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

City Hall, 2nd Floor Conference Room, 155 Corey Avenue, St. Pete Beach, FL 33706

Thursday, July 21, 2022, at 1:30PM

TRUSTEES PRESENT:	Roger Dunn Patricia Cucchiara Richard German Robert Micklitsch
TRUSTEES ABSENT:	Chris Centofanti
OTHERS PRESENT:	Bonni Jensen, Klausner, Kaufman, Jensen & Levinson Kerry Richardville, AndCo Consulting Kim Kilgore, Foster & Foster Chrissy Stoker, Foster & Foster Vince Tenaglia, Assistant City Manager/Finance Director

1. **Call to Order** – Roger Dunn called the meeting to order at 1:30PM and led the Pledge of Allegiance and a quorum was determined.

2. **Roll Call** – As reflected above.

3. **Public Comments** – None.

4. **New Business**
   a. Proposed FY 2022-2023 budget
      i. Kim Kilgore reviewed the budget requirement and each expenditure type.
      ii. Bonni Jensen commented the Independent Medical Examination (IME) line could be eliminated, as the plan was closed and there would be no disability retirements.

The Board voted to approve the FY 2022-2023 budget as presented, upon motion by Richard German and second by Robert Micklitsch; motion carried 4-0.

5. **Approval of Minutes**

The Board voted to approve the minutes from the April 21, 2022, quarterly meeting, upon motion by Robert Micklitsch and second by Richard German; motion carried 4-0.

6. **Consent Agenda**
   a. Payment ratification
      i. Warrant #33
         1. AndCo, invoice #40986, $4,300.00
         2. Foster & Foster, actuarial services, invoice #23259, $3,750.00
         3. Klausner, Kaufman, Jensen & Levinson, invoice #30334, $47.70
         4. Foster & Foster, plan administration, invoice #23309, $1,041.35
         5. Salem Trust, 1st quarter fees (auto-deduct), $2,875.00
         6. Klausner, Kaufman, Jensen & Levinson, invoice #30502, $2,055.53
         7. Foster & Foster, invoice #23664, plan administration, $855.00
      ii. Warrant #34
         1. Klausner, Kaufman, Jensen & Levinson, invoice #30709, $150.00

2. Foster & Foster, plan administration, invoice #23889, $855.00
3. AndCo, invoice #41786, $4,300.00

a. New invoices for payment
   i. None.
b. Fund Activity Report for April 15, 2022 – July 14, 2022

The Board approved the consent agenda as presented, upon motion by Robert Micklitsch and second by Richard German; motion carried 4-0.

7. **Reports**
   a. AndCo Consulting, Kerry Richardville, Investment Consultant
      i. Quarterly report as of June 30, 2022
         1. Kerry Richardville commented AndCo received a Greenwich Quality Leader Award and thanked the Board for their support.
         2. Kerry Richardville gave an overview of the market environment over the quarter and discussed the yield curve.
         3. The MVA as of 6/30/2022 was $16,081,812.
         4. Kerry Richardville reviewed the asset allocation of the fund, commenting 44.20% was in Domestic Equity, 10.40% was in International Equity, 38.30% was in Domestic Fixed Income, 4.80% was in Global Fixed Income, and 2.20% was in Cash Equivalent.
         5. Kerry Richardville reviewed the asset allocation compliance. Kerry commented they were in line with the policy targets, and she had no recommendations to rebalance.
         6. The total fund gross returns for the quarter were -11.70%. Trailing returns for 1, 3, and 5-year periods were -13.99%, 4.29%, and 5.59%, respectively. Since inception (10/1/1994), gross returns were 7.70% outperforming the policy benchmark of 7.37%.
         7. Kerry Richardville reviewed the performance of each manager. Roger Dunn asked if any managers were on watch. Kerry commented she was comfortable with their current managers.

   b. Klausner, Kaufman, Jensen & Levinson, Bonni Jensen, Board Attorney
      i. Bonni Jensen commented effective 7/1/2022 the IRS mileage reimbursement rate increased to $0.625 per mile.
      ii. Bonni Jensen reviewed her firm held an educational conference.

8. **Old Business** – None.

9. **Staff Reports, Discussion, and Action**
   a. Foster & Foster, Kim Kilgore, Plan Administrator
      i. State annual report update
         1. Kim Kilgore confirmed the Annual Report was submitted to the State and they were just waiting on the approval letter.
      ii. Fiduciary liability insurance renewal
         1. Kim Kilgore commented the Board's fiduciary liability policy would expire on 8/31/2022 and presented a quote from Ullico for a 1-year policy for a total premium of $3,088.56, which was $844.44 less than the expiring premium.
         2. Patricia Cucchiara asked if they should consider raising the limit of liability. Bonni Jensen commented they could talk to the broker about what coverage was recommended.
         3. Kim Kilgore recommended they bind coverage before the policy expired but they could approve a not-to-exceed amount in case they received a quote for another policy. Kim commented she would get a quote for a $2 million policy and let the Board know the cost.

The Board voted to approve binding coverage with Ullico for a 1-year policy as presented, upon motion by Patricia Cucchiara and second by Robert Micklitsch; motion carried 4-0.

iii. Financial disclosure forms
    1. Kim Kilgore confirmed all Trustees filed their financial disclosure forms.
iv. Educational opportunities
    1. Kim Kilgore reviewed the upcoming FPPTA Trustees School.
v. Patricia Cucchiara commented she requested access to the Salem Trust website at the last meeting but still did not have access. Kim Kilgore commented she would reach out to Salem Trust to ensure she received access.

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

11. **Adjournment** – The meeting adjourned at 2:12PM.

12. **Next Meeting** – October 20, 2022, at 8:30AM, Quarterly Meeting

Respectfully submitted by: Kim Kilgore

Kim Kilgore, Plan Administrator

Approved by: Roger Dunn

As: Chairman

Date Approved by the Pension Board: October 20, 2022