CITY OF ST. PETE BEACH POLICE OFFICERS' RETIREMENT SYSTEM PENSION BOARD OF TRUSTEES QUARTERLY MEETING MINUTES

Thursday, April 15, 2021 at 8:30AM

The board meeting was held via video conference using Zoom Meeting.

TRUSTEES PRESENT: Richard German
Patricia Cucchiara
Robert Micklitsch
Roger Dunn

TRUSTEES ABSENT: Chris Centofanti

OTHERS PRESENT: Bonni Jensen, Klausner, Kaufman, Jensen & Levinson
Kerry Richardville, AndCo Consulting
Kim Kilgore, Foster & Foster
Patrick Donlan, Foster & Foster
Vince Tenaglia, Assistant City Manager/Finance Director
Ginny Bodkin, Deputy City Clerk

1. **Call to Order** – Roger Dunn called the meeting to order at 8:30AM.
2. **Roll Call** – Quorum confirmed.
3. **Public Comments** – None.
4. **New Business** – None.
5. **Approval of Minutes**

The Board voted to approve the minutes from the January 21, 2021 quarterly meeting upon motion by Richard German and second by Patricia Cucchiara; motion carried 3-0.

6. **Consent Agenda**
    a. Payment ratification
        i. Warrant #21
            1. AndCo, invoice #37213, $3,800.00
            2. Foster & Foster Administration, invoice #18740, $855.00
            3. Foster & Foster Actuarial Services, invoice #18869, $16,015.00
        ii. Warrant #22
            1. Foster & Foster Administration, invoice #19054, $855.00
            2. Salem Trust, 4th quarter fees (auto-deduct), $2,875.00
            3. Klausner, Kaufman, Jensen & Levinson, invoice #27804, $1,957.60
            4. Klausner, Kaufman, Jensen & Levinson, invoice #27975, $150.20
            5. Foster & Foster Administration, invoice #19308, $855.00
            6. AndCo, invoice #37498, $4,800.00
            7. Foster & Foster Actuarial Services, invoice #19454, $3,750.00
    b. New invoices for payment
        i. None.
    c. Fund Activity Report for January 15, 2021 – April 8, 2021

The Board voted to approve the consent agenda as presented, upon motion by Richard German and second by Patricia Cucchiara; motion carried 3-0.

7. **Reports**
    a. AndCo Consulting, Kerry Richardville, Investment Consultant
        i. Quarterly report as of March 31, 2021
            1. Kerry Richardville reviewed the market environment during the past quarter.
            2. The fund had an ending market value of $19,351,265 on March 31, 2021.
            3. The total fund gross returns for the quarter were 1.89%. Trailing returns for 1, 3, and 5-year periods were 33.64%, 10.91%, and 10.53%, respectively. Since inception (10/1/1994), gross returns were 8.48%.
            4. The asset allocation of the fund as of March 31, 2021 was Domestic Equity at 46.30%, International Equity at 11.10%, Domestic Fixed Income at 37.00%, Global Fixed at 4.30%, and Cash Accounts at 1.30%.

Note: Robert Micklitsch joined the meeting at 8:45AM.

            5. Kerry Richardville commented the allocations were in line with ranges per the Investment Policy Statement (IPS).
            6. Roger Dunn asked about moving some of their investments into real estate. Kerry Richardville said she thought they should wait several more quarters to see how the office and retail sectors of the real estate market are doing.

        ii. Revised Investment Policy Statement (IPS)
            1. Kerry reviewed the proposed changes in the IPS.
            2. Patrick Donlan commented it the plan is over 100% funded they may not be eligible for the State money.
            3. Bonni commented since they are a closed plan, they need to be more conservative with the plan assets.
            4. Vince Tenaglia commented the City expects the rate assumption to reduce overtime and they want the plan to be less than 100% funded so they will continue to be eligible for the State money.

The Board approved the Investment Policy Statement, upon motion by Richard German and second by Robert Micklitsch; motion carried 4-0.

    d. Klausner, Kaufman, Jensen & Levinson, Bonni Jensen, Board Attorney
        i. Locating missing participants and beneficiaries
            1. Bonni reviewed the memo provided by her office that outlines the steps that should be taken to locate missing participants.

        ii. Contractual provisions for investment managers
            1. Bonni Jensen reviewed the provisions of the proposed policy and commented it will help ensure a level of consistency with their contractual agreements with investment managers.
            2. Bonni added the policy should be renewed every three years and when they enter into a new agreement with an investment manager.

The policy for contractual provisions for investment managers was approved upon motion by Richard German and second by Robert Micklitsch; motion carried 4-0.

        iii. E-Verify registration
            1. Bonni reviewed the letter provided by her office that verifies her firm was in compliance with the federal government's E-Verify program.

        iv. 2021 IRS mileage rate

            1. Bonni Jensen commented the 2021 Internal Revenue Service (IRS) mileage rate decreased to 56 cents.
        v. Financial Disclosure Forms
            1. Bonni reminded the trustees to submit their financial disclosure forms prior to the deadline on June 30th.

    e. Foster & Foster, Patrick Donlan, Plan Actuary
        i. Revised Actuarial Valuation Report
            1. Patrick advised the board now that the plan is fully funded, they only need to report required contributions for the current year, so he revised the actuarial valuation report accordingly.

The Board approved the revised actuarial valuation report as presented upon motion by Patricia Cucchiara and second by Robert Micklitsch; motion carried 4-0.

8. **Old Business** – None.

9. **Staff Reports, Discussion, and Action**
    a. Foster & Foster, Kim Kilgore, Plan Administrator
        i. Annual Report update
            1. Kim Kilgore advised the board the annual report was filed prior to the deadline and they are waiting on approval from the State.

10. **Trustees' Reports, Discussion, and Action** – None.

11. **Adjournment** – The meeting adjourned at 9:15AM.

12. **Next Meeting** – July 15, 2021 at 10:30AM, Quarterly Meeting

Respectfully submitted by: Kim Kilgore

Kim Kilgore, Plan Administrator

Approved by: [signature]

As: Chairman

Date Approved by the Pension Board: 10/21/2021