CITY OF PORT ORANGE GENERAL EMPLOYEES' RETIREMENT PLAN
REGULAR MEETING MINUTES
June 21, 2021

ROLL CALL:
The meeting of the City of Port Orange General Employees' Retirement Plan was called to order by Chairman Peter Ferreira at 2:00 p.m. on June 21, 2021 in the 2nd Floor Conference Room, City Hall 1000 City Center Circle, Port Orange, FL.

TRUSTEES PRESENT:
Chairman Peter Ferreira, Vice Chair Cynthia Betts, Scott Stiltner, Scott Neils, Heather Carrizales, Michael H. (Jake) Johansson and Interim Deputy City Manager Jamie Miller

ABSENT AND EXCUSED:

OTHERS PRESENT:
Peter Prior and Mei Fang (via Zoom) of Benefits USA, Inc.; Brent Chudachek (via Zoom), Fund Attorney; Dave Leonard, Actuary

APPROVAL OF MINUTES:
May 24, 2021 – Regular Meeting
Chairman Ferreira asked the Members if there were any corrections, additions, or deletions with the minutes of May 24, 2021. Member Johansson moved to approve the minutes as presented. Member Neils seconded the motion and the motion passed.

PARTICIPANT/PUBLIC PARTICIPATION:
There was no participation from the public at this time.

FINANCIALS:
May 2021- Dave Leonard Report
Mr. Leonard reviewed the financials with the Board. It was noted that the market value of the Fund is $43,185,720.62, an increase of $2,052,057.94. Receipts for the month totaled $1,068,213.34 versus total disbursements of ($1,254,165.70). Payments to retirees and other

participants totaled $213,685.53. The balance as of May 31, 2021 was $398,154.31 in the Cash account. Actuary Leonard reported that the yield for the month of May, 2021 is 2.61%.

NEW BUSINESS:

Letter from Retiree Marceda Zurawski

Administrator Mei Fang reported that she received Retiree Marceda Zurawski's letter which was forwarded to Benefits USA by City of Port Orange. This letter was included in this meeting packet for Board to review and discuss the issue and decide how to respond to her concerns.

Actuary Dave Leonard said he had reviewed Retiree Marceda Zurawski's original calculations after he received Ms. Zurawski's Letter, and found that Ms. Zurawski had misstated her service period in her letter (not that it particularly matters, except that her "case" rests on the closeness of her eligibility to the Supplemental Benefits, which would have been much later). Ms. Zurawski states that she had "24+" years of service, when in fact she only had 23.083 years, or almost 23 months short of attaining 25 years. In short, her calculation appears to be in order.

Administrator Peter Prior reported that the Port Orange General Employees' Pension Plan host an annual conference which is open for any and all Pension Plan Members who wish to have a basic Retirement Preparation Education. The Pension Plan also has a SUMMARY PLAN DESCRIPTION (SPD) which provides a summary of the information as it relates to your Pension. The Supplemental Benefit is addressed under EARLY RETIREMENT.

It should be noted, there are special benefit guarantees for Participants who retire with at least 25 years of service. The minimum early retirement benefit for a Participant with 25 years of service is equal to his/her accrued benefit percentage at 25 years (50% - 53%) times his/her average monthly compensation, not reduced for early retirement. Similarly, if a Participant completes 30 years of service there is the same guarantee based on 30 years. If a Participant retires with more than 25 years (but less than 30), their benefit is the greater of the special guaranteed benefit or the early retirement benefit calculated the normal way. The same goes for Participants who retire early with more than 30 years of service.

Additionally, if the early retiree worked more than 25 years, they would also qualify for supplemental retirement benefits as earned prior to September 30, 2009, reduced by the normal early retirement reduction factor. These benefits are added to the monthly retirement amount; however, they are payable only on a life only basis. Actuary Dave Leonard said that he always emphasized that working 25 years is a mile stone for supplemental benefits.

After further Discussions, the Board had come to the following consensus: employees have their own responsibly to plan ahead for their retirements, the Board can't offer any Benefits which you never earn. Member Johansson moved to deny Retiree Marceda Zurawski's requests. Member Stiltner seconded the motion and the motion passed. Chairman Ferreira asked Benefits USA send a letter to Ms. Zurawski notifying her that the Pension Board denied her requests. Administrator Peter Prior noted that Benefits USA will draft a letter for the Fund Attorney to review and revise, if needed. It was noted BUSA will send the letter by certified mail to Ms. Zurawski.

Discussion for Extension of Board Members' Term
Chairman Ferreira opened the discussion for extension of Pension Board Members' Term. Member Miller asked Administrator Peter Prior whether he knew of other Pension Boards extended term lengths for their Board Members. Mr. Prior answered that most of their clients already did. He noted it is beneficial for the board and the city to extend the Board Trustees' term from two years to four years, reducing the amount of elections and saving time for City HR. It also saves expenses for the Board of Trustees' education. Member Carrizales reported that she did some research, and found out that City of Port Orange Fire Pension Board Members have four-year terms and Police Pension Board Members only have a two-year terms. Member Carrizales also contacted with General Employees' Union, and did not receive any reply yet.

Attorney Chudachek confirmed that City would need to change the ordinance. After further discussion, Member Johansson moved to extend the Board Trustees' term from two years to four years and ask City Council to approval this change. Member Stiltner seconded the motion and the motion passed.

Member Carrizales asked whether this change would automatically apply to Board Members now or until the Ordinance change got approval. Attorney Chudachek said that either way is fine. After further discussion, the Board decided this change would apply to the Board Members until City Council approval ordinance change.

CONSENT AGENDA:

For Approval:
Warrant #169

Benefits USA, Inc. (Admin Fees 06/2021)	$ 2,500.00
LORIUM PLLC (Ste 30)	$ 440.00
FPPTA (2021 Membership Renewal)	$ 620.00
FPPTA (Regis. Fee for C. Betts)	$ 775.00

Hearing and seeing no changes, Member Stiltner moved to approval Warrant #169. Member Neils seconded the motion and the motion passed.

REPORT:

Comments from Attorney:
Attorney Chudachek reminded the Board Members to complete their Form 1. The Members confirmed that they already completed the form.

Administrator
Administrator Pete Prior reported that the upcoming FPPTA 37th Annual Conference will be June 27-30, 2021 in Orlando. Those that wish to attend please advise Benefits USA as soon as possible to register with the FPPTA and make hotel arrangements.

ADJOURNMENT:
The meeting adjourned at 2:35 p.m.

	7/26/21
Chairperson	**Date**