

**KEY BISCAYNE POLICE OFFICERS' & FIREFIGHTERS'  
RETIREMENT PLAN**

Village Council Chambers  
560 Crandon Blvd., Key Biscayne, Fl 33149  
REGULAR MEETING OF SEPTEMBER 24<sup>TH</sup>, 2015

**1. Call to Order** – Chairman Michael Haring called the meeting of the Key Biscayne Police Officers' & Firefighters' Retirement Plan to order at 5:35 P.M.

**Roll Call**

Present

Servando M. Parapar, Secretary  
Michael Haring, Chairman  
Martha F. Broucek  
William Stephens

Absent

Jose Monteagudo

**OTHERS PRESENT:** Blake Myton from SunTrust, Frank Wan from Burgess Chambers & Associates, Inc., Bonni Jensen, Esq., in connection with Stephen H. Cypen, Esq., Attorney for the Plan and Joan L. Wall, Administrator.

**2. Introduction of New Trustee – William Stephens.** Chairman Haring presented Mr. Stephens to those present. Mr. Stephens advised he had not been sworn in by the Village Clerk, stating he would take care of this next week. He would not be able to vote, but would observe the meeting tonight. The Village Clerk advised he had been appointed to replace Ramon Rodriguez for a two year term and Martha Broucek had been re-appointed for another two year term at the Council meeting of August 18<sup>th</sup>, 2015.

**3. Appointment of Fifth Trustee.** The matter was continued to the next meeting when a full board was present.

**4. Additions/Deletions to Agenda** – None.

**5. Approval of Minutes for July 23<sup>rd</sup>, 2015.** Chairman Haring presented the minutes from the previous meeting for approval. Attorney Jensen had a correction on page one to the word "indicting" should be "indicating" under Agenda Item 5. Servando Parapar moved to approve the minutes including this correction. Martha Broucek seconded the motion. The motion carried unanimously.

**6. Approval of Invoices.** Chairman Haring presented the invoices listed on the agenda for approval and payment. Martha Broucek moved to approve payment.

Servando Parapar seconded the motion. The motion carried unanimously, authorizing payment of the following:

Burgess Chambers & Associates, Inc., Inv #15-258, 8/4/15		\$ 3,750.00
SunTrust, Inv #264930, dated 7/27/15	\$13,329.32	
SunTrust, Inv #265068, dated 7/28/15	<u>\$ 1,029.79</u>	
	<u>TOTAL</u>	\$14,356.11
Joan L. Wall, Administrator, 7/17 – 9/14/15, 30 1/4 hrs, plus expense		\$ 1,407.08

**7. Approve Retirement Benefits.** Chairman Haring presented the retirement benefit for P/O Idalberto Torres that was listed on the agenda. Martha Broucek moved to approve the benefit. Servando Parapar seconded the motion. The motion carried unanimously, authorizing payment of the following:

P/O Idalberto Torres, H/D 2/22/1993, T/D 5/22/2015, Monthly benefit commencing 8/1/2015		\$7,030.01
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Chairman Haring presented the **revised benefit for F/F Kevin Mills**, who entered the DROP on July 1, 2014, left the DROP on January 2, 2015 and began collecting benefits directly on February 1, 2015. His benefit had to be recalculated due to a revision in F/F Mills' earnings for fiscal year 9/30/2013 of which the board had recently become aware. Servando Parapar moved to approve. Martha Broucek seconded the motion. The motion was carried unanimously, authorizing payment of the following:

<b>REVISED BENEFIT</b> F/F Kevin Mills, H/D 8/16/1993/DROP 7/1/2014, Left DROP 1/2/15, (Revised Benefit due to error in reporting FYE 9/30/13 Pay) Original Benefit \$6,099.32 per month, Revised Benefit retroactive to 7/1/2014		\$6,377.72
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Chairman Haring stated that a portion of the increased benefit would go to ICMA if F/F Mills' DROP account was still open. If his DROP account with ICMA had been closed, the entire amount of the difference would be paid directly to F/F Mills.

**8. UNFINISHED BUSINESS** – Request from Village Payroll Department for advice on how to proceed to obtain overtime pension contributions for the period 6/13/14 through 9/4/15 from F/F John Bavaro in the amount of \$2,390.82 and F/F Gary Carter in the amount of \$3,751.09. Chairman Haring reported attendance at a meeting with the Finance Department to settle this.

## **NEW BUSINESS**

**9. a) Blake Myton from SunTrust – Market Report.** Mr. Myton stated it had been a flat and extremely volatile quarter, with spreads widening for corporate and high yield bonds. SunTrust anticipates the current quarter will also have a flat return.

**9. b) Burgess Chambers & Associates – 6/30/2015 Performance Report.** Mr. Wan reported the following:

- For the quarter the Fund experienced a net loss of -0.6%, ahead of the model portfolio return of -1.3%. Best three asset classes were large-cap growth, small-cap and large-cap value.
- Fiscal year to date the Fund earned net +5.7%, also ahead of the model portfolio of +3.6%.
- For the one year the Fund returned +4.7%, also ahead of the model portfolio of +2.3% and ranked in the top 15<sup>th</sup> percentile.
- For the rolling three year period the Fund averaged +11.4% net per year, well ahead of the actuarial assumption.
- For the five year period the Fund averaged +11.0% net per year, beating the actuarial assumption.
- The MLP was funded on April 17, 2015 in the amount of \$750,000.

Market value as of 6/30/15 was \$29,168,114. Mr. Wan had no recommendations for changes at this time.

**9. c) Schools & Conferences**

- **FPPTA** – Fall Trustees’ School, October 4 – 7, 2015, Waldorf Astoria, Naples, Fl
- **Division of Retirement** – Annual Conference, November 17 – 19, 2015, Radisson Resort, Orlando Celebration, 2900 Parkway Blvd., Kissimmee, Fl.

Due to a conflict between the previously scheduled meeting date of Wednesday November 18<sup>th</sup>, 2015 and the Division of Retirement Conference, Servando Parapar moved to change the date to Wednesday, November 11<sup>th</sup>, 2015. Martha Broucek seconded the motion. The motion carried unanimously. The Village Clerk had previously okayed use of Council Chambers on this date.

**9. d) Review/Approve – Budget for FYE 9/30/16.** The trustees discussed increasing the category of Dues/Convention/Seminar from \$1,000 to \$2,500 and to add a category for Miscellaneous of \$2,000, bringing the annual budget total to \$170,000. Servando Parapar moved to approve the changes and to send the revised budget to the Village Clerk, also requesting posting of the budget on the Village website for the retired and current plan participants to view. Martha Broucek seconded the motion. The motion carried unanimously.

**9. e) Application for DROP – Officer Victoria Hernandez,** a question relating to workers’ compensation coverage for any future bills related to the Heart/Lung Bill. Attorney Jensen stated the matter did not have any bearing on the plan and to proceed with processing her application.

**9. f) Review/Approve – Summary Plan Description** prepared July, 2015 by Gabriel Roeder Smith & Company. The trustees recommended taking time to review the document and continued the matter until the next meeting.

**10. Trustees' Concerns** – None.

**11. REPORTS**

- **Attorney** –
  - Attorney Cypen introduced Attorney Bonni Jensen to those present, stating she would be assisting in the future.
  - Review – Division of Retirement Information Release dated 7/24/15 regarding 2015 Legislation. Attorney Jensen reported the previously announced webinars had been cancelled due to many questions asked by various plans around the state. When answers to these questions were available the webinars would be rescheduled.
- **Administrator** – 2014 Annual Report was approved on August 3<sup>rd</sup>, 2015
- **Other** –
  - Westwood August 31, 2015 letter regarding changes to their accounting software
  - Gabriel Roeder Smith & Company completed Chapter 112.664 Compliance Report on July 29<sup>th</sup>, 2015, which was forwarded to the Village for posting. Copies were available upon request.

**12. Input from Active or Retired Members/Public Comments** – None.

**13. Next Meeting Date/Adjournment.** Chairman Haring announced the next regular meeting was scheduled for Wednesday, November 11<sup>th</sup>, 2015 at 5:30 P.M.

There being no further business before the board, Servando Parapar moved to adjourn at 7:25 P.M. Martha Broucek seconded the motion. The motion carried unanimously.

Respectfully submitted,

Servando Parapar, Secretary