

**CITY OF AVON PARK FIREFIGHTERS' RETIREMENT SYSTEM
PENSION BOARD OF TRUSTEES QUARTERLY MEETING MINUTES
Fire Department, 98 S. Delaney Ave., Avon Park, FL 33825**

Monday, October 24, 2022 – 1:30PM

TRUSTEES PRESENT: Warren West
Jonathan Prevatte
Jason Simmons

TRUSTEES ABSENT: Samantha Mootosammy

OTHERS PRESENT: Richelle Levy, Lorium, PLLC
Chrissy Stoker, Foster & Foster
Kerry Richardville, AndCo Consulting
Jim Barnard, Deputy Mayor

1. **Call to Order** – Warren West called the meeting to order at 1:36PM and a quorum was determined.
2. **Roll Call** – As reflected above.
3. **Public Comments** – None.
4. **Approval of Minutes**

The July 25, 2022, quarterly meeting minutes were approved as presented, upon motion by Jason Simmons and second by Jonathan Prevatte; motion carried 3-0.

5. **New Business**

- a. Proposed 2023 meeting dates
 - i. Chrissy Stoker reviewed the proposed meeting dates and suggested the Board meet at 1:00PM instead of 1:30PM. By consensus, the meeting dates were approved as presented.
 - ii. The Board discussed when the audit presentation should take place. After some discussion, the Board agreed to have the audit presentation during either the Q1 or Q2 meeting, whenever the auditor could attend in person to present the report.
- b. Discussion of possible Wolf Popper presentation
 - i. Chrissy Stoker commented Wolf Popper was a securities monitoring firm who reached out to one of the trustees to see if the Board had any interest in hearing a presentation.
 - ii. Chrissy commented they currently used Kessler Topaz Meltzer Check LLP (KTMC) for securities monitoring. Richelle Levy commented the Board could have as many monitors as they wanted. Richelle briefly reviewed the role of securities monitoring firms.
 - iii. By consensus, the Board agreed to hear from Wolf Popper at the next meeting.

6. **Reports**

- a. AndCo, Kerry Richardville, Investment Consultant
 - i. Quarterly Report through September 30, 2022
 1. Kerry Richardville gave an overview of the market environment over the quarter.
 2. The market value of assets as of 9/30/2022 was \$7,043,212.
 3. Kerry Richardville reviewed the asset allocation of the fund.
 4. Kerry Richardville reviewed the asset allocation versus the targets, commenting she would put the excess cash to work in domestic equity.
 5. The total fund net returns for the quarter were -4.21% outperforming the policy benchmark of -4.90%. The FYTD, 1-, 3- and 5-year trailing returns were -16.19%, -16.19%, 3.85%, and 4.89%, respectively. Since inception (4/1/1997) the total fund net returns were 5.38% underperforming the policy benchmark of 6.16%.

6. Kerry Richardville reviewed the performance of each manager.

b. Lorium, PLLC, Richelle Levy, Board Attorney

- i. Richelle Levy commented since the Board approved the Foster & Foster fee increase for actuarial services, she rewrote the contract, and it was ready for execution at the meeting. Richelle commented all terms were the same except for the fees. Richelle commented she needed Board authorization for the Chairman to sign the new contract.

The Board voted to authorize the Chairman to sign the new actuarial contract, upon motion by Jonathan Prevatte and second by Jason Simmons; motion carried 3-0.

- ii. Richelle Levy presented the updated Summary Plan Description (SPD) and reviewed the changes. Richelle commented she would like to work on this document further to make it more user-friendly and requested Board authorization to do so.

The Board approved the Summary Plan Description as presented, upon motion by Jason Simmons and second by Jonathan Prevatte; motion carried 3-0.

The Board voted to authorize the attorney to update the Summary Plan Description in time for next republishing, upon motion by Jonathan Prevatte and second by Jason Simmons; motion carried 3-0.

iii. Discussion of trial balances for audit

1. Richelle Levy commented someone needed to prepare the trial balances for the audit and last year it was done by Foster & Foster for \$350 per fiscal year trial balance. Richelle explained why the auditor needed these done by an outside party. Richelle further commented in lieu of paying Foster & Foster they could hire a bookkeeper to prepare the trial balances.

The Board voted to authorize Foster & Foster to prepare the fiscal year trial balances for a cost not-to-exceed \$350, upon motion by Jonathan Prevatte and second by Warren West; motion carried 3-0.

- iv. Richelle Levy reviewed the SECURE Act was a piece of retirement legislation that updated the Required Minimum Distribution (RMD) age from 70.5 to 72. Richelle commented she needed Board authorization to draft an Ordinance amendment to reflect the new RMD age.

The Board voted to authorize the plan attorney to make any Ordinance change needed to comply with the change in RMD rules, upon motion by Jonathan Prevatte and second by Warren West; motion carried 3-0.

7. **Old Business** – None.

8. **Consent Agenda**

- a. Payment ratification – Warrants #34 and #35
- b. Payment approval – None.
- c. Fund Activity Report for July 19, 2022, through October 17, 2022

The Board approved the consent agenda as presented, upon motion by Jason Simmons and second by Warren West; motion carried 3-0.

- d. Warren West asked about the Cost-of-Living Adjustment (COLA) for Stephen Marquart and Chrissy Stoker commented she would look into it.

9. **Staff Reports, Discussion and Action**

- a. Foster & Foster, Chrissy Stoker, Plan Administrator
 - i. Update on State Monies

1. Chrissy Stoker commented the Plan received \$42,416.90 this year from the State Monies distribution which was \$568.98 more than the prior year. Chrissy further commented the funds were deposited on 9/6/2022.

- ii. Fiduciary liability policy renewal
 - 1. Chrissy Stoker commented the Board's fiduciary liability policy would expire on 10/27/2022 and presented quotes for renewal.

The Board voted to bind the fiduciary liability coverage with Travelers for another 3-year period, upon motion by Jonathan Prevatte and second by Warren West; motion carried 3-0.

- iii. Board membership renewal
 - 1. Chrissy Stoker commented the FPPTA membership fee for 2023 was \$750 and the cost to renew each CPPT certificate was \$31.

The Board voted to renew its membership with the FPPTA for 2023 and pay the recertification fees for any Trustees holding a certificate, upon motion by Jonathan Prevatte and second by Warren West; motion carried 3-0.

- iv. Educational Opportunities
 - 1. Chrissy Stoker reviewed the upcoming FPPTA Winter Trustees School.

10. **Trustees' Reports, Discussion, and Action**

- a. Warren West commented they still had money in South State Bank and requested the administrator to accompany him as a witness to close the account before the next meeting.
- b. The Board, Jim Barnard, and the consultants discussed the vacancy on the pension board.
- c. Richelle Levy commented she would take the iPad that had been used by a prior trustee and attempt to reset it, so it would be usable.

11. **Adjournment** – The meeting adjourned at 2:30PM.

12. **Next Meeting** – February 6, 2023, at 1:00PM, Quarterly Meeting

Respectfully Submitted By:

Chrissy Stoker
Chrissy Stoker, Plan Administrator

Approved By:

Warren West
Warren West, Chairman

Date Approved by the Pension Board:

February 6, 2023