CITY OF PORT ORANGE GENERAL EMPLOYEES RETIREMENT PLAN REGULAR MEETING MINUTES
May 23, 2016

ROLLCALL:
The regular meeting of the City of Port Orange General Employees Retirement Plan was called to order by Chairperson Donahue at 2:00 p.m. on May 23, 2016 in 2nd Floor Training Room, City Hall 1000 City Center Circle, Port Orange, FL.

TRUSTEES PRESENT:
Chairperson Kent Donahue, Council Member Scott Stiltner, Donnie Franklin, Peter Ferreira, Tracey S. Riehm, and Linda Johnson

ABSENT AND EXCUSED:

OTHERS PRESENT:
Pete Prior of Benefits USA, Inc

PARTICIPANT/PUBLIC PARTICIPATION:

APPROVAL OF MINUTES
March 28, 2016 – Quarterly Meeting
Chairperson Donahue asked the Members if they have any issues with the minutes, corrections, additions, or deletions. Several Members pointed out there were a few disagreements in the March 28, 2016 Minutes. Mr. Prior said that he will go back to verify those discrepancies. Member Riehm moved to table the minutes of March 28, 2016 Meeting as written. Member Stiltner seconded the motion and the motion passed.

April 25, 2016 – Regular Meeting
Chairperson Donahue asked the Members if they have any issues with the minutes, corrections, additions, or deletions. Several Members pointed out there were a few disagreements in the April 25, 2016 Minutes. Mr. Prior said that he will go back and listen to the 4-25-2016 meeting tape to verify those discrepancies. Member Johnson moved to table the minutes of April 28, 2016 Meeting as written. Member Ferreira seconded the motion and the motion passed.

UNFINISHED BUSINESS

Discussion of the 1% Fee of Voluntary Accounts for Retirees and Terminations

Chairperson Donahue noticed this item was moved from the last meeting agenda for more discussion. Member Riehm said the entire Voluntary Employee Contribution Fund Members' list was included in this meeting packet by her request. The Board Members discussed the purpose for the administration fee to the Retired or Terminated participants of the Voluntary Employee Contribution Fund is encouraging them to rollover their money to their personal account. Member Riehm said she was fine with Retirees, but she believed the Pension Fund should not take liability responsibility for those Terminated Members. Chairperson Donahue said that the first step whether the Pension Board was allowed to make those changes or not? Member Riehm would like to get some attorney's suggestions to solve this issue. After further discussion, the Board directed Administration office to contact Fund Attorney to get his opinion for the Board to consider:

1. What is the wisdom of the attorney regarding the best practice of having a Voluntary Account administered by the General Employees Pension Board; can the Board close the Voluntary Account.
2. Does the Board have the authority to set additional fees for administration of the voluntary plan, such as a flat rate or percentage of assets? The Board was considering a 1% rate for example. Is the Voluntary Plan a vested benefits to the Members and would the current members/union have to sign off on any changes made to the Voluntary Plan.
3. Can the Board require mandatory distributions of assets for terminated members that have a balance but not retired from the General Employees Pension Plan?

Mr. Prior said that he will bring the Fund Attorney's response for the next Pension Board meeting.

FINANCIALS:

April 2016 – Dave Leonard

Chairperson Donahue reviewed the April, 2016 financials with the Board. Chairperson Donahue noted the market value of the Fund is $29,858,229.36, a decrease of $37,371.78 from last month. Receipts for the month totaled $1,318,947.68 versus total disbursements of $1,489,735.72. Payments to retirees and other participants totaled $398,547.07. The balance as of April 30, 2016 was $783,710.95 in the Cash account. Chairperson Donahue reported that the yield for the month is 0.89%.

Member Johnson moved to accept the April reports as provided. Member Ferreira seconded the motion and the motion passed.

NEW BUSINESS:

Steven Smith – Beneficiary of Deceased Retiree Glenn Smith Payment for Approval

Chairperson Donahue reviewed the documents reflecting the Death Benefits payment for Mr. Steven Smith. Member Stiltner moved to approve the Beneficiary Steven Smith's payment. Member Ferreira seconded the motion and the motion passed.

Election of New Vice Chair

Chairperson Donahue said since Vice Chairperson Sonya Laney-resigned as of April 22, 2016, the Pension Board needs to elect a new Vice Chairperson. Member Franklin moved to table this issue until next meeting with all Members being present.

CONSENT AGENDA:

Warrant#114

Benefits USA, Inc. (Admin Fees 05/2016; INV #POG086)	$ 2,500.00
The Boston Company (1st Qtr '16 Mgmt Fees; INV #71647)	$ 9,371.65

Member Stiltner moved to approve Warrant #114. Member Franklin seconded the motion and the motion passed.

DISTRIBUTIONS:

Mandatory Plan

Michael McGeachy	Total Withdrawal	$ 3,808.61

Member Johnson moved to approve the distribution for the above. Member Stiltner seconded the motion and the motion passed.

REPORTS:

Members

Member Riehm requested a status update regarding the payment on behalf of deceased retiree Mr. Recardo Wilker. Mr. Prior reported that Administrator Mei Fang followed up with Ms. Taylor every two weeks with no changes. Mr. Recardo Wilker's step brother Tyrone refuses to sign any release documents on behalf of his step brother. Benefits USA also did further research and found that Mr. Wilker's house is still under mortgage and not posted on the market. According to Ms. Taylor, his cousin, there are pending bills as well. Member Riehm said that she felt sorry for Mr. Wilker's family; but she does not believe the Pension Fund should take on the responsibility for this situation.

Member Riehm would like to get some attorney's suggestions to solve this issue. After further discussion, the Board directed the Administration office to contact the Fund Attorney to get his opinion for the Board to consider regarding a death of a member with no Will or Beneficiary, lack of cooperation from immediate family, what is the role of the Board or legal procedure dealing with the immediate assets of the deceased member. Is there a time frame as to when to send the assets to the State or Probate? Mr. Prior said that he will bring the Fund Attorney's response for the next Pension Board meeting.

Member Johnson said that Administrator Mei Fang didn't reply to her email about how to help a Member complete their form since Heather Carrizales is on maternity leave. Mr. Prior said that is unusual, maybe the email didn't go through or Mei Fang just missed the email. Mr. Prior indicated that he knew the member was contacted by Benefits USA and the employee was assisted in completing his paperwork.

Administrator

Mr. Prior reported that FPPTA Trustee Conference is scheduled for June 26 – 29, 2016 at the Hyatt Regency in Orlando, Florida. Members that wish to attend please advise Benefits USA as soon as possible to register with the FPPTA. Members said that they are very interested to go, but their schedule can't make it happen. They will try to attend the FPPTA School in the future.

Mr. Prior said that the Board asked him to provide a quote for the monthly financial report, and his quote is $275.00 per month. After further discussion, the Board directed to table this issue until the Board discusses the following year's Audit.

NEXT MEETING DATE:

July 25, 2016@10:00 a.m. – 2016 Employee Pension Fund Conference
July 25, 2016@2:00 p.m. – Quarterly Meeting

Members discussed the Meeting Date for both Meetings, Mr. Prior said he will go back to check and clarify the Meeting date with the Board when he come back to the office.

ADJOURNMENT:

The meeting adjourned at 3:15 p.m.

Kent Donahue
Chairperson

July 25, 2016
Date