GENERAL PENSION BOARD

MINUTES

JULY 31, 2018

1:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

William Schroeder, Chairman
Samantha Brem, Vice Chair
Ray Gallant, Member

ALSO PRESENT:

Lee Dehner, Christansen & Dehner
Mary Jo Murphy, Deputy City Clerk
Scott Owens, Graystone Consulting
Lynn Skinner, Salem Trust
Patrick Donlan, Foster & Foster

1. Changes to the Agenda

The following changes were made to the agenda:

- Item No. 4, "Authorization of Payments": add Item No. "4.g.," Insight invoice dated 7/25/18 for the April to June 30th period in the amount of $2,365.65
- Item No. 4.f., "Authorization of Payments": link the Renewal Invoice from Gibson & Wirt with Item No. 9.b., "Travelers Insurance documentation"
- Item No. 5, "Presentations": move and include Item No. 10.a and Item No. 10.c. with Item No. 5.c., "Attorney Report"
- Item No. 9.d., "Anchor documentation": move and add as Item No. 5.d. to Item No. 5, "Presentations"

2. Audience Comments

There were no comments from the audience.

3. Approval of Minutes

a. April 11, 2018 – Special Meeting
b. April 19, 2018 – Regular Meeting

Member Gallant made a motion to approve the minutes. The motion was seconded by Vice Chair Brem and unanimously approved by a voice vote.

4. Authorization of Payments

There was board discussion in regard to the following invoices:

a. Invoice No. 1111-ISC-TRSA from **Insight Investment** in the amount of **$2,369.68**
b. Invoice No. 11890 from **Foster & Foster** in the amount of **$17,577.00**
c. Invoice No. 1143-ISC-TRSA from **Insight Investment** in the amount of **$2,358.98**
d. Invoice No. 32139 from **Christiansen & Dehner, P.A.** in the amount of **$5,011.02**
e. Invoice No. 10130018191 from **Graystone Consulting** in the amount of **$4,375.00**
f. Renewal Invoice from Gibson & Wirt in the amount of **$6,508.00** (documentation included in Item No. 9, "Travelers Insurance documentation")
g. **Insight Investment** invoice dated 7/25/18 in the amount of **$2,365.65**

Vice Chair Brem made a motion to approve all of the invoices listed in Section 4 of the agenda. The motion was seconded by Member Gallant and unanimously approved by a voice vote.

5. Presentations

a. Salem Trust Report

Lynn Skinner, Salem Trust, gave a presentation to the General Pension Board and reviewed the following documents entitled:

- Salem Trust Service Report Summary
- April 30, 2018 letter from Mark F. Rhein, President & CEO, in regard to pursuing securities class action lawsuits
- Salem Trust Company Information Technology Security

- Certificate of Liability Insurance
- USFS – Schedule of Insurance
- Electronic Communication

Chairman Schroeder directed Ms. Skinner to mail the "Annual Verification Letter for the St. Pete Beach General Employees' Retirement System" to the retirees and to include a 30-day response time. Ms. Skinner stated there would be a charge of $6.00 per letter to the General Pension Board for approximately 75 participants, and the board agreed for Ms. Skinner to proceed.

Chairman Schroeder commented that the Annual Verification Letters will be listed as an agenda item on the October 2018 meeting agenda so Ms. Skinner can report back to the board on the topic.

b. Graystone Consulting Quarterly Report

Scott Owens, Graystone Consulting, introduced a new consultant with Graystone, Andy McIlvaine, to the board and reviewed the following reports entitled "Quarterly Performance Summary as of June 30, 2018" and "Summary of Relevant Facts, City of St. Pete Beach General Employees Pension Plan as of June 30, 2018."

Mr. Owens and Ms. Skinner, Salem Trust, spoke to the board about using a third party data aggregator called RAGE.

It was the consensus of the board that a consent form to use RAGE would be signed at the end of the meeting.

c. Attorney Report

Attorney Dehner discussed the following with the Board:

- Form 1's
- IRS directives
- Operating Rules & Procedures (moved from Item No. 10.a.) - It was the consensus of the board to list the Operating Rules and Procedures on the agenda for the October 2018 meeting.
- Proposed ordinance amending the City of St. Pete Beach General Employees' Retirement System (moved from Item No. 10.c.) - It was the consensus of the board to list the proposed ordinance on the agenda for the October 2018 meeting.

d. Anchor Documentation

This item was moved from Item No. 9.d. during "Changes to the Agenda" to be added as Item No. 5.d., but there was no discussion at this time.

6. Election of Secretary

a. Operating Rule and Procedures, 1.4, Establishment of Offices: The Board of Trustees shall elect a Chairman, Vice-Chairman and Secretary every two years.

Chairman Schroeder asked Member Gallant if he would agree to be Secretary; Member Gallant agreed to the position of Secretary.

Chairman Schroeder asked for a motion to approve Ray Gallant as Secretary.

Vice Chair Brem made a motion to approve Ray Gallant as Secretary. The motion was seconded by Member Gallant and unanimously approved by a voice vote.

7. Certification of the results of Sue Griffin as Trustee by acclamation [Attachment "C"]

a. Notice of Election
b. Memorandum from Colette Graston, HR Administrator, to General Employees' Retirement Members

Chairman Schroeder informed the board that Sue Griffin rescinded her decision to participate as a member.

Chairman Schroeder instructed Secretary Gallant to process another election for the seat.

8. Appointments or Reappointments to the board [Attachment "D"]

a. Discussion of Ray Gallant's term expiring 12/18
b. Discussion of Tim McLean's application to the General Pension Board, Commission Appointed seat

Chairman Schroeder asked Secretary Gallant if he would accept renewing his term in December 2018, and Secretary Gallant accepted.

Attorney Dehner commented that this is an elected seat, and that there needs to be an election for this seat.

Chairman Schroeder clarified with Secretary Gallant that the election will include two seats.

If approved, Chairman Schroeder updated the board that Mr. Tim McLean will be Commission Appointed on August 14, 2018 during the City Commission meeting.

Attorney Dehner advised the board to recommend to the City Commission that the Commission appoint Tim McLean.

Secretary Gallant made a motion to recommend the appointment of Mr. Tim McLean to be on the General Pension Board. The motion was seconded by Vice Chair Brem and unanimously approved by a voice vote.

9. **Correspondence or actions since the last meeting** [Attachment "E"]

   a. June 28, 2018 email from Amanda Zugschwert of Graystone Consulting Tampa in regard to a Letter of Authorization from Morgan Stanley
   b. Travelers Insurance documentation:
      - May 11, 2018 letter
      - Application signed by William Schroeder
      - July 2, 2018 letter
      - proposal of insurance and quotes
   c. Memorandum and Revised Administrative Form from the Law Offices of Christiansen & Dehner, P.A.
   d. Anchor documentation:
      - Material changes to brochure since 3/21/18
      - Portfolio Summary
   e. Employee's Election Not to Participate in Defined Benefit Plan

Chairman Schroeder reviewed Items No. 9 a., b., c., d. and e. with the board.

10. **Old Business** [Attachment "F"]

   a. Operating Rules and Procedures

Item 10.a. was moved and included with Item No. 5.c., Attorney Report.

   b. Draft Request for Proposal – Pension Plan Administrator

If approved, Attorney Dehner informed the board he would distribute the Request for Proposal to firms that are interested.

Chairman Schroeder recommended that the board move forward on acquiring an administrator and asked for a motion.

Vice Chair Brem made a motion to approve the Request for Proposal prepared by Mr. Dehner's firm and to have it sent out. The motion was seconded by Secretary Gallant and unanimously approved by a voice vote.

c. Proposed ordinance amending the City of St. Pete Beach General Employees' Retirement System

Item 10.c. was moved and included with Item No. 5.c., Attorney Report.

11. New Business

There was no new business presented.

12. Adjournment

There being no further business, the meeting was adjourned at 2:22 p.m.

Attest:

Rebecca C. Haynes, City Clerk

William Schroeder, Chairman

Minutes approved on: 10/18/18