

**CITY OF PALMETTO
POLICE OFFICERS' PENSION
BOARD OF TRUSTEES
August 27, 2018 - 11:00 A.M.**

BOARD MEMBERS PRESENT:

Mike Stinson, Chair
Mike Fuller, Secretary
Jim Freeman
Ryan LaRowe

BOARD MEMBERS ABSENT:

Coby Gaulien

STAFF AND OTHERS PRESENT:

John Thinnes, & Co Consulting
Scott Christiansen, Board Attorney
Amber LaRowe, Assistant City Clerk

Chair Stinson called the meeting to order at 11:07 a.m.

1. AGENDA APPROVAL

Motion: Mr. Fuller moved, Mr. LaRowe seconded, and the motion carried 4-0 to approve the August 27, 2018 Police Officers' Pension Board agenda.

2. PUBLIC COMMENT

No comment.

3. APPROVAL OF MINUTES

Motion: Mr. Freeman moved, Mr. LaRowe seconded, and the motion carried 4-0 to approve the May 14, 2018 minutes.

4. APPROVAL OF EXPENSES

- A) Christiansen and Dehner: Invoices Dated May through July 2018
- B) &CO Invoice #25650
- C) Anchor Capital Advisors: Invoices Dated April and July 2018
- D) Sawgrass Asset Management High Quality Core Fixed Income Dated 7/9/2018
- E) Salem Trust Invoice for April through June 2018

Motion: Mr. LaRowe moved, Mr. Fuller seconded, and the motion carried 4-0 to ratify the paid expenses as presented.

5. FY2018-2019 POLICE PENSION BUDGET

Motion: Mr. LaRowe moved, Mr. Fuller seconded, and the motion carried 4-0 to adopt the fiscal year 2018-2019 Police Pension Plan Budget.

6. INVESTMENT REVIEW

John Thinnes, & Co., presented the end of quarter investment review. He stated that, overall, it was a good quarter. Last quarter, the Portfolio was valued at \$12,862,969; this quarter it is valued at \$12,950,790. He discussed the compliance checklist and the fee schedule.

Mr. LaRowe exited the meeting at 11:36 a.m. and returned at 11:37 a.m.

Mr. Thinnes handed out a copy of the Investment Policy Statement (IPS) with suggestive changes highlighted. A copy of this IPS is attached to the minutes. Changes were made to the following sections:

- TARGET ALLOCATIONS
- TOTAL PORTFOLIO PERFORMANCE
- FIXED INCOME PERFORMANCE
- TREASURY INFLATION PROTECTION SECURITY (TIPS) PERFORMANCE
- ALTERNATIVE AND OTHER ASSET PERFORMANCE (ADDED)

Motion: Mr. Freeman moved, Mr. LaRowe seconded, and the motion carried 4-0 to approve the IPS with the highlighted changes.

In regards to the Global Tactical Asset Allocation Manager Analysis handout, Mr. Thinnes asked the Board to skim over it and discuss at the November meeting.

7. BENEFITS DISBURSEMENT APPROVAL

A. DROP PARTICIPANT

- None

B. SEPARATED NON VESTED EMPLOYEES

- None

C. SEPARATED VESTED EMPLOYEES

- Luis Martinez

D. RETIRED EMPLOYEES

- Tom Smith
- Chris Gillum—he was a vested employee who left money in the fund; now collecting.

E. DECEASED RETIREES

- None

F. DECEASED ACTIVE EMPLOYEE PAYOUT

- None

Motion: Mr. LaRowe moved, Mr. Fuller seconded, and the motion carried 4-0 to approve the Benefits Disbursements as presented.

8. NEW MEMBER ACKNOWLEDGEMENT (Informational Only)

None.

9. ATTORNEY CHRISTIANSEN'S REPORT

Attorney Christiansen informed the Board that the Plan received \$130,363 from the State.

He is working on a disability claim made by Chad Oyler for hypertension/stroke. The application has been received and the interrogatories were sent August 2nd to be answered.

Attorney Christiansen informed the Board that he is seeking a motion to authorize his firm to prepare a new Ordinance to comply with any Internal Revenue Code changes.

Motion: Mr. Freeman moved, Mr. LaRowe seconded, and the motion carried 4-0 to authorize Attorney Christiansen to prepare an Ordinance to comply with any Internal Revenue Code changes.

Attorney Christiansen discussed the Internal Revenue Service (IRS) has made a requirement that a plan needs to be in place that outlines how a municipality will find a missing benefit recipient. The procedure could be a check list that identifies how, when, and where the recipient was contacted. He recommended adding this procedure to an ordinance and to the Operating Rules and Procedures. Attorney Christiansen asked for authorization to make the change to the Operating Rules and Procedures.

Motion: Mr. LaRowe moved, Mr. Fuller seconded, and the motion carried 4-0 to authorize Attorney Christiansen to make the changes as required by the IRS to the Plan's Operating Rules and Procedures.

10. PLAN ADMINISTRATOR'S REPORT

Mrs. LaRowe informed the Board about the upcoming Fall Trustee School put on by the Florida Public Pension Trustee Association. The School will be in Bonita Springs from September 30th through October 3rd. If you are interested in attending, please let Mrs. LaRowe know so that arrangements can be made.

A rebalance letter to Salem Trust is attached to the agenda for the Board's information only.

Chair Stinson adjourned the meeting at 12:00 p.m.

MINUTES APPROVED: NOVEMBER 26, 2018

Mike Fuller

MIKE FULLER, SECRETARY