GENERAL PENSION BOARD

MINUTES

January 19, 2012

8:30 a.m.

CALL TO ORDER

Vice Chairman Pellegrino announced that Chairman Schroeder was absent due to the death of his father and condolences were extended to the Schroeder family followed by a moment of silence.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Don Pellegrino, Vice Chairman
Bill Palmer, Member
John Kretzer, Member
Mike Cohen, Member

NOT PRESENT

Bill Schroeder, Chairman

ALSO PRESENT

Pamala Prell, Deputy City Clerk, MMC

1. **<u>Approval of Minutes</u>**

Vice Chairman Pellegrino asked if there were any changes to the minutes. There were no recommended changes.

Member Cohen made a motion to approve the minutes of September 15, 2011, October 20, 2011 and November 8, 2011, as written. The motion was seconded by Member Palmer and approved by a unanimous voice vote.

2. **<u>Payment of Invoices</u>**

Vice Chairman Pellegrino asked if there were any questions regarding the invoices.

Member Cohen made a motion to approve payment of the invoices as presented. The motion was seconded by Member Kretzer and approved by a unanimous voice vote.

3. Reports

a. Bogdahn Consulting

Mr. Tim Nash of Bogdahn Consulting presented the quarterly report ending December 31, 2011 and explained the changes that the board made to the portfolio. Mr. Nash reported that the market value of the plan as of December 31, 2011 was $10,289,040 which was a 6.09% rate of return.

Mr. Nash reviewed the Value Style Investment Evaluation Booklet and recommended that the board select Anchor Capital (Adv: Anchor All-Cap) as their equity manager. He explained that they provide individual separate account management which is best for the plan.

Member Cohen made a motion to select Anchor Capital as a separate managed account for the value component of their equity portfolio. The motion was seconded by Member Kretzer. Member Cohen amended the motion to retain Anchor and direct Attorney Dehner to prepare a contract. Mr. Kretzer agreed to the amendment. The motion was approved by a unanimous voice vote.

b. Salem Trust

Ms. Lynn Skinner of Salem Trust stated that the signature authorization form needs updated due to the change of trustees. She provided the signature form.

Member Cohen made a motion to authorize Members Palmer and Kretzer as authorized signatories on the account. The motion was seconded by Member Kretzer and approved by a unanimous voice vote.

Ms. Skinner presented an invoice from Salem Trust that was paid and a copy of the bank's insurance certificate. Ms. Skinner reminded the board that stop dates for benefits for all pensioners stills need to be verified by the board and then returned to her.

Attorney Dehner cautioned the board that this is very important so that once benefits run out, payments are stopped.

Member Cohen asked, for the record, if Ms. Skinner has received any requests from the City to transfer money to the City's general fund account. Ms. Skinner stated that she had not received any requests from the City and that all money paid out of the pension account must be authorized by the trustees.

4. <u>New/Old Business</u>

a. Overpayment to Retiree Phil Thorne

Ms. Skinner reported that the pension payment was stopped as of January 1, 2012 and that she has had no contact with Mr. Thorne.

Attorney Dehner advised the board of their duties regarding the recovery of the overpayment to Mr. Thorne.

Member Cohen made a motion to send a registered letter to Mr. Thorne advising him that he must contact the board regarding the overpayment and to set up terms for repayment to the plan. The motion was seconded by Member Kretzer. Member Cohen amended his motion to add that the letter include that if they do not hear from Mr. Thorne they will devise a specific plan for recovery of the overpayment, including interest and possible legal fees. Member Kretzer agreed with the amendment. The motion was approved by a unanimous voice vote.

b. Appointment of Secretary

Vice Chairman Pellegrino stated that the board needs to appoint a Secretary. Member Palmer volunteered to be the board's secretary.

Member Kretzer made a motion to appoint Member Palmer as the board's Secretary. The motion was seconded by Member Cohen and approved by a unanimous voice vote.

c. Request for Proposals (RFP)

Chairman Pellegrino reminded the board that they voted to seek Request for Proposals (RFP's) for a pension consultant and asked Attorney Dehner if he could assist with that process.

Attorney Dehner stated that his firm is familiar with the process and they would prepare the RFP and send it to consultants that he felt would be appropriate for the pension plan.

Member Cohen made a motion to authorize Attorney Dehner to prepare a RFP to seek a pension consultant and send it to consultants that he felt were qualified. The motion was seconded by Member Kretzer.

The board agreed with the suggestion that Attorney Dehner send the list of consultants to Member Cohen for his review and comments on behalf of the board.

The motion was approved by a unanimous voice vote.

5. Attorney Report

Attorney Lee Dehner reported that the legislative session has begun and will end on March 5, 2012. He advised that there was no pending bills that will affect the plan and if there are any filed he will advise the board.

Attorney Dehner reminded the trustees that they need to file their financial disclosure forms prior to July 1, 2012 to avoid fines. He also advised Member Palmer that he needs to file his within 30 days of his appointment to the board.

Attorney Dehner reported that there is a trustee training session being hosted by the Town of Belleair Bluffs on January 15, 2012 and invited the trustees to attend.

6. New Members/Return of Contributions Report

There was no activity to report.

7. Audience Comments

There were no audience comments.

8. Adjournment.

There being no further business to come before the board, the meeting was adjourned at 10:00 a.m.

Attest:

Rebecca C. Haynes, City Clerk

Bill Schroeder, Chairman

Minutes approved on: ______________