

**COOPER CITY GENERAL EMPLOYEES PENSION PLAN
BOARD OF TRUSTEES MEETING
SUMMARY OF MEETING MINUTES
April 27, 2017**

Approved _____

Approved _____

CITY HALL

Secretary Roland Berrios called the meeting to order at 8:39 AM.

1. Roll Call

Barry Schinder – absent
Bruce Loucks – present
Kerri Anne Fisher – present
James Nacknouch – absent
Roland Berrios – present

Guests

Horacio Montes de Oca
Grant McMurry– ICC Capital
John McCann – AndCo Consulting
Margie Adcock– Pension Resource Center
Karen Russo – Salem Trust Company

2. Public Comments

There were no public comments.

3. Approval of Minutes Summary for Meeting of January 26, 2017.

The minutes of the meeting of January 26, 2017 were reviewed.

Ms. Fisher made the motion to approve the minutes of the meeting of January 26, 2017. The motion was seconded by Mr. Berrios and approved unanimously by voice vote.

4. Presentations

C. Salem Trust Company – Karen Russo

Ms. Russo stated that she was the Relationship Manager on the account. She advised that Brad Rinsem retired as of December 31, 2016. She noted that he is still on the Board of Directors of Salem Trust so he is still involved with the company. She stated that she had a few housekeeping items she would like to address. She provided an updated Signature Authorization Form to be completed. She noted that the need to have the Form updated at least every three years. The Board stated that they would address this at the next meeting when the Chair would be in attendance. Ms. Russo provided a Confirmation of Statement Recipients. She reviewed the current recipients and the method of receipt.

1. The Board was provided with a Salem Trust Service Report as of December 31, 2016. Ms. Russo stated that the Report covers five primary components of service: statements, trade settlements, income processing, cash processing, and corporate actions. She stated that they look at these components monthly and send out quarterly reports. They want to be transparent with their clients. She stated that they have a service pledge whereby if in any quarter they do not meet expectations, they will reach out to the client and talk about the situation and possibly reduce their fee.
2. Ms. Russo discussed the status of Globe Tax Reclamation. She stated that she did get all of the paperwork and sent it to Globe Tax. She stated that Globe Tax submitted it to the IRS to establish residency. They received certification of residency for all of the years they are claiming and will start filing now. She stated that there should be about \$7,000 net which will get

posted to the Fund's account. She stated that every year a new certification of residency must be filed. They will continue to submit for tax reclamation going forward but the amounts recovered will be smaller.

A. Highland Capital Management – Grant McMurry– Quarterly Presentation

Mr. McMurry discussed the market environment for the quarter ending March 31, 2017. He stated that he was not thrilled about their quarterly performance, noting that they lagged the benchmark. He stated that it has been difficult for them to find valuation. There has not been a lot of trading because people are not enthusiastic about any particular area of the market. There is not a lot of selling off. They can only look at day to day trading and they do not really like doing that. He stated that they did not make any changes in sector weights. With respect to bonds, he stated that they had a lot of corporates which had a higher yield than the market. With respect to international, emerging markets did very well. He noted that they have a small exposure to emerging markets.

Mr. McMurry reported on performance for the quarter ending March 31, 2017. He stated that the total market value as of March 31, 2017 was \$14,328,946. The total portfolio was up 2.49% for the quarter while the benchmark was up 2.67%. The value portfolio was up 3.03% for the quarter while the benchmark was up 3.27%. The international portfolio was up 7.98% for the quarter while the benchmark was up 7.25%. The core fixed portfolio was up .85% for the quarter while the benchmark was up .78%.

B. AndCo Consulting – John McCann – Quarterly Presentation

Mr. McCann discussed the market environment for the quarter ending March 31, 2017. He stated that emerging markets was the best performer for the quarter while small cap was the best performer for the one year period. For domestic equities, the best performing asset class was large cap growth, while small cap value was the best performing asset class for the one year period. He noted that financials was the best performing sector in large cap for the quarter. Mr. McCann reviewed the compliance checklist.

Mr. McCann reviewed the Fund's performance for the quarter ending March 31, 2017. He stated that the total market value as of March 31, 2017 was \$33,197,326. The asset allocation was 55.2% in equities; 29.5% in fixed income; 12.8% in real estate; and 2.5% in cash. The Fund was up 3.21% net of fees for the quarter while the benchmark was up 4.11%. Total equities were up 5.24% for the quarter while the benchmark was up 6.16%. Total fixed income was up .84% for the quarter while the benchmark was up .78%. Total real estate was up 1.99% for the quarter while the benchmark was up 1.55%. The total Highland Capital portfolio was up 2.49% for the quarter while their benchmark was up 3.54%. The total Sawgrass portfolio was up 4.29% for the quarter while their benchmark was up 5.08%. With respect to equities, Highland Capital was up 3.95% while their benchmark was up 4.95% and Sawgrass was up 6.40% while their benchmark was up 7.29%. With respect to fixed income, Highland Capital was up .83% and Sawgrass was up .86% while their benchmarks were up .78%. American Realty was up 1.99% for the quarter while the NCREIF was up 1.55%. Mr. McCann stated that the Fund has a nice diversified portfolio that is doing well at the moment.

Grant McMurry, John McCann and Karen Russo departed the meeting.

5A. Bills and Warrants

- A. GRS – For actuarial services for period ending 3/31/17 - \$8,300.00
- B. Pension Resource Center–For administrative services for February, March and April 2017-\$5,450.79
- C. AndCo – Quarterly Fee for period ending 3/31/17 - \$7,434.15
- D. Highland Capital Management – Quarterly Fee for period ending 3/31/17 - \$17,909.06
- E. Sawgrass Asset Management–Quarterly Fee for period ending 3/31/17-\$19,922.77

Mr. Berrios made the motion to approve items A-E. Ms. Fisher seconded the motion, which passed unanimously by voice vote.

5B. Benefit Approvals

- A. Application to Retire –Joseph Schlumbrecht
- B. DROP Distributions –Steve Younghans partial distribution (\$12,000); Deborah Jerger 12/31/16 balance less 10% holdback (\$144,942.25)

Mr. Berrios made the motion to approve items A-B. Ms. Fisher seconded the motion, which passed unanimously by voice vote.

6. Report on Fund Activity as of March 31, 2017.

The Board was provided an unaudited financial statement as of March 31, 2017. The Board reviewed the Balance Sheet as well as the Income and Expense Sheet.

7. Plan Administrator –Margie Adcock
There were no further items to report.

8. Old Business
There was no new business.

9. New Business
There was discussion on providing education to Participants. It was noted that perhaps Dee Lee might not be the right person to do this particular educational training. There was discussion on trying to provide more of a financial education.

10. Adjournment

There being no further business before the Board, motion was made and seconded, and the meeting was adjourned.