

POMPANO BEACH POLICE & FIREFIGHTERS' RETIREMENT SYSTEM

**2335 EAST ATLANTIC BLVD.
SUITE 400
POMPANO BEACH, FLORIDA**

**BOARD OF TRUSTEES MINUTES
SPECIAL MEETING
SEPTEMBER 20, 2018**

The Board of Trustees convened at the Pompano Beach Police and Firefighters' Pension Office, Pompano Beach, Florida. The Chairman called the meeting to order at 2:00 PM.

PRESENT: Chairman Paul O'Connell
Vice-Chairman Richard Samolewicz
Trustee Sharra Aaronian
Trustee Daniel Christophers
Trustee Robert Drago
Trustee Vincent Femia
Trustee David Hall (departed at 3:22 PM)
Trustee Jorge Rossi

ABSENT: Trustee Peter McGinnis

ALSO PRESENT: Robert Sugarman, Esq., Board Attorney
Debra Tocarchick, Executive Director
Maureen Femia, Deputy Director
Brittany Seigel, Certified Court Reporter

AUDIENCE TO BE HEARD

None

APPROVAL OF AGENDA

MOTION: To approve the September 20, 2018 agenda as presented.
PASSED 8-0.

O'Connell
Samolewicz
Aaronian
Christophers
Drago
Femia
Hall
Rossi

M O T I O N	S E C O N D	V O T E D	V O T E D
		Y E S	N O
		X	X
		X	X
		X	X
		X	X
		X	X
		X	X

CLOSED SESSION RE DIANA SANDELL'S REQUEST FOR LEGAL FEES AND COSTS

The Board entered into closed session to discuss settlement negotiations and strategy in the matter of pending litigation in the Retirement System v. Diana Sandell, et al, Case No. 16-CA-010097 (Fla. 17th Jud. Cir.), as recommended by Sugarman & Susskind. Present during the closed session was Robert Sugarman, Esq, Brittany Seigel, a certified court reporter, Trustees Aaronian, Christophers, Drago, Femia, Hall, O'Connell, Samolewicz and Rossi, Executive Director Debra Tocarchick and Deputy Director, Maureen Femia. The Board concluded the discussion and returned to open session at 2:58 PM.

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<u>COMMITTEE REPORTS</u>						
<i>Professional Advisors Review Committee:</i>						
<p>Committee Chairman Samolewicz submitted a proposed draft of a Service Provider Review Policy. This policy would assist the Board in its fiduciary responsibility to periodically review its service providers for best service and competitive fees. The policy proposes to review the attorney, auditor, actuary, custodian bank and investment consultant on a staggered basis annually. The policy gives the Board discretion to perform either a full RFP or a simple fee review and comparison. Alternatively, the Board may elect to forego the review of a particular service provider until the next regularly scheduled review or modify the order in which the reviews are scheduled.</p>						
<p>Mr. Sugarman recommended a three-step procedure to implement the policy and to make an annual determination as to the level of review. First, if any Trustee is dissatisfied with the current provider, he or she should express it to the Professional Advisors Review Committee. Secondly, if there is dissatisfaction expressed, the Committee should determine what has been done, if anything, to address the issue. Thirdly, if there is no dissatisfaction, the Committee may recommend to the Board that it perform a fee check rather than a full RFP due to the extensive amount of time involved to conduct the RFP process for both the Board and the responders.</p>						
<p>Mr. Sugarman recommended to edit paragraph five of the policy from “(1) comparing formal proposals” to “(1) comparing formal proposals and fee levels”.</p>						
<p>MOTION: To adopt the Service Provider Review Policy as recommended by Professional Advisors Review Committee and Sugarman & Suskind. PASSED 8-0.</p>						
<p><i>Communications Committee:</i></p>						
<p>Trustee Drago submitted a narrative outlining goals in formulating a communications plan and policy. Committee Chairman Rossi addressed the ongoing strategy to update the website which includes a quote from CNI to redesign the site, and a quote from PTG to add an employee self-service portal.</p>						
<p>The ESS portal would serve as a self-service feature for active members to view their personal data such as beneficiary designations, pension benefit estimates, service history, salary history; and retirees to download 1099-R forms, pension verification letters, etc. The portal would be tailored to what the Board would like to provide its members.</p>						
		O’Connell Samolewicz Aronian Christophers Drago Femia Hall Rossi				X X X X X X X X
			X	X		

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<p>The Board discussed the benefits of a self-service portal particularly since the younger member demographic prefer to access information through technology and social media. The Board discussed the importance of sufficient security and relevant disclaimers for a portal.</p> <p>The Executive Director will contact the vendor and invite them to in to perform a demonstration of the ESS portal to the Trustees during the October Board meeting.</p> <p>With regard to formulating a communication plan, the Board agreed that considerations should include: 1) what is being done now that is broken and needs to be fixed, and 2) is there anything the members want that is not being provided? The goal is to modernize the website and create an application to more efficiently communicate with the members and deliver information.</p> <p>Mr. Sugarman requested approval of another shade meeting should another settlement agreement be presented in the Captain Sandell matter. The request was duly noted.</p> <p>Vice-Chairman Samolewicz requested that the Board approve a donation in the amount \$1,200.00 to the 9463 Foundation for Florida's Fallen Officers.</p> <p>MOTION: To approve a donation of \$1,200.00 to the 9463 Foundation for Florida's Fallen Police Officers. PASSED 7-0.</p>	<p>O'Connell Samolewicz Aaronian Christophers Drago Femia Rossi</p>	<p>X</p>	<p>X</p>	<p>X X X X X X X</p>	<p>X X X X X X X</p>	<p>X X X X X X X</p>
<p>Chairman O'Connell thanked Sugarman & Susskind for the \$500.00 donation to pay the filing fee for the Chris Reyka Memorial Park dedication scheduled on October 7.</p> <p>The October 8 regular Board meeting was changed to October 10.</p>						
<p><u>ADJOURNMENT</u></p>						
<p>MOTION: To adjourn the September 20, 2018 special meeting at 3:44PM. PASSED 6-0 (Trustee Drago was out of the room).</p>	<p>O'Connell Samolewicz Aaronian Christophers Femia Rossi</p>	<p>X</p>	<p>X</p>	<p>X X X X X X</p>	<p>X X X X X X</p>	<p>X X X X X X</p>

Respectfully submitted,



Debra Tocarchick, CEBS
Executive Director

DISTRIBUTION:

Board of Trustees
Robert A. Sugarman, Esq.
Pedro Herrera, Esq.
Tayt Odom, Actuary
City Manager
Mayor and City Commission
City Clerk
Assistant City Attorney
City HR Director
President IAFF Local 1549
Marcum