

City of Miramar Firefighters' Retirement Plan

MINUTES OF MEETING

October 6, 2017

Chairman James Estep called the meeting to order at 9:02 A.M. in the Meeting Room of Fire Station 100 located at 2800 SW 184th Avenue, Miramar, FL. Those persons present were:

TRUSTEES PRESENT

James Estep, Chairman
Manuel Esparza, Secretary
Ulises Carmona, Trustee
Patricia Barry, Trustee
Susan Finn, Trustee

Leo Nunez, Advisory Comm
Noel Marti, Advisory Comm
Cliff Ricketts, Advisory Comm
Jason Swaidan, Advisory Comm

TRUSTEES ABSENT

N/A

PUBLIC COMMENTARY

James Estep invited those present to address the Board with public comments. There were no comments at this time.

MINUTES

The August minutes were presented for review. It was noted the minutes should reflect the workshop transitioned to a meeting at 9:15 AM.

- Manuel Esparza made a motion to approve the minutes as amended. The motion received a second by Patricia Barry and was approved by the Trustees 5-0.

DISBURSEMENTS

Denise McNeill presented the disbursement report and financial statements for review.

- Susan Finn made a motion to approve the disbursements as presented. The motion received a second by Manuel Esparza and was approved by the Trustees 5-0.

COMERICA BANK - CUSTODIAN

Felecia Ryans of Comerica joined the meeting via conference call to address Comerica's SOC 1 Report. Mrs. Jensen explained she had requested a copy of Comerica's SOC 1 report and noticed it was a qualified report with something remarkable noted. She explained that she has requested Felecia Ryans report on the matter for the Board and confirm how such communication will be handled going forward. Ms. Ryans explained there was a circumstance with no back up on a lump sum distribution that did not have the validation stamp in the records. She explained they do not issue benefit payments for Miramar Fire and the issue does not relate to this Plan. Mrs. Jensen explained it is important to note what controls are in place and also for notification to be given to the clients of the issue listed in the report. Ms. Ryans explained the information is disclosed with the release of the report and she confirmed additional controls are in place now to avoid a repeat of the issue. Mrs. Jensen requested Comerica adjust their process to notify

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administrators and attorneys of any qualified opinions. Ms. Ryans will address the matter again with management. The call ended.

Denise McNeill reported the Resource Centers had received their SOC Report and it was an unqualified report with a note related to how an employee's information was transitioned to another employee upon termination of employment. She explained the process used was reasonable, accurate and agreed upon by management; however the note was due to the fact that the action was different than the company's written policy. She explained they have altered the policy of how such transitions are handled to accommodate similar personnel changes in the future.

Bonni Jensen explained she has heard from those in the business that receiving a qualified report is rare.

ACTUARY REPORT

Don Dulaney explained the GASB 68 Report for the City uses 2016 numbers and is almost ready while the GASB 67 report is pending the fiscal year end 2017 data which is pending. He explained the permissive service credit with the buy-down of retirement date will be challenging to report. He explained it will be addressed on the annual benefit statement and they will work through how it will be reported. Mr. Dulaney presented a chart of the CPI from the last ten years explaining he should have the Post Retirement Subsidy information for the Board at the next meeting as the September numbers have not yet been released.

ATTORNEY REPORT

RHUMBLINE AGREEMENTS Mrs. Jensen explained the Rhumbline contracts are ready for signature. They still need a start date; however that will be determined by the investment consultant.

PREMIUM TAX DATABASE: Mrs. Jensen reported the premium tax database has not been updated in some time for Miramar. She explained Ms. Dixon had thought it had been updated; however it had not.

ADMINISTRATIVE SERVICE ADDENDUM: Mrs. Jensen reported she had sent the revised Administrative Service Addendum to the administrator for review.

Mrs. Jensen explained she has a conflict with the November meeting date as she has been asked to speak at the Division of Retirement conference. Mrs. Jensen will send Paul Daragjati to the meeting from her office.

Mrs. Jensen reported they had just received confirmation the annual report was approved; however she suggested the administrator check with the State to confirm if it is approved with the allowable 9/30/17 date. Discussion followed regarding the issues with the new online reporting and how delayed the process has been this year.

ADMINISTRATOR REPORT

BENEFIT APPROVALS: Mrs. McNeill presented a DROP benefit approval for William Keyes.

- Susan Finn made a motion to approve the benefit as presented. The motion received a second by Manuel Esparza and was approved by the Trustees 5-0.

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OTHER REPORTS

It was noted the following additional reports were included in the Trustee packets; PomTrack portfolio monitoring, DFA Notice, Molpus and Hancock Distribution notices and a storm update from Intercontinental.

DISABILITY APPLICATION UPDATE

Discussion followed regarding the status of Ms. Calderbank's disability application. Mrs. Jensen reminded the Trustees the work comp process has no bearing on the Pension Fund. She explained the Board will need to decide if they will allow the application to be revised and additional records will need to be requested. Lengthy discussion followed regarding the application and the length the Board has gone through to allow the member additional time as well as the attempts to assist in the process. Discussion followed regarding setting a date for an informal hearing. The Board set a special meeting date for November 1, 2017 and instructed the administrator to instruct the member this will be a final reschedule requiring all documentation to be received by October 25th.

OLD BUSINESS

James Estep explained there is still one more iPad to purchase; however he is still waiting for credit from Verizon for the couple months of duplicate billing due back to the Plan. He explained the Verizon representative has not been very responsive to their issues so he had responded negatively to a survey and a manager reached out to him assuring him the issue would be addressed.

NEW BUSINESS

Mrs. McNeill presented the fiduciary liability insurance renewal.

- Manuel Esparza made a motion to approve the fiduciary liability renewal with Ullico. The motion received a second by Patricia Barry and was approved by the Trustees 5-0.

Discussion then followed regarding the cyber liability quote and coverage options. Mrs. Jensen explained she feels the coverage seems worthwhile and she recommends the Board have their own coverage. Discussion followed regarding the coverage and the process.

- Manuel Esparza made a motion to elect \$250,000 of coverage with a \$2,500 deductible with full prior act coverage for \$650 premium. The motion received a second by Susan Finn and was approved by the Trustees 5-0.

James Estep questioned the permissive service purchase and maximum buyback allowances. Mrs. McNeill will send the information and detailed questions to the attorney for review.

ADJOURNMENT

The Trustees acknowledged their special meeting was set for November 1, 2017.

- Patricia Barry made a motion to adjourn the meeting at 10:20 AM. The motion received a second by Ulises Carmona and was approved by the Trustees 5-0.

Respectfully submitted,


Manuel Esparza, Secretary