CITY OF PORT ORANGE
FIRE AND RESCUE PENSION BOARD OF TRUSTEES SPECIAL MEETING
MINUTES
Friday, June 17, 2016, 1:00 P.M.

Members Present:	Jim Reardon
	Bob Ford
	Joe Meeske
Members Absent:	Josh Moore
	Chris Taylor
Plan Administrator:	Sheila Hutcheson, Julie Enright

CALL TO ORDER/ DETERMINATION OF A QUORUM

The meeting was called to order at 1:20 p.m. by Chairman Reardon. There was a quorum with three members present.

Discussion: Transition process for plan administration

Ms. Hutcheson introduced Plan Administrator Julie Enright. The Board's consensus at the June 6, 2016 meeting was to retain Ms. Enright as the new Administrator for the Plan upon Ms. Hutcheson's retirement at the end of 2016. This meeting was set to discuss the logistics of the transition, which will be facilitated by Ms. Enright working with Ms. Hutcheson through the remainder of the year, with her formal contract for services beginning later this year or on January 1, 2017. The transition period will include formal notices to the Plan's consultants; retirees, Plan Members; City staff; Division of Retirement officials, etc. In this regard, Ms. Hutcheson distributed a sample notice that she had used in the transition of another plan for the Board's review.

There was general discussion and both Ms. Hutcheson and Ms. Enright will meet with Plan Members to discuss this change and any issues members may have. Trustee Meeske will check to see if there is interest by the members in a meeting.

REQUESTS FROM THE PUBLIC - none

ADJOURNMENT - There was no further business; the Chairman adjourned the meeting at 1:40 p.m.

Respectfully Submitted:

Sheila Hutcheson, Plan Administrator

Approved:

Jim Reardon, Chairman