

# BOARD OF TRUSTEES OF THE CITY PENSION FUND FOR FIREFIGHTERS & POLICE OFFICERS

In the City of Pembroke Pines  
Hampton Professional Center  
1951 NW 150<sup>th</sup> Avenue – Suite #104  
Pembroke Pines, FL 33028

## REGULAR MONTHLY MEETING – JUNE 16, 2011

The three hundred and ninety-first meeting of the Firefighters and Police Officers Pension Fund in the City of Pembroke Pines was called to order at 4:10 p.m. by Chairman James Ryan.

| 1. Roll Call – | <u>Fire Members</u> | <u>Police Members</u> | <u>City Members</u> |
|----------------|---------------------|-----------------------|---------------------|
|                | Adam Cabeza         | Carl Heim             | Gary Arenson        |
|                | Steven Dougherty    | Kevin McCluskey       | Vicki Minnaugh      |
|                | Frank Musumeci      | James Ryan            | Isadore Nachimson   |

**Others Present:** Larry Wilson from Gabriel, Roeder, Smith & Co.; P.B.A. Representative Andrew Brooks; Capt. Sean Hemingway; Capt. John Sammarco; P/O Chad Cunningham; P/O Melvin Seguin; Stephen H. Cypen, Esq., Attorney for the Fund; Alison Bieler, Esq. from Cypen & Cypen; Karen H. Warner, Plan Administrator; and James Fisher, Asst. Plan Administrator.

2. **Approval of Minutes for May 19, 2011.** Chairman Ryan presented minutes from the May 19, 2011 meeting for approval. Motion by Vicki Minnaugh, second by Gary Arenson, to approve as presented. The motion carried unanimously.
3. **Approval of Minutes for June 7, 2011.** Chairman Ryan presented minutes from the June 7, 2011 special meeting for approval. Motion by Vicki Minnaugh, second by Isadore Nachimson, to approve as presented. The motion carried unanimously.
4. **Ratification of Warrant #517.** Chairman Ryan presented Warrant #517 for ratification. It was noted that the member's request for DROP withdrawal was approved for payment at the May meeting, but the withdrawal was inadvertently omitted from the May warrant. Warrant #517 was circulated for signature on May 24<sup>th</sup>. Motion by Vicki Minnaugh, second by Gary Arenson, to ratify as presented. The motion carried unanimously, ratifying the payment of:

|                                                  |     |
|--------------------------------------------------|-----|
| P/O Thomas Sadagursky – Lump Sum DROP Withdrawal | *** |
| US Treasury – FIT Withheld (Sadagursky)          | *** |

\*\*\* (See Attachment A)

5. **Approval of Warrant #518.** Chairman Ryan presented Warrant #518 in the amount of \$4,615.08 for approval and payment. Motion by Isadore Nachimson, second by Gary Arenson, to approve as presented. The motion carried unanimously, authorizing the payment of:

|                                                                                              |            |
|----------------------------------------------------------------------------------------------|------------|
| Cypen & Cypen – Monthly Retainer for June, 2011                                              | \$3,250.00 |
| Hampton Professional Center Condo No. 2 –<br>Monthly Maintenance (Suite #104) for July, 2011 | \$407.72   |
| Karen Warner – Mo. Allowance for June, 2011 (Med/Dental/Life)                                | \$375.00   |
| LEAF – Xerox Copier Lease for June, 2011                                                     | \$194.23   |
| Twilight Industries, LLC – Office Maintenance for June, 2011                                 | \$152.00   |
| FP&L – Service Dates 4/27/2011 – 5/26/2011                                                   | \$161.13   |
| Ultimate Security – 3 Months Monitoring Service 6/21/2011 – 9/21/2011                        | \$75.00    |

|              |                   |
|--------------|-------------------|
| <b>TOTAL</b> | <b>\$4,615.08</b> |
|--------------|-------------------|

6. **Approval of DROP Benefit(s) – Ordinance 1669 (Fire).** Motion by Steve Dougherty, second by Carl Heim, to approve the calculation of DROP Benefit(s) as presented. The motion carried unanimously to approve:

|                  | DROP<br>Eff. Date | DROP<br>Term. Date | Form of<br>Benefit      |
|------------------|-------------------|--------------------|-------------------------|
| F/F Glen Gibbons | 6/01/2011         | 5/31/2016          | Joint & 100% Contingent |

Since agenda packets were mailed out, the Pension Office has received the form-of-benefit election from F/F Frank Musumeci. Karen Warner asked that the Board consider adding this election to the agenda if meeting with their approval. Motion by Vicki Minnaugh, second by Gary Arenson, to add the election of F/F Frank Musumeci to the agenda for approval. The motion carried unanimously. Because this matter directly inures to the benefit of F/F Musumeci, he will abstain from discussion and voting. Commission on Ethics Form 8B (Voting Conflict for Public Officers) has been completed and will be attached and made a part of the official minutes for this meeting.

Motion by Steve Dougherty, second by Adam Cabeza, to approve the calculation of DROP Benefit(s) as presented. On a vote of 8 for the motion and 1 abstention (Musumeci), the motion carried to approve:

|                    | DROP<br>Eff. Date | DROP<br>Term. Date | Form of<br>Benefit     |
|--------------------|-------------------|--------------------|------------------------|
| F/F Frank Musumeci | 6/01/2011         | 5/31/2016          | 10-Year Certain & Life |

**Approval of DROP Benefit(s) – Ordinance 1669 (Police).** Since agenda packets were mailed out, the Pension Office has received the form-of-benefit election from P/O Craig Rupp. Karen Warner asked that the Board consider adding this election to the agenda if meeting with their approval. Motion by Carl Heim, second by Kevin McCluskey, to add the election of P/O Craig Rupp to the agenda for approval. The motion carried unanimously.

Motion by Carl Heim, second by Vicki Minnaugh, to approve the calculation of DROP Benefit(s) as presented. The motion carried unanimously to approve:

|                | DROP<br>Eff. Date | DROP<br>Term. Date | Form of<br>Benefit         |
|----------------|-------------------|--------------------|----------------------------|
| P/O Craig Rupp | 6/01/2011         | 5/31/2016          | Joint & 66-2/3% Contingent |

7. **Request for DROP Account Distribution(s)** – Since agenda packets were mailed out for this meeting, additional DROP distribution requests have been received from F/F Joseph DeStefano, F/F Doug Kraft and F/F Laurence Shahboz. Karen Warner asked that the Board consider adding these requests to the agenda, if meeting with their approval. Copies of the member requests and Actuary's letter were distributed. Motion by Gary Arenson, second by Vicki Minnaugh, to add the distribution requests from F/F DeStefano, F/F Kraft and F/F Shahboz to the agenda for approval. The motion carried unanimously.

The following DROP account distribution requests were then presented for Board consideration:

- |                        |              |                        |              |
|------------------------|--------------|------------------------|--------------|
| ▪ F/F John Caprio      | Lump Sum *** | ▪ F/F Doug Kraft       | Lump Sum *** |
| ▪ F/F Joseph DeStefano | Lump Sum *** | ▪ F/F Jimmy Sanchez    | Lump Sum *** |
| ▪ P/O Steven Faby      | Lump Sum *** | ▪ F/F Laurence Shahboz | Lump Sum *** |
| ▪ P/O Thomas House     | Lump Sum *** |                        |              |

\*\*\* (See Attachment A)

Actuary Larry Wilson has provided the necessary letters indicating these distributions would not pose a problem with the 415 limitation at the present time. Motion by Vicki Minnaugh, second by Gary Arenson, to approve the distribution requests for John Caprio, Joseph DeStefano, Steven Faby, Thomas House, Doug Kraft, Jimmy Sanchez and Laurence Shahboz as presented. The motion carried unanimously.

### **UNFINISHED BUSINESS**

None.

## NEW BUSINESS

8. **Ratification – Chairman's Authorization Regarding Robert Friedman, Esq.** Chairman Ryan stated that he gave interim approval for Mr. Friedman to attend the special meeting held on June 7, 2011. It was felt that his attendance could prove helpful as the Board developed rules for the DROP Loan Program. Motion by Vicki Minnaugh, second by Carl Heim, to ratify the Chairman's interim approval dated June 2, 2011, authorizing Attorney Robert Friedman to attend the June 7, 2011 Board meeting. The motion carried unanimously.
  
9. **Review / Approve – Proposed Ordinance 2011-11 (6/15/2011).** This ordinance was passed on second reading at the City Commission of June 15<sup>th</sup>. Karen Warner noted that the proposed ordinance and Actuarial "No Impact" Letter were forwarded to the State Division of Retirement on June 13<sup>th</sup>. A fully-executed copy of the ordinance has also been requested from the City Clerk as soon as it is available. Motion by Vicki Minnaugh, second by Gary Arenson, to approve Proposed Ordinance 2011-11. The motion carried unanimously.
  
10. **Review / Approve – DROP Loan Rules.** Alison Bieler from Cypen & Cypen distributed copies of the most recent version of the loan rules. Discussion followed regarding the maximum amounts of outstanding loans to be permitted, acceptable collateral levels, reasonable administrative / processing fees to be assessed, and the timing of availability of funds to the members. Attorney Richard Ziff at Signature Title (located next door) has expressed an interest in providing assistance in processing these loans. Actuary Larry Wilson stated GRS would be a logical choice, as they will need to coordinate the DROP loan activity with the other DROP account activity to accurately complete the annual statements. Proposals will be obtained from both firms. Karen Warner reported that the City has agreed to accommodate payroll deductions for loan repayment. Motion by Vicki Minnaugh, second by Gary Arenson, to adopt the DROP Loan Rules presented, with modifications as discussed. The motion carried unanimously. Ms. Bieler expects all relevant forms will be completed for approval on June 23<sup>rd</sup>.

### 11. **Reports:**

**Actuary** – None.

**Attorney** – Attorney Cypen had no report for this month; however, he commented on his May 31<sup>st</sup> memo pertaining to Senate Bill 1128. The bill still has not been signed by Governor Scott.

**Chairman** – None.

**Plan Administrator** – The Pension Office is in receipt of additional bills for payment and other disbursements for approval. Chairman Ryan presented Warrant #519 for addition to the agenda and approval for payment. Motion by Vicki Minnaugh, second by Gary Arenson, to add Warrant #519 to the agenda. The motion carried unanimously. Motion by Vicki Minnaugh, second by Carl Heim, to approve the payment of Warrant #519 as presented in the amount of \$156,161.76. The motion carried unanimously, authorizing the payment of:

|                                                                                     |                                          |                   |
|-------------------------------------------------------------------------------------|------------------------------------------|-------------------|
| F/F Doug Kraft – Normal Retirement Benefit Commencing 7/1/2011                      |                                          | ***               |
| F/F Laurence Shahboz – Normal Retirement Benefit Commencing 7/1/2011                |                                          | ***               |
| F/F Doug Kraft – Lump Sum DROP Withdrawal                                           |                                          | ***               |
| F/F Laurence Shahboz – Lump Sum DROP Withdrawal                                     |                                          | ***               |
| F/F Jimmy Sanchez – Lump Sum DROP Withdrawal                                        |                                          | ***               |
| F/F Joseph DeStefano – Lump Sum DROP Withdrawal                                     |                                          | ***               |
| P/O Thomas House – Lump Sum DROP Withdrawal                                         |                                          | ***               |
| P/O Steven Faby – Lump Sum DROP Withdrawal                                          |                                          | ***               |
| F/F John Caprio – Lump Sum DROP Withdrawal                                          |                                          | ***               |
| U.S. Treasury – FIT Withholding (Kraft-Shahboz-Sanchez-DeStefano-House-Faby-Caprio) |                                          | ***               |
| Logos Plus – Materials and Labor for Installation of Wireless Sound System          |                                          | \$454.22          |
| SunTrust Bank (Visa – Fisher)                                                       | Bd Mtg / Ofc Supplies                    | \$138.53          |
|                                                                                     | Gasoline                                 | 50.01             |
|                                                                                     | Cbeyond (phones & internet)              | 435.09            |
|                                                                                     | Monthly Storage                          | 104.00            |
|                                                                                     | Disability IME + Referral (P/O M. Barry) | 1,000.00          |
|                                                                                     |                                          | <u>\$1,727.63</u> |
|                                                                                     |                                          | \$1,727.63        |

|                                                                               |                                       |                 |             |
|-------------------------------------------------------------------------------|---------------------------------------|-----------------|-------------|
| SunTrust Bank (Visa – Warner)                                                 | Xerox (mo. Maintenance)               | \$23.32         |             |
|                                                                               | Bd Mtg / Ofc Supplies                 | 190.10          |             |
|                                                                               | Wireless Sound System (partial equip) | 510.61          |             |
|                                                                               |                                       | <u>\$724.03</u> | \$724.03    |
| Cornel J. Lupu, MD – Disability IME (P/O Melody Barry)                        |                                       |                 | \$1,500.00  |
| Gabriel, Roeder, Smith & Co. – Prof. Services for May, 2011                   |                                       |                 | \$10,686.00 |
| James Fisher – Revised Mo. Allowance for June, 2011 (Dental/Life)             |                                       |                 | \$113.00    |
| Pitney Bowes Global Financial Services LLC – Property Tax on Leased Equipment |                                       |                 | \$23.74     |

\*\*\* (See Attachment A)

**TOTAL**

**\$156,161.76**

Jim Fisher reported that we anticipate scheduling an Informal Disability Hearing for P/O Melody Barry at the July 21<sup>st</sup> meeting.

12. **Input from Retirees:** None.

13. **Input from Active Members:** None.

14. **Adjournment** – Chairman Ryan announced that the next meeting dates are as follows:

Thursday – June 23, 2011 at 1:30 pm Approval of final loan documents  
2:00 pm Mid Cap Equity Manager Finalist Presentations

Thursday – July 21, 2011 at 4:00 pm Regular Monthly Meeting

There being no further business to come before the Board, motion by Vicki Minnaugh, second by Gary Arenson, to adjourn the meeting at 5:35 pm. The motion carried unanimously.

\_\_\_\_\_  
James Ryan – Chairman

\_\_\_\_\_  
Frank Musumeci – Secretary