% interest to be added to the WSJ rate. Motion by Vicki Minnaugh, second by Rob Johnson, to approve a 4.50% DROP Loan interest rate for loans approved by the Board during January, February, and March of 2016. The motion carried unanimously.

UNFINISHED BUSINESS

12. **Proposal for Computer Services:** The Board discussed a proposal for services from its IT provider Computers R Us. Answering Trustee McCluskey's question, attorney Steve Cypen informed the Board that an RFP was not required in this instance. The Board would like Computers R Us to address their questions before making a decision on the equipment.

- Is there are an alternative to "air cards" that will securely supply Internet access to the tablets?
- How much data will be provided between the tablets? Will the data charge be a monthly flat fee or charged per usage?
- Can extended warranties be purchased for each tablet?

The Board also discussed purchasing one extra tablet, in case one of the original nine should need to be replaced quickly.

13. **Reports:**

Actuary – Board actuary Larry Wilson discussed the current experience study. It is best practice for the actuary to do a study every five years to ensure that the Plan's assumptions are aligned with the fund experience. It is also important for the funding of the Plan as the study impacts the Board's and the City's financial statements.

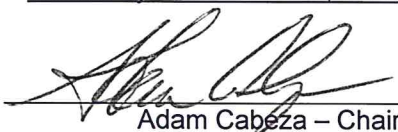
After Mr. Wilson's presentation, the Board discussed the implications of the proposed changes. The Board wanted to include the consultant in the discussion at the February meeting. Motion by Gary Arenson, second by Jack McCluskey, to table the experience study discussion. The motion carried unanimously.

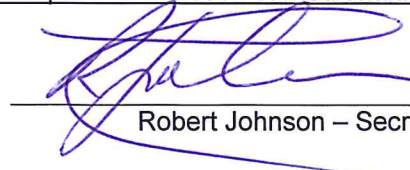
Attorney – No report at this time.

Chairman – Chairman Cabeza notified the Board of some possible additional expenses related to the audit work. The Chairman also suggested that any trustees receiving questions from members related to their specific monetary benefits should always be referred to the Board.

Plan Administrator – No report at this time.

14. **Input from Retirees:** None.
15. **Input from Active Members:** None.
16. **Input from Trustees:** Trustee Venema requested shirts for conference use so that they can be easily identified as Pembroke Pines representatives. He will work with the Chairman to pick a logo that the Board members can agree on.
17. **Public Comment:** None.
18. **Adjournment** – Chairman Cabeza announced that the next regular meeting would be held on **February 18 at 1:00 PM**. There being no further business to come before the Board, motion by Jack McCluskey, second by Adam Cabeza, to adjourn the meeting at 3:13 p.m. The motion carried unanimously.


Adam Cabeza – Chairman


Robert Johnson – Secretary