

# City of Miramar Firefighters' Retirement Plan

## MINUTES OF MEETING HELD

September 27, 2011

James Estep called the meeting to order at 9:01 AM in the Conference Room of Fire Station 100 located at 2800 SW 184<sup>th</sup> Avenue, Miramar, FL. Those persons present were:

### TRUSTEES PRESENT

James Estep, Chairman  
Manuel Esparza, Secretary  
Orlando Segarra; Trustee  
Andrew Tomchik; Trustee  
Leo Nunez; Advisory Comm  
Jason Swaiden; Advisory Comm  
Susan Finn; Advisory Comm

### OTHERS PRESENT

Denise McNeill; Resource Center; Administrator  
JC Louissaint; Resource Center; Administrator  
Bonni Jensen; Perry & Jensen; Counsel  
Yiu Lai; Dulaney & Company; Actuary (9:20)  
Frank Vrklan (09:31)  
Alan Park (10:11)  
Other members of the plan

### TRUSTEES ABSENT

Andrew Soterakis; Trustee  
Chris Armstrong; Advisory Comm

### MINUTES

Minutes of the August 18, 2011 meeting were presented in the Trustee packets for review.

- Manuel Esparza made a motion to approve the minutes as presented. The motion received a second by Andrew Tomchik and was approved by the Trustees 4-0.

### ATTORNEY REPORT

Ms. Bonni Jensen informed the Board that the City had contacted Don Dulaney and Yiu Lai about the COLA cost back from 1999 when the plan was amended to include the 75% Purchase Power calculation. Mrs. Jensen explained that Trish Shoemaker had recommended acquiring the information from the 2000 annual report. The information was forwarded to the City accordingly.

There was discussion about Charles Sachs whose eligibility period to transition to normal retirement from disability was coming to an end. Mr. Sachs is not certain if he will elect to convert from his current service incurred DI to a normal benefit. He had asked the Resource Center to provide a full benefit calculation to reflect all optional forms so he may consider whether or not he will proceed with the conversion. Mrs. Jensen reviewed the disability rules in the Ordinance and noted if the member receives any type of pay supplement, contributions are to be paid to the pension fund relative to the supplemental pay. She explained that that Mr. Sachs' disability attorney had previously approached the Board and asked if the Board would be willing to waive the contribution requirement. The Board did not agree to waive the contribution requirement. She recommended the administrator request a copy of the workers compensation settlement and payroll details from the City to see if Mr. Sachs received any pay supplement while he was covered

# City of Miramar Firefighters' Retirement Plan

## MINUTES OF MEETING HELD

September 27, 2011

under disability with the City. It was noted that Mr. Sachs had received the maximum years of service in his original disability benefit calculation with the pension fund.

Ms. Denise McNeill will follow up to find out from the City if Mr. Sachs had received any Pay Supplement while he was covered under DI with the City and also she will request a copy of the Settlement with the City. Ms. Bonni Jensen and the Board will revisit Mr. Sachs' case after the requested documents from the City have been received and analyzed.

### OLD BUSINESS

PAYROLL DATA: Ms. McNeill updated the Board on the ongoing payroll data issue explaining the most recent status. Denise explained that the status is still the same. She had a conference call with Andrea last week and Andrea had sent some revised files afterwards but we still have the same discrepancies. James Estep told the Board that he will call Barbara Hastings to see if she can help.

ANDREW SOTERAKIS' REAPPOINTMENT: Denise informed the Board that Andrew Soterakis was reappointed by the Mayor and City Commission on August 24<sup>th</sup> for a period of 4 years. His term will expire in 2015.

GSK FEE INCREASE: The Board agreed to approve the fee increase and renewed the audit engagement with GSK for the plan year ending September 30, 2011. The Board will readdress the Audit RFP after the first of the year. Ms. Denise McNeill will review the rates with all audit respondents after January 1, 2012 to inquire if any have changed. Discussion followed regarding the process of interviewing other prospective auditors.

### ACTUARY REPORT

Mr. Don Dulaney was not able to attend the meeting due to family issue.

Mr. Yiu Lai appeared before the board to review the Post Retirement Supplement amount. He stated that the September report is not yet available but he will come back in November to discuss the September 30, 2011 results of the CPI-U. He explained that in order to get another increase, the September, 2011 figure has to surpass the high water mark of September 2008 which was 218.783.

Mr. Lai reported that the Supplemental Chapter 175 contributions were released. The excess of Actual over Base Amount is \$801,848 and the supplemental amount this year is \$15,996 for a total of \$817,844 which can be allocated in the Share accounts accordingly.

James Estep asked Leo Nunez to provide an update of the recent Union request. Leo Nunez stated that Don Dulaney is working with the Union and about to wrap up on the recent request. Leo Nunez explained that Don Dulaney is expected to make the results available as soon as they are ready.

# City of Miramar Firefighters' Retirement Plan

## MINUTES OF MEETING HELD

September 27, 2011

### NEW BUSINESS

BOARD COMMUNICATION: Orlando Segarra explained he noticed from prior meetings that most of the Board's service providers are using IPAD's for communication. He decided to research the cost in an effort to streamline meeting documentation and overall communication with the pension fund's vendors. Discussion followed regarding the need versus the cost. Orlando Segarra inquired with Best Buy, Verizon and Apple. Ms. Bonni Jensen cautioned the Board regarding having such equipment owned by the Plan, noting an inventory system would need to be initiated along with a process of keeping equipment up to date so that it does not become obsolete. Ms. Jensen noted that having equipment with the latest technology is the way of the future; however she also stated that the Board needs to study this carefully before purchasing any equipment. Frank Vrklan suggested the Board determine the return on investment for workflow. The Board agreed to study the issue and for Orlando Segarra to continue with his research.

- Manuel Esparza made a motion to explore the idea of purchasing IPADS for the Board and to study the inventory issue and the authorization process; also to determine the investment return for workflow. The motion received a second by Orlando Segarra and was approved by the Trustees 4-0.

Ms. Bonni Jensen suggested that a committee be formed and she will send out emails to some people to further inquire about issues that might arise with the purchase of the new equipment.

- Manuel Esparza made a motion to appoint a committee of Orlando Segarra and Leo Nunez to research further. The motion received a second by Andrew Tomchik and was approved by the Trustees 4-0.

### ADMINISTRATIVE REPORT

Denise McNeill reported Lawrence Burns' request for a hardship withdrawal in the amount of \$10,000 due to immediate and heavy financial needs. James Estep asked about the criteria for a hardship withdrawal. Ms. Bonni Jensen explained the criteria and asked that Mr. Burns provide supporting documentation to Resource Center for review before the partial lump sum hardship withdrawal can be processed.

- Manuel Esparza made a motion to approve the hardship withdrawal in the amount of \$10,000 pending receipt and acceptance of supporting documentation by the Resource Center. The motion received a second by Andrew Tomchik and was approved by the trustees 4-0.

Leo Nunez inquired about the DROP front load of sick and vacation time. Ms. Bonni Jensen reviewed the Ordinance relative to the matter. She explained that the funding was allowed as per collective bargaining. Mr. Nunez explained the matter is not clearly addressed in the bargaining agreement. Mrs. Jensen advised that she has not received

# City of Miramar Firefighters' Retirement Plan

## MINUTES OF MEETING HELD

September 27, 2011

an IRS determination letter relative to a DROP or unused leave time; therefore she is not able to provide an IRS interpretation regarding the matter.

### DISBURSEMENTS

Denise McNeill presented a disbursement report for approval with the addition of expense reimbursements in the amount of \$36.77 for Mr. Orlando Segarra and \$14.09 for Manuel Esparza.

- Manuel Esparza made a motion to approve the disbursements as presented. The motion received a second by Andrew Tomchik and was approved by the Trustees 4-0.

JC Louissaint asked the Trustees if they received the hotel checks for the upcoming conference attendance held from October 2 – 5, 2011 in Tampa, Florida. Leo Nunez and Jason Swaiden claimed that they have not received their check yet but will check their mail again this afternoon and will let Mr. Louissaint know. Mr. Louissaint will follow up on the payments accordingly.

### ADJOURNMENT

The Trustees acknowledged their next meeting date, previously set for November 17, 2011. There being no further business,

- Andrew Tomchik made a motion to adjourn the meeting at 10:30 AM. The motion received a second by Manuel Esparza and was approved by the Trustees 4-0.

Respectfully submitted,

  
Manuel Esparza, Secretary